

RIMS ROADMAP TO RECOVERY

COVID-19 Coronavirus

RIMS ROADMAP TO RECOVERY:
RETURN TO OFFICE PLAN

May 2020

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The unprecedented circumstances surrounding the Coronavirus pandemic have presented significant challenges to everyone both personally and professionally. Despite these challenges RIMS has continued to maintain service delivery and operations for our consumers and employees.



RIMS is committed to the safety and well-being of its employees and we are vigilantly monitoring guidance from Federal, State and Local agencies as we plan for the eventual return to our office. As such, we have developed the following guidelines, information, and practices for our employees.

This Return-to-Office Plan presents important information for all RIMS employees and affiliates, and is organized as follows:

- Guidelines for RIMS Office Staff – addresses our multi-phased approach covering guidelines for personal protection equipment, high-risk employees, meetings, and visitors. This guidance was developed based on guidelines issued by Federal, State and Local authorities.
- Guidelines for administrators at all times.
- Guidelines for all employees at all times.
- Additional employee/affiliate guidelines to follow prior to returning to the office.

RIMS OFFICE STAFF

Based on guidance from State and Local authorities, RIMS's executive team will decide when to initiate a phased return to office for designated staff and will communicate that decision to all designated personnel.

RIMS' Chief Executive Officer (CEO) or her designee will notify the office staff via email and text message. Each Executive or Director will acknowledge receipt of this notice. It is the supervisor's responsibility to ensure that all team members are aware of the return-to-office plan, and to know when they are required to report to the office.

Supervisors should coordinate with their team and identify the best mode to communicate this decision to their direct reports, (e.g. text, email, etc.) The supervisor will confirm to CEO when all his/her direct reports have been notified.

There is no firm timeline for when RIMS will return office staff to RIMS controlled office, but we will follow guidance from the Government and Local authorities and consider concerns over public health and safety.



RIMS will consider the option for phasing employees back to the office when the State and Local authorities in the State of Maryland loosen stay-at-home restrictions and authorize non-essential businesses to re-open. This may occur when there is a sustained decrease in the number of Coronavirus cases, following the peak; a decline in the number of deaths; the widespread availability of tests, including rapid antibody testing showing past infection and possible immunity and capacity for contact tracing in areas hardest hit.

RIMS's phases are based on published Federal and State guidelines for reopening the U.S. economy. While these phases are listed in succession, public health concerns may necessitate reverting to an earlier phase.

Currently, the Governor of Maryland has issued stay-at-home/shelter-in-place directives. All non-essential businesses are closed or in max telework/telehealth posture. At the signing of this policy, RIMS is currently operating in this phase and all personnel are teleworking or rendering telehealth.

This phase will remain in effect until a decision is made to move to next phase. RIMS executives will notify personnel at least two (2) business days prior to moving to Phase 1.

Phase 1

RIMS's entry into Phase 1 will be determined by the executive management based on the Federal, State and local directives, guidelines, or announcements. If the Federal and/or State Government authorizes telework to the maximum extent possible, RIMS will follow suit and office personnel will continue to work remotely as feasible.

When a return to the office is warranted and necessary, during this phase, RIMS will authorize a predetermined number of mission-essential office personnel to report to office. This will facilitate social distancing for the protection of our staff.

Those reporting to the office will be required to follow enhanced precautionary guidelines such as the mandatory use of masks while at the office. Access to all common areas such as break rooms and coffee stations will require maintaining six (6) feet of social distance at all times.

Personal Protection Equipment (PPE): All employees are required to wear commercial or homemade cloth masks that cover their nose and mouth while on the premises. RIMS will supply all employees with appropriate face masks; however, employees are responsible for wearing a clean mask every day.



High-Risk/Vulnerable Employees: All high-risk/vulnerable employees will continue to telework. The CDC has issued guidance concerning those who are at higher risk for severe illness from COVID-19, for more information visit www.cdc.gov.

Meetings: Strict social distancing protocols will be followed at all times to include in-person meetings.

Visitors: There will be no visitor access during phase 1 unless approved by executive management.

It is incumbent upon all employees to notify their supervisor if they have had COVID-19 or have been in close contact with someone who has or had COVID-19, or were exhibiting symptoms related to COVID-19 prior to their return.

The U.S. Equal Employment Opportunity Commission issued guidance in mid-March, 2020 stating that companies are permitted to ask employees if they have symptoms of COVID-19, such as a cough or shortness of breath, and take their temperature before granting them access to the workplace.

This phase will remain in effect until a decision is made to move to next phase. RIMS executives will notify the office personnel at least two (2) business days prior to moving to Phase 2.



Phase 2

RIMS's entry into Phase 2 will be determined by the executive management based on the Federal, State and local directives, guidelines, or announcements. RIMS will allow telework/telehealth to the maximum extent practicable and will begin gradually returning some office personnel back to the office. Those returning to the office will do so on a staggered schedule. This will reduce workspace crowding and minimize the chance of person-to-person transmission of the virus.

Each employee will be temperature screened, required to wear a face mask, and follow enhanced precautionary guidelines. Access to all common areas such as break rooms and coffee stations will require maintaining six (6) feet of social distance at all times.

It is incumbent upon all employees to notify their supervisor if they have had COVID-19 or have been in close contact with someone who has or had COVID-19 or were exhibiting symptoms related to COVID-19 prior to their return.

Personal Protection Equipment: All employees are required to wear RIMS-provided or approved cloth masks that cover their nose and mouth at all times while on the premises. Employees are responsible for providing their own masks and must ensure they wear a clean mask every day.

High-Risk/Vulnerable Employees: All high-risk/Vulnerable employees will continue to telework. The CDC has issued guidance concerning those who are at

are at higher risk for severe illness from COVID-19. For more information visit www.cdc.gov.

Meetings: Strict social distancing protocols will be followed at all times to include in-person meetings. Meetings may need to be conducted virtually between those in the office to maintain social distancing protocols.

Visitors: Visitors' access to RIMS-controlled offices will be strictly monitored and certain parameters will be established, to include business-related visitors only. No social or family visitors will be allowed without executive approval. Company executives reserve the right to deny visitor access, limit number of visitors and their length of stay. Visitor access may be restricted to only certain locations within the office.

This phase will remain in effect until a decision is made to move to next phase. RIMS executives will notify personnel at least 2 business days prior to moving to Phase 3.



Phase 3

RIMS's entry into Phase 3 will be determined by the executive management based on the Federal, State and local directives, guidelines, or announcements. During this phase, all personnel will return to the office.

RIMS reserves the right to require each employee to be temperature screened and wear a face mask.

It is incumbent upon all employees to notify their supervisor if they have had COVID-19 or have been in close contact with someone who has or had COVID-19 or were exhibiting symptoms related to COVID-19 prior to their return.

Personal Protection Equipment: All employees may be required to wear masks that covers their nose and mouth.

High Risk/Vulnerable Employees: High-risk/Vulnerable employees will return to the office and practice social distancing to the extent possible. The CDC has issued guidance concerning those who are at higher risk for severe illness from COVID-19. For more information visit www.cdc.gov.

Meetings: Moderate social distancing protocols should remain in effect. Meetings may need to be conducted virtually between those in the office to maintain social distancing protocols. Large company gatherings and meetings should be avoided if at all possible.

Visitors: Visitors' access to RIMS-controlled offices will be limited in number and location. In this phase, certain parameters will be established for visitors, for business-related or social/ family purposes.

Once all the business operation restrictions are lifted by the State and Local Government, RIMS executive will notify the office.

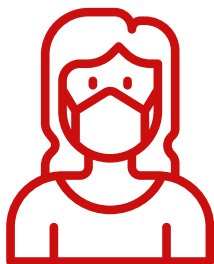


Preparing for Return To the Office



RIMS-controlled offices will be operating under enhanced precaution guidelines to the extent possible, which include:

- An adequate supply of infrared thermometers for temperature screening of the employees reporting to RIMS-controlled offices.
- Mandatory use of PPE while on the premises. RIMS will provide required is masks to employees.
- Make hand sanitizers accessible to the extent possible.
- Practice social distancing and limiting in-person meetings.
- Posting of CDC-recommended signage throughout the entire office suite to remind employees of safeguards and appropriate practices.
- Limiting visitor access to our office suite.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using face coverings while in public, and particularly when using mass transit.
- Continue to practice good hygiene.
- People who feel sick should stay home. If necessary, contact and follow the advice of your medical provider.



Additional Guidelines To Follow Prior To Returning To The Office

The CDC offers guidance on prudent timelines for different scenarios. For instance, according to CDC, if an employee has a fever and a cough, but then gets better without COVID-19 testing or medical care, they would be allowed to return to the office under the following conditions:

- Three (3) days have passed since their recovery, which means their fever is resolved without the use of fever-reducing medication and their respiratory symptoms have improved; and
- At least seven days have passed since they first experienced symptoms.

Another case could be an employee who is medically confirmed to have COVID-19 and is showing symptoms. In this instance, the worker would be allowed to return to office if:

- Their fever has been resolved without the use of fever-reducing medications;
- Their respiratory symptoms have improved (for example, cough or shortness of breath); and
- They have had two negative COVID-19 tests.

For employees who have a laboratory-confirmed case of COVID-19, but are not showing any symptoms, CDC currently says they may return to the office:

- After at least seven days have passed since the date of their first positive COVID-19 test; and
- They have had no subsequent illness.

In all cases, employees should exercise their best judgment and put the safety of themselves and others first.

We take these and PPE guidelines very seriously, and any violation of these requirements could result in disciplinary action up to termination of employment.

We thank you for your vigilance and strict adherence to the policies and procedures provided herein.

