

## HOUSTON LA PORTE 'Return to Work' Policy

The health and safety of our employees and their families remains our number one priority. We need everyone's help in returning to work in Clough offices. Part of this process is making sure we do not have anyone working in the office that is sick or displaying symptoms of the Coronavirus.

The following steps are critical to maintain a safe workplace for all employees. If you have any questions, please contact Hank Leach, HSSE Director, at 713-267-5571.

### 1. Prior to returning to the Houston LaPorte office

- All employees must resubmit the online [COVID-19 Self-Assessment Form](#) at least two days prior to their scheduled return date.
  - Jackie Rose will maintain a list of employees that have completed the COVID-19 Self-Assessment Form.
  - Employees will be asked to leave the office if they have not completed the COVID-19 Self-Assessment Form in advance.
  - Work flexibility - discuss and agree with your line manager if you feel unsafe returning to work, are in one of the high-risk categories for COVID-19 or have care giver responsibility.

### 2. Do not come to work if you are sick or have a fever

- If you feel unwell or become sick during the workday, please inform your supervisor, leave immediately, and seek medical attention.

### 3. IT Equipment and accessories

- If you need help connecting any of your IT equipment, please contact [AJ Da Silva](#) or [Quinton O'Neal](#)

### 4. Office Preparation

- In preparation for a return to the office, the following has been conducted:
  - Social distancing – confirm workstations comply with social distancing guidelines, setup common areas / meeting rooms and kitchens to minimize interactions and maintain social distance requirements
  - Cleaning– cleaning of office space, reinstatement of additional 'contact point' cleaning
  - Inspections – confirm normal HSE hazards have been identified and controlled
  - Hygiene - hand sanitizer, cleaning supplies and masks will be available to employees

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## 5. Returning to Work – Workplace & Personal HSE Hazards

- **When re-entering the office/warehouse and setting up equipment, remember the presence of common hazards:**
  - Electrical hazards – cords / wiring – check before turning everything on
  - Manual handling equipment – if needed, use cart or dolly when moving items or seek additional assistance
  - Ergonomics – when setting up your workstation check the setup of desk, computer, screens and chair.
  - Slips, trip hazards – remove any packaging, clean up any spills which may occur.

## 6. Daily Office Procedures:

- **Wear a face covering**
  - When entering or leaving the building and going to/from the parking lot.
  - During any and all in-person meetings (office, work area, or meeting rooms).
  - In all common areas (lobby, kitchen, restrooms, etc.)
  - In Clough office open areas (reception, hallways, breakrooms, copy rooms, etc.).
- **Upon arrival each day, all employees must report to reception to**
  - Sign in.
  - Complete a daily COVID-19 Self-Assessment declaration.
  - Have temperature taken.  
**Any individual with a temperature above 100°F will be asked to leave the office and seek medical attention.**
- **After signing in**
  - Go directly to your office or workstation.
  - Only touch the points or enter areas required to get to your office or workstation.
- **Maintain a Clean & Healthy Working Environment**
  - Building management has increased the cleaning of the building concentrating on the high touch surface areas.
  - Please maintain a clean working environment by:
    - Wiping down your workspace and equipment with disinfectant at the start of each day.
    - Not sharing work areas, accessories, or computers.
    - Not sharing pens, pencils, paper, and other office supplies.
    - Not sharing cell phones or other digital devices.
  - Please wash or sanitize your hands frequently including:
    - After touching any “high touch” surfaces (door handles, kitchen appliances, photocopiers and other shared office equipment).
    - Prior to, and after, eating.

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- Prior to, and after, smoking.
- Prior to, and after, using the restroom.
- Hand sanitizer and cleaning products are available through Jackie Rose.
- **Social Distancing – At All Times**
  - Stay a minimum of 6 feet away from others – including in hallways, walkways, outdoor areas, etc.
  - Do not crowd or hover over someone at their workstation.
  - Do not congregate in building common areas (lobby, kitchen, restrooms, etc.).
  - Do not congregate in Clough office open areas (reception, hallways, breakrooms, copy rooms, etc.).
- **Lunch and Break Rooms**
  - Please limit your time in these areas to preparation of food/drinks or washing.
  - Maintain a minimum 6 feet separation from others.
  - Do not share food or beverages.
  - Cups, plates, silverware and utensils have been temporarily removed from the kitchens. Please bring and use your own until further notice.
- **Restrooms**
  - No more than 2 people in the restroom at a time.
  - If there are two people in restroom, please wait outside the restroom at least 6 feet from the door and wait until one person leaves before entering.
- **Visitors**
  - Only visitors deemed necessary for essential business meetings are permitted.
  - All other visitors and deemed non-essential and are not permitted. Please continue to use Skype or MS Teams for meetings.
  - Visitors for essential business meetings must be approved by the EVP NA for prior to a scheduling a meeting with any non-Clough employees (client, contractors, or others).
  - All visitors must complete a COVID-19 Self-Assessment Form at least two days prior to their scheduled visit.
  - All visitors must be provided with a copy of this Return to Work Policy.
  - It is the responsibility of the Clough employee organizing the meeting to ensure visitors follow the rules in this Return to Work Policy, and ensure:
    - All visitors complete a COVID-19 Self-Assessment Form at least two days prior to their scheduled visit.
    - All visitors are to be provided a copy of this Return to Work Policy ahead of their visit.

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## 7. Respect for Others

- We understand that COVID-19 has been an unprecedented event in all our lives. It has required adjustment, lifestyle changes, and disruption to our normal ways of working.
- As we return to the office, we ask all staff and visitors to respect the feelings and emotions of others, as we return to the 'new normal'.
- Some of our colleagues may have reservations about the impact that COVID-19 has or will have on their own situation, health, or wellbeing.
- Rest assured, we have planned for this return to work and are committed to maintaining a workplace that respects our 'Achieve Zero Harm' principle.
- Everyone has the right to come to work in a place that is free from harm and we expect and encourage everyone to raise health and safety concerns in the workplace, including in relation to the COVID-19 virus.

## 8. No Compromises

- Please make sure you and others follow these policies at all times.
- Be polite and respectful when reminding others – once – to follow these policies.
- If anyone resists or repeatedly ignores the policies, please avoid confrontation, and inform your supervisor and/or the Director of HSSE, Hank Leach.

**Every individual's safety is important.**

**We must all work together to keep everyone safe  
and to help stop the spread of COVID-19.**



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## LaPorte COVID-19 | Quick Reference Guide

Fighting COVID-19 in the work environment is a team effort. Part of this process is making sure we do not have anyone working in the office or warehouse that is sick or displaying symptoms of the Coronavirus. The following is a **quick reference** to the full [Return to Work Policy](#).

### Sick or Fever? DO NOT Come to Work

If you are displaying COVID symptoms or have been in close contact with someone with COVID, you will not be permitted to enter (or stay) at a Clough working location and you will be requested to self-isolate following Clough COVID protocols.

If you feel unwell or become sick during the workday, please inform your supervisor, leave immediately, and seek medical attention. Please see [COVID-19 Decision Tree Chart](#).

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### Wear a Face Covering

Ensure that you are wearing a face covering when you enter or leave the building or warehouse, are in any office or building common area, and during in-person meetings. Remember, in order to protect yourself and your colleagues, your face covering must be properly placed over your nose and mouth.

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### Check in at Reception and Complete a Daily COVID-10 Self-Assessment

Complete a daily COVID-19 Self-Assessment declaration and have your temperature taken. **Any individual with a temperature above 100°F will be asked to leave the office and seek medical attention.**

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### Maintain a Clean and Healthy Work Environment

Wash your hands frequently (especially before and after preparing food, touching door handles, etc.), wipe down your workspace at the start and end of every workday, and do not share tools, office supplies, drinks, food, or digital devices.

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### Social Distance – At All Times

Always stay a minimum of 6 feet away from others when possible. Do not congregate in Clough office, warehouse, or building areas. This includes the restroom (no more than two people at one time).

**Every individual's safety is important. We must all work together to keep everyone safe and to help stop the spread of COVID-19.**



