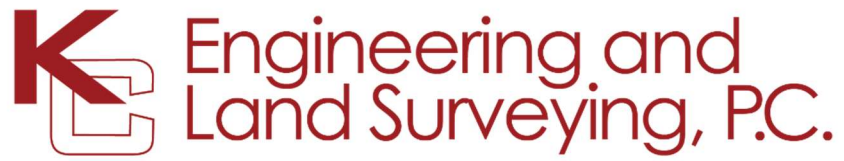


Return to Work Action Plan



KC Engineering and Land Surveying, P.C.

7 Penn Plaza, Suite 1604

New York, NY 10001

June 2020

RETURN TO WORK ACTION PLAN

Table of Contents

Introduction	3
Return to Work Timeline.....	3
Partial Open.....	3
Full Open	3
Workplace Protocols to Follow When Returning to Work	3
Employee Screening Protocol.....	3
COVID-19 Exposure and Confirmed Illness Protocol	4
Reporting Transparency Protocol	4
Social Distancing Protocol.....	5
Employee Health and Safety Protocols	5
General Employee Health and Hygiene.....	5
Employee Mental Health Considerations	6
Cleaning and Disinfecting Protocol	6
Office Procedures	6
Conclusion.....	7

RETURN TO WORK ACTION PLAN

Introduction

KC is committed to maintaining a safe and healthy work environment for employees, visitors, clients, and other members of the public. KC is following guidance provided by the CDC and WHO, along with federal, state, and local health authorities to help protect the health and safety of our employees while meeting the needs of our business. This return to work action plan details how we plan to reopen our business and still keep our employees safe to every extent possible. This plan highlights the responsibilities of managers and employees and outlines the steps KC is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it is up to you and your co-workers to execute these protocols daily. By releasing this return to work action plan, KC hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety, and establish a level of comfort for all of our employees as we ask you to return to the office.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to the HR Manager to discuss alternate arrangements, should they be necessary.

Return to Work Timeline

KC has created a tentative phased approach for asking employees to return to work.

It is important to note that these dates are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should an employee test positive for COVID-19 after the office reopens, our plan may change in an effort to protect our employees. In addition, if cases of COVID-19 spike again in our state or in our local area, we will reconsider whether to remain open or close.

We recognize that each individual will need to make a personal decision as to when they are comfortable returning to the office based on individual circumstances. Please reach out to your supervisor or HR Manager to discuss your personal situation.

Partial Open

KC will partially reopen the Circleville and NYC offices on Monday, July 6.

Employees who wish to continue working remotely during this time will be able to do so with their immediate supervisor's approval. Please note employees may be expected to report to the office depending on specific project needs and/or workload.

Social distancing protocols will be put in place for employees who return to the office.

Full Open

KC will fully reopen the Circleville and NYC offices on Monday, August 3.

Social distancing protocols will be put in place for employees who return to the office.

Workplace Protocols to Follow When Returning to Work

KC has implemented various workplace protocols designed to preserve the health and safety of our employees as they return to work. This section further explains these protocols. For additional information, please reach out to the HR Manager or your supervisor.

Employee Screening Protocol

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned shall be treated as

RETURN TO WORK ACTION PLAN

confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms shall only be shared with members of company management with a true need to know.

KC employees may be asked to confirm the status of their health as part of working in the office. The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the office and as a response to a confirmed diagnosis.

Additional information to follow.

COVID-19 Exposure and Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
The employee may return to work if: <ul style="list-style-type: none">• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.• Cough and other symptoms have improved.• Seven days have passed since they first experienced symptoms.	The employee may return to work if: <ul style="list-style-type: none">• They no longer have a fever.• Cough and other symptoms have improved.• They have received two negative COVID-19 tests in a row.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Reporting Transparency Protocol

Any employee who experiences COVID-19 symptoms (fever, cough, shortness of breath, and/or loss of taste or smell) or has tested positive for COVID-19 must notify HR as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately

RETURN TO WORK ACTION PLAN

from personnel records, and names will not be released. Depending on the circumstances, KC will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. KC may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

Social Distancing Protocol

Employees should follow social distancing best practices while at KC's facilities, including but not limited to workstations, kitchens, common areas, and office spaces. Specifically, employees are asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, face masks will be required.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas.
- Meetings should be conducted virtually, unless an in-person meeting is necessary and then social distancing must be practiced.

KC may extend our social distancing guidelines after the office reopens. Please monitor your email and adhere to any additional guidance as it is provided.

Employee Health and Safety Protocols

The success of our return to work action plan relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to the HR Manager or your supervisor immediately.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.

To help employees remain healthy, KC has hand sanitizer and disinfecting wipes available in the office. We have limited amounts of these supplies and will continue to restock as we are able. It is

RETURN TO WORK ACTION PLAN

suggested that employees wash their hands more frequently than normal. Additionally, building management has instructed the office cleaning crew to disinfect key areas such as faucets and door handles.

In addition, employees are strongly encouraged to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. It is recommended that employees wear face coverings when entering and exiting the building and when using common areas such as bathrooms, kitchens, and the lobby. KC will maintain an inventory of disposable masks and gloves for employees.

Finally, employees who are feeling sick are asked to stay home from the office. Employees who have symptoms of acute respiratory illness should immediately seek medical attention, and follow the guidance of a health care provider. Employees with symptoms are required to work remotely or take PTO. Employees who have been diagnosed with or are aware they have been directly exposed to COVID-19 should notify HR.

Employee Mental Health Considerations

KC understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. Managers and supervisors are aware of mental health considerations during this transition. Employees with concerns regarding their mental health should request additional resources from the HR Manager.

Cleaning and Disinfecting Protocol

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools, and equipment. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

The NYC office building management will facilitate cleaning of common areas (such as the elevator) and other frequently touched surfaces daily.

Office Procedures

In addition to the guidance outlined above, KC has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries** — All deliveries, including mail and packages, should be conducted utilizing gloves and face masks.
- **Visitors** — Until further notice, all nonessential visitors are prohibited, and any interviews should be conducted virtually. For business-critical visits, KC will take steps to safeguard employees and visitors by:
 - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with employees.
 - Requiring visitors to practice social distancing and good hygiene while on-site.
 - Requiring visitors to wear a face mask, as appropriate.
 - Requiring visitors to complete a health screening assessment (e.g. questionnaire, temperature check), as appropriate.

KC may add to this list of workplace procedures as employees return to work. Employees should monitor workplace communications to ensure they are up to date on all health and safety communications.

RETURN TO WORK ACTION PLAN

Conclusion

KC looks forward to the future of our employees returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees every step of the way as we consider reopening our business's doors.

We will execute our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their supervisor or the HR Manager.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times. For more information, click [here](#).