COVID-19 Safety Plan

Partners 1st Federal Credit Union (Credit Union) takes the health and safety of our employees very seriously. In response to the spread of “COVID-19”, a respiratory disease caused by the novel coronavirus, the Credit Union has developed this COVID-19 Safety Plan as a part of our efforts to reduce the potential for exposure to, and the spread of, the virus. The actions outlined in the Plan are based upon information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”) and the State of Indiana. This Plan is subject to change based upon additional guidance from these and other public health agencies. The Credit Union will monitor coronavirus-related guidance and will communicate any changes to this Plan.

Please take a few minutes to familiarize yourself with the Plan because we need all employees and members to do their part to promote a healthy and safe work environment. If you have any questions regarding the following please contact Human Resources.

1. **Employee Health Screening Process**

Partners 1st has instituted the following health screening process for all employees reporting for work at our facilities. Some of the actions listed below may be subject to the availability of certain supplies/equipment but will be employed upon their acquisition.

- **Temperature Screening**
  - Until such time the Credit Union can secure a sufficient number of no-touch thermometers, employees will be asked to take their own temperature before reporting to work each day. Once the Credit Union has secured no-touch thermometers, upon arrival, all employees will have his or her temperature taken.
  - Any employee with a recorded temperature equal to, or greater than, 100.4 degrees Fahrenheit will be asked to return home, and not permitted to return to work, for 72 hours AFTER their temperature drops below 100.4 degrees. The employee cannot use any fever-reducing medications to meet this requirement.

- **Symptom Assessment Questionnaire**
  - Upon reporting for work each day, each employee will be asked a series of questions to gauge whether they may be exhibiting symptoms consistent with COVID-19. Symptoms can include cough, shortness of breath and difficulty
breathing. Furthermore, an individual may be infected if they exhibits at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and a recent loss of taste or smell.

- Any employee determined to exhibiting symptoms of COVID-19 will be asked to return home, and not permitted to return to work, until no less than 72 hours have passed since recovering from ALL symptoms.

- **COVID-19 Testing and Diagnosis**
  - Employees testing positive, or diagnosed by a healthcare provider, with COVID-19 should not report to work but immediately notify Human Resources.
  - Employees testing positive, or diagnosed by a healthcare provider, with COVID-19 cannot enter the workplace for at least 10 days following the onset of illness (the day symptoms begin) AND at least three days following recovery (the day symptoms are resolved, including fever without the use of fever-reducing medications).

Employees are reminded to stay home when they are sick *regardless* of what they may believe to be the issue. Additionally, when coughing or sneezing, employees should use proper etiquette (turning away from others while coughing/sneezing into their elbow).

Members, their guests and third party vendors are also reminded to stay home when sick. They are also encouraged to adhere to proper etiquette around others when coughing or sneezing.

### 2. Enhanced Cleaning and Disinfecting Protocols for the Workplace

The following enhanced disinfection protocols will be employed until further notice:

- A combination of disinfectant wipes and sprays (when obtainable) will be made available throughout our facilities for use by employees and/or members. We ask employees to regularly disinfect their personal workspace including high-touch surfaces (i.e. counter tops, light switches, sinks, tables, door handles, railings, etc.).
- The use of handheld UVC sanitizing wands. All locations will be provided (when obtainable) wands for use on sensitive high-touch surfaces (i.e. telephones, keyboards, etc.) and member used surfaces (i.e. teller windows, pneumatic drive-up tubes, etc.). We ask employees to steadfastly follow the instructions included with the equipment for both effectiveness and personal safety. These wands are NOT to be made available to members or guests for any reason.
- Where we have cleaning services, they have been engaged to increase the depth of cleaning to mitigate the potential spread of disease.
- In addition, regular workday disinfecting of public high-touch areas has been implemented.
3. **Enhanced Personal Hygiene Measures**

   The Credit Union requires all employees to wash their hands with soap and water at the beginning of each shift and upon returning from any break. Please place an emphasis on both regularity and thoroughness when complying with this requirement.

   There will also be hand sanitizer (when obtainable) throughout our facilities for use by employees, members, their guests and third party vendors.

4. **Social Distancing**

   The Credit Union requires that all employees, members, their guests and vendors maintain the prescribed social distancing, of no less than 6 feet, as established by the CDC whenever possible.

   To further enhance the effectiveness of social distancing:

   - Employees are encouraged (unless required by local mandate) to wear appropriate face masks while at work.
   - Members, their guests and vendors are encouraged (unless required by local mandate) to wear appropriate face masks while at the Credit Union.

     **Members, their guests and vendors will be asked to lower their mask when entering the building to allow appropriate identification and comply with security protocols necessary in our industry. Failure to fulfill this request will result in the individual being denied access to our lobbies.**

   - Employees are to observe all floor, wall and/or door signage/markers indicating the need to comply with social distancing. This is particularly true for any community spaces including breakrooms and restrooms.
   - Employee breakrooms will be limited to 50% capacity until further notice.
   - Lobby teller stations have all been fitted with cough guards for both the benefit of the employee and the member.
   - Lobbies have floor markers to indicate appropriate spacing to comply with social distancing.
   - Lobbies doors display signage indicating the occupancy limits. Should the number of members exceed the posted number, any new visitors will be asked to remain outside of the lobby until other members leave the premises.

**This notice, in its entirety, can be viewed on our website at:**

[www.partners1stcu.org](http://www.partners1stcu.org)