

**COVID19
Intake and Response Procedures**

- I. *Rationale.* In light of the COVID-19 pandemic, the firm set up a *COVID19 Communication Center* to ensure the health and safety of all associates. As of March 18, 2020, the entire firm became a remote workforce with only essential personnel rotating duties at various offices and as of September 28, 2020 with the Firm's closed pilot program associates. To better manage a remote workforce and provide support to those who would be affected, the following policies and procedures should be followed.
- II. *Applicability.* All B&V associates, irrespective of level.
- III. *Policy and Procedures.*
 - a. *Exposure Reporting.* Anyone who has been exposed to someone, or personally has symptoms of or has tested positive for COVID-19 are hereby instructed to report such matters to HR@bvccpa.com. If you think you have symptoms (fever, cough and/or shortness of breath) call your physician for medical advice or contact your local health department.
 - i. An intake and response form will be filled out by a member of the Response Team (as designated by the COVID -19 Taskforce, which will include at least one HR member and/or Legal) to document each case. The form outlines the steps and considerations to perform.
 - ii. A log of all cases will be kept for tracking in order to
 1. Follow up and ensure a return to health for all documented cases
 2. Reallocate work as necessary
 3. Provide an up-to-date overview of case statistics
 4. Coordinating benefits provided under the Families First Coronavirus Response Act
 - iii. As a reminder, all non-critical and non-pilot program associates are required to work from home. If you are returning to the premises, you must continue to practice social distancing at the office, which means keeping 6 feet of separation between you and others and continue meticulous personal hygiene practices. If you feel unwell with the symptoms of COVID-19 while at the office, please immediately leave the premises while limiting contact with others and seek medical attention as soon as possible. If a member of your household has

symptoms or tests positive for COVID-19, please do not come into the office and contact a Response Team member through HR@bvccpa.com.

b. *Privacy.*

- i. As required by the Americans with Disabilities Act (ADA), it is important that associate health information be held confidential and handled on a need to know basis to protect associate privacy.
- ii. If an associate reports exposure or having symptoms /diagnosis of COVID-19, the Response Team will work to identify and inform potentially affected fellow associates of their possible exposure to COVID-19 in the workplace but will maintain confidentiality by not disclosing the identity of the reporting associate.

c. *Remedial Action.*

- i. After a report has been made, the Response team will perform a risk assessment in accordance with advice from the CDC and take additional steps, as appropriate, to protect the safety and health of all employees. These steps may include, but are not limited to, notifying coworkers of possible exposure, additional steps to sanitize the workplace, and temporary closure of all or part of a work site.

IV. *Approval.* Approved by the COVID-19 Response Team, March 27, 2020. (Last revised October, 13, 2020)

V. This procedure is subject to change at the discretion of the COVID-19 Response Team and updated based on the evolving circumstances of the epidemic and guidance from local government and health authorities. Associates will be advised of changes or additions in this policy and procedure either in writing or electronically.