

Edinboro Book Store- COVID-19 Policy/Protocols:

Following discussions with Ray Fisher, General Manager, the Company will be following the below protocols as it relates to COVID-19:

EUSI COVID-19 SAFETY PLAN (1.0, April, 17, 2020)

Edinboro University has announced that all summer classes will be conducted online / virtually. Educational services are considered “essential” during the pandemic. Although Edinboro University Services, Inc (EUSI) is a separate entity from the university, we are the official provider of course materials for the students of Edinboro. The bookstore is planning on supplying course materials for summer classes beginning on Monday, May 4, 2020.

The safety of all employees is important to EUSI. In accordance with CDC COVID-19 Guidelines, as well as The Pennsylvania Department of Health’s required Public Health Safety Measures, EUSI is implementing the following safety protocols to ensure the safety of employees:

- **Store Operations:** The store will be closed to the general public until further notice. The bookstore will ONLY be processing online orders. No contact with customers will occur until further notice.
- **Number of employees:** EUSI will limit the number of employees required to report to work. EUSI/Bookstore will operate with as few employees as possible while still providing services to faculty and staff. No more than 4 employees will be in the bookstore at any one time. All employees will work from their designated work areas and be expected to maintain a safe social distance.
- **Employee Pay:** All employees will be compensated for the hours they actually work in the store. If, for whatever reason, an employee is not given the opportunity to *physically work* enough hours to meet the minimum as stated in the Collective Bargaining Agreement (Articles 12.2 and 12.3), they will still be paid for the minimum hours listed in the CBA and will be required to work remotely.

For clarification: because we have to limit the number of employees in the store, not every employee can physically work the minimum hours required per the CBA. For employees that cannot be scheduled enough hours to meet the required minimum: they will still be paid the minimum hours required per the CBA but they will also be expected to work remotely. This pay requirement does not include unpaid requested time off. EUSI will not be required to pay the minimum hours listed in the CBA if an unpaid time off request prevents the employer from scheduling an employee the required minimum hours.

- **Personal Protection Equipment (PPE):** EUSI will provide the following PPE for all employees: gloves, masks, disinfecting wipes, hand sanitizer, and access to restrooms for hand washing.
- **Hand Washing:** Frequent and proper hand washing is the #1 way to protect against COVID-19. Employees are **REQUIRED** to wash their hands immediately upon reporting to work - and

frequently throughout the day. Hands must be washed with soap and water for a minimum of 20 seconds. Handwashing breaks will be scheduled at the top of the hour for every hour employees are scheduled to work.

- **Social Distance:** All employees are **REQUIRED** to maintain a distance of at least 6 feet. If contact is made with another person, employees will be expected to wash their hands for a minimum of 20 seconds or immediately use hand sanitizer.
- **Wear a Mask:** Wearing a mask while in the store is **REQUIRED**. Recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms, so remember, "My mask protects you. Your mask protects me." The only time wearing a mask will not be required is during lunch breaks.
- **Wear Gloves When Handling Textbooks:** Any employee that handles textbooks is **REQUIRED** to wear gloves while doing so.
- **Cleaning:** Work areas will be cleaned frequently (i.e. phones, computers, and other equipment). The last 30 minutes of every day will be utilized for cleaning personal work stations/areas with disinfecting wipes or bleach solution. The restrooms will be disinfected with bleach solution at the end of every working day.
- **Avoid Sharing:** Sharing equipment should be avoided. If employees share equipment (such as a POS register or computer), they must wash their hands immediately after using the shared equipment. Shared equipment should be disinfected frequently. Don't share food or utensils.
- **Meal Space:** No more than two employees will be permitted in the breakroom to eat at any one time. If two employees are in the breakroom at the same time, they must maintain a social distance of at least six feet and not sit facing each other.
- **Your Health:** Monitor your health.
 - If you are sick, you are **REQUIRED** to notify your supervisor and stay home.
 - If you become sick while at work, you are **REQUIRED** to notify your supervisor and go home.
 - If you develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice and update your supervisor.
 - If you, a household family member, or someone who you have been in close direct contact with is being tested for COVID-19, you are **REQUIRED** to notify your supervisor and stay home.
- **Employer Requirements:** If any employee is identified as being exposed to a probable or confirmed case of COVID-19, EUSI will implement temperature screenings before any employee is permitted to enter the facility. Any employee who has an elevated temperature of 100.4 degrees Fahrenheit or more will not be permitted to enter the facility. Any employee that develops a temperature of 100.4 degrees Fahrenheit or more during the work day will be sent home.

USI will follow all reporting guidelines outlined by the CDC and PA Department of Health in the event of reported exposure by any employee. USI is not required to, but will pay the minimum hours guaranteed to employees (per the CBA) in cases where the employee must be quarantined or is subject to home isolation.



The employer reserves the right to discipline employees for failure to adhere to any of the requirements listed in this policy. All Disciplinary action will be conducted per ARTICLE 14 of the Collective Bargaining Agreement. Nothing in this policy should be construed as superseding the CBA. If anything in this policy is found to be inconsistent with the CBA, the CBA will prevail.

This safety plan will be modified if/when additional guidelines are implemented by the CDC or PA Department of Health.

Summary of Edinboro Book Store - COVID-19 Policy/Protocols:

Following discussions with Ray Fisher, General Manager for Edinboro University, the Company will be following the below protocols as it relates to COVID-19:

Based on Edinboro University's COVID-19 plans, *"Staff members who are not assigned to work either on campus or remotely by their supervisors will be placed on paid administrative leave beginning Wednesday, March 18, at least through Friday, March 27. We will keep you updated as new decisions are made"*.

Historically, USI mirrors university policy whenever possible – so effective March 19th, all USI employees are placed on paid administrative leave through Friday, March 27th. Every employee will be paid for the hours they were already scheduled for Thursday, March 19th and Friday, March 20th. In addition, all full-time employees will be paid for five (5) full days (7.5 hours per day) for the week of March 23rd – 27th and all part-time employees will be paid for three (3) full days (7.5 hours per day) for the week of March 23rd – 27th.

As of now, the intent is to have all employees return to work on Monday, March 30th; however, please understand that this plan may change. USI management will be in contact with you if any changes occur or if any other pertinent information needs to be passed along.

UPDATE: 3-27-2020

Based on the university extending paid leave through April 3rd, USI will continue to pay all employees through April 3rd. *In addition*, instead of extending this pay on a week-by-week basis like the university, *we are going to make the assumption that the bookstore will not be operational until at least Monday May 4th*. This means that if we cannot open, all employees will continue to receive administrative pay through May 3, 2020. Full-time employees will continue to receive administrative pay for 37.5 hours per week and part-time employees will receive pay for 15.0 hours per week (the minimum hours as stated in the Collective Bargaining Agreement <Article 12.3>) Anyone that can work from home will be expected to do so. Please understand that any of this is subject to change. If we have the ability to open before May 4th, we will – we will resume operations as soon as we possibly can as long as it is safe.

This arrangement has been made in consultation with the USI Board of Directors. It is USI's intent to keep everyone employed as long as possible based on the conditions we are operating under. I appreciate everyone's understanding during these difficult times. I will be reaching out to some of you via email or telephone next week to discuss my plans centering around virtual commencement, textbook rental returns, summer classes, etc.

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Obviously, employee safety is the main concern at this time. I appreciate everyone's understanding during these difficult times.

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.