

Coronavirus Response: AmeriLife Protocols



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The positive rate of COVID-19 infections has reached new levels across the country. In response to this spike in cases, AmeriLife will **re-implement its health screening protocols on Monday, Nov. 30** for associates and visitors as they enter the building.

Associates and visitors will be asked the following **YES** or **NO** questions:

1. Have you, or someone in your household, experienced the symptoms of COVID-19 in the past 14 days?
2. Have you, or someone in your household, been diagnosed with COVID-19 in the past 14 days?
3. Have you, or someone in your household, been knowingly exposed to someone diagnosed with COVID-19 in the past 14 days?

Symptoms of COVID-19

- ★ Cough
- ★ Shortness of breath

Or at least two of the following:

- ★ Fever
- ★ Chills
- ★ Sore throat
- ★ Muscle pain
- ★ Shaking with chills
- ★ Headache
- ★ New loss of taste or smell

The HR Department will be alerted if associates or visitors answer yes to any of these questions. Associates who answer YES to any of these questions will be required to return home and contact their managers accordingly. Associates will be required to quarantine pending COVID-19 testing and will be allowed to return to the office after presenting documentation

of a negative COVID-19 test. Associates will be allowed to work remotely during quarantine, if their role permits and can be coordinated with their managers.

In addition, the visitor policy remains in effect.

All visitors to AmeriLife Place must have prior approval by a member of the executive team and the Human Resources Department:

- ★ **Scott Perry**, Chairman and CEO
- ★ **Tim Calvert**, COO
- ★ **Jim Quinn**, CFO
- ★ **Nathan Hightower**, Chief Legal Officer
- ★ **Mike Vietri**, Chief Distribution Officer
- ★ **Ovi Vitas**, Chief Marketing Officer
- ★ **Pat Fleming**, EVP, Corporate Actuary
- ★ HR@AmeriLife.com



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Submit all visitor requests at least 24 hours in advance of the scheduled meeting.

Approved visitor requests will be coordinated with a member of the Business Continuity Planning team, who will notify security and provide security with an approved visitor list.

BCP Team

- ★ **Nathan Hightower**
- ★ **Paul Carter**
- ★ **Janet Sipes**
- ★ **Kelly Atkinson**
- ★ **Marilyn Ferreira**
- ★ **Jay Hare**
- ★ **Mike Massrock**
- ★ **Ryan Ramsey**
- ★ **Joey Vigue**

Visitors - not approved and/or not on the approved visitor list - will not be permitted access to the building until security verifies their approval.

- ★ Visitor requests are reviewed on a case-by-case basis. The company strongly encourages using virtual and phone conferencing platforms to reduce the risk of exposing AmeriLife Place associates to the coronavirus.
- ★ Visitors will be approved when in-person meetings are connected to essential business purposes that cannot be conducted by video or phone.

Finally, we want to remind you of additional COVID-19 protocols AmeriLife has put into place:

- ★ All AmeriLife associates are required to wear masks when they are away from their desks and/or offices
- ★ AmeriLife associates are encouraged to limit in-person meetings and use the phone and video conferencing software instead
- ★ Maintain a six-foot distance from others

- ★ Avoid congregating in hallways and at desks
- ★ Wash your hands frequently with soap and water; if soap and water are unavailable, use a hand sanitizer with at least 60% alcohol
- ★ While temperatures will not be checked daily, thermometers are available at the lobby front desk for associates wishing to check their temperatures
- ★ AmeriLife associates should remain at home if they have a fever of more than 100°F ★

— *Be Safe!* —

Contact HR@AmeriLife.com with any questions about COVID-19 protocols.

