

**First National Bank of St. Ignace
Pandemic COVID-19 Reopening Plan**

May 20, 2020

General Statement: This plan has been developed with the specific intent to create and maintain a safe workplace for both staff and customers. It is intended to serve as a guide to assist during the re-opening of our bank lobbies and for the process of bringing staff back into the workplace. This plan is further intended to supplement the bank's Pandemic Response Plan dated November 7, 2018.

This plan is the work of the assigned Pandemic Response Team ("Team"), and it will be reviewed prospectively by that team for any needed changes or adjustments that may result from changing conditions, legal or regulatory guidance, or updated recommendations from recognized health professionals. In addition to the Team, each location will have a designated COVID-19 on-site coordinator.

Reopening Date: With the current Michigan Governor's Executive Order 2020-77 (as revised under E.O. 2020-92) set to expire on May 28, 2020, the anticipated date for reopening bank lobbies is Monday, June 1, 2020. This is subject to change based on future events and circumstances. The Team will develop a transition plan for each individual banking location in advance of the reopening date as to hours of operation, staffing return, and facility safety measures.

RE-OPENING ACTION ITEMS:

1. Personal Protection Equipment Supplies.
 - A. Touch-free hand sanitizer dispensers will be ordered installed at each location for use by customers and staff.
 - B. A minimum 30-day supply of the following items kept at each location that is open:
 1. Disposable surgical masks (not of N95 specs).
 2. Hand sanitizer refills and dispensers, in addition to the touch-free floor dispensers.
 3. Disinfecting spray and /or wipes.
 4. Paper towels.
 - C. Disposable glove supply for cleaners only.
 - D. If any of these items are unavailable due to supply shortages, suitable alternatives may be substituted on a temporary basis.
2. Employee Expectations under this Plan.
 - A. Follow all safety measures that are being implemented and attend all required training.
 - B. Follow proper hygiene etiquette, including frequent hand washing, and properly covering coughs or sneezes.
 - C. Have available to you an appropriate mask or face covering at all times. Consider wearing the mask for the protection of others and yourself. If you do not have a mask, one will be provided to you upon request.
 - D. Immediately notify Human Resources if you are sick, or if you have a sick person in your household.
 - E. Observe proper social distancing techniques at all times in the workplace.
 - F. Do not congregate in small areas such as break rooms or meeting rooms.
 - G. Follow the self-screening procedures that are specified below.

3. Employee Self-Screening Requirements.

- A. Employees are required to self-screen in the morning, before leaving for work. They are expected to take their temperature as part of this requirement. The symptoms to be considered in the self-screening will include:
- New or worsening cough
 - Shortness of breath and or difficulty breathing
- Or any **two** of the following symptoms:
- Subjective Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Diarrhea
- B. Employees will be required to certify each day that they have self-screened. Upon entering the workplace, each employee will attest that they have self-screened on that day and had no symptoms of COVID-19.
- C. If an employee self-screens and reports symptoms to the COVID-19 on-site coordinator, they should stay home for a minimum of 7 days or 48 hours after a fever resolves without medication. This will be reported to HR and documented.
- D. If an employee meets any of the criteria on the attached worksite screening form they immediately will be sent home as instructed. This will be reported to HR and documented.
- E. If an employee has a positive COVID-19 test, the following steps should be taken:
- a. Without revealing the infected employee's identity, high risk and medium risk employees should be notified, in writing (letter or email) with a copy kept by the bank.
 - b. Any employee who had sustained close proximity (less than six feet for 10 minutes or more) should immediately be sent home and asked to monitor their symptoms and self-quarantine for a minimum of 7 days. The employees should notify HR if any symptoms develop. These employees should still continue to work remotely if possible.
 - c. Identify and notify any other employees who may have come into contact with the infected employee to self-screen daily and notify HR if symptoms develop.
 - d. Have the work area and any additional common areas the infected employee may have touched deep cleaned and disinfected.
- F. Banks/Employers are not obligated to identify and notify customers or contractors who may have been exposed.
- G. Encourage employees to notify their on-site COVID-19 coordinator if they observe another employee exhibiting symptoms. That employee should then be directed to self-screen for symptoms (see Attachment 1) and the appropriate action taken based on the results.
- H. We will follow existing HR policies regarding a return to work after an illness.

4. Workspace Adjustments.
 - A. Each location will have a maximum capacity established for the lobby area. This will be posted conspicuously on the entry door.
 - B. Employee desks should not face each other.
 - C. Bathrooms should contain posters reminding employees and customers about proper hygiene, particularly proper hand washing techniques.
 - D. Teller windows should be occupied on a staggered basis where ever possible. If this is not possible, consider installing barriers between windows.
 - E. Lobby furniture, if any, should be separated and spaced out so that proper social distancing is maintained.
 - F. Entry doors will contain a posting that requires customers to use a mask or face covering, and suggesting the use of drive-up or walk-up options when the customer is unable or unwilling to comply.
 - G. Each teller window will have an 18" x 24" plexiglass cough barrier installed prior to reopening. This should be cleaned and disinfected regularly.
 - H. Customer service desks and counters will have a free standing clear plexiglass shield provided.
 - I. Human Resources will make sure that all required workplace posters are up to date and properly posted at each location.
 - J. Lobby areas will receive floor markings to indicate 6-foot distancing for customers.
5. General Employee and Customer Safety and Security.
 - A. As noted above, customers entering the bank premises will be asked to wear a mask. If it is necessary in order to identify a customer, or to obtain security camera facial images, the customer may be asked to briefly lower their mask. If a customer refuses to do so, the employee will have the right to refuse service.
 - B. All high touch surfaces and areas are to be sanitized regularly and frequently. This includes door knobs and handles, counters, stairway railings, copiers, scanners, fax machines, shared devices, signature pads/pens, and automated teller machines.
 - C. Each entry door is to display a posting that will request that customers use an alternative banking channel, such as drive-up or walk-up services, if any of the following questions are answered affirmatively:
 1. Have you or household family members returned from travel to a place with elevated reported cases of COVID-19 within the last 14 days?
 2. Have you or household family members had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
 3. Have you or household family members experienced any cold or flu-like symptoms in the last 14 days (fever, cough, sore throat, respiratory illness, difficult breathing)?

Plan Monitoring and Revisions: By its nature, a pandemic situation is fluid and ever-changing. This plan represents best practices and current guidance from government agencies and trade association lawyers and experts at the time the plan was developed. The Team will continue to monitor new developments and will make any necessary changes or adjustments as needed.

Attachment 1

Coronavirus Disease (COVID-19) Workplace Health Self-Screening

Employee Name: _____

Date: _____

Current temperature: _____ Fahrenheit

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes No

New or worsening cough: Yes No

Shortness of breath: Yes No

Sore throat: Yes No

Diarrhea: Yes No

If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4 F or higher, please do not go into work. Self-isolate at home and contact your primary care physician's office for direction.

You should isolate at home for minimum of 7 days after symptoms first appear. You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? Yes No

If you answer "yes" to this question, please do not go into work. Self-quarantine at home for 14 days.