



EBBY HALLIDAY COMPANIES

A Berkshire Hathaway Affiliate

Ebby Halliday Companies Re-Entry Plan - Home Offices

Phase I - For the Period of May 11th to May 22nd

As the State of Texas and local Counties issue guidance and parameters on the reopening of businesses, EHC is implementing the following plan for the re-entry of staff to the home offices.



Health and Wellness

- Any employee experiencing an illness or symptoms of being ill will remain at home until such time as they are deemed recovered and approved to return by Human Resources.



Remote Work

- Those employees that are in at-risk categories for more severe impacts of COVID-19 or are direct care providers for at-risk individuals will consult with Human Resources and their direct supervisor to create a continued remote work plan.



School Aged Children

- Due to the cancellation of the remaining 2020 academic school year, those employees with school aged children at home will consult with Human Resources and their direct supervisor to create a continued remote work plan.



Daily Temperature Checks

- All employees returning to the home offices will monitor their temperature each morning before coming to work. Those with temperatures at or exceeding 100.0 degrees will immediately contact Human Resources and their direct supervisor and may not come into the office until they are fever free for a minimum of 72 hours - without fever reducing medication and exhibiting no other symptoms.



Safety Masks

- All employees returning to the home offices will be required to wear a mask or face covering while inside the premises. Masks and face coverings may only be removed when the employee is within their office or individual work area. Masks may be made from household materials as directed by the CDC. The company will provide masks for those employees that are unable to furnish their own masks.



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Hygienic Practices

- Staff will wash their hands regularly throughout the work day and utilize provided cleaning products to clean their personal work surfaces twice daily. Staff should minimize the use of common area surfaces and equipment as such areas may remain closed at this time.



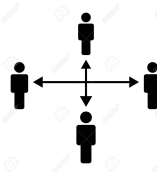
Break Rooms and Conference Areas

- To maximize social distancing and the health of staff, the break rooms, lunch rooms and conference rooms will remain closed for breaks, eating and meetings. Lunch should be taken outside the office or within your individual work area. All cups, plates and utensils should be disposable or brought from home.
- Conferences and meetings should continue to be held virtually when possible. In those instances where this is not practical, meetings should be held in open areas where minimum social distancing can be maintained.



Visitors and Guests at the Office

- Until further notice, agents, guests, visitors and other third parties will not be permitted into the home offices unless expressly approved by Human Resources. Meetings with such parties should continue to be conducted over the phone or virtually.



Social Distancing and Work Plan

- To maintain social distancing and defined contact tracing, staff, not subject to a continued remote work exception, will be divided into 2 Groups and assigned designated days to be in the office.
- This Social Distancing Work Plan will be in place for during Phase I of home office re-entry. Human Resources will notify you of your group assignment.



Group 1 - For the period of May 11th to May 22nd (Phase I)

- Those staff members in Group 1 will work in the Home Offices on Monday and Tuesday of each week.
- On Wednesday, Thursday and Friday, Group 1 will work remotely.



Group 2 - For the period of May 11th to May 22nd (Phase I)

- Those staff members in Group 2 will work in the Home Offices on Thursday and Friday of each week.
- On Monday, Tuesday and Wednesday, Group 2 will work remotely.



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Training and Education

- During Phase I of re-entry into the home offices, all training and education courses will continue to be held virtually.



Office Cleaning

- In addition to daily cleaning, Wednesdays will also be used for enhanced cleaning and sanitization of the home offices while minimal staff are present.



Regular Updates

- We will notify staff of all changes and updates to the Re-Entry Plan, including subsequent Phases that alter our practices related to in-office work days and required hygienic practices. Such changes will be based on State and Local health authority guidance and the practical impacts to our ongoing business operations.