



Emerald Advisers, LLC and Affiliated Advisers

Pandemic¹ Impact Minimization Policy

General: This policy is designed to help minimize the impact to Emerald, its staff and their families relating to any possible widespread pandemic.

The enactment of this policy does not mean that such an event is imminent, and is not meant to cause undue concern, but rather to employ specific, proactive, preventative measures to minimize local impacts.

A. 24/7/365 Tactics

Here are common-sense everyday habits that everyone should employ on a daily basis, regardless of any imminent threat:

1. Frequently wash your hands using soap and warm/hot water;
2. Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from other people;
3. Wash your hands after coughing, sneezing or using tissues;
4. Maintain at least 6 feet distance between yourself and anyone who is coughing or sneezing;
5. Avoid touching your eyes, nose and mouth;
6. Stay home if you are sick and/or exhibiting flu-like symptoms (so you do not spread the illness to other people);
7. Also: get your flu shot every year.

B. Infection Protocols

In the event of a possible pandemic / widespread infection, Emerald will employ the following protocols to minimize the spread of the infection throughout our workforce (and family members):

1. Per Tactic A.6 above, designated senior staff will instruct any staff member who is exhibiting potential symptoms while at work to leave and work from home or use PTO while at home;
2. Based on news reporting, public health advisories and utilizing our internal resources, Emerald will put appropriate protocols in place related to any staff member who is traveling outside of our local area.

This can include:

- a. Restricting work-related travel to any designated locations/states/countries;
- b. Requiring staff returning from non-local trips to (1) measure their temperature for possible fever, assess other symptoms (such as coughing, breathing issues, etc.), and provide results to Emerald; (2) self-isolate by not returning to the office for the first 24/48/72 hours after returning (specific time to be confirmed by Emerald);
- c. Requiring staff returning from any areas designated as an infection “hotspot” to (1) visit a medical professional to assess their health status; (2) self-isolate for a longer period of time (1 – 2 weeks or more).

In circumstances where these protocols above have been employed, Emerald will work to provide the self-isolating staff member with the tools/technology required to work remotely.

3. In the event of a staff member or a member of their immediate family testing positive for an infection, Emerald will employ the following protocols:
 - a. Restrict the employee from returning to any office locations or business-related activity until cleared by a medical professional;
 - b. Office locations where the infected employee has worked will be closed and cleaned / disinfected, and will reopen when determined safe to do so;

- c. Instruct all employees who have shared office space and/or interacted with the infected employee to (1) self-isolate for a pre-determined period of time, (2) monitor potential symptoms, and (3) seek testing and medical attention if symptomatic.
4. As required, Emerald will deploy office site-specific tactics to maintain a safe and disease-free work environment. These tactics can include:
- a. A continuing monitored schedule of thorough office cleanings;
 - b. Providing masks to employees and mandate that they wear them as directed;
 - c. Dividing employees onto alternating teams and staggering work days and start and stop times to limit gatherings of larger groups;
 - d. Requiring office-based employees to complete a daily symptom tracker assessment prior to entering the office;
 - e. Conducting meetings and training virtually whenever possible; and/or
 - f. Prohibiting non-essential visitors from entering the business.

Please contact your supervisor or the COO if you have any questions or need any additional information.

¹ *Definition of a Pandemic: An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population: a pandemic outbreak of a disease.*

Policy Effective: February 27, 2020
Updated: June 8, 2020