



2019 NOVEL CORONAVIRUS (COVID-19/2019-nCoV) POLICY: Corporate Office Reopening Plan

Effective: June 22, 2020*

*(*or upon NYC entering Phase 2 of reopening)*

PURPOSE

To establish a reopening safety plan for Gateway's corporate office to prevent the spread of the COVID-19 in compliance with guidance set forth by the New York State Department of Health (DOH), the Centers for Disease Control and Preventions (CDC), the U.S. Department of Health and Human Services (HHS), and the National Institutes of Health (NIH).

SCREENING

Temperature Check:

- Gateway asks that all Gateway staff check their own temperature prior to entering the Hutch Metro Center Building:
 - **If your measured temperature is 100.4 °F or higher, do not enter the building. Call your supervisor to report your recorded temperature and return home.**
- Upon arrival at the corporate office, all Gateway staff, contractors and other visitors will have their temperature measured with a non-contact thermometer by a designated staff member and recorded on the health screening questionnaire for each person.
 - If the measured temperature is 100.4 °F or higher, the person will be denied entry into the corporate office suite.

Health Screening Questionnaire:

- Prior to entering the corporate office suite, all Gateway staff, contractors, and other visitors will be required to complete a health screening questionnaire at the front desk asking about:
 1. COVID-19 symptoms in the past 14 days
 2. Positive COVID-19 test in the past 14 days
 3. Close contact with confirmed or suspected COVID-19 case in the past 14 days.
- Questionnaire responses will be reviewed and documented daily by a designated staff member:
 - If a person has COVID-19 symptoms **AND EITHER** tests positive for COVID-19 **OR** did not receive a test, the individual may only return after completing at least **14 days** of self-quarantine.

- If a person does **NOT** have COVID-19 symptoms **BUT** tests positive for COVID-19, the individual may only return after completing at least **14 days** of self-quarantine.
- If a person has had close contact with a person with COVID-19 for a prolonged period of time **AND** is symptomatic, the individual should follow the above protocol for a positive case (i.e. **14 days** of self-quarantine).
- If a person has had close contact with a person with COVID-19 for a prolonged period of time **AND** is **NOT** symptomatic, the individual must complete a **14-day** self-quarantine.
- A designated staff will maintain a log of every person, including workers and visitors, who may have close contact with others in the corporate office suite, such that all contacts may be identified, traced and notified in the event a worker is diagnosed with COVID-19.
- Staff are required to report if any of their answers to any of the questionnaire questions change- i.e. if they begin to experience symptoms while at work **or** if they are notified/ discover that they have been in contact with a person who is positive for COVID-19 within the past 14 days.
- **Staff who are sick should stay home or return to home, if they become ill at work.**

Designated Screeners:

- Staff designated as screeners will be trained by GCC's medical staff.
- Screeners will be provided with protective face shields that must be worn while screening staff, contractors, and other visitors entering the corporate office suite.

PHYSICAL DISTANCING

At the Office:

- All staff, contractors, and other visitors must do their best to maintain a distance of at least 6 feet between themselves and other people in the corporate office suite and in the common areas of the Hutch Metro Center building at all times.
- At any time staff, contractors, and other visitors must come within 6 feet of another person in the corporate office suite, an acceptable face covering (covering the nose and mouth) must be worn.
- Elevator occupancy in the building must be limited to a maximum of four (4) people per ride. Building management encourages use of the stairwells whenever possible.
- The common restroom occupancy must be limited to two (2) people at a time.
- In an effort to reduce interpersonal contact and congregation in the corporate office suite, the following measures will be implemented:
 - Staff work schedules will be adjusted/staggered
 - Staff must punch in and out using their computer instead of the kiosk
 - All meetings will be held via teleconference
 - Distance markers will be used to denote 6 feet in commonly used areas (i.e. reception, kitchen, near the copying machine).

- One-way arrows throughout the office suite will be used to reduce bidirectional foot traffic.
- Staff are to maintain supplies independent of their coworkers (i.e. do not share pens, pencils staplers etc.).
- Only one staff will be permitted in the kitchen area at a time to use the microwave, refrigerator, sink, etc.
- Staff should eat lunch at their desk, not at the table in the kitchen.

Outside of the Office:

- All Gateway staff are expected to adhere to social distancing guidelines outside of the office, which means avoiding crowded areas and gatherings to the best of staff ability.
- If you do attend a crowded gathering within two (2) weeks of the day you are scheduled to work, you must inform your supervisor and you may be required to self-quarantine for at least two (2) weeks.
- You will be expected to keep a record of places you go and people that you are around that you know in order to provide such information to contact tracers should you contract COVID-19. You will not be required to submit contact and movement information to GCC, but you must maintain and up-to-date log in case you need to provide it to contact tracers.

PROTECTIVE EQUIPMENT

Face Coverings:

- All staff, contractors, and other visitors are required to wear face coverings upon entering the Hutch Metro Center building. Security will deny entry to anyone without an acceptable face covering (covering the nose and mouth).
- Acceptable face coverings include but are not limited to cloth (i.e. homemade sewn, quick cut, bandana), surgical masks, and face shields.
- Face coverings must be worn in all common areas of the building (i.e. lobby, elevators, stairwells, restrooms).
- Face coverings are also required to enter Gateway's Corporate Office suite and must be worn in common areas in the office suite (i.e. outside of offices or cubicles).
- Gateway will provide disposable face masks to any staff member who does not have one or who needs a replacement mask during a shift.
- Staff must not reuse disposable face masks.
- Staff who utilize reusable cloth masks must wash masks between shifts.
- Sharing masks or face coverings is prohibited.

HYGIENE, CLEANING, AND DISINFECTING

Practice Everyday Preventive Actions:

- Avoid touching your eyes, nose, or mouth.
- Proper hand hygiene is an important infection control measure. Wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Tissues, masks, and hand sanitizer will be made readily available.
- Key times to clean hands include:
 - Before, during, and after preparing food
 - Before eating food
 - Before and after using the toilet
 - After blowing your nose, coughing, or sneezing
- Additional times on the job to clean hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After putting on, touching, or removing cloth face coverings
 - Before and after touching any shared equipment or highly touched surfaces
- Use tissues when you cough, sneeze, or touch your face. Throw used tissues in the trash.
- If no tissues are available, cough or sneeze into your elbow.

Cleaning and Sanitizing:

- The Hutch Metro Center has increased their daytime janitorial staff in order to ensure that restrooms and high touch points in common areas are sanitized multiple times throughout the day.
- There will also be hand sanitizer dispensers throughout the building.
- The corporate office suite will be cleaned and disinfected at least at the end of each workday using products identified by the Environmental Protection Agency (EPA) as being effective against COVID-19.
- Sanitizing wipes and/or Lysol will be made readily available to staff to wipe down workstations and frequently touched surfaces.
- Shared workstations must be disinfected by staff after each use and documented on a log located at each shared workstation.

Disinfection of Contaminated Areas:

- In the event that a staff member tests positive for COVID-19, their office or cubicle will be closed off and the Hutch Metro Center janitorial department will be contact to disinfect the area and other commonly touched areas throughout the office suite.

COMMUNICATION

Signage:

- There will be signs posted outside and throughout the Hutch Metro Center building to remind people to wear face coverings and to adhere to social distancing rules.
- There will be signs posted inside and outside of the corporate office suite to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Staff Training:

- All staff will be trained on proper PPE usage and disposal as per CDC and OSHA guidelines and any other protocols implemented as part of the reopening plan.

Communicating Updates:

- This plan will be updated in accordance with federal, state, and local regulatory agencies.
- Updates will be communicated to staff via Paycom, email, and Microsoft Teams.
- Updates to the plan will also be posted on the GCC website.

Reporting Positive Cases and Contact Tracing:

- Staff must inform c-level officers and medical staff immediately if they test positive for COVID-19 and provide a list of anyone they have had close contact with during the two (2) weeks prior to the onset of symptoms.
- Medical staff will notify the local health department and DOH immediately upon being informed of any positive COVID-19 test results.
- A designated GCC staff will notify potential contacts (i.e. employees, visitors) who had close contact with the COVID-19 positive person.

This policy been reviewed and endorsed by the Chief Compliance Officer, Chief Executive Officer, Deputy Chief Executive Officer, Chief Operating Officer, and the Chief Financial Officer.

STAFF PLEDGE

I pledge to follow the guidelines listed within this reopening plan to prevent the spread of COVID-19. I will adhere to social distancing guidelines both in the office and outside of the office and I will notify my supervisor if I engage in any public event. I will monitor my temperature regularly and inform my supervisor if my temperature is 100.4 or higher and/or I experience any COVID-19 related symptoms. I will keep a record of places I visit and people that I know that I have been around as this information may be needed for contact tracers if I contract COVID-19.

Name

Signature

Date