

Reopening Resource Guide

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Print Resources

RE-OPENING SUPPLIES

FLOOR GRAPHICS

10"-12" in diameter • Slip-proof \$9 ea (for qty of 1-50)









Excludes Setup + Freight

CDC POSTERS

Available in 18"x24" or 24"x36" as low as \$25 ea (qty of 1-4)





CALL OF EMAIL FOR Excludes Setup + Freight



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SOCIAL DISTANCING FLOOR DECALS





NEW FDS01 12" Chris Welt Here Floor Dacel



NEW FDS02 12" x 14" Rectargle Widt Here Floor Decel

PRE-PRINTED WAIT HERE STOCK FLOOR DECALS

Price includes pre-printed Walt Here stock graphics in Medium Blue, NO LOGO, on non-slip laminated white vinyl with removable achesive.

ltern#	12	25	50	125	250	500
FDS01	8.63	5.88	5.71	4.55	3.35	250
FD902	8.63	5.88	5.71	4.55	3.35	250

Pricing expires 12/31/2020



NEW FD004 12" x 24" Racingle Reor Ducel

CUSTOM IMPRINT FLOOR DECALS

Price includes 4 Color Process imprint on non-slip laminated white vinyl with removable adhesive.

item#	12	25	50	125	250	500
FD001	2L40	14.00	9.20	6.35	5.45	4.85
FD002	21,40	14,00	9,20	6.35	5.45	4.85
FD003	21.40	14.00	9.20	6.35	5.45	4.85
FD004	31.45	19.50	12.40	9.20	7.86	7.20
Pricing expires 12/31/2020						



NEW FD001 12" Circle Reor Decal



NEW FD002 12" x 12" Square Roor Decal



NEW FD003 12" x 12" Octagon Floor Decal

FREE DROP SHIPPING thru June 30, 2020! Use Promo Code: DROP



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Since 1987

Tom Wagner

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Printed CDC Posters

What you should know about COVID-19



Prevent the spread of COVID-19



Keep Calm and Wash Your Hands



Wash Your Hands



How to Safely Wear a Cloth Face Covering



Stop the Spread of Germs





Stay home when you are sick



print&design William Dalton Dr. Glassboro, NJ 08028 856-582-4004

(5) 8.5x11 Signs - \$4.95 (5) 11x17 Signs - \$9.95 All signs printed on heavy cardstock Higher quantities available All signage shipped via UPS in 1 business day after order To order, please email quotes@belliaprinting.com



856-845-2234



kiva group

We're Here to Help

856.384.7773 | www.kivagroup.org

The Kiva Group can help provide Communication essentials that you'll need as we begin to reopen our businesses and begin to recover. Using our network we can help source items you may require.*





Customizable Signage





Newsletters Digital and Print



Office Resources

PROTECTIVE COUNTER BARRIER

keep your employees safe with this versatile barrier screen

USE PROMO CODE: S20CVD1 FOR A FREE ART SET UP

Offer applies to the products on this fiver only - valid for 3/23/20 through 7/31/20





Protective Counter Barrier MOUNTED

Add a protective barrier to public spaces to reduce the amount of physical contact between employees and customers

- Three sizes available
- Included removable fast let this barrier stand alone on floors or sountariops.
- -Included hook and loop fasteners can be attached to walls or counter for strategic barrier placement
- Clear window allows for easy communication through barrier
- -See assembly instructions for specific details on how to clean this product
- Kit includes two 17"W x 2.5"H adhesive decals

Hom #	Description	1	2-5	6-11	12-24
259110	24"W X 24"H Protective Counter Berrier Kit	99.00	95.00	92.00	88.00
259111	24"W X 24"H Protective Counter Berrier Hardware Kit	79.00	76.00	73.00	70.00
259113	24"W X 32"H Protective Counter Barrier Kit	115.00	111.00	106.00	102.00
259114	24"W X 32"H Protective Counter Berrier Hardware Kit	95.00	91.00	87.00	84.00
259116	40"W X 32"H Protective Counter Barrier Kit	130.00	125.00	120.00	115.00
259117	40"W X 32"H Protective Counter Barrier Hardware Kit	110.00	106.00	101.00	97.00
				USD N	ISRP (C)



Tom Wagner 800,745,6120 ext 19

twagner@qualityconcepts.com www.qualityconcepts.com

Get Back to Work Initiative

A Message to our Valued Friends & Clients

At Bellia, we know how important it is to get your employees back to work when appropriate and provide them with the safest environment possible. With almost 50 years of experience, the Bellia Team has scoured the market in search of the best solutions to suit your needs Post COVID-19. We hope this guidance helps you along your journey & wish you and your family the very best.

Anthony K Bellia & The Bellia Family.

Bellia Interiors Group | 1047 N Broad St, Woodbury NJ <u>www.bellia.net</u> 856-845-2234 EXT. 121



Get Back to Work Initiative

What is the New Normal

The top three culprits that sabotage focus work are distractions, interference, and interruptions. They come in the form of external influences, like people or activities around you, or internal stressors, like hunger and fatigue. All of these can disrupt your brain's ability to focus.

cus.

Employee Well-Being – Supporting people's physical and psychological health to build confidence and enhance performance



Organizational Culture – Understanding and preserving your culture to empower your workforce and leverage your space in new ways



Transforming the Floorplate – Addressing facility requirements, density, and exposure while mitigating risk

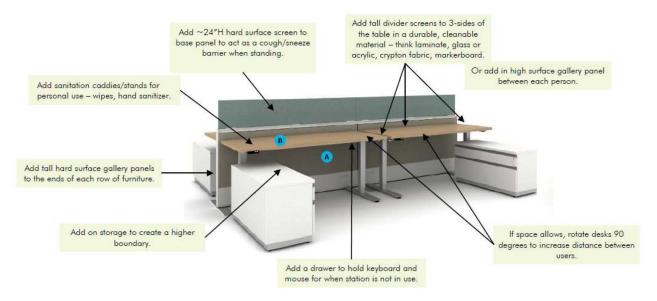
Return to Work(place):
Our Point of View

*Click here to DOWNLOAD: https://www.haworth.com/resources/rtw





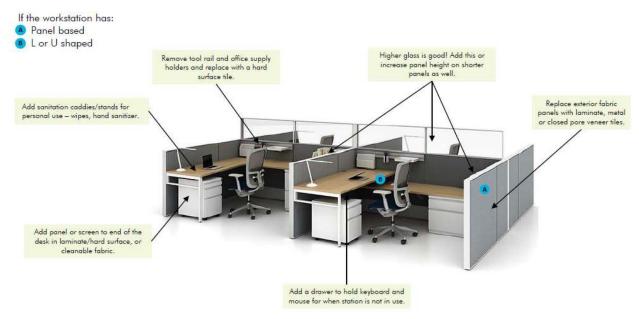
Workstation Strategies



*Source: CBRE (COVID-19 + The Future of Furniture)



Workstation Strategies



*Source: CBRE (COVID-19 + The Future of Furniture)



Office Strategies

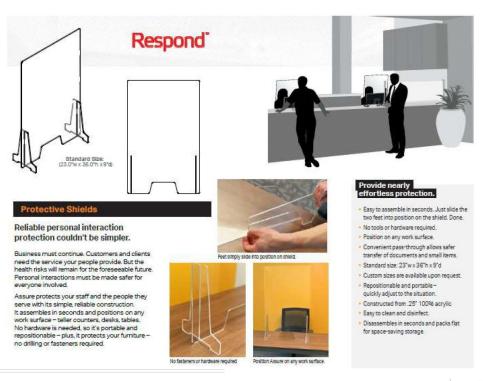
Private Office



*Source: CBRE (COVID-19 + The Future of Furniture)



Desktop & Countertop Barriers





Desktop & Countertop Barriers





Enclave™ Sneeze Guard

Safeguard everyone in your workplace with acrylic sneeze guards and barriers. No installation required. Divider panels on free standing feet can be moved as needed to provide a barrier and separation anyway on counters, desks or worksurface areas. Acrylic is easy to clean and disinfect.



Workstation Barrier Screens

















Workstation Barrier Screens





Frosted Acrylics

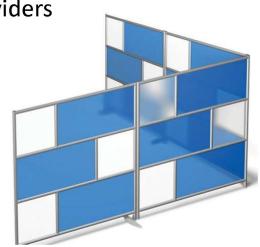


Use Barrier Screens to wrap your Furniture and create separation or add Acrylic Stackers on top of existing workstation Panels. This is a great time to add a pop of color to your office.



Mobile & Free-Standing Room Dividers



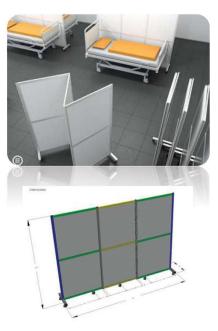


An immediately available solution to divide large rooms into private and separate areas. Mobile and free-standing screens made with acrylic and whiteboard material are easily cleaned and disinfected and can be moved to use wherever needed. Screens can be hinged together to create walls, hallways, private areas, and rooms without incurring costly construction. All screens are shipped fully assembled for immediate use.



Mobile & Free-Standing Room Dividers







Portable Room Dividers



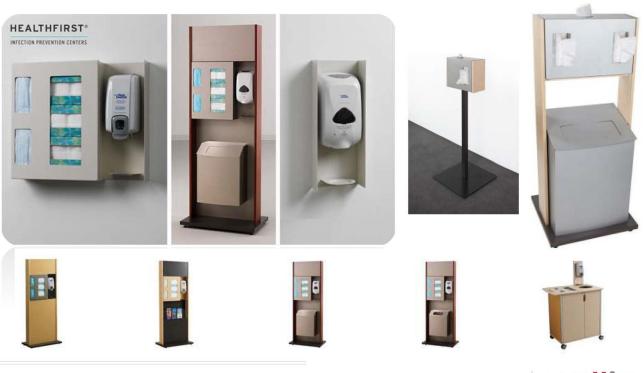








Infection Prevention Centers





Infection Prevention Centers

WALL MOUNTED: PUBLIC SPACES - FRONT LOADING









WALL MOUNTED: EXAM SPACES - FRONT LOADING













Floor Decals





Branded Social Distancing Floor Decals

We all understand the social-distancing concept on a theoretical level, but have you noticed how difficult it can be to put into practice? It's especially challenging when preoccupied – old habits can take over.

Help people practice healthy distancing with strategically-placed floor decals. You'll demon-strate a commitment to staff customers, and your community while keeping them safe it's an easy and effective way to protect everyone that moves through your space.

- Designed to your brand standards
 Size and shape to fit your space
 Your messaging or ours (we're here to help)
 Durable traffic-tested material
 Applies to smooth flooring or carpet
 Delivers in just days
 Easy to install and remove

We're here to help you make your space safer. Contact your Takeform representative today.



Social Distancing Floor Decals



Respond lets you choose the material right for you.



Moxie graphic panels

Moxie is our industry-leading graphic panel system. It's intended for long-term applications or demanding environments where exceptional durability is required. Standard for Respond exterior signage.

Cleanable | Durable | Chemical resistant

Mounting Options: tape & silicone, cleat, z-clip, structural adhesive, screw



Amplify wall posters and floor decals Amplify offers easy to install, self-adhesive interior wall poster and floor decal materials that let you display your message on any interior wall or floor.

Repositionable | Removable

Mounting: peel and stick self adhesive



Light-weight extruded graphic panel

For extended-temporary use, select this light weight durable display board.

Cleanable | Scratch resistant Chemical resistant | UV Resistant Mounting Options: tape, screw



Amplify window film

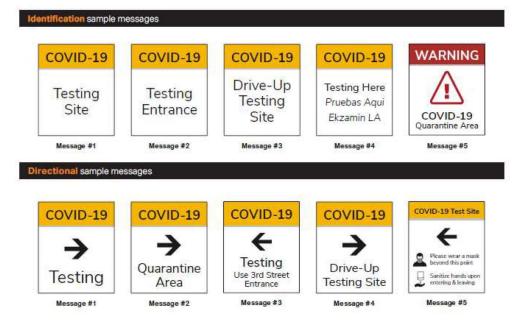
Applies directly to glass doors and windows and is intended for indoor and outdoor use.

Cleanable | Scratch resistant Chemical resistant | UV Resistant

Mounting: peel and stick, static cling to glass

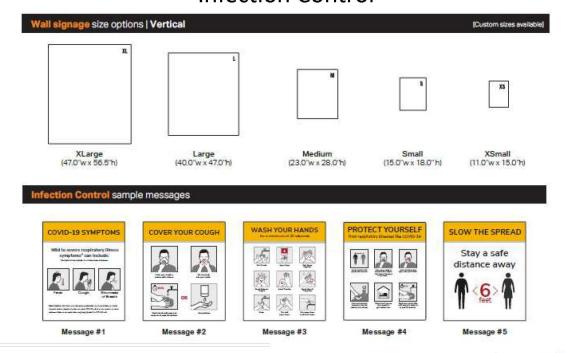


Wall Signage





Wall Signage – Infection Control





Wall Signage

Notification sample messages



Message #1



Authorized Personnel Only



Message #2



Message #3



Message #4



Message #5

ATTENTION

CLOSED until further notice due to COVID-19

We apologize for the inconvenience,

Message #6

ATTENTION

New Hours: 06:00 AM to 10:00 PM

Message #7

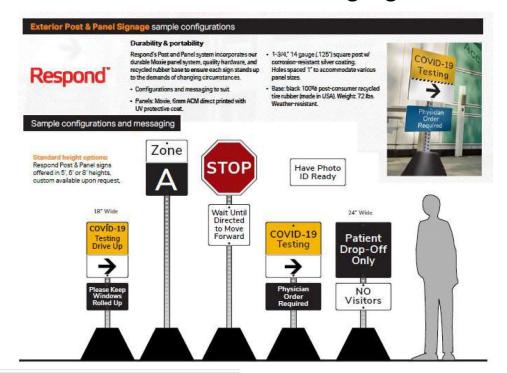
STOP

COVID-19 Quarantine Area Authorized Staff Only Full protective equipment required.

Message #8



Exterior Post & Panel Signage





Public Notices

Notice Holders
Protect and declutter with one ingeniously simple product. Pathogens like paper. And unfortunately, as facilities adapt to changing demands, paper signs may become all too common communication tools in healthcare settings. Our Notice Holders offer a simple, yet effective means of containing temporary paper signs and protect them and the people in your space from contamination.

Let us help you take cleanability a step further. We can print your inserts to our cleanable substrate.





COVID-19 Notices sample messages

Notice holder size options

(Custom sizes available)























*Specify color palette to complement your space or brane





PPE & Other Sanitization Resources



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Since 1987 ---

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SANITIZERS

PROTECT

AREUS AF

Back To Work Kits

JN STOCK!

7 day production timel

PPE123 - BACK TO WORK PPE KIT

Our popular Back to Work Kit includes (1) 3-Ply Face Mask, Hygiene Tips Booklet, (2) Hand Sanitizer Packets 0.9g. (2) Device Wipes and (1) Pair of Nitrile Gloves.

QTY	50	250	SCO	1000	B
PRICE	\$9.05	\$8.65	\$8.30	\$7.95	

Setup Charge: \$40,00 V

Colors Available: Blue, Red, White or Black





PPE133 - RETURN TO WORK PPE KIT

Everything you need to keep yourself protected at work. This kit includes a 3-Ply Face Mask. (1) pair of Nitrile Gloves, (1) Hand Sanitizer Bottle Toz, Hygiene Tips and (1) Tissue Packet.

QTY	50	250	500	1003	R
PRICE	511.95	\$11.45	\$10.95	\$10.55	

Setup Charge: \$40.00 V Colors Available: Red or Blue

PPE153 - FAMILY PPE KIT

Cur popular Family PPE Kit is perfect for the production floors or for use at home. This kit includes (2) Face Masks, (1) Hand Lotion Tube, (3) Cleansing Towelettes, (3) BZK Antiseptic Wipes, 1oz Hand Sanitizer Bottle, Hygiene Fact Booklet, (4) Device Wipes, (1) Bar Soap, (1) Sanizide PRO Disinfecting Wipe, (2) Tissue Packs, and (2) Pairs of 2 Mitrile Gloves.

QTY	25	250	500	1000	R
PRICE	\$15.40	\$18.55	\$17.75	\$17.05	

Setup Charge: \$40.00 V Colors Available: Blue, Red or Black



the kiva group

We're Here to Help

856.384.7773 | www.kivagroup.org

The Kiva Group can help provide PPE essentials that you'll need as we begin to reopen our businesses and begin to recover. Using our network we can help source items you may require.*



Protective Anti-Virus Disposable Face Mask 3-Layer Disposable Face Mask



Antibacterial Antiseptic Hand Sanitizer

Custom Label 60 ml bottles



Customizable Black Cotton Washable Face Mask



Disposable Latex or Nitrile Gloves

Custom Label 60 ml bottles

*Note times and shipping varies, we will work to have your pricing and availability as quicky as possible.

RE-OPENING SUPPLIES

HAND SANITIZER

personal sizes: .5, 1, 2, 8, 10, 12 oz

Refillable 1 Gallon Jugs





Pricing and availability changes daily. Contact us for details.

REUSABLE MASKS



DISPOSABLE MASKS



Excludes Setup, Screen Fees + Freight



plan, create, manage, execute



Cleaning / Sanitization Resources



OF SOUTH JERSEY 856.519.9060



Vincent Ceroli - President/Owner
DUCTZ of South Jersey
1879 Old Cuthbert Road, Unit 18
Cherry Hill, NJ 08034

o: 856.519.9060 c: 856.261.3000

Commercial & Residential Disinfection Fogging and Sanitizing Services

In addition to the DUCTZ services that provide a cleaner breathing environment, DUCTZ is offering **Disinfection Services** for these high-touch points areas if your facility would like to take precautionary disinfection measures.

- Desks
- Lunch / Break Rooms
- Classrooms
- Trash Areas
- Entrances
- Stair Rails
- Light Switches
- Lobby Areas
- Counter Tops
- Kitchen Surfaces
- Elevators
- Sinks/Faucets
- And More!

How We Are Protecting Our Customers

DUCTZ Teams are taking extra safety measures too.

- Team members are not permitted to work if they are sick or have a family member who is sick.
- Personal Protection worn on all jobs: goggles, masks, gloves, booties.
- Equipment and vehicles are disinfected after each job.



Why Clean Now?

If your building is currently unoccupied or closed but will reopen later, *clean now*. There are three good reasons why:

YOU'LL BE READY



Cleaning now means your building will be ready for occupants as soon as you want to reopen, and you'll be able to hit the ground running. Scrambling to find professionals to disinfect when you need to re-open is not a good idea. Delaying resuming business because your facility hasn't been properly cleaned is even worse!

YOU'LL BEAT THE RUSH



If offices, government buildings, schools, and other facilities all start to reopen at roughly the same time, companies like COIT will be inundated with cleaning and disinfecting requests. Chances are, if you decide to have the work performed at that point, you may find that no company has the personnel available.

YOU'LL BE SAFER



The best time to clean, sanitize, or disinfect a building is when it's empty.

Crews are able to access the entire building without having to work around occupants. This is safer—both for your occupants and our employees—

and ensures all areas of the facility will be disinfected.



800-FOR-COIT COIT.COM

We are Here to Help



Our certified technicians have the proper protocols, certifications, equipment & cleaning agents to help minimize the risk of infection in your home or business.



Our COIT family wishes you and your family to stay safe.

Schedule today!

COIT.COM 856-566-0700

Restoration Services
Infection Control • Water • Fire
Soot • Sewer Backup • Mold







SERVPRO® professionals are trained in adhering to the highest cleaning and sanitation standards.

SERVPRO® franchise professionals offer cleaning services including the removal of biohazard contaminants. They have the specialized training and products to get your property back to business.

About Coronavirus

The CDC is responding to an outbreak of a respiratory disease caused by a novel (new) coronavirus (SARS-CoV-2) that was first detected in Wuhan City, Hubei Province, China and has spread to 60 locations internationally (as of this publication), including cases in the United States. The virus known as "coronavirus disease 2019" (abbreviated "COVID-19") is thought to spread mainly from person-to-person or through respiratory droplets when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.ⁱⁱ

Scope of Cleanup Protocol

SERVPRO professionals can perform a proactive cleanup that involves facility or structure cleaning and disinfection where the customer states that there is no active known threat of COVID-19 contamination or exposure. The customer will be required to acknowledge that cleaning and disinfecting will *only apply* to the current state of the structure and contents. The structure would not be protected from future COVID-19 contamination if an infected person was to enter and occupy the building.

Cleanup Scope of Work and Planning

The CDC encourages cleaning of high-touch surfaces such as counters, tabletops, doorknobs, light switches, bathroom fixtures, toilets, phones, keyboards, tablets, and tables at a minimum.ⁱⁱ These same surfaces are mentioned in the CDC's guidance for commercial spaces as well^{iv}, including:

- Kitchen/Food Areas
- Bathrooms
- Schools/Classrooms
- Offices
- Retail Spaces
- Water Fountains
- Shelving and Racks

- Sales Counters
- Carpets and rugs
- Stair Handrails
- Elevator Cars
- Playground Equipment
- Fitness Equipment



SERVPRO® of Bordentown/Pemberton

609-894-8555

Independently Owned and Operated



Introducing a new AMG service -**COVID-19 disinfection** to sanitize your office space.



The current pandemic has prompted every company to re-evaluate the layout and health of their office space. To help you address the environmental health of your office space, AMG now offers COVID-19 disinfection cleaning services. We've partnered with Belfor, who brings 25 years of property restoration experience to the table. AMG can also reconfigure your office to accommodate the new 6-foot social distancing recommendation before disinfection. Look to AMG as your one-stop shop to help make your office space ready for the new normal, and as clean as possible, providing your employees and customers with peace of mind.

COVID-19 disinfection services— choose the level that's right for your office:

LEVEL 1: NO EXPOSURE RISK

- No suspected or confirmed COVID-19 exposure
- Proactive sanitization taken as a precautionary action
- Ideally done when office is empty while your staff works from home

LEVEL 2: SUSPECTED EXPOSURE RISK

- Possible COVID-19 exposure within your facility: need disinfection to minimize risk
- No industrial hygienist required

LEVEL 3: CONFIRMED EXPOSURE RISK

- Confirmed case(s) of COVID-19 exposure
- Most thorough of all disinfection cleaning
- Industrial hygienist consulted to inspect & clear premises of any COVID-19 exposure

COVID-19 Disinfection Services Benefits:

We use an EPAapproved hospital-grade disinfectant proven to be safe and effective at battling infectious viruses like COVID-19, and reducing the risk of infection.



KIIIs 99,99% of pathogens including bacteria (E Coll, MRSA). viruses, fungl, etc.



Reduces downtime by 75%



Helps prevent cross-contamination



No harmful residue





Human Resources



Protocall is here to help you meet The Center for Disease Control and OSHA's guidelines. Due to the COVID-19 outbreak, we are here to do our part to help prevent the spread of this terrible virus and help protect your workforce. You and Protocall's Healthcare Staffing team will be the first line of defense in confirming that employees do not have symptoms that could potentially jeopardize the health and safety of your workforce.

Protocall's Healthcare Division has received the "Gold Seal of Approvol" from The Joint Commission, the oldest and longest standing accreditation body for healthcare quality assurance.

You can choose a Protocall Nurse or a Protocall Certified Medical Assistant (CMA) who will arrive dressed in scrubs to provide on-site screening for employees entering your facility. Protocall can provide a new infrared thermometer or use your device. Our Health Screening Professional will ask your company's questions regarding COVID 19 exposure (optional) and will perform a non-invasive temperature check and follow your procedure for documentation. If necessary, he/she will assist with the next step protocol you might require.





PROTOCAMENTE WE Help with Hiring!

STAFFING • RECRUITING • ONSITE SOLUTIONS

For years The Protocall Group has been your go-to agency for temporary and temp-to-hire solutions. Our top priority is always finding the right candidate, right now to meet your business needs. We specialize in filling high volume orders and providing a committed team of quality staff. The Protocall Group will help you maintain the highest standards of production, control staffing costs, and secure the most value for your employment investment.

Healthcare

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Industrial

Burlington 609.387.0300 Philadelphia 267.546.0650 Vineland 856.696.1080 Woodbury 856.848.2196

Office & Professional

Cherry Hill 856.675.1111
Philadelphia + Suburbs 215.592.7400







Designed for professionals, including emerging leaders, those needing a refresher or anyone who needs a boost in performance. Our engaging training approach includes small group activities, interactive discussions, real-world applications and clear action plans to improve performance.

- Professionalism Bootcamp examines key principles surrounding attitude, communication and professionalism in the workplace, adding value to an organization's bottom line.
- Connecting with Emotional Intelligence provides effective strategies for building positive relationships in the workplace using an emotional intelligence framework, ultimately improving productivity and retention.
- Leveraging Time for Maximum Impact teaches decision-making strategies to better manage professional and personal responsibilities, recognizing the benefits of happy employees.
- Applying the Strengths of a Multigenerational Workforce teaches a strengths-based method, uncovering distinct generational characteristics and identifying new and existing synergies that support the successful integration of a multigenerational workforce.

For More Information:

(609) 518-3500 or info@aspireyouth.com



COVID-19 Return to Work Frequently Asked Questions (FAQs)

What are the Occupational Safety and Health Act (OSHA) requirements in terms of cleaning, disinfecting the workplace?

OSHA generally requires employers to recognize hazards in the workplace. The premise still applies during COVID-19. Employers must track CDC recommendations and train employees on safety measures.

For additional information, please refer to Insperity's "Best Practices for Restarting Business Operations Following a Pandemic Event".

Employers should document actions taken to ensure a clean and safe environment for employees. Likewise, communications to employees regarding the efforts to provide and maintain a clean, safe workplace should be retained as a part of the compliance thread.

How long after an employee tested positive for COVID-19 can they return to the workforce?

The <u>CDC</u> provided the following guidelines regarding an employee's return to work following an employee's positive COVID-19 test:

- A minimum of 3 days (72 hours) since recovery, which is defined as a resolution of fever without the use of fever-reducing medications and
- · An improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- · A minimum of 10 days since the employee's symptoms first appeared.

How should employers communicate who is an essential worker?

When an employer returns part of their workforce to in-person or remote work based on the "essential" nature of the work performed, it's important that the whole organization understand the objective criteria that was used to select those who are chosen to return.

Employers should carefully craft messages around the criteria used to identify skillsets and/or experience that is required when the first, or various, waves of employees return to the workplace. This communication should stress the value each employee has and the fact that the organization is looking forward to the day when the whole workforce is able to return to the environment.

What incentives can be offered for essential employees returning to work when other employees can work from home?

Any decision to offer an incentive for employees to return to the work environment should be based on objective criteria and applied unilaterally to all employees in the targeted group. It may be wise to focus incentives on actions that will align

insperito com



Experience a higher level of HR service and technology

Recruiting and outplacement support

Job description development
 Wage and salary surveys
 Process review
 Interviewing and selection training

Employment administration and payroll

Payroll processing • Reporting, paying and withholding payroll taxes • Online paystubs and W-2s •
 Payroll management reports • Garnishment and deduction administration • Employment eligibility verification • Time and attendance • PTO accrual tracking • Leave tracking and administration

Benefits plan sponsorship

Insperity-sponsored benefit plans and programs — Medical, dental and vision — Employee assistance program — Health savings account — Health care flexible spending account — Life, disability and personal accident insurance • COBRA administration

Training and development

 Identify performance improvement opportunities • Leadership and employee development • More than 100,000 online learning assets • Professional education units (CPE and PDU) for select courses • Live, virtual training

Performance management support

- Performance appraisals Compensation resources and tools Supervisor coaching Job descriptions
- Reward and recognition program assistance
 Compensation trends
 Client self-help tools and worksheets for variable and sales pay designs
 Climate surveys

Employer liability management

Workers' compensation plan coverage and claims resolution • Employment practices liability
insurance • Employee handbooks • Termination assistance • Employee relations guidance • Substance
abuse prevention • Harassment and discrimination prevention training

HR-related compliance

Unemployment claims administration • FICA, FUTA, SUTA • Drug-free policies and/or administration •
 Discrimination/harassment complaints assistance • FLSA exempt, nonexempt classification education

Visit my page: www.insperity.com/bob.kennedy or Call 267-940-6955

Bob Kennedy Business Performance Advisor

1200 Intrepid Ave | Suite 105 | Philadelphia, P.A. 19112

OFFICE: 267-940-6955 | MOBILE: 856-904-3230 | FAX: 267-940-6970



Best practices for restarting business operations following a pandemic event

The following is a brief list of suggestions for business owners restarting their operations either after a state or county-wide quarantine is lifted or after local shelter-in-place orders have been rescinded. For additional questions, please reach out to your Insperity service representative.

Disinfecting the workplace

- Focus on commonly touched and communal areas (i.e. doorknobs, handles, guardrails, counters, etc.)
- Establishments deemed essential businesses and working throughout the quarantine may need to be disinfected 2-3 times daily, depending on number of staff and if members of general public are served on-site.
- Review directions on the bleach container label. Do not try to produce your own liquid bleach!
- Bleach solutions measuring up to 600 ppm in composition will successfully disinfect hard non-porous surfaces.
 - For products with around 6% bleach, use up to a third of a cup per gallon of water.
 - For products with around 8% bleach, use up to a quarter of a cup per gallon of water.
- Alcohol solutions with at least 70% alcohol and most EPA-registered household disinfectants can be utilized.
- Ensure that no other cleaning products containing ammonia are used at the same time!
- Provide employees performing disinfection with personal protective equipment (PPE), such as chemicalresistant gloves, eye goggles, aprons, etc. Ensure adequate ventilation during disinfecting procedures.

Returning staff to a safe work environment

- Any employee who had suffered respiratory stress or otherwise felt symptoms commonly associated with a flu
 should remain home for at least 3 days after resolution of fever without the use of fever-reducing
 medications, shown improvement in respiratory symptoms, and after at least 10 days after onset of
 symptoms.
- Consider a staggered return to work practice. Employees who assist customers in-person, supply chain
 management workers, and other mission-critical staff will be prioritized for initial return. Remote or noncritical employees may be asked to work remotely for another calendar week before returning to work.
- Gradually build-up workplace density and reduce chances of accidental transmission.
- Remind staff to maintain social distancing whenever possible and practice personal hygiene, particularly
 washing hands throughout the day and using hand sanitizers, if available.

Providing effective and safe customer service

- Consider posting signs on your entrance asking customers feeling ill, feverish, or coughing to either not enter the premises, have a company representative meet them outside, or wear a facemask if their necessary.
- Have masks, gloves, and disinfectant / sanitizer products available at all in-person customer service points.
- Limit the number of employees providing direct customer service; said employees may wear gloves if handling items held by the customer. These employees could be also asked to wash their hands or disinfect regularly.
- Good social distancing practices with customers may include:
 - Remote drop-off / pick-up of products as opposed to directly handing those over between individuals.
 - Installing a protective screen with a small service window for products and/or currency to pass through.

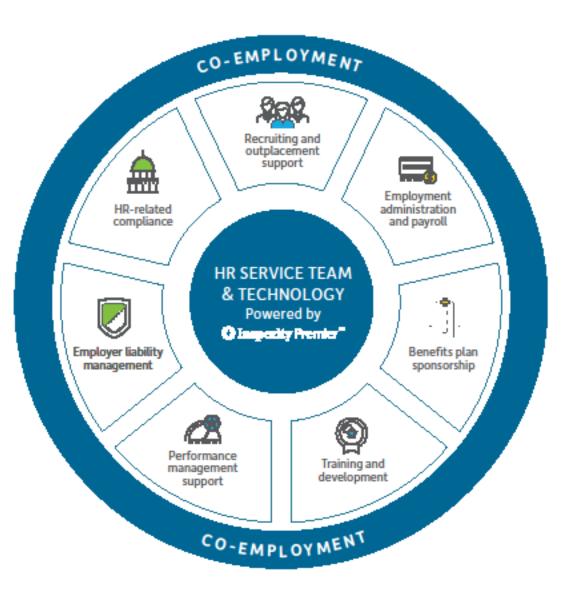
While there is no telling for how long individuals still may transmit infectious pathogens after the quarantine is lifted, continue to exercise common sense and use your best judgement. Only check trusted sources, such as Center for Disease Control (www.cdc.gov) and your local public health resources for additional guidance.

Insperity's Safety Services are provided to help reduce workplace injuries and illnesses to worksite employees. But only your company controls its worksite safety and operations. For that reason, your company remains solely responsible for compliance with all health and safety Laws applicable to your worksites and motor vehicles. Our Safety Services Consultants' knowledge of workplace standards and best practices may aid your company's efforts to meet its responsibility to provide a safe workplace, but any reference to those standards or any support we provide to your company does not after the allocation of responsibilities in our Client Service Agreement.



Workforce Optimization

The Insperity® Workforce Optimization® solution is designed to help move your company ahead as far and as fast as possible. This co-employment solution combines personalized service and a proprietary HR technology platform to provide an unmatched customer experience.





Insperity Workforce Acceleration HR software and service

If you're ready for an HR technology infrastructure with unsurpassed service, you'll want to consider the Insperity® Workforce Acceleration solution. You'll gain access to powerful HR technology tools and specialists who can help you navigate the HR landscape. Meanwhile, you'll retain employment-related responsibilities and risk.

