RETURN TO WORK PLAN

COVID-19 Response

This plan is effective as of 06/01/2020. SCCLF has the right to revise the plan and change requirements at any time.
RETURN TO WORK PLAN

SCCLF has created the following plan to return to work with the goal to keep employees safe. Realistically, it will be a while until we are able to let our guard down. SCCLF likely won’t be completely back to normal until there is a vaccine for COVID-19.

SCCLF will reopen in phases based on data from SCDHEC and IHME to ensure our employees and borrowers are kept safe. The most important metrics are the number of new positive test cases and the number of available hospital ICU beds. SCCLF will move towards different phases based on these metrics improving.

If South Carolina experiences continued outbreaks of COVID-19 and these metrics get worse, SCCLF will revert to earlier phases of the plan.

1. Open at ½ capacity by staggering in-person work schedules. Employees self-screen daily and wear face masks in common areas.

2. Open at ¾ capacity by staggering in-person work schedules. Employees self-screen daily and wear face masks in common areas.

3. Offices open at full capacity. Employees self-screen daily.

4. Return to full activity once a vaccine is widely available.
# PRESENT DAY

Metric: New COVID-19 cases increasing each day.

<table>
<thead>
<tr>
<th>Work Space</th>
<th>Office Cleaning</th>
<th>Supplies</th>
<th>Social Distancing</th>
</tr>
</thead>
<tbody>
<tr>
<td>All employees are advised to work from home.</td>
<td>Begin preparing the office for return to work.</td>
<td>Ensure hand sanitizer, disinfectant sprays, gloves and masks are available to all employees.</td>
<td>Before staff arrival, assess the space for social distancing of 6 feet.</td>
</tr>
<tr>
<td>Before staff arrival, begin posting safety guidelines in common areas to encourage washing of hands regularly, avoiding touching communal surfaces, maintaining 6 ft apart, covering coughs/sneezes, etc.</td>
<td>Ensure cleaning crews are in place to thoroughly clean and sanitize the office, particularly common areas, bathrooms, and kitchens.</td>
<td>Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time.</td>
<td>Place 6 ft markers on the ground and designate one-way flow of foot traffic in hallways and common areas.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reconfigure conference rooms to maintain 6 feet between employees.</td>
</tr>
</tbody>
</table>
# SUPPLIES

## Hand Sanitizer
- 1 bottle for each employee
- 1 at entrance
- 1 in kitchen
- 1 by printer
- Supply: 0.5 per employee plus 1 extra for each shared area

## Disinfecting Spray
- 1 at entrance
- 1 in kitchen
- 1 in each bathroom
- Supply: 1 extra for each shared area

## Gloves
- 1 in kitchen
- 1 by water cooler
- 1 by printer
- Supply: 1 extra for each SCCLF office

## Masks
- 2 for each employee
PHASE 1

Metrics: The number of confirmed cases consistently decreases to less than 1,000 new cases per week over a period of at least 14 days as reported by the S.C. Department of Health and Environmental Control. The number of available hospital ICU beds meets the number of projected beds needed, based on modeling by the Institute for Health Metrics and Evaluation (IHME) projections for South Carolina.

What this could look like outside of SCCLF: Restaurants likely open for dine in.

<table>
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<tr>
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<th>Office Cleaning</th>
<th>Symptoms</th>
<th>Social Distancing</th>
</tr>
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<tbody>
<tr>
<td>All employees are advised to work from home if possible.</td>
<td>Schedule cleaning crews to disinfect the offices Monday through Friday in addition to regularly scheduled cleanings.</td>
<td>Employees that decide to come to the office are required to self-screen daily for the following symptoms:</td>
<td>Employees that decide to come to the office are required to wear a mask while in all common areas. Employees may remove their mask when they are alone in their individual office.</td>
</tr>
<tr>
<td>Employees are not required to come to the office. However, if employees do come to the office, the following safety precautions must be met to protect employees.</td>
<td>Employees are encouraged not to use shared items such as the water cooler, coffee maker, or kitchen. However, employees that choose to use these items at their own risk should use hand sanitizer before and after use, as well as spray disinfecting cleaner after use.</td>
<td>o Cough</td>
<td>Employees should minimize close contact with other employees.</td>
</tr>
<tr>
<td>SCCLF offices will be open at ½ capacity by staggering in-person work schedules by reserving office time through Outlook.</td>
<td>SCCLF’s office dishes should not be used. Single-use disposable dishware will be provided at each office. Dishes brought from home should not be left in the sink, drying rack or dishwasher.</td>
<td>o Fever*</td>
<td>Employees should maintain a distance of 6 ft at all times between themselves and other employees.</td>
</tr>
<tr>
<td>No visitors are allowed.</td>
<td>No food will be provided at SCCLF offices. Delivery packages will be sanitized.</td>
<td>o Shortness of breath or difficulty breathing</td>
<td>Employees should follow the designated direction of foot traffic in hallways and common areas.</td>
</tr>
</tbody>
</table>

Employees should follow the designated direction of foot traffic in hallways and common areas.

Employee work travel is not allowed. All meetings should be done virtually.

Employees are asked to use their best judgement following out of state travel on whether they should self-quarantine for 14 days after returning.

*To check for fever, employees must do a daily temperature check to ensure their temperature is under 100° F.

Employees that have the above symptoms, test positive for COVID-19, or come in contact with someone who has symptoms should notify the CEO, work from home, and self-quarantine for 14 days. The CEO will notify employees in the same office if someone tests positive for COVID-19. The exposed employee’s name will remain confidential.
PHASE 2

Metric: The number of confirmed cases consistently decreases over a period of at least 14 days as reported by the S.C. Department of Health and Environmental Control. The number of available hospital ICU beds meets the number of projected beds needed, based on modeling by the Institute for Health Metrics and Evaluation (IHME) projections for South Carolina.

What this could look like outside of SCCLF: Playgrounds likely reopened. Gatherings under 50 permitted.

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<tr>
<td>All employees are advised to work from home if possible.</td>
</tr>
<tr>
<td>Employees are not required to come to the office. However, if employees do come to the office, the following safety precautions must be met to protect employees.</td>
</tr>
<tr>
<td>SCCLF offices will be open at ¾ capacity by staggering in-person work schedules by reserving office time through Outlook.</td>
</tr>
<tr>
<td>Visitors allowed by appointment only, and only if their presence maintains the ¾ office capacity. Visitors must sign SCCLF’s Visitor Acknowledgement Form found at the end of this document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Cleaning</th>
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<tr>
<td>Schedule cleaning crews to disinfect the offices Tuesdays and Thursdays in addition to regularly scheduled cleanings.</td>
</tr>
<tr>
<td>Employees are encouraged not to use shared items such as the water cooler, coffee maker, or kitchen. However, employees that choose to use these items at their own risk should use hand sanitizer before and after use, as well as spray disinfecting cleaner after use.</td>
</tr>
<tr>
<td>SCCLF’s office dishes should not be used. Single-use disposable dishware will be provided at each office. Dishes brought from home should not be left in the sink, drying rack or dishwasher.</td>
</tr>
<tr>
<td>No food will be provided at SCCLF offices.</td>
</tr>
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<td>Delivery packages will be sanitized.</td>
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<td>Employees that decide to come to the office are required to self-screen daily for the following symptoms:</td>
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</tr>
<tr>
<td>o Fever*</td>
</tr>
<tr>
<td>o Shortness of breath or difficulty breathing</td>
</tr>
<tr>
<td>o Chills</td>
</tr>
<tr>
<td>o Muscle pain</td>
</tr>
<tr>
<td>o Sore throat</td>
</tr>
<tr>
<td>o New loss of taste or smell</td>
</tr>
</tbody>
</table>

*To check for fever, employees must do a daily temperature check to ensure their temperature is under 100° F. |

Employees that have the above symptoms, test positive for COVID-19, or come in contact with someone who has symptoms should notify the CEO, work from home, and self-quarantine for 14 days. The CEO will notify employees in the same office if someone tests positive for COVID-19. The exposed employee’s name will remain confidential. |

Employees are asked to use their best judgement following out of state travel on whether they should self-quarantine for 14 days after returning. |

<table>
<thead>
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<th>Social Distancing</th>
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<tbody>
<tr>
<td>Employees that decide to come to the office are required to wear a mask while in all common areas. Employees may remove their mask when they are alone in their individual office.</td>
</tr>
<tr>
<td>Employees should minimize close contact with other employees.</td>
</tr>
<tr>
<td>Employees should maintain a distance of 6 ft at all times between themselves and other employees.</td>
</tr>
<tr>
<td>Employees should follow the designated direction of foot traffic in hallways and common areas.</td>
</tr>
<tr>
<td>Employee work travel is not allowed. All meetings should be done virtually.</td>
</tr>
</tbody>
</table>
PHASE 3

Metric: The number of confirmed cases consistently decreases over a period of at least 14 days as reported by the S.C. Department of Health and Environmental Control. The number of available hospital ICU beds meets the number of projected beds needed, based on modeling by the Institute for Health Metrics and Evaluation (IHME) projections for South Carolina.

What this could look like outside of SCCLF: All bars, restaurants, venues likely reopened. Gatherings over 100 permitted.

Work Space

-_Work from home optional._

Employers are not required to come to the office. However, if employees do come to the office, the following safety precautions must be met to protect employees.

SCCLF offices will be open at full capacity.

Walk-in visitors allowed.
Visitors must sign SCCLF's Visitor Acknowledgement Form found at the end of this document.

Office Cleaning

-_Schedule cleaning crews to disinfect the offices Wednesdays in addition to regularly scheduled cleanings._

Employees are encouraged not to use shared items such as the water cooler, coffee maker, or kitchen. However, employees that choose to use these items at their own risk should use hand sanitizer before and after use, as well as spray disinfecting cleaner after use.

SCCLF's office dishes should not be used. Single-use disposable dishware will be provided at each office. Dishes brought from home should not be left in the sink, drying rack or dishwasher.

No food will be provided at SCCLF offices.

Delivery packages will be sanitized.

Symptoms

-_Employees that decide to come to the office are required to self-screen daily for the following symptoms:_

- Cough
- Fever*
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

*To check for fever, employees must do a daily temperature check to ensure their temperature is under 100° F.

Employees that have the above symptoms, test positive for COVID-19, or come in contact with someone who has symptoms should notify the CEO, work from home, and self-quarantine for 14 days. The CEO will notify employees in the same office if someone tests positive for COVID-19. The exposed employee’s name will remain confidential.

Employees are asked to use their best judgement following out of state travel on whether they should self-quarantine for 14 days after returning.

Social Distancing

-_Employees are no longer required to wear a mask in common areas._

Employees should minimize close contact with other employees.

Employees should maintain a distance of 6 ft at all times between themselves and other employees.

Employees should follow the designated direction of foot traffic in hallways and common areas.

Employee work travel is allowed. Employees must disinfect the steering wheel after use. Employees should wait 72 hours in between different employees using the same vehicle to ensure the virus would not be on any surfaces for the new driver. If a company vehicle is not available, employees can use their own vehicle and request mileage reimbursement.

www.SCCommunityLoanFund.org
PHASE 4

Metric: A vaccine is widely available and all SCCLF employees are able to be vaccinated.

**Work Space**
- SCCLF offices will be open at full capacity.
- Walk-in visitors allowed.
- Any continued Work From Home requests should be made with an employee’s supervisor.

**Office Cleaning**
- Cleaning crews to return to regularly scheduled cleanings.

**Symptoms**
- Employees that test positive for COVID-19 or come in contact with someone who has tested positive for COVID-19 should work from home and self-quarantine for 14 days.

**Social Distancing**
- SCCLF offices will return to full activity without social distancing measures.
COVID-19 VISITOR ACKNOWLEDGEMENT

I understand that South Carolina Community Loan Fund cares about the safety and health of its employees, borrowers, and vendors. Therefore, I acknowledge the following:

<table>
<thead>
<tr>
<th>Check Below</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To my knowledge, I have not been exposed to a patient experiencing any symptoms* of COVID-19 in the past <strong>14 days</strong>.</td>
</tr>
<tr>
<td></td>
<td>I currently to not have a fever.</td>
</tr>
<tr>
<td></td>
<td>I am not experiencing, nor have I within the past <strong>14 days</strong> experienced symptoms of COVID-19 which may include: *shortness of breath, dry cough, sour throat, fever over 100.4, loss of taste or smell, headache, or muscle pain.</td>
</tr>
<tr>
<td></td>
<td>I understand that if I experience any of the above symptoms or am diagnosed with COVID-19 within <strong>14 days</strong> of my visit of South Carolina Community Loan Fund’s office, I will notify the Chief Executive Officer, Anna Lewin, at <a href="mailto:anna@sccommunityloanfund.org">anna@sccommunityloanfund.org</a> in order for them to take the necessary steps to protect their employees.</td>
</tr>
<tr>
<td></td>
<td>While visiting the South Carolina Community Loan Fund offices, I will make every effort to observe social distancing. I will also follow other appropriate guidelines for limiting exposure which includes coughing or sneezing into the inside of the elbow, personally disposing of any used tissues, refraining from shaking hands, and related actions that will minimize the transmission of viruses.</td>
</tr>
</tbody>
</table>

_______________________________________ __________________________
Signature Date

_______________________________________
Company
RESOURCES

• [Coronavirus Disease 2019 (COVID-19)](https://www.scdhec.gov/coronavirus) by SC Department of Health & Environmental Control (SCDHEC)
• [COVID-19 Projections](https://www.healthdata.org/coronavirus) by the Institute for Health Metrics and Evaluation (IHME)
• [COVID-19 Epidemiology Intelligence Project](https://www.musc.edu/epi) by the Medical University of South Carolina (MUSC)
• [COVID-19](https://www.osha.gov/SLTC/coronavirus/) by Occupational Safety & Health Administration (OSHA)
• [Coronavirus Daily Global Tracker](https://coronavirus.globaltrack.com/) by Tableau (updated daily)
• [CDC Foundation Has COVID-19 Guidelines for Nonprofits](https://www.cdcfoundation.org/resources/coronavirus-guidance) by The Nonprofit Times
• [Coronavirus Information and FAQs](https://www.shrm.org/hr-topics/healthwellness/coronavirus/) by Society for Human Resource Management (SHRM)
• [Coronavirus Information and Services](https://211.sc.egov.usda.gov/) by SC 2-1-1
• [Coronavirus (COVID-19) in the Workplace: Legal and Regulatory Considerations](https://www.hubinternational.com/coronavirus) by HUB International
• [Nonprofit Guide to COVID-19 Planning](https://www.georgiacentersc.com/coronavirus) by Georgia Center for Nonprofits
• [One Region](https://www.one-region.com/coronavirus) Return to Business Plan
• [Opening America Guidelines](https://www.whitehouse.gov/our-work/100-days-plan) by the White House
• [Return to Business Checklist](https://www.nexsenpruet.com/coronavirus) by Nexsen Pruet
• [Recovery Readiness Guide](https://www.cushmanwakefield.com/about-coronavirus) by Cushman & Wakefield
• [California’s Roadmap to Modify the Stay-at-Home Order](https://www.ca.gov/coronavirus) by California’s Public Health
• [Roadmap for Reopening Nashville](https://www.nashville.gov/coronavirus) by Nashville
• [OK Center for Nonprofits Best Practices for Going Forward](https://www.okcenterfornonprofits.org/coronavirus) by Oklahoma Center for Nonprofits
• [1000 Feathers’ Blog on exploring current conditions in SC](https://www.1000feathers.com/coronavirus) by 1000 Feathers
• [AEI’s Road Map for reopening](https://www.aei.org/topics/2019/03/20/2019-03-20-03-20-2019-reopening-strategy) by AEI
• [Johns Hopkins Bloomberg Center for Public Health Re-opening guidance for Governors](https://www.jhsphs.2019) by Johns Hopkins Bloomberg Center for Public Health
CONTACT
Questions? Please contact

Anna Lewin, CEO
843-628-7846
anna@sccommunityloanfund.org

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SCCLF to 22828
to join our email list.