

Risk Level/Controls	Regional Active Infection Rate				
Low Exposure Risk	Blue Zone 0% (but present beyond region)	Green Zone >0% - 0.50%	Yellow Zone >0.50% - 1.0%	Orange Zone >1.0% - 2.0%	Red Zone >2.0%
Engineering Controls		Upstairs Main branch closed	Upstairs Main branch closed	Lobby doors locked, upstairs main branch closed	Lobby doors locked, upstairs main branch closed
Administrative Controls	Outbreak actively monitored by sr mgmt	Social distancing for everyone 6-ft, spread/separate depts where feasible, require sick works stay home, sr mgmt reassess risk at least weekly, follow CDC quarantine guidelines for infected employees, prohibit workers from sharing stations/equip where possible	Limit business travel to essential only, social distancing for everyone 6-ft, spread/separate depts where feasible, require sick workers stay home, sr mgmt reassess risk at least weekly, follow CDC quarantine guidelines for infected employees, prohibit workers from sharing stations/equip where possible	Customers by appt only, limit business travel to critical only, social distancing for everyone 6-ft, require sick workers stay home, sr mgmt reassess risk at least twice weekly, follow CDC quarantine guidelines for infected employees, prohibit workers from sharing stations/equip where possible	No customers in building, limit business travel to critical only, social distancing for everyone 6-ft, require sick workers stay home, sr mgmt reassess risk daily, work from home where feasible, follow CDC quarantine guidelines for infected employees, prohibit workers from sharing stations/equip where possible
Basic Infection Prevention Measures	Encourage hand-washing/sanitizing and other basic hygiene, provide sanitizer	Encourage hand-washing/sanitizing and other basic hygiene, sterilize workstations at least daily, provide sanitizer	Encourage hand-washing/sanitizing and other basic hygiene, sterilize workstations multiple times daily, provide sanitizer	Encourage hand-washing/sanitizing and other basic hygiene, sterilize workstations multiple times daily, provide sanitizer	Encourage hand-washing/sanitizing and other basic hygiene, sterilize workstations multiple times daily, provide sanitizer
Personal Protective Equipment	Masks and gloves available to employees	Masks required when walking around, unable to maintain 6-ft distance, or when facing customers, provide masks	Masks required when walking around, unable to maintain 6-ft distance, or when facing customers, provide masks	Masks required when walking around, unable to maintain 6-ft distance, or when facing customers, provide masks	Masks required when walking around or unable to maintain 6-ft distance, provide masks
Health Surveillance	Employees encouraged to self-monitor	COVID questionnaire and temperature taken daily before shift or visit	COVID questionnaire and temperature taken daily before shift or visit	COVID questionnaire and temperature taken daily before shift or visit	COVID questionnaire and temperature taken daily before shift or visit
Training		Training material emailed to all staff, Preparedness and Response Plan posted on CSB website, also available upon request	Training material emailed to all staff, Preparedness and Response Plan posted on CSB website, also available upon request	Training material emailed to all staff, Preparedness and Response Plan posted on CSB website, also available upon request	Training material emailed to all staff, Preparedness and Response Plan posted on CSB website, also available upon request

Exposure Risk determined according to OSHA's *Guidance on Preparing Workplaces for COVID-19*. Jobs included in Low Exposure Risk category: All upstairs positions at Main branch, all offices at any branch, loan department downstairs at Main branch, maintenance and couriers.

Active Infection Rates based on statistics published and updated daily on Michigan.gov website. Central Savings Bank has defined its region as the tri-county area (Chippewa, Luce, and Mackinac Counties). Response levels will also be assessed on a county-by-county and branch-by-branch basis, as appropriate.

At the main branch or at the Spur branch, In the event of a positive COVID-19 case in the workplace, that person will be sent home to quarantine. Anyone exposed, as defined by the Center for Disease Control (CDC), to that person will either isolate for work onsite or be sent home to quarantine. The workspace of any positive or exposed employees will be cordoned off until it can be thoroughly sanitized. If someone tests positive at any other branch, that person will be sent home to quarantine in accordance with CDC guidelines. That branch will be temporarily closed until sanitized and another teller can resume operations.

If an employee receives a positive COVID-19 test result, within twenty-four hours of the bank being informed, the bank will notify both the local public health department and any co-workers, contractors, or suppliers who may have come into contact with that employee. That employee will return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC. Exposed employees will return to the workplace only after they test negative once the appropriate number of days have passed since exposure for a test to be accurate according to the CDC.

CSB has reviewed all positions and at this time does not feel remote work is feasible without significant negative impact to production.

Risk Level/Controls	Regional Active Infection Rate				
Medium Exposure Risk	Blue Zone 0% (but present beyond region)	Green Zone >0% - 0.50%	Yellow Zone >0.50% - 1.0%	Orange Zone >1.0% - 2.0%	Red Zone >2.0%
Engineering Controls		Sneeze guards where feasible	Sneeze guards where feasible	Lobby doors locked, sneeze guards where feasible	Lobby doors locked, sneeze guards where feasible
Administrative Controls		Social distancing for everyone 6-ft, require sick workers stay home, assign branch "COVID supervisors" to monitor compliance, follow CDC quarantine guidelines for infected employees, prohibit workers from sharing stations/equip where possible	Social distancing for everyone 6-ft, require sick workers stay home, assign branch "COVID supervisors" to monitor compliance, follow CDC quarantine guidelines for infected employees, prohibit workers from sharing stations/equip where possible	Customers by appt only, social distancing for everyone 6-ft, require sick workers stay home, assign branch "COVID supervisors" to monitor compliance, follow CDC quarantine guidelines for infected employees, prohibit workers from sharing stations/equip where possible	Customers drive-thru only, branch tellers alternate weekly or bi-weekly shifts, limit Main and Spur branches to minimum for functionality, social distancing for everyone 6-ft, require sick workers stay home, follow CDC quarantine guidelines for infected employees, prohibit workers from sharing stations/equip where possible
Basic Infection Prevention Measures	Encourage hand-washing/sterilizing and other basic hygiene, provide sanitizer	Encourage hand-washing and other basic hygiene, sterilize workstations multiple times daily, sterilize drive-thru tubes after each customer, provide sanitizer	Encourage hand-washing and other basic hygiene, sterilize workstations multiple times daily, sterilize drive-thru tubes after each customer, provide sanitizer	Encourage hand-washing and other basic hygiene, sterilize workstations multiple times daily, sterilize drive-thru tubes after each customer, provide sanitizer	Encourage hand-washing and other basic hygiene, sterilize workstations multiple times daily, sterilize drive-thru tubes after each customer, provide sanitizer
Personal Protective Equipment	Masks and gloves available to employees	Masks required when walking around, unable to maintain 6-ft distance, or when facing customers, wear gloves when handling items	Masks required when walking around, unable to maintain 6-ft distance, or when facing customers, wear gloves when handling items	Masks required when walking around, unable to maintain 6-ft distance, or when facing customers, wear gloves when handling items	Masks required when walking around or unable to maintain 6-ft distance, wear gloves when handling items
Health Surveillance	Employees encouraged to self-monitor	COVID questionnaire and temperature taken daily before shift or visit	COVID questionnaire and temperature taken daily before shift or visit	COVID questionnaire and temperature taken daily before shift or visit	COVID questionnaire and temperature taken daily before shift or visit
Training		Training material emailed to all staff, Preparedness and Response Plan posted on CSB website, also available upon request	Training material emailed to all staff, Preparedness and Response Plan posted on CSB website, also available upon request	Training material emailed to all staff, Preparedness and Response Plan posted on CSB website, also available upon request	Training material emailed to all staff, Preparedness and Response Plan posted on CSB website, also available upon request

Exposure Risk determined according to OSHA's *Guidance on Preparing Workplaces for COVID-19*. Jobs included in Medium Exposure Risk category: Universal bankers, branch tellers, greeter.

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