

## ILS COVID-19 SAFETY AND SANITATION POLICY

In light of the COVID-19 pandemic, we are implementing the following safety and sanitation policies/procedures. All employees are responsible for ensuring compliance with the following at all times:

- Social distance! This includes maintaining a 6-foot distance from all individuals as much as possible, unless a barrier is present. Employees are also responsible for ensuring that clients comply social distancing during sessions.
- Wash hands frequently. In addition, the company has provided hand sanitizer at various locations in the office. Gloves will also be available for employee use when working at client sites, subject to availability.
- All employees are required to wear face masks or face coverings at all times while in the common areas. You may remove your facemask while training, in your office alone, or when there is a barrier between you and the other person.
- Clients will be strongly encouraged to wear facemasks when in common areas.
- Only two people will be allowed in the kitchen at a time.
- If you are sick, have a fever, or are experiencing flu-like symptoms, stay home.
- All employees will need to submit to a temperature at the start of each day. Any employee with a body temperature over 100.4 °F and/or exhibiting symptoms of COVID-19 will be sent home.
- If you are sick or are sent home due to symptoms or fever, you must remain home until (1) you have been fever free for at least three days without taking medication; (2) you have been symptom-free for at least three days; and (3) at least seven days have elapsed since the onset of symptoms.
- If you have had direct contact with an individual who is diagnosed with COVID-19, who is seeking a diagnosis, or who is experiencing symptoms of COVID-19, you should report this information to HR. HR will investigate such reports on a case-by-case basis and reserves the right to send employees home as it deems necessary.
- If you stay or are sent home due to your exposure to another with COVID-19 or its symptoms, you must remain home for a period of 14 consecutive days.

These policies and procedures are effective immediately and will continue until further notice.