

Welcome back!

The Janney logo, featuring the word "Janney" in a white serif font on a dark blue rectangular background. A light blue diagonal line is positioned behind the letter "J".

As we begin the process of gradually returning to work in our respective offices, we would like to **THANK YOU** for your continued dedication, commitment, and perseverance through one of the most challenging situations we will likely face in our lifetime. The health and safety of our team members, families, and clients continue to be our top priority and guides our decision-making as we transition back to the office.

At this time, Janney will not administer health screening procedures, but rather, rely on the integrity of its employees to be forthcoming about the status of their health. However, employees who exhibit symptoms of Covid-19 will be asked to leave the office until completely symptom free.

For you and your co-worker's **SAFETY**, the following measures have been implemented:



You should take your own temperature **EACH** day prior to coming to the office
(reference 'DAILY HEALTH SELF-INVENTORY')



Respiratory etiquette is encouraged (covering coughs/sneezes by using a face covering, tissue, or coughing/sneezing into crease of the elbow)



Signage is posted throughout the building and Janney suite space with reminders to cover your face, practice social distancing, and wash hands regularly



Face coverings are required in common areas of the building and Janney suite space; one (1) cloth face covering will be provided to each employee
(reference 'FACE COVERING GUIDELINES')



Social distancing reminders will be actively reinforced; the CDC recommends maintaining a minimum distance of six (6) feet



Elevators will allow for a maximum of four (4) riders per car



Hand sanitizer is available throughout the Janney suite space

Daily Health Self-Inventory

Our firm policy is that anyone who feels ill should not come into the office. At this time, Janney will not administer health screening procedures*, but rather, rely on the integrity of its employees to be forthcoming about the status of their health. Employees who exhibit symptoms of Covid-19 will be asked to leave the office until completely symptom free.

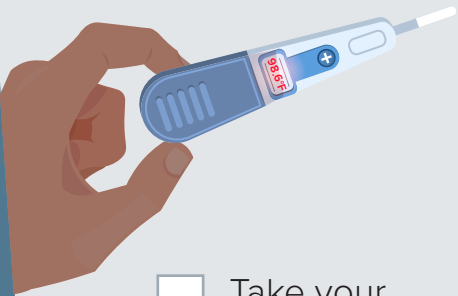
Some Janney offices will display an attestation, as required by specific state and location, when you enter the office. Please read the attestation carefully.

We wanted to share this brief Daily Health Self-Inventory as a useful reference tool. This is, of course, not a substitute for checking with your medical provider if you have any other symptoms or concerns about your health or the health of someone you live with or care for.

*Except as required by state and locale.

Please review this checklist before coming to work each day.

Since your last visit to work, have you experienced any of the following?



☐ Take your temperature at home, daily, before coming to the office.



A fever (100.4°F or higher), or a sense of having a fever, or have taken medications like Tylenol (acetaminophen) or Motrin/Advil (ibuprofen) in attempt to reduce a fever?



A new cough that you cannot attribute to another health condition?



A new shortness of breath or difficulty breathing that you cannot attribute to another health condition?



A new sore throat that you cannot attribute to another health condition?



A new loss of taste or smell that you cannot attribute to another health condition?



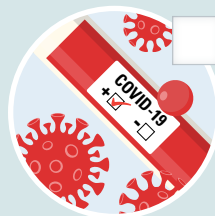
Muscle aches that are not routine, known conditions, or due to a specific activity (such as physical exercise)?



Abdominal pain, diarrhea, appetite loss, nausea and vomiting of unknown cause?



Chills or repeated shaking with chills that you cannot attribute to another health condition?



A member of your household has developed any symptom listed here, has tested positive for COVID-19, or been informed they have likely been exposed to the virus?



Headache that you cannot attribute to another health condition?

If you answer **YES** to any of the questions above, or have any other illness symptoms not listed here, **DO NOT COME TO WORK**; Please remain at home.

COVID-19 Coverage on the Health Plan

For Employees and dependents covered on our medical plan who have had possible or definite exposure to COVID-19, our medical plan will cover the testing and the related office, urgent care or emergency room visit for in-network providers at 100% and not subject to deductible. Coverage will be based on the usage of the ICD-10 diagnosis for COVID-19 exposure. All other treatment will be subject to current plan provisions. Please contact the Janney Benefits Department with any questions at [✉ benefits@janney.com](mailto:benefits@janney.com).

Any other questions can be directed to Human Resources at [✉ janneyhumanresources@janney.com](mailto:janneyhumanresources@janney.com).

Meeting Guidance



- ▶ Meetings should be conducted virtually; however, some in-person meetings may be desired. Conference rooms have a limited number of chairs in order to maintain social distancing; do not add additional chairs to accommodate more attendees. Overflow attendees should dial-in to the meeting. Please wipe down all surfaces with provided disinfecting cleaner.
- ▶ Private office meetings should follow social distancing guidelines and maintain a distance of six (6) feet; however, conference rooms are the preferred space for confidential meetings.
- ▶ Client/vendor meetings should be conducted virtually when possible; however, there is no prohibition to in-person meetings. All parties must maintain social distancing and wear a face covering.

Office Guidance



Travel between Janney floors is discouraged; please remain on your home floor location during your work day



Middle sinks have been disabled in all restrooms and Plexiglas partitions added in men's room to maintain social distancing



Workstations throughout the office to be a minimum of six (6) feet apart; managers will assist with location reassignment as needed



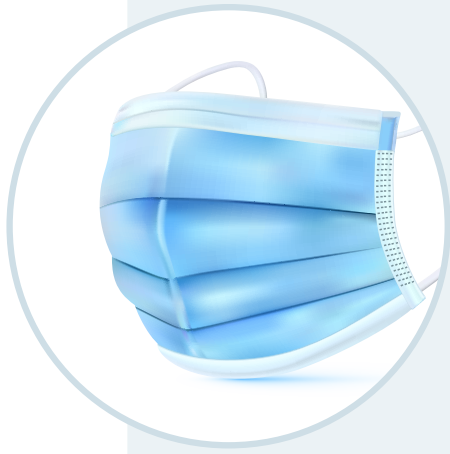
Pantry/kitchen areas will allow for one (1) seat per table, floor graphics near appliances will indicate proper social distancing, and appliances have been emptied and cleaned



Office supplies such as pens, notebooks, staplers, should not be shared



The building cleaning crew will clean the office thoroughly each evening. Please also clean your own workstation prior to departing each day



Face Covering Guidelines

- ▶ Face coverings are required as you enter and exit any Janney office buildings, parking garages, lobbies, and elevators
- ▶ You are permitted to use a face covering of your own choosing, but material and designs must be appropriate for our workplace
- ▶ You must maintain face coverage until you arrive at your work office/workstation and proper social distancing can be achieved. If social distancing cannot be achieved, then:
 - ▷ Speak with your supervisor/manager to discuss in-office work alternatives
 - ▷ Maintain face coverage while on the premises or until proper social distancing can occur
- ▶ You should wear a face covering when social distancing cannot be maintained (i.e. common areas, walking in hallways)
- ▶ You are not required to wear a face covering when seated at your individual workstation; however, those with standing desks in open areas should cover their face when standing
- ▶ A limited number of disposable masks are available at each office to be used in case of forgotten personal face covering or for guests once permitted in offices

Please contact Corporate Services at [✉ corporateservices@janney.com](mailto:corporateservices@janney.com) for mask supply questions.

We continue to monitor the situation and will provide up-to-date information and guidance as it becomes available.

If you have any questions or concerns at any time, please discuss with your manager or contact Human Resources at

[✉ janneyhumanresources@janney.com](mailto:janneyhumanresources@janney.com).