



STRANGER, TALLMAN & LAUTZ  
ACCOUNTING

Red Phase

Plan for Reopening

November 18, 2020



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

Plan for Current Phase	
<b>Screening</b>	<ul style="list-style-type: none"><li>• Will close office to all visitors.</li><li>• Will require staff to work from home unless absolutely necessary to be in office.</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>• Updated Signage</li><li>• Continued email communication</li><li>• Will inform clients via email/USPS that our office will be closed.</li><li>• Coronavirus Resource Page on website stating policies to clients and visitors.</li><li>• Travel for CPE suspended.</li><li>• Will conduct all virtual meetings with clients.</li><li>• Will provide clear instructions for vital document exchange. (Dropbox)</li><li>• Electronic signatures when available</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>• Will be required to work from home.</li><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>• Will not allow in person appointments or drop in traffic.</li><li>• Will post signage about office closure.</li></ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"><li>• Close office and require all staff to work from home.</li><li>• Clients may upload documents, drop them in drop box, or mail them.</li><li>• Drop box to be checked once per day.</li></ul>



<b>Enhanced Cleaning</b>	<ul style="list-style-type: none"><li>• Close office and require all staff to work from home.</li></ul>
<b>Adjusted Operations</b>	<ul style="list-style-type: none"><li>• Close office and require all staff to work from home.</li></ul>
<b>Food Safety</b>	<ul style="list-style-type: none"><li>• N/A.</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>• 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>• Close office and require all staff to work from home.</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.</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><li>● Close office and require work from home.</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><li>● Close office and require work from home.</li></ul>