

INFECTIOUS DISEASES RESPONSE PLAN

HRINMOTION, LLC

SERVICE DESCRIPTION

HRinMotion, LLC is committed to assisting our partners with providing a safe and healthy workplace for its employees, customers, and guests. In light of the changes in operations and the risks associated with the COVID-19 pandemic, we have developed an Infectious Diseases Response Plan service offering. Our goal is to mitigate the potential for transmission of infectious diseases, including COVID-19 in our workplaces, and that requires the full cooperation of all employees. We all share responsibility for maintaining a safe work environment and implementing this plan.

SERVICE DETAILS

This Infectious Diseases Response Plan service offering will be administered by HRinMotion, LLC and our company will maintain the overall authority and responsibility for the plan. Leadership, managers, and staff are responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this Infectious Diseases Response Plan.

This plan follows the guidance developed by the Centers for Disease Control and Prevention (CDC), and Local, State, and Federal laws. The plan includes but is not limited to the following components:

- Employee Hygiene and Source Controls
- Workplace Cleaning, Disinfection, Mask and Face Covering Protocols and Policies
- Social Distancing Policies
- Contact Tracings
- Protection of Health Information
- Telework Expansion and Guidelines
- Employee Leave Options (FFCRA, PTO)
- Furlough Procedures

The plan will be updated as needed, with or without notice, based on emerging recommendations from the CDC, VDH, and other relevant authorities. This does not include all preventative measures that HRinMotion, LLC can offer to minimize exposure to infectious diseases in the workplace.

