



STRANGER, TALLMAN & LAUTZ  
— ACCOUNTING —

Orange Phase  
Plan for Reopening  
November 17, 2020



## Section 1: **LET'S KEEP COVID-19 OUT**

### Plan for Current Phase

<b>Screening</b>	<ul style="list-style-type: none"><li>● Self-screening prior to arrival at work.</li><li>● Employees are to stay home with any symptoms.</li><li>● Implement Visitor/vendor log.</li><li>● Will provide log to health department upon positive case in office.</li><li>● Have informed staff in writing of our sick policy. Email to staff on 3/11/2020 and follow-up email on 7/31/2020.</li></ul>
<b>Guidelines</b>	<ul style="list-style-type: none"><li>● Signage at the door requiring masks upon entry.</li><li>● Email, blog and social media communication with staff and clients.</li><li>● Coronavirus Resource Page on website stating policies to clients and visitors.</li><li>● Physical drop box installed outside office.</li><li>● Clients encouraged to provide documents electronically.</li><li>● Most meetings changed to online or phone.</li><li>● Travel for CPE suspended.</li><li>● Encourage work at home whenever practical.</li></ul>



## Section 2: **LET'S NOT PASS IT ALONG**

### Plan for Current Phase

<b>Educating Employees</b>	<ul style="list-style-type: none"><li>• Ensure staff has been educated on safety measures (Handwashing, PPE and disinfection processes)</li><li>• Provide PPE and Hand Sanitizer to all staff</li></ul>
<b>Educating Visitors</b>	<ul style="list-style-type: none"><li>• Signage requiring mask upon entry.</li><li>• Email, blog and social media communication with staff and clients.</li><li>• Coronavirus Resource Page on website stating policies to clients and visitors.</li></ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"><li>• Limited staff in office.</li><li>• Encouraging working remotely.</li><li>• Maintaining social distancing.</li><li>• Only allowing one client in waiting room at a time.</li><li>• Require remote meetings.</li><li>• When in-person meetings absolutely necessary, sit as far from client as possible in meeting.</li><li>• Request clients' friends or family members wait in car during appointment.</li><li>• Discourage walk-ins. Encourage appointments even for dropping things off.</li></ul>



<b>Enhanced Cleaning</b>	<ul style="list-style-type: none"><li>● Hire professional cleaning service to disinfect on an expert-recommended schedule.</li><li>● Providing PPE &amp; Sanitizer to each employee.</li><li>● Provide sanitizer for clients.</li><li>● One-time pen use.</li></ul>
<b>Adjusted Operations</b>	<ul style="list-style-type: none"><li>● Eliminate in person meetings.</li><li>● Require clients to wear masks and remain safe distance from staff.</li><li>● Offering contactless payment, online payment options.</li><li>● One time use of pens.</li><li>● Closed door with bell for service to encourage social distancing and proper PPE</li><li>● When in-person meetings absolutely necessary, sit as far from client as possible in meeting.</li><li>● Request clients' friends or family members wait in car during appointment.</li><li>● Discourage walk-ins. Encourage appointments even for dropping things off.</li></ul>
<b>Food Safety</b>	<ul style="list-style-type: none"><li>● Discontinue serving of beverages to office visitors.</li></ul>



## Section 3: **LET'S PLAN FOR WHEN IT DOES HAPPEN**

Plan for Current Phase	
<b>Clear Guidance</b>	<ul style="list-style-type: none"><li>• Any person showing symptoms required to quarantine.</li><li>• Encourage testing with symptoms or exposure.</li><li>• Negative test required to return to office.</li><li>• Isolation period of 10 days required if positive test results.</li><li>• Unlimited sick pay for affected workers.</li><li>• Encourage staff to quarantine if they have been exposed even if they are not showing symptoms.</li></ul>
<b>Tracking</b>	<ul style="list-style-type: none"><li>• Log all visitors/clients in office.</li><li>• Report to Health Department authorities if someone tests positive.</li><li>• Immediate quarantine required of staff if: confirmed diagnosis, symptoms but not yet tested, and those requested to quarantine by healthcare providers.</li><li>• If a worker reports they are in one of those categories, the following information is documented: when symptoms began, when last at work, testing status.</li><li>• If positive results, notify all coworkers and clients who may have had contact of positive result and encourage self-quarantine and/or testing.</li><li>• Provide worker support including informational resources, referrals, emotional support and mental health resources</li><li>• Provide unlimited sick leave for affected workers.</li></ul>



## Section 4: **LET'S CARE FOR OUR PEOPLE**

Plan for Current Phase

<b>Support</b>	<ul style="list-style-type: none"><li>● PPE &amp; Sanitizer provided for staff in office.</li><li>● Provide resources to employees about FMLA.</li><li>● Check in with employees regularly to ensure they feel safe</li><li>● Provide mental health resources.</li></ul>
<b>Recognize</b>	<ul style="list-style-type: none"><li>● Continue to recognize staff for their contribution to slowing the spread.</li><li>● Increased management check-in with workers.</li></ul>