



Healthy at Work Memorandum

To: All employees, contractors, vendors, clients, partners, friends, and customers of Holbrook & Holbrook Law Office, P.S.C.

Re: Healthy at Work protocols

Date: May 11, 2020

Summary: Pursuant to Executive Order 2020-323, issued May 8, 2020 by Governor Andy Beshear and Order issued May 11, 2020 by Cabinet for Health and Family Services Secretary Eric C. Friedlander, Holbrook & Holbrook Law Office, P.S.C. ("H&H") has instituted the Healthy at Work protocols (attached hereto and incorporated herein) for the safety of all H&H employees and those who interact with H&H employees.

Effective Immediately

- 1) All employees currently working remotely or in offsite office locations will continue to do so throughout Phase 1 of the Healthy at Work reopening initiative.
- 2) All employees must remain a minimum of six (6) feet away from all other employees and clients unless closer interaction is absolutely required to perform a specific task, then return to the six (6) feet distance as soon as practical.
- 3) Disinfection of closing rooms following every interaction within will continue throughout the duration of the emergency declaration.
- 4) All employees must wear masks (either those provided by H&H or a suitable mask of the employee's choice) for interactions with other employees or clients that take place within six (6) feet of distance. This is to include in-person real estate transaction closings. When working alone inside your own office or workspace, a mask is not required. Gloves are also available for anyone who would like to wear them.

- 5) Frequent hand washing during the workday is encouraged for all employees. Hand washing is required following all interactions with clients, to specifically include real estate transaction closings.
- 6) Hand sanitizer is located throughout the office and in every closing room. All employees and clients are encouraged to make liberal use of the sanitizer throughout the day. Hand sanitizer is required for employees after all interactions with other employees or clients when immediate hand washing is not available or practical.
- 7) Each employee must conduct a daily self-administered temperature and health check prior to entering the office. These checks may be performed at home. Prior to entering the office, each employee should be able to answer “no” to the following questions:
 - a. Have you had any of the CDC-recognized COVID-19 symptoms since your last day at work or the last time you were here? Symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.
 - b. Is there anyone in your household who is showing COVID-19 symptoms or who has been diagnosed with COVID-19?
 - c. Have you been in close contact with anyone exhibiting signs or symptoms of fever, persistent cough or shortness of breath consistent with COVID-19 who has not been tested or is still awaiting testing?
 - d. During your temperature screening today, was your temperature higher than 100.4°?

If any employee answers “yes” to any of the above questions, the employee should report the results of the self-administered health check to the H&H Healthy at Work Officer, and the employee can only return to the office after being cleared by a medical professional.

- 8) All employees and clients are encouraged to discuss any concerns or requests for special accommodations with the H&H Healthy at Work Officer. All possible efforts will be made by H&H to accommodate those at higher risk for severe illness.
- 9) Jodie Tharp is designated the Healthy at Work Officer for H&H. Please contact him directly with any questions or concerns about H&H’s response to the Healthy at Work protocols or its compliance therewith. He can be reached at (859)469-6234 or jodie@holbrookandholbrook.com.