



QuestionPro COVID-19 & Pandemic BCP Considerations

QuestionPro Management will consider its requirements under [OSHA](#), (Centers for Disease Control and Prevention ([CDC](#)), state licensure, Equal Employment Opportunity Commission (EEOC), American Disabilities Act (ADA) and other state or federal laws in determining the precautions it will take to protect its employees, partners and customers. Protecting the employees and other contractors shall be of paramount concern. Management shall take into account:

- i. Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located.
 - ii. Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications.
 - iii. Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness.
- Once these factors are considered, management will weigh its options and determine the extent to which exposed employees, or those who are showing signs of the infectious disease, must be precluded from contact with other employees.
 - Apply whatever action is taken uniformly to all staff in like circumstances.
 - Do not consider race, gender, marital status, country of origin, and other protected characteristics unless they are documented as relevant to the spread of the disease.
 - Make reasonable accommodations for employees such as permitting employees to work from home if their job description permits this.
 - Generally, accepted scientific procedures, whenever available, will be used to determine the level of risk posed by an employee.
 - Permit employees to use sick leave, vacation time, and FMLA where appropriate while they are out of work.
 - Permit employees to return to work when cleared by a licensed physician, however, additional precautions may be taken to protect the employees.
 - Employees who refuse at any time to take the precautions set out in this and other sections of this policy may be subject to discipline.



Hygiene & Cleanliness

QuestionPro has shared with staff best practices at work and home such as:

- Clean your hands often
- Avoid close contact
- Stay home if you're sick
- Cover coughs and sneezes
- Wear a facemask if you are sick
- Clean and disinfect

Work From Home

QuestionPro has considered and shared best practices to make sure QuestionPro employees are ready to be productive and healthy when working from home. Some factors include workspace, communication, self-care, and logging hours.

Suspending non-critical business travel and events

This policy is effective immediately and will continue until the World Health Organization or Centers for Disease Control deem it appropriate to step back from pandemic precautionary measures or when a vaccine becomes available.

Virtual Interview Guide

All interviews at QuestionPro will be done via video conferencing.