

BFV Return to Office Policies and Procedures

Dear BFV Team,

Our plan to reopen our office is designed to protect the safety and health of each employee and those with whom we interact. Based on input and recommendations of the Firm's task force and your survey feedback, BFV has compiled the enclosed policies and protocols.

Safety is our Priority

We believe these policies strike a balance between our priority of protecting the safety and health of our personnel, clients and others with whom we interact, while allowing us to work efficiently in the office.

Returning to the Office is Voluntary

The "soft-opening" of our office is June 29, 2020. However, when you choose to return to the office is a personal decision. As a reminder, you are *not* required to return to the office on our targeted reopening date of June 29. Returning to the office on June 29 is voluntary. We will continue to approach our return conservatively and monitor any COVID-19 related developments. The progress of our return will depend on many factors including, but not limited to, guidance and regulations from the CDC, the State of Georgia, and other public health officials.

Notable Changes to the Office

You'll notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may take some time getting used to and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our gradual return to business as usual.

Here are some things we are implementing/encouraging to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing.
- Access to hand sanitizer throughout the workplace.
- Access to our employee assistance program (EAP).
- Caps on the number of employees in the office so fewer people are on-site at one time.
- New limits on the number of people allowed to gather in rooms, conference rooms, and communal areas at one time.

Group Effort

Keeping the workplace safe is a group project. We need everyone to follow our health and safety protocols and be considerate of each other. If you have any questions about the policies and protocols, please contact Brian Sims.

Your hard work and dedication to the Firm and our clients during these past few months is greatly appreciated. We look forward to beginning working together in the coming weeks.

Sincerely,
The BFV Task Force

BFV Return to Office Policies and Procedures

Effective June 29, 2020 until further notice

- Temperature Check. You are required to check your temperature every day before entering the BFV office. Do not enter if your temperature is above 100.4 degrees F. By coming to the office, you certify that your temperature is below 100.4 degrees F. While BFV will not perform random temperature checks, the Firm reserves the right to check the temperature of any employee whose health status is a concern.
- Symptom Free. Do not enter the BFV office if you have shown symptoms of COVID-19 in the prior 24 hours. Currently, those symptoms include: 100.4-degree F temperature; fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea. This list may be updated as additional guidance is issued by the CDC.
- Tested Positive. Do not enter the BFV office if you have tested positive for COVID-19 until (a) a negative deep nasal swab COVID-19 test result is obtained; AND (b) 7 consecutive days without symptoms. You are required to notify Brian Sims if you have tested positive for COVID-19.
- Possible Exposure. Do not enter the BFV office if you have been exposed to someone that tested positive for COVID-19 until the earlier of (a) a negative deep nasal swab COVID-19 test result is obtained by you; OR (b) after the expiration of 14 days from date of your exposure without developing symptoms. You are required to notify Brian Sims if you have been exposed to someone that tested positive for COVID-19.
- Social Distancing. Maintain social distancing (6 feet) between yourself and others, both in the building common areas and in the BFV office.
- Masks in Office. Wear a mask in all common spaces of the office, including the hallways, kitchen, copy rooms, etc. Please bring your own mask. BFV will also provide back-up disposable style masks for those that forget and guests.
- Masks in Building. You are strongly encouraged to wear a mask in all common areas of the garage and building, including hallways outside the BFV office, elevators, main lobby, etc.
- Visitors. To the greatest extent possible, refrain from having any visitor in your office. Maintain social distancing (6 feet) if anyone visits your office. Understand that while we normally encourage an open-door policy, at this time some individuals may choose to keep their office doors closed.
- Permission to Enter. Do not enter individual offices or behind staff protective barriers without wearing a mask and seeking permission, preferably in advance by email, of the person whose space you are entering before doing so.
- Occupancy Limits. Kitchen and copy room occupancy are limited to two (2) persons at a time and social distancing (6 feet) should be maintained in these areas.
- Breakroom Rules: The Refrigerator, Microwave and Filtered Water System remain available for use. You must sanitize your hands immediately before and after each use. All other items have been removed from the kitchen. If you require a coffee machine, etc., you are encouraged to bring in a

personal machine to set up in your personal workspace. All reusable kitchenware is off limits. You may retrieve your personal coffee mug/cups which should be stored in your personal workspace until further notice. You may wash your personal dishes/cups in the kitchen but should return them to your office. Disposable cups, plates and silverware are also available for use. At this time, you are not permitted to leave reusable food items in the Refrigerator overnight. Please sterilize any reusable coolers/bags/etc. that you store in the refrigerator before bringing them to the office and please take home all your food/coolers/bags/etc. every night.

- Sterilization. Office staff will collaborate to perform additional sterilization of high traffic surfaces including door handles, copy room surfaces, break room surfaces (refrigerator handle, water cooler knobs, microwave, etc.) and inside the refrigerator.
- Travel/Large Crowds. Through July 31, 2020, anyone who travels or participates in events that include interaction with 25 or more people in close proximity are required to (i) remain out of the office for five (5) calendar days from the date of interaction (you may work from home), or (ii) until obtaining negative results from a deep nasal swab COVID test. Until further notice, anyone who has traveled on a cruise ship or river cruise or to any countries with widespread ongoing transmission of COVID-19 in accordance with the [CDC](#) guidelines, including those countries with Level 2, 3, or 4 Travel Advisory notices according to the [U.S. State Department](#) or the [CDC](#) such as China, Iran, Europe, and the United Kingdom and Ireland are required to (i) remain out of the office for fourteen (14) calendar days from the date of travel (you may work from home), or (ii) until obtaining negative results from a deep nasal swab COVID test.

****COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. BFV has implemented preventative measures to reduce the spread of COVID-19. Even with these measures, BFV cannot guarantee that COVID-19 will not be present at the office or that any individual will not become infected with COVID-19 while at the office. Until further notice, returning to the Office is voluntary. By coming to the office you are acknowledging these risks and certifying that you are working at the office voluntarily.***