

Advisors Management Group, Inc.

COVID-19 Response Plan

Issued by: Leadership Team

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Advisors Management Group, Inc. (AMG) is continuing to actively monitor and respond to recommendations provided by the Centers for Disease Control (CDC) as well as Wisconsin's Department of Health Services (DHS) and at this time we are following their published guidelines. This COVID-19 Response Plan has been developed to ensure safe working environments based upon the CDC and DHS guidelines and it is subject to amendment as Federal and State guidelines change.

This Response Plan has the following sections:

1. General: Control measures to protect all employees and clients
2. Office: Control measures designated for our specific office environment to protect all employees and clients
3. Suspected & Confirmed Exposure: Control and response measures to protect employees and clients
4. Where to Go with Questions

General Control Measures:

- Daily cleaning of all areas that are likely to have frequent hand contact (such as doorknobs, faucets, counter tops, chairs). Personal work surfaces & supplies will also be cleaned frequently using disinfecting cleaning products. Break room and lobbies will be regularly disinfected. Disinfecting checklists will be completed.
- Conference Rooms and contents (such as doorknobs and doors, chairs, tables, desks, computer keyboards & mice, pens, staplers, Kleenex boxes) will be cleaned with disinfectant between each use. Disinfecting checklists will be completed.
- Lobby counter tops and payment keypads will be disinfected after each use.
- Employees will wash hands frequently for at least 20 seconds with disinfecting soap and/or will use hand sanitizer frequently throughout the day.
- Use of technology will be utilized where preferred by clients and when practical. In-person meetings will incorporate 6-foot social distancing whenever possible.
- As a general practice, employee workspaces will maintain a 6-foot distance between one another.
- We will refrain from handshaking.
- Signs will be posted as frequent reminders to employees and clients to use hand sanitizer and wash hands.
- In public or high traffic areas (conference rooms and lobby), table notes will be displayed after each disinfecting process to let everyone know it has been done.

- We have one handwashing station within our offices, and hand sanitizer will be accessible in every personal workspace as well as conference rooms. Hand sanitizer will also be available to clients in the lobby.
- Writing utensils for public use will be separated and noted as “disinfected” and “used” at each of our lobby desks.
- Self-service water and coffee will be discontinued until further notice. Please notify an AMG team member if you desire water or coffee.
- A 14-day supply of disinfecting supplies will be kept on hand.
- Clients who are currently experiencing or have experienced the following symptoms in the past 14 days are asked to reschedule their in-person meeting or hold the meeting via web/phone:
 - Feeling feverish or known fever (100.4 F or higher)
 - Cough
- Employees who are currently experiencing (or who have anyone in their home currently experiencing) the following symptoms must notify their supervisor immediately and remain at home:
 - Feeling feverish or known fever (100.4 F or higher)
 - Cough

Office Control Measures

- Phone or Web meetings will be offered to all clients.
- Lobby interaction will be limited to:
 - Brief drop off/pick up of documents
 - Payment of services
- Following current in-person appointments, we will call or email you to schedule future appointments.
- Clients will be shown to a private conference room to wait for their meeting or for any discussion rather than wait in the lobby.
- In the case there is a line to the front desk within the lobby, a 6-foot distance will be maintained between those in line.
- Internal entry doors will be propped open during business hours in an effort to reduce surfaces being touched by multiple people.
- For income tax return and document pick up, we will be notifying clients of a timeline for them to stop in and pick things up. This is in an effort to spread out the traffic stopping in upon opening. We have hundreds of people who may stop in, so we are doing is to be proactive. If you are unable to stop in during the timeline given or wish to wait until closer to the filing deadline, please wait a couple of weeks past your assigned timeline to stop in or call to schedule an appointment.

Suspected & Confirmed Exposure

- Employees who are experiencing symptoms (fever, cough, difficulty breathing), are not to report to work. They should seek medical attention and contact their supervisor. Their supervisor will notify Jenna Deets immediately.
 - CDC Guidelines will be reviewed for any updates or changes.
 - Jenna Deets will conduct a pre-screening questionnaire:

- Have you traveled to an area with known or international spread of COVID-19 in the past 14 days?
 - Have you, or anyone in your residence, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID-19 diagnosis in the past 14 days either at home or at their jobsite?
 - Have you had a fever (greater than 100.4 F) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days?
 - Are you currently experiencing a fever (great than 100.4 F) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?
- Employees who have had close contact with someone confirmed to have the virus or someone who is being evaluated for infection should stay home from work to self-monitor symptoms for 14 days unless the test results are negative. Notify immediate supervisor of time away.
 - A doctor's note for return to work is not required when an employee returns from a self-quarantine period and reports being asymptomatic.
- If it is confirmed that an AMG employee has contracted the condition:
 - Confirmation of test results is required to be given to their immediate supervisor to inform them.
 - CDC guidelines will be reviewed for any updates or changes.
 - The employee is to obtain a doctor's note from a physician to return to work following the quarantine period.
 - Temporary leave (under our PTO/Sick leave policy) will be provided to employees until the incubation period is exhausted or they return with a doctor's note. If applicable, the employee is to discuss with their supervisor regarding the ability to work from home.
 - AMG will make every effort to determine the source and extent of the exposure and contact those employees who may have come in contact with the effected employee. Confidentiality will be maintained to the extent possible. Those employees should then self-monitor (take temperature twice daily) for a period of 14 days.

Where to Go with Questions

- Jenna Deets – 608-782-0200 or jennad@amgteam.com