

# Levingston Group, LLC

## Extended Social Distancing Plan

Effective Date: March 16, 2020

Revision 0, March 16, 2020



President

Levingston Group, LLC

**Reference: Levingston Group, LLC Infectious Disease Preparedness and Response Plan**

### **Introduction**

Specifically in response to the Coronavirus Disease 2019 (COVID-19), Levingston has developed the above referenced preparedness and response plan to address infectious diseases to which our employees may be exposed. In the event that an Extended Social Distancing Plan is necessary to address social distancing beyond the recommended 6 ft., this plan shall be utilized.

### **Purpose**

The purpose of this Extended Social Distancing Plan is to provide guidance on how to implement extended social distancing at the Levingston office site in the event it is deemed necessary.

### **Scope**

This plan will cover the following topics as related to employees assigned to the 210 Teal and 219 Teal office buildings:

- Current office environment and safe work practices
- Criteria required in consideration for Extended Social Distancing
- Considerations associated with Extended Social Distancing
- Client site visits

## **Current office environment characteristics and safe work practices**

The Levingston office environment has inherent characteristics and safe work practices that facilitate the prevention of spreading infectious diseases. This is a result of the following:

- Low exposure risk as a result of job functions do not require contact with people known to be, or suspected of being, infected with an infectious disease
- Low exposure risk as a result of infrequent close contact (i.e., within 6 ft.) with the general public
- Individual work spaces and/or offices provided for each employee
- Promotion of staying at home if sick
- The promotion of personal hygiene; including the use of frequent hand washing and the use of alcohol disinfectant wipes

## **Criteria required in consideration for Extended Social Distancing**

The practice of extended social distancing while continuing to perform work duties is considered extraordinary and requires Levingston Senior Management approval. Each requested case shall be considered individually and authorization will be granted based on the specific situation associated with the employee. In order to be considered for extended social distancing, an employee must meet one or more of the following criteria:

- The employee is considered high risk for becoming infected due to being pregnant, is of older age or has presence of chronic medical conditions (i.e. heart disease, diabetes, lung disease), including immunocompromising conditions
- The employee has tested positive for the COVID-19 virus
- The employee is the primary care provider for someone who has tested positive for the COVID-19 virus
- The employee is the primary care provider for someone who is considered high risk for becoming infected, such as those who are pregnant, older in age or have presence of chronic medical conditions (i.e. heart disease, diabetes, lung disease), including immunocompromising conditions
- The employee is experiencing undue hardship as related to suspended childcare services

## **Considerations associated with Extended Social Distancing**

Care must be taken in the event an employee is requesting extended social distancing while continuing to perform his or her work duties. Consideration will be given to the following:

- The specific situation involving the employee

- The ability to execute his or her work duties from a remote location including communication and hardware needs
- The remote environment used to perform his or her work duties
- The ability to maintain client material confidentiality
- The ability to provide high quality work product
- The ability to perform work within budget

### **Client site visits**

While Levingston employees are considered to have a low exposure risk while in office, additional consideration shall be given when traveling to client facilities and work sites. All Levingston employees shall practice the following guidelines when required to visit client facilities and work sites:

- Follow client facility and work site policies for entry
- Continue the practice of personal hygiene and frequent handwashing
- Distance yourself from those suspected of being sick
- Eliminate unnecessary client facility and work sites visits
- Be efficient with time spent at client facilities and work sites