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COVID-19 SAFETY PLAN FOR BUSINESS REOPENING

VIRSIG, LLC. 95 Seaview Blvd. #201 Port Washington, NY 11050 718-819-6400	Industry: IT / Critical Infrastructure Primary POC: Brian Valenza, CEO 718-819-6400 347-738-2162
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VIRSIG, as a business operating as ‘essential’ under Empire State Development's *Essential Business Guidance*, is required to develop and maintain this written *Safety Plan* outlining how its workplace will minimize and prevent the spread of COVID-19. This *Safety Plan* is available for government inspection, the public and our employees.

A. Physical Distancing

To ensure employees comply with physical distancing requirements, we will ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

In addition, we have / will / ensure:

- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Posted social distancing signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. break room, hallways).
- Limit in-person gatherings as much as possible and use tele-or video-conferencing whenever possible instead of confined meeting rooms.
- Establish designated areas for pick-ups and deliveries (warehouse), limiting contact to the extent possible with office staff.
- Eliminated or at least minimized customers / vendors visiting the office.
- Instituted a company-wide policy that includes no-hand shaking (a smile will do!)

B. Protective Equipment

To ensure employees comply with protective equipment requirements, we agree to do the following:

- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- We have secured sufficient quantity of face masks and gloves for all employees with readily available replacements.
- We procured mask from a licensed vendor who sells various PPE.
- We instructed employees that face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- When traveling between VIRSIG and another company in the building [i.e. CSI] always wear a mask.
- Any visitors must wear a mask, as does the employee who escorts that visitor.

C. Hygiene and Cleaning.

To ensure employees comply with hygiene and cleaning requirements, we will:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- VIRSIG management is responsible for maintaining the cleaning log.
- The cleaning log will be kept at the front reception desk.
- Provide and maintain hand hygiene stations for personnel (two bathrooms and kitchen/break area sink area), including handwashing with soap, water, and paper towels.
- In addition, there is also alcohol-based hand sanitizer located in the kitchen/break area.
- Signs have been posted to promote good hand hygiene.
- Conduct regular cleaning and disinfection, including shared surfaces, as well as high transit areas, such as restrooms and common areas.
- Implemented a policy to ensure regular cleaning using products identified as effective against COVID-19.

D. Communication

To ensure the business and its employees comply with communication requirements, we to do the following:

- Post signage throughout the office to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information (using website, email and signage).

- Maintain a continuous log of every person, including workers and visitors, who may visit the facility.
- If a worker tests positive for COVID-19, we will immediately notify state and local health departments (as is required by law) and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- If a worker tests positive for COVID-19, VIRSIG management will be responsible for notifying state and local health departments in accordance with the laws of the State of New York.

E. Determination of Travel

All employees coming to work will be asked if they have travelled internationally or outside of New York in the last 14 days, and/or, if they have been in close contact in the last 14 days with an individual that has travelled internationally or outside of New York in the last 14 days,

We understand that the CDC states that employees who become ill with symptoms of COVID-19, including through travelling, should not come to work and/or leave the workplace. Consistent with the CDC guidelines, an employer may require an employee to stay home if the employee has symptoms of COVID-19 or has tested COVID-19.

F. Process / Screening

To ensure the business and its employees comply with protective equipment requirements, we agree to do the following:

- Implement mandatory health screening assessment questionnaires before employees begin work each day and for essential visitors, asking about
 - (1) COVID-19 symptoms in past 14 days
 - (2) positive COVID-19 test in past 14 days (and/or)
 - (3) close contact with confirmed or suspected COVID-19 case in past 14 days.Assessment responses must be reviewed every day and such review must be documented.
- Our daily health and screening practices will be conducted when an employee arrives to work but before they start their shift. The employees will take an electronic survey provided through their smart phone—and will be provided instruction of such.
- They also will have their temperature taken with a digital forehead thermometer.

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