



HERBEIN

PANDEMIC ACTION PLAN

The **Herbein Pandemic Action Plan** is a framework for our firm's preparations for and responses to the global novel coronavirus (COVID-19) pandemic. Our phased approach is based on what we know about the virus to date and the speed at which news and information is shared. In the event of severe, prolonged pandemic, our responses will escalate accordingly.

Updated: March 19, 2020

LEVEL 1 - MONITORING

- **Offices open**
- Herbein is monitoring activities (locally and regionally)
- Provide preventative education campaign
- Initiate crisis response plan
- Consider postponing outside groups' events in our buildings
- Consider limiting face-to-face meetings when possible
- Consider limiting team member attendance at community events
- Consider alternative work arrangements by region
- Provide HR with voluntary travel locations
- Consider postponing all client-related travel
- Consider postponing all conference attendance and travel
- Self quarantine for team members who have recently returned from CDC Designated Level 3 Countries
- Consider postponing team member travel in areas that are a focus of infection; reschedule as possible
- Consider self reporting to Human Resources if a team member has any concerns about possible exposure to COVID-19

LEVEL 2 - TRANSITION

- **Offices closed for all external visitors**
- Clients encouraged to submit information electronically or via mail
- Employees encouraged to work at home

LEVEL 3 - REMOTE

- **Offices closed**
- All employees working with remote access/working from home
- Clients encouraged to communicate via email or direct cell phone

REGION KEY



Central: Allentown, Pottstown, Reading



Eastern: Marlton, Spring House



Western: Allison Park, Greensburg, Pittsburgh

FOLLOW GUIDELINES FROM CDC AND STATE DEPARTMENTS OF HEALTH

- Mandatory 14-day quarantine for any team member with a confirmed case or living with someone with a confirmed case of COVID-19.
- 14-day self-quarantine and monitoring for team members that travel to/from or who have someone living with them who has traveled to/from CDC designated Level 3 areas.