



COVID-19 Safety Plan

Revised 3.11.2021

Partners 1st Federal Credit Union (Credit Union) takes the health and safety of our employees very seriously. In response to the spread of “COVID-19”, a respiratory disease caused by the novel coronavirus, the Credit Union has developed this COVID-19 Safety Plan as a part of our efforts to reduce the potential for exposure to, and the spread of, the virus. The actions outlined in the Plan are based upon information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”) and the states we operate business within. This Plan is subject to change based upon additional guidance from these and other public health agencies. The Credit Union will continue to assess workplace hazards and monitor coronavirus-related guidance and will communicate any changes to this Plan.

Please take a few minutes to familiarize yourself with the Plan because we need all employees and members to do their part to promote a healthy and safe work environment. If you have any questions regarding the following please contact Human Resources.

1. Employee Health Screening Process

Partners 1st has instituted the following health screening process for all employees reporting for work at our facilities. Some of the actions listed below may be subject to the availability of certain supplies/equipment but will be employed upon their acquisition.

- Temperature Screening
 - Employees will be responsible to self-monitor for signs and symptoms of COVID-19 which includes taking their own temperature before reporting to work each day. No-touch thermometers are available at each credit union location if needed.
 - Any employee with a recorded temperature equal to, or greater than, 100.4 degrees Fahrenheit will be asked to return home, and not permitted to return to work until they have satisfied the CDC guidelines for returning to work or a doctor has certified their ability to return.

- Symptom Assessment Questionnaire
 - Upon reporting for work each day, each employee will be asked a series of questions to gauge whether they may be exhibiting symptoms consistent with COVID-19. Symptoms can include fever, cough, shortness of breath and difficulty breathing or recent loss of taste or smell.
 - Any employee determined to exhibiting symptoms of COVID-19 will be asked to return home, and not permitted to return to work until they have satisfied the CDC guidelines for returning to work or a doctor has certified their ability to return.
 - Employees will also be asked if they have been exposed to someone with COVID (or suspected COVID). Any employee determined to have been exposed but remains

asymptomatic will be asked to wear a mask and follow the CDC guideline while at work which includes distance and isolate when possible.

- COVID-19 Testing and Diagnosis
 - Employees testing positive, or diagnosed by a healthcare provider, with COVID-19 should not report to work but immediately notify Human Resources.
 - Employees testing positive, or diagnosed by a healthcare provider, with COVID-19 cannot return until they have satisfied the CDC guidelines for returning to work or a doctor has certified their ability to return.

Employees are reminded to stay home when they are sick *regardless* of what they may believe to be the issue. Additionally, when coughing or sneezing, employees should use proper etiquette (turning away from others while coughing/sneezing into their elbow).

Members, their guests and third party vendors are also encouraged to adhere to proper etiquette around others when coughing or sneezing. As is the case with employees, anyone not feeling well is encouraged to stay home and not visit the credit union.

2. Enhanced Cleaning and Disinfecting Protocols for the Workplace

The following enhanced disinfection protocols will be employed until further notice:

- A combination of disinfectant wipes and sprays (when obtainable) will be made available throughout our facilities for use by employees and/or members. We ask employees to regularly disinfect their personal workspace including high-touch surfaces (i.e. counter tops, light switches, sinks, tables, door handles, railings, etc.).
- The use of handheld UVC sanitizing wands. All locations will be provided (when obtainable) wands for use on sensitive high-touch surfaces (i.e. telephones, keyboards, etc.) and member used surfaces (i.e. teller windows, pneumatic drive-up tubes, etc.). We ask employees to steadfastly follow the instructions included with the equipment for both effectiveness and personal safety. These wands are NOT to be made available to members or guests for any reason.
- Where we have cleaning services, they have been engaged to increase the depth of cleaning to mitigate the potential spread of disease.
- In addition, regular workday disinfecting of public high-touch areas has been implemented.

3. Enhanced Personal Hygiene Measures

The Credit Union requires all employees to wash their hands with soap and water at the beginning of each shift and upon returning from any break. Please place an emphasis on both regularity and thoroughness when complying with this requirement.

There will also be hand sanitizer (when obtainable) throughout our facilities for use by employees, members, their guests and third party vendors.

4. Social Distancing

The Credit Union requires that all employees, members, their guests and vendors maintain the prescribed social distancing, of no less than 6 feet, as established by the CDC whenever possible.

To further enhance the effectiveness of social distancing:

- Employees are required to wear appropriate face masks while at work.
- Members, their guests and vendors are required (unless not mandated by local authorities) to wear appropriate face masks while at the Credit Union.

Members, their guests and vendors will be asked to lower their mask when entering the building to allow appropriate identification and comply with security protocols necessary in our industry. Failure to fulfill this request will result in the individual being denied access to our lobbies.

- Employees are required to observe all floor, wall and/or door signage/markers indicating the need to comply with social distancing.
- Employee breakrooms will need follow appropriate regulations for capacity restrictions and social distancing until further notice.
- In limited but sometime required circumstance, staggered or telecommuting works schedules may be implemented for non-frontline employees.
- Lobby teller stations have all been fitted with cough guards for both the benefit of the employee and the member.
- Lobbies have floor markers to indicate appropriate spacing to comply with social distancing.
- Lobbies doors display signage indicating the occupancy limits. Should the number of members exceed requirements, any new visitors will be asked to remain outside of the lobby until other members leave the premises.

These protocols are subject to change at any time. Please contact VP Human Resources with any questions at 260.471.8336 ext 3151.

This notice, in its entirety, can be viewed on our website at:
www.partners1stcu.org