

## **COVID-19 Phase 3 Telecommuting Policy**

**Purpose.** To establish a temporary policy and procedures for telecommuting during Helsell Fetterman LLP's Phase 3 response to COVID-19, and to clarify essential performance expectations for all of us at the Firm, whatever our roles. This policy will be in effect beginning March 18, 2020 through the end of the Firm's Phase 3 response.

**Eligibility.** Except as provided in this policy, all employees will be eligible to telecommute full time during our Phase 3 response. Telecommuting will not change salaries, benefits, job responsibilities, paid leave policies or the other basic terms of employment. The Firm has the right to modify eligibility without cause or advance notice.

**Office Staffing.** One staff member will be present in the firm from 9:00 a.m. to 4:00 p.m. for the sole purpose of processing incoming and outgoing mail and to perform other, very limited tasks that can only be completed by someone physically in the office. The one staff member who will be physically in the office will not be performing secretarial and paralegal duties from attorneys; and no one will make coffee, set-up conference rooms, or perform similar work.

**Availability.** While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:

- To the extent possible, employees must carry out the same duties, assignments, and other work obligations in their home office as they do when working in the office.
- All non-exempt employees will be on the same schedule of 8:30 a.m. to 5:00 p.m., regardless of the hours an employee may maintain when working in the office.
- Telecommuting employees must be available and responsive to their supervisors and co-workers between 8:30 a.m. and 5:00 p.m., except that all non-exempt telecommuting employees must take one 15-minute break in the morning, one 15-minute break in the afternoon, and one 1-hour lunch break from 12:00 p.m. to 1:00 p.m.
- Telecommuting employees must be available to attend scheduled meetings and participate in other required office activities from their home office as needed.

**VPN and Equipment.** To qualify for telecommuting, the employee working from home must have high-speed internet service available at the employee's expense. Such internet service must interface with the Firm's virtual private network (VPN) and the employee's connection to the Firm's VPN must be the only virtual private network accessed during the time the Firm's VPN is open. The Firm will not provide support for anyone's internet service. If such internet service becomes unavailable for any reason, or if a VPN connection cannot be opened or maintained, the employee will be expected to work in the office until connectivity problems are resolved.

An employee telecommuting with a home personal computer must connect to the Firm's VPN while working. Prior to March 18, 2020, each employee who will telecommute (work from home) must confirm with the Firm's IT Manager that the employee has the ability to connect to

the Firm's network via VPN while telecommuting. If the employee has no way of connecting to the network via VPN while telecommuting, the employee must see the IT Manager to check out a laptop (if one is available) to take home each evening. If an employee uses a laptop inside the Firm, the employee must take their laptop home.

The Firm prohibits all employees from utilizing the Firm's internet connection for non-essential streaming of video or audio services. (Any internet access from a computer connected to the Firm via VPN will be through the Firm's internet connection.) The Firm does not prohibit employees from "in and out" non-essential access to the Firm's internet connection for checking news, weather, sports, bus schedules, traffic, and the like. However, in and out access does not include "surfing" the world wide web. The Firm will monitor overall internet usage for purposes of determining whether VPN capabilities are being compromised by non-essential access to the internet, and the Firm reserves all rights, in its sole discretion, to prohibit all non-essential utilization of the Firm's internet access, including for in and out access.

Employees are responsible for maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Employees are responsible for providing office furnishings, such as desks, chairs, file cabinets, and lighting at their own expense. Employees are also responsible for having a quiet work place free from personal distractions. The Firm will provide common office supplies, such as paper, pencils, pens, and paper clips, for employees' use in their home offices.

**Safety.** Telecommuting employees must maintain a safe work environment and must report work-related injuries to Human Resources at the earliest opportunity.

**Security.** Employees must keep client and other confidential information and Firm equipment and materials in a secure location. Employees must not use, or allow others to use, Firm equipment for purposes other than Firm business.

**Documentation.** Employees who telecommute must document time used for regular work and record personal time such as PTO or other leave as appropriate, in the same way as the employee would do if working in the office.

The Firm has the right to cancel or suspend employee telecommuting privileges without cause or advance notice.