



Employee/Client Communique: December 1, 2020

UPDATE

BBA employee & client safety guidelines as our advisors and staff look to ramp-up for return to office service in the near future:

With 'remote office work' directives re-instituted by PA Gov. Wolf on Monday November 23rd, Braun-Bostich & Associates has once again moved to remote work for the majority of our team. A return to office date is now to be determined but will not occur prior to the end of 2020. As noted in our initial 'return to office' communique back in June, we've set several measures in place to ensure the safety of our employees, and you our valued client when we, eventually, start back to in-office service again. As before, we feel strongly that this return to work plan allows us to greatly reduce any likelihood of further spread of COVID-19.

Safety Guidelines *(in close adherence with CDC recommendations)*

Social Distancing

BBA staff, and *clients* engaged in face-to-face meetings with our staff, will maintain appropriate physical distancing (6 feet)

Personal Protective Equipment (PPE) (e.g. face masks), will be used daily as appropriate by staff, and in all cases together with *clients*, while engaged in *client-facing* meetings. Face masks will be made available to all staff members and *clients* by the firm.

In-person all staff meetings will be limited where feasible, and we will restrict access to high traffic areas like lunch and break rooms to only a few people at one time.

Hand sanitizer will be accessible at *client* and employee entrances and all contact zones within the office such as reception areas and meeting spaces.

BBA will post signage throughout the office and all common areas providing information about proper social distancing, wearing and disposing of masks, reminders about hand washing and avoiding physical contact.

Employee/Client Screening

In a continual effort to keep COVID-19 out of the workplace, BBA will actively encourage sick employees and any *client* with a pending in-office meeting to stay home. Should either experience any symptoms (*cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, or loss of taste or smell*), they should stay home until they are symptom free for at least 72 hours.

In the absence of readily available testing, BBA will ask each employee and *client* with pending in-office meeting scheduled about any recent travel and verify they have not experienced any symptoms in the past 72 hours before allowing them to begin in-office work and/or advisor-*client* meeting.

Employee daily start times may be staggered for a TBD period of time to avoid any unnecessary congregation.

Clients coming to the office for an in-person portfolio review or other meetings present additional risk to all parties that should be mitigated. Whenever possible, all *client* meetings should be conducted remotely, either by phone or virtually (i.e. Zoom). This may continue for some TBD number of months while the spread of COVID-19 continues to be monitored and/or either party remains more comfortable meeting remotely.

If in-person meetings cannot be avoided, they should be by appointment only.

Workplace Cleaning

BBA will ensure that its cleaning products and protocols are effective against viruses and other pathogens, and work with their vendors to ensure an uninterrupted supply of cleaning supplies and PPE. The firm will also increase the frequency of cleaning and sanitizing public spaces under their control (i.e. reception desks, door handles, etc.).

Every precaution will be taken to ensure that employee and *client* safety measures reduce liability and mitigate the risk of further business interruptions, and most importantly, the well-being of all parties.

As we begin to phase-in our reopening process, we will continue to keep you informed. We believe starting small and expanding incrementally is the best course of action. This will allow us to put health and safety first and adapt as we move forward.

If you have questions or concerns, please do not hesitate to contact any of our associates at your convenience.

Employee/Client Privacy

With the increased emphasis on employee symptoms and health screenings, BBA will be mindful of employee and client privacy rights.

Although as an employer BBA is entitled to ask questions, require testing, and conduct screening designed to protect their workforce from infection, all information gathered from such screenings will be treated confidentiality. Human resources personnel or another supervisor trained in employee privacy protocol will conduct any such employee screening and ensure that information is handled like all other confidential employee personnel information.

If an employee tests positive for COVID-19, BBA will inform all other employees that a co-worker tested positive but will not disclose the identity of the employee without their consent. The infected employee must also provide a list of all people they had contact with in the past 14 days (employees, clients, vendors, contractors, etc.) so those people can be informed that they were in contact with someone who tested positive for COVID-19 and take necessary precautions.