



COVID-19 Safe Work Procedures*

We understand the fear and anxiety around COVID-19 and Condyne Capital Partners asks that you follow the guidelines below while in the workplace to help limit the spread and keep us all safe.

Office Space:

- Employees will use **ONLY** the rear door for entry and exit. The front door will be for public use. Mail & Deliveries will be dropped inside the front vestibule. We will post a sign on the front door and inner glass door communicating this to our mail carrier & package delivery services. Allowed visitors will use the front door.
- Hand Sanitizer will be kept at both doors. Reception area/front door area will also have sanitizing material for Mel's use as she will take delivery of all mail & packages.
- We will be temperature screening employees before their shift and you will complete a screening questionnaire. Questionnaire will be sent electronically to HR every morning before shift.
- Sanitize your office space at the end of your shift and the common area cleaning checklist if it is your scheduled day using the cleaning checklist. This will ensure the office is cleaned and sanitized daily.
- Visitors will not be allowed on a temporary basis unless approved by Jeff or Don. This includes cleaners who will only be allowed inside front vestibule to collect trash.
- Please limit the use of the kitchen area and keep the 6 ft.
- Always keep a distance of at least six feet between you and another employee. This will require that no one enters another employee's office space unless absolutely necessary for work performance.
- All meetings will temporarily continue through remote conferencing from your individual office spaces.

*All procedures are subject to change based on guidelines and mandates released by the CDC, OSHA and Governor Baker. Any updates will be communicated to Employees in a timely manner.



- Mail will be kept inside the front vestibule and all packages received will be sanitized in the staging area of the front hallway with the supplied cleaning supplies. Mel is in charge of this.
- If you must use the elevator, we encourage you to wait for an empty one.
- Employees are required to use of a mask when outside our suite per the Town of Braintree.
- It is encouraged to limit outside breaks to lessen exposure.

Daily reminders and hygiene:

- As mentioned in the office space section above, there will be a temperature check upon arrival. Sick employees must stay home. Employees with temperatures above 100.4° will be sent home.
- Please follow respiratory etiquette by coughing and sneezing away from people covering your face with tissue or your elbow.
- We encourage thorough and frequent handwashing. Hand sanitizer will be placed throughout the office.
- We discourage the use of another employee's phone, desk, office or equipment.
- Travel should be kept to minimum when there is an outbreak and if travel is required, you must check the CDC travel warnings.
- Employees who must be in close proximity to one another should wear Personal Protective Equipment. We will strive to have masks available, but employees are encouraged to use their own in the interim.
- It is highly recommended that best practices are utilized when bringing in takeout or delivery food. This includes transferring the food out of the packaging, dispose of packaging, and thoroughly wash hands. Finally, clean the area where the bag or packaging was resting.

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Condyne Capital Partners Screening Questionnaire

Do you have any of the following?

- Fever or feeling feverish (chills, sweating).
 - Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Shortness of breath (not severe)
- Cough

Are you ill, or caring for someone who is ill? •

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Have you recently visited a place where COVID-19 is spreading?

In the two weeks before you felt sick, did you:

- Have contact with someone diagnosed with COVID-19?
- Live in or visit a place where COVID-19 is spreading?

If you have answered "yes" to any of these questions:

- Please remain home and contact your supervisor.

Employee Signature

Date



Cleaning Checklist

Daily checklist for personal workspaces – to be done prior to the end of your shift

The following surfaces should be cleaned daily using EPA approved cleanser.

- Phones
- Keyboard and mouse
- Door handles, light switch
- Chair arms
- File cabinet handles
- Any personal dishes left in sink

Daily checklist for common area spaces – refer to rotating schedule

The following surfaces should be cleaned daily using EPA approved cleanser.

- Kitchen area including:
 - microwave buttons
 - chair tops
 - counters
 - coffee machine buttons
 - waters cooler levers
 - refrigerator
 - cabinet handles
- 2 conference rooms as needed
- All door handles, main light switch
- Ricoh machines / postage machine

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