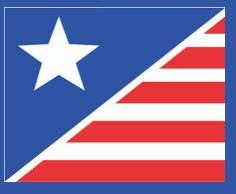


Easing into the New Normal - Returning to Work Game Plan Overview





Note to All Readers - A Legal Statement

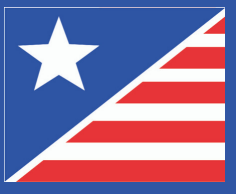
The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others.

This guide is meant to assist you in finding areas of your system that are at risk, in the hopes this will allow you to mitigate that risk to the best of your ability. The information within this document is based off of [WHO](#) & [CDC](#) recommendations. The Game Plan document may not include the entirety of the [WHO](#) & [CDC](#)'s recommendations to date, especially as time progresses & new findings emerge.

Please be advised that some or all of the information contained in this document may not be applicable to all businesses or places of work. We encourage you to consult your legal team for their guidance.

PJR bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Pandemic Game Plan.

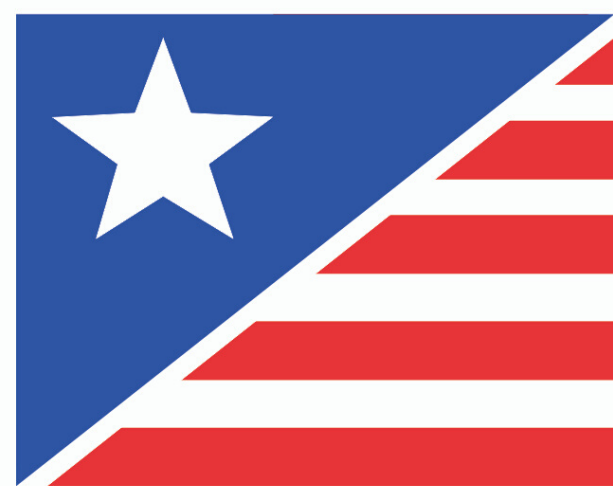




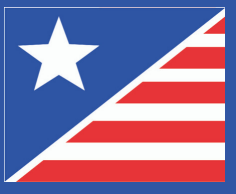
Safety First

At PJR, We are committed to keeping our employees, customers, and suppliers safe while working with one another to support our businesses.

The full [Returning to Work Game Plan](#) includes practical recommendations for operational changes, based on guidelines from the [Centers for Disease Control and Prevention](#) and [World Health Organization](#), that could be tailored by organizations to address various scenarios they may face when returning to work.

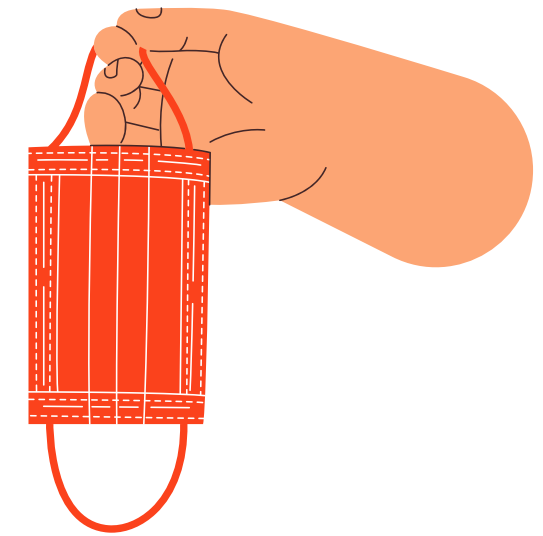


**PERRY JOHNSON
REGISTRARS, INC.**



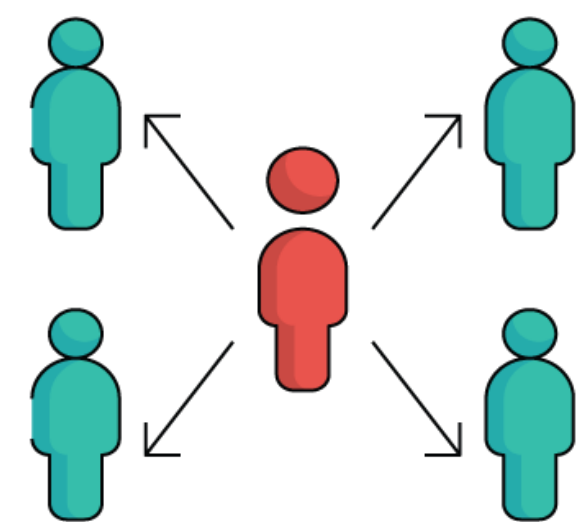
Potential Protocol Changes

To reduce the risk of transmission, employees should have access to an Inventory of **protective equipment**. Due to shortages, additional protocols may address the cleaning & reuse of such materials.



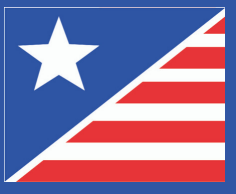
Because of the virus's ability to linger on surfaces for days, **proper preventative disinfection procedures** on frequently touched surfaces are necessary. Preventative cleaning should be done as frequently as possible throughout the day.

New protocols that encourage **social distancing** should be implemented within all facilities. Shifts for workers may be staggered to further reduce the instance of contact.



Evidence of **health screenings** should be required from employees prior to returning to work. Additionally, each facility should set up methods of screening for visitors & contractors.

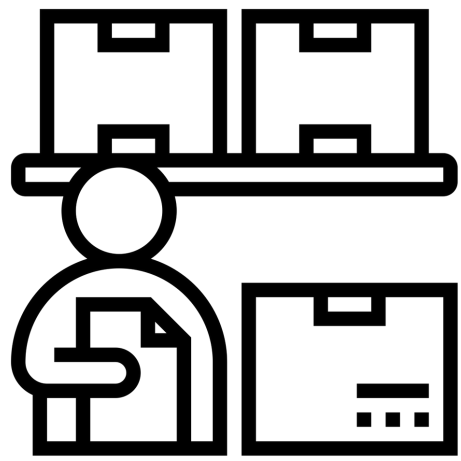
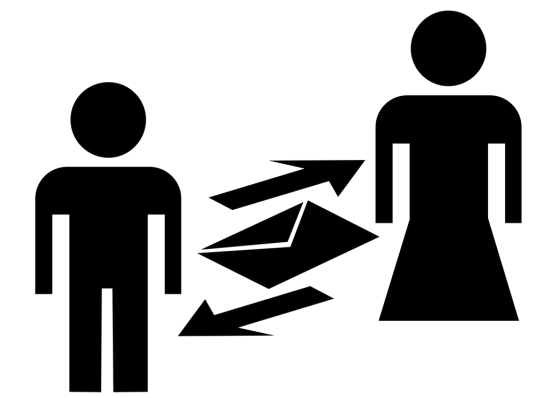
For more information on necessary protocol changes, review the full Returning to Work Game Plan [HERE](#).



New Roles & Responsibilities

Safe Work Communications and Education

This individual/team will be responsible for the proper distribution of pandemic related training material & business updates to relevant stakeholders.

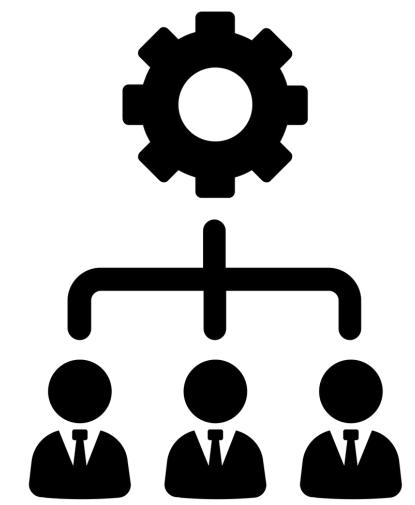


Pandemic Supplies Manager

This individual/team will be responsible for the management of pandemic preventative & protective equipment inventory.

Workspace & Operations Redesign

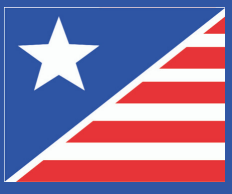
This individual/team will be responsible for adjusting workspace orientations and protocols to meet pandemic social distancing & sanitation guidelines.



Safe Work Protocol Auditing

This role is responsible for monitoring & ensuring that proper pandemic practices are implemented and executed at the company facilities.

For more information on roles & responsibilities, review the full Returning to Work Game Plan [HERE](#).



How PJR Can Help

***Free* Comprehensive Returning to Work Game Plan**

We wanted to ensure all stakeholders have access to resources in order to maximize safety. Our comprehensive [Returning to Work Game Plan](#) provides comprehensive recommendations for specific operations & responsibilities necessary for a safer transition back to work.

***Free* Virtual Self-Assessment Tool**

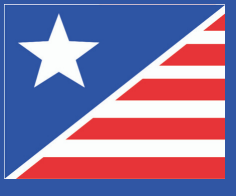
Our [Virtual Self-Assessment Tool](#) is simply a quick assessment tool for facility management to gauge the safety & risk based off CDC guidelines. With the results, supervisors will be guided on what further may be necessary in order to minimize the risk of work related infections.

Notice: This tool is intended to only assist with the identification of potential risks associated with returning to work. Our hope is that these resources assist with management's ability to reduce pandemic related illness, but the usage of such resources is not a guarantee that infections will not occur.

ISO 45001 Certification

Exhibiting to customers your [ISO 45001](#) certification emphasizes your firm's focus on safety. Intended to improve an organization's occupational health and safety performance, ISO 45001 is built on the standard Annex SL format making it easily compatible with an existing ISO 9001 or similar certifications.

ISO 45001 represents a commitment to the prevention of injuries and ill-health, and drives companies to take a proactive approach in the reduction of risks and hazards for both the welfare of employees and safety of the workplace.



**For more information, please
review our full Returning to
Work Game Plan [HERE](#)**

