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## Notice of Policies for Potential Exposure to COVID-19

This notice, together with the text message you received earlier that you may have been exposed to COVID-19 at your assigned work site on the date first noted in the text sent to you earlier. Because we have no clear evidence of close contact with the person who tested positive you are not required to quarantine. However, if you choose to remain off site and quarantine you or if you choose to be tested and test positive you should contact Signature's personnel manager before returning to work. date of exposure and the current guidance from the State Department of Health. Signature is currently working with this client to implement a disinfection plan using the guidelines of the Centers for Disease Control to ensure a safe return to work. This notice is being provided pursuant to Signature's obligations to you under California Labor Code section 6409.6. Signature's notice to you is a result of a notice received either from the customer representative or from a Signature employee, which you may review upon request. You may potentially be eligible for workers' compensation, company sick leave, local, state, and federal-mandated leave, or other employee benefits. As your employer we are prohibited from discriminating or retaliating against you for using any of the aforementioned benefits.

Sylvia Contreras can be reached at (408) 377-8066 or call your supervisor if you would like a copy of the potential exposure notice related to you or job site, have any questions about these benefits, or the safety of the workplace.

Your safety is our priority. We have developed Employee Standards designed to help protect everyone in the workplace which are included on the following pages so please familiarize yourself with these guidelines.

We will continue you to update you with changes as they occur to help keep you safe. These standards may change in line with current government and health agency guidance over time. If you have any questions, please contact the office of Signature Building Maintenance at 408-377-8066..

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## What you need to know and do as you return to work

**Your Safety, and the safety of our colleagues is paramount. As such, you may not enter the Signature Office or a customer site, if any of the following applies to you:**

You, or someone you have been in proximity with is experiencing any of the following symptoms related to COVID-19. The World Health Organization (WHO) advises that you monitor for the following:

Most Common	Less Common	Serious
<ul style="list-style-type: none"><li>• Fever</li><li>• Dry cough</li><li>• Tiredness</li></ul>	<ul style="list-style-type: none"><li>• Aches and pains</li><li>• Sore throat</li><li>• Diarrhea</li><li>• Conjunctivitis</li><li>• Headache</li><li>• Loss of taste or smell</li><li>• A rash on skin, or discoloration of fingers and toes</li></ul>	Difficulty breathing or shortness of breath Chest pain or pressure Loss of speech or movement

If you need further guidance on Symptoms, please contact your healthcare provider.

Original Source: <https://www.who.int/health-topics/coronavirus>

### **You currently have COVID-19, or you feel you may have been at risk of exposure.**

- If this is the case and you have been to a Signature Office or client site within the last 14 days, please report this to Signature immediately so we can provide you with the support you need and help us safeguard other employees.
- Contact your direct manager and report your situation as you would any other medical problem that prevents you from working.
- If you are feeling un-well, your focus should be on rest and recovery- not working from home. Please prioritize your health and well - being. And, seek immediate medical attention if you have symptoms. The WHO recommends calling your doctor or health provider before visiting a medical facility.

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## **Requirements for ALL**

### **Wear a face mask or covering**

- You are required to wear a face mask or face covering while in the office or visiting a customer site. You are welcome to use your own or one can be made available through the Signature Office.

### **Observe Social Distancing at all times.**

- Always maintain at least 2 meters or 6 feet between yourself and others.

#### **No Physical contact:**

- This means no handshakes, hugging, fist bumps or other forms of physical interaction. Just wave and nod.

#### **Stairwells and elevators:**

- Avoid walking by someone on a tight stairwell. Be considerate of each other and wait for people to clear the stairs before you use them. Avoiding elevators can be harder in a large, shared building, but do so where possible. If you do need to use an elevator, wait for an empty one if possible. Wash your hands afterwards.

### **Maintain excellent health hygiene.**

#### **Wash your hands**

- Wash your hands frequently with soap and water for *at* least 20 seconds, especially after being in a communal area, touching door handles or other high-touch areas, or after blowing your nose, coughing or sneezing.

#### **Use hand sanitizer**

- If you are unable to wash your hands, use the hand sanitizer that will be provided throughout our buildings. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Stay Informed.**

- Be sure to read and follow the directions on all office signage in our work entrance ways and customer entrance doors. These signs are designed to provide the latest guidance- whether it be the safest practices in meeting rooms or shared spaces, or in general, how to safely maneuver through the buildings that we service. And in our own office environment.