



Policy Overview

enFocus Phase 2 Re-Opening

August 3, 2020

Phase 2 for enFocus

Policies for enFocus - Phase 2

Social Distancing/Protective Equipment

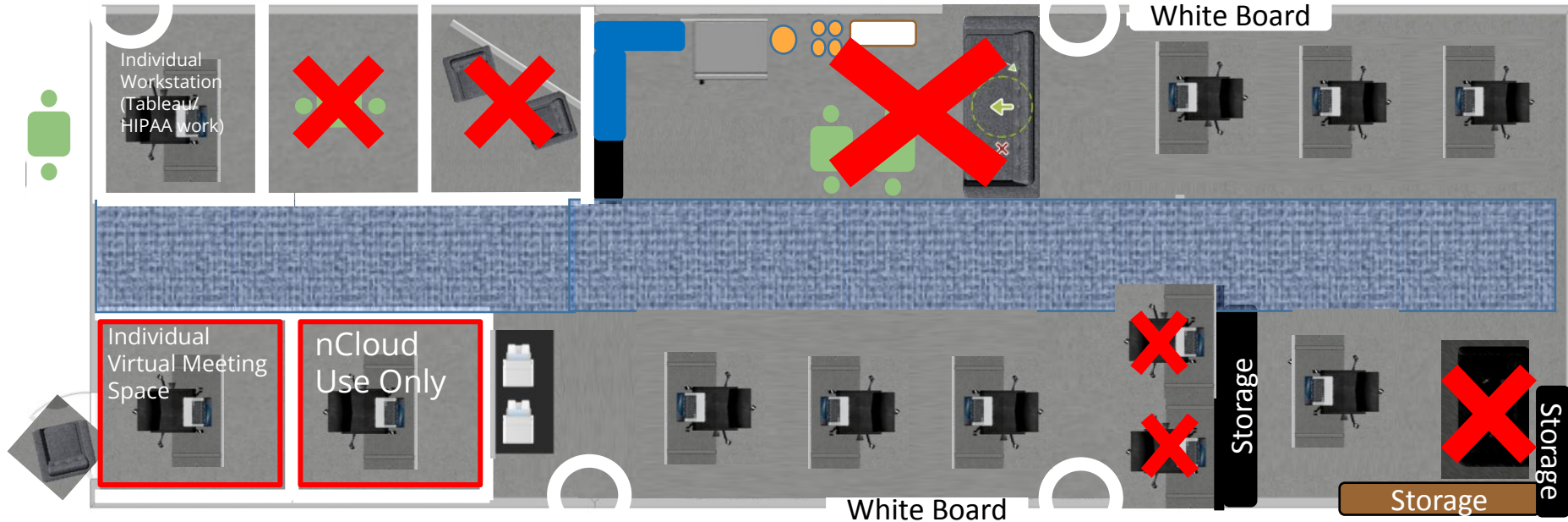
- Maximum of 7 people at SB office
- Maximum of 5 people at the Elkhart office
- Within the SB office:
 - The two larger meetings spaces are in use:
 - The first (the larger of the two) is reserved for phone calls and virtual meetings
 - The second (the smaller of the two) is reserved for nCloud utilization
- You can't come in if the office is at capacity
- If you need to pick something up, plan around off-hours/capacity of the office.

Policies for enFocus - Phase 2

Social Distancing/Protective Equipment

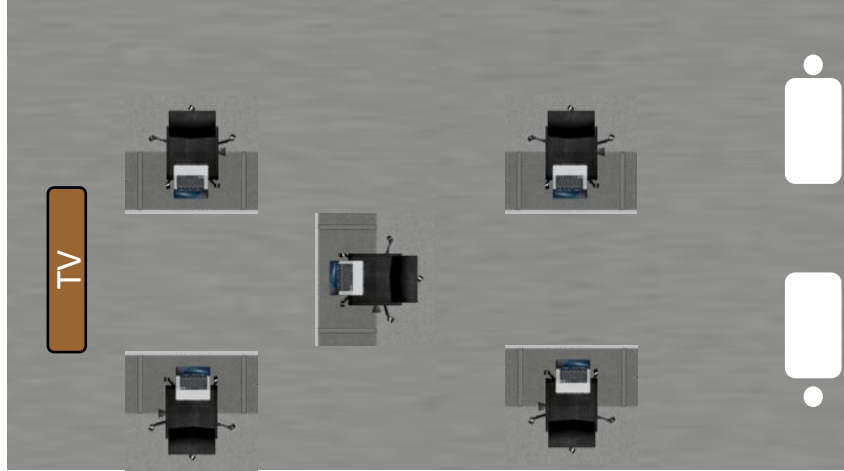
- A face mask will be required upon entry and any time you are moving about the office - Leaving to take a phone call outside, going to the restroom, etc.
- When you are in a stationary spot and have a distance greater than six feet between you and your coworkers, you may remove your face mask.

South Bend Office Layout - Lower Level



Lower Level capacity = 7
Anytime entering office, use sanitizer

South Bend Office Layout - Mezzanine Level



Upper Level capacity = 7

Elkhart Office Layout



ETHOS capacity = 5

enFocus policy - Phase 2

Social Distancing/Protective Equipment

- All staff can work from office and can sign up to come in through a Google Sheet monitored by LT/SYF member
 - Team members do not have to come into the office during Phase 2

enFocus policy - Phase 2

Social Distancing/Protective Equipment

- We are prioritizing utilizing our office space for group meetings
- A weekly signup sheet will be sent out Sundays at 6 PM
- You must sign up the day before even if we're not close to capacity! (We need it for contact tracing, just in case)
- Please don't delete anyone from the list!
- If you don't hear from us, you're good to come in!
- If you have an extenuating circumstance (no internet, power outage), message the LT/SYF reserve person for that day that you need to come in.
- You may be asked to stay home if you are using the office for individual work and we are at capacity.

enFocus policy - Phase 2

Social Distancing/Protective Equipment

- Hand Sanitizer:
 - Will be available at the entrance of both offices and group space.
 - Team members are expected to use sanitizer upon every entry to the office. (Coming in for the day, coming back from the restroom, a phone call, etc.)
 - Team members are expected to use sanitizer before and after writing on whiteboards
- Whiteboard markers:
 - Please choose 2 and label them as your own. We encourage you to use hand sanitizer before and after you utilize whiteboard markers.

enFocus policy - Phase 2

Social Distancing/Protective Equipment

- Kitchen/Microwave Areas:
 - Kitchen areas are closed. Please plan accordingly by bringing in a lunch that does not require refrigeration/microwaving or leaving the office for lunch.
 - That means the coffee/water too (Sorry).
- Soft surfaces:
 - During Phase 2, soft surfaces that are more challenging to sanitize, such as our couches and gray chairs, will be off limits.
- Printers:
 - Minimize printing needs
 - Use hand sanitizer before and after touching the printers

enFocus policy - Phase 2

Sanitation/Disinfection

- Disinfection with bleach or Lysol wipe at end of each work day
 - LT member to wipe down high touch surfaces including
 - Door handles
 - Desks
 - Printers
 - Chairs
 - Team members to use their best judgment in sanitizing surfaces before/after use

enFocus policy - Phase 2

COVID Testing

- enFocus will require staff to be COVID tested when:
 - An individual exhibits symptoms lasting longer than 72 hours
- While awaiting COVID results:
 - The individual will not be allowed into enFocus workspace and we recommend self-isolation
- Employees must communicate the results of the test with enFocus
 - enFocus will protect your privacy. We are requiring these results to extend health protection to other employees who you may have been exposed to.
 - enFocus will not share your results broadly
 - When communicating to exposed team members, your name will not be used

enFocus policy - Phase 2

COVID Negative Test

- You may come to the office when you feel better!

enFocus policy - Phase 2

COVID Positive Test

- Take the time you need to feel better!!!
- If you are well enough, you may work remotely
- You may return to the office when:
 - 2 weeks have passed since the positive test result AND
 - You have not displayed symptoms for the last 72 hours

enFocus policy - Phase 2

Workforce Contact Tracing

The Google Sheet can serve as documentation for workforce contact tracing should someone from the team become infected

enFocus will contact any team members exposed within the last 10 business days and ask them to work remotely for the following 10 business days, monitor their symptoms and temperature.

Exposed employees may return to work after 10 business days if they do not display any symptoms, including a lack of fever over 100F.

Timeline

- These policies are in place beginning 3/1/2021