

# Telecommuting and Liberal Leave Policy

Sands Anderson PC will stay open for business and further modify our normal business operations effective Monday, March 16, 2020 until March 31, 2020 to provide for as many employees to work remotely as allowable to continue our business.

The Firm continues to closely monitor the COVID-19 outbreak and is prepared to quickly respond and adapt in order to maintain operations and service our clients while also protecting our employees, clients, vendors and maintaining a safe workplace. There is no known evidence of any infected people within our workplace and we will continue to follow guidance from the Centers for Disease Control and national, state and local authorities.

1. We have the best and brightest professionals working at Sands Anderson and expect every employee to continue to perform their job. We are willing to make a job accommodation for any employee who remains "fit to work" to work an alternative work schedule and/or work remotely. Solutions include the use of firm laptops and firm desktops, as well as alternative and flexible work schedules.
2. Sands Anderson expects everyone will work together, regardless of their position, to help maintain serving clients and the essential functions of the firm, be available during normal business hours, and be willing to report to the office as needed.
3. We encourage anyone who wants an accommodation to coordinate through Janet Broadway and we will work together to craft creative solutions as a firm to accomplish this goal in the safest manner possible.
4. An employee will not be expected to use paid time off during this time period unless they are unable or unwilling to work within the accommodations.
5. Our offices will remain open for anyone who prefers to come in. During this time, employees in the office are permitted to wear casual attire and work on a condensed schedule.
6. Any employee who has travelled domestically or internationally, or been in a questionable situation of exposure, will be asked to self-quarantine for a period of 14 days and work remotely or get a release to return to work within an earlier time period from their medical professional.
7. Should the current health crisis warrant, Sands Anderson may require all employees to work from home without any access to the office. Employees should be proactive with Human Resources and Group Leaders in preparing for these circumstances to ensure employees have the resources necessary to work remotely.
8. This situation is unprecedented in our lifetime. We have tried to think rationally, reasonably and fairly. This is a time where the culture and core values of Sands Anderson will make us shine, but Sands Anderson must also reserve the right to alter, amend or cease the policy at any time as business needs dictate.