



**Bath Insurance Group COVID-19 Plan (In regard to Section 4.a. of Governor Holcolm's executive Order)**

Bath Insurance Group is committed to providing a safe environment for employees and customers. In order to do this, we have addressed the following guidelines:

- Employees that have a fever, cold like symptoms, or generally feel ill, will be required to stay off of office premises until those symptoms have cleared up. Likewise, if a family member has a fever, cold like symptoms or generally feels ill, the employee shall not be on office premises until those symptoms have cleared.
- Daily, employees are cleaning and disinfecting high-touch surfaces. Along with this, a team of professionals are cleaning the office semi-weekly.
- Employees are encouraged to wash their hands regularly, as well as use hand sanitizer. Currently, only our drive-thru is open. When the lobbies re-open, customers will have the ability to wash their hands and access to hand sanitizer.
- Personal Protective Barriers will be used in customer service areas. Both employees and customers are encouraged to maintain the 6 foot social distancing standards established by the CDC. Masks are available upon request for employee use. Customers are encouraged to wear face coverings when our lobbies re-open.
- Bath Insurance Group complies with the health and safety standards of IOSHA.

On March 12, 2020, Bath Insurance Group implemented our internal pandemic procedures. Those procedures included staff rotations, working from home procedures, intensive cleaning and social distancing, as well as closing the lobbies on March 18, 2020 to minimize person to person contact in an effort to protect our customers and employees. The pandemic procedures and processes are analyzed on a weekly basis to make necessary adjustments to protect all individuals.

Sincerely,

A handwritten signature in black ink that reads "Branden Logue". The signature is written in a cursive, flowing style.

Branden Logue

President