

DDKY's plan is to gradually phase employees back into the office environment. Based off feedback received from managers, we are creating a schedule that considers our employees' individual needs, along with those of our company and customers.

Per Gov. Beshear's Healthy at Work protocol, businesses should have no more than 50% of employees physically present in the office on any given day. Managers will be contacting employees with their new temporary work schedules.

New In-Office Processes for Employees

Masks

Employees will be provided with several cloth masks for use in the office or you may bring and wear a mask you already have, if you prefer.

Masks should be worn in **all common areas** where you may come in contact with others:

- hallways
- elevators
- stairwells
- restrooms
- break rooms/kitchens
- mail/copy rooms
- lobby, etc.

Employees are **NOT** required to wear a mask when:

- they are working alone in an enclosed space (ie: **an office**), or
- when they are working alone in an area with more than 6 feet of social distancing (**in a cubicle with no one else within a 6 foot area**)

*** Cloth Masks worn for a full day at work should be washed after every use. Please rotate the masks worn so that you are wearing a clean mask each day.**

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering. (Or it can be hand washed in the sink using soap and water).

How does one safely remove a used cloth face covering?

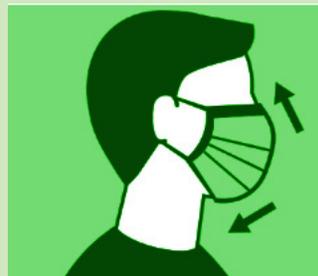
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

NOTE: Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

How to Wear Cloth Face Coverings (CDC Recommendations)

Cloth face coverings should—

- » fit snugly but comfortably against the side of the face
- » be secured with ties or ear loops
- » include multiple layers of fabric
- » allow for breathing without restriction
- » be able to be laundered and machine dried without damage or change to shape



Social Distancing

Keep a 6 foot minimum distance from others at all times

- » Only one person at a time should be in any of the **kitchens, breakrooms or mailroom/copy rooms**
- » No eating or sitting in the **kitchen or break rooms**
- » If at all possible, please try to limit the number of people in the **restroom** to only 2 at any one time.
- » Only two people **per elevator** at all times.
- » Avoid approaching co-workers' cubicles or desks. Call them via phone even in close proximity.

- » **Conference rooms** are not available for meetings (only single person use). Instead, meetings will be held using Microsoft Teams or via conference call. Each employee should login to meetings at their own individual work stations.
- » The enclosure at the rear of the building is still the designated smoking area. Follow social distancing rules to keep 6 feet separation between people.

The Fitness Center will remain closed until further notice.

Temperature Testing

Given the declaration of a pandemic, the ADA and CDC are allowing employers to measure employees' body temperatures until further notice.

PLEASE NOTE Employees should **NOT** come to the office unless they have been fever free (under 100.4°F) for at least 72 hours without the use of fever-reducing medications.

Step 1

Using the forehead temperature strip provided to you by the company (or another reliable thermometer you may have at home), take your temperature **prior to leaving your residence** to come to work. If your temperature is 100.4° F or greater, then you should:

- stay home
- notify your manager
- seek medical advice
- self-isolate, if necessary
- do not return to work until you are fever free for 72 hours without the use of fever-reducing medications

If NO fever is indicated, proceed to Step 2.

Step 2

Upon entry to the Delta Dental lobby, stop at one of the self-service kiosks and have your temperature verified/scanned.

- » If it is under the CDC threshold of 100.4° F, continue on to your desk or office.
- » If it is above that limit, you will be instructed to go home and seek medical advice based upon symptoms.

CONTRACTORS, VENDORS & VISITORS

NOTE: Please make sure to communicate the mask and temperature protocols to any approved visitors or vendors who may plan to enter the building.

Sanitizing Your Workspace and Common Areas

Hand sanitizer and buckets of disinfecting wipes are located throughout the office.

Use disinfectant wipes to:

- **clean frequently touched surfaces in your work area** (desks, computer keyboards and equipment, phones, door handles etc.)
- clean off surfaces after using copy machines, printers or other shared equipment that is accessible to everyone.
- clean kitchen items touched such as microwave, refrigerator, etc

Do **NOT**:

- leave dishes, utensils, cups or other personal items in the sink or on the kitchen counter
- use other employee's desks, phone, computer or supplies

Wash hands or use hand sanitizer:

- after disinfecting work spaces
- after exiting the elevators
- after using common areas such as a breakroom, kitchen, mail room or copy room
- before and after eating or drinking
- after using the restroom

Business Travel and External Meetings

All non-essential business travel and/or external meetings or visits to customer should be suspended unless approved by the employee's manager.

- » Abide by all local, state and federal travel directives.
- » Use a virtual alternative to communicate via video or conference call

Other Travel

If employees engage in any personal or non-essential travel, particularly to an area with "widespread sustained transmission" of COVID-19, they should notify their manager before returning to work.

If a visit is approved by a manager as essential business, employee should:

- Confirm that the customer location is adhering to safety protocols prior to visiting.
- Employee should maintain safety protocols when visiting a customer location (ex. mask, 6 feet distancing, hand washing, etc.)

DDKY reserves the right to:

- Require the employee to complete up to 14 days of self-quarantine prior to returning to the office.
- Ask for a doctor's clearance before the staff member is able to return to work.

Reporting COVID-19 Symptoms and Cases

Delta Dental requires all employees to advise Human Resources if they have contracted COVID-19 or have been exposed to a Confirmed Case of COVID-19.

Confirmed Cases include any of the following:

Positive Test Result	The individual has a laboratory test which confirms COVID-19 infection.
Presumed Positive	The individual has undergone a laboratory test but is awaiting a result and physician has advised to presume they are positive COVID-19.
Potential Cases	A physician has advised the individual to presume they are COVID-19 positive without a test because individual had a close or intermediate contact and is experiencing respiratory illness symptoms (fever, cough, shortness of breath).
Direct Exposure	Bodily fluid contact (e.g., kissing, coughing, sneezing) or 15-minute face-to-face contact (within six feet) with a person who has a presumed or confirmed COVID-19 diagnosis.

If an employee has a fever and/or COVID-19 symptoms, the employee must be tested for the virus within 36 hours. They should be tested by a doctor or clinic and quarantine at home.

When a DDKY Staff Member has a confirmed case of COVID-19:

- » Human Resources will activate **contact tracing** to identify all colleagues who worked in close proximity (within three to six feet) for a prolonged period of time (15 -30 minutes or more) with them during the 48-hour period before the onset of symptoms.
- » All employees who are determined to have had close contact with the infected employee will be sent home to self-isolate, and work remotely if possible.
- » **The identity of the infected employee will be kept confidential.**

Self-Quarantine Requirements

- » An employee who tests positive for COVID-19 or was in contact with someone who has tested positive to COVID-19, **must self-quarantine and remain off DDKY property for 14 days.**
- » To return to work after experiencing symptoms, the employee must meet **ALL** of the following:
 - No fever (100.4° F or above) for at least 72 hours (three full days) without the use of fever-reducing medications, **AND**
 - Other symptoms (cough, shortness of breath, etc.) have improved, **AND**
 - A minimum of 7 days has passed since symptoms first appeared.

See the attached CDC guidelines on What to Do if You Are Sick for additional information on self-isolation and returning to work.