

# Returning to Work Information for Managers

Our plan for how and when associates will return to work or to the worksite will be handled in an organized and controlled approach. We will continue to allow working remotely wherever possible to keep associates safe.

We will use a phased-in approach for associates returning to work. Groups of associates who return to work will be based on certain criteria. As of today, our plan is as follows:

## Wave One

The first wave will be those associates whose roles are considered to be more effectively performed onsite, such as sales, fitters and other field personnel, as well as associates who would prefer to work onsite.

## Wave Two

The second wave will include additional professional associates where social distancing can easily be practiced.

## Wave Three

The third wave will be for the remainder of the professional population.

## Wave Four

The fourth and last wave will include all of those previously excluded associates based criteria explained below.

**Note:** Your site may not require all four waves. For example, you could collapse waves two and three. However, you may require additional waves based on your specific location. For example, if you are a plant/manufacturing facility, you may hold all professional associates returning to work until all waves have been completed to reduce the risk of infection within the facility.

### Keep in mind the following as you allow associates to return to work:

- Create a plan for associates in high-risk categories for infection to return to work:
  - Consider allowing them to work from home or remain on leave until they feel comfortable to return.
  - Determine increased measures to protect them when working onsite, including isolated workstations, additional PPE as requested, fewer days in the office, etc.
- Stagger weeks in the office and at home among team members, or part-time remote work on alternate weekdays.
- Determine how to handle associates who are unable or unwilling to return to work. These may include associates who:
  - Are fearful of returning to work
  - Have family obligations that interfere with the ability to return to work
  - Who remain under quarantine due to exposure to COVID-19
- Create phased and “quick close” procedures to shut down offices in the event the virus reoccurs and forces new closures
- Respond to associate requests to continue to work from home, including long-term arrangements