

PLAN FOR SAFEGUARDS REGARDING COVID-19

This Plan implements measures and institutes safeguards to ensure a safe environment for our employees, customers, clients, and others and is intended to comply with the Indiana Governor's Executive Order 20-26. This Plan may be modified from time to time as necessary. A copy of this Plan will be provided to each employee and posted publicly.

- **Health Screening Process:** Employees are instructed and expected to self-certify their wellness for reporting to the office. This self-certification includes employees ensuring they can answer "No" to the following: Have you, a member of your household or a close contact (1) tested positive for the pandemic virus in the last 14 days; and/or (2) are you experiencing symptoms associated with the virus in the last seven days, including fever, chills, shortness of breath, cough and/or loss of sense of smell and/or taste. Any employee answering "Yes" to either of these questions is expected to avoid the office and immediately report that information to his or her supervisor and Human Resources for further direction.
- **Enhanced Disinfecting and Cleaning Protocols:** Many doors will be propped open as security protocols allow (no touch required) during normal business hours. Offices are cleaned nightly and a day attendant disinfects common areas and door handles throughout the day.
- **Personal Hygiene:** Employees should frequently wash their hands with soap and water – use hand sanitizer when handwashing is not an option. Sanitizer, masks and gloves are available to everyone in each lobby. Reminders of individual healthy practices are posted throughout buildings. All employees meeting closely with a customer are required to wear a face mask and gloves. Employees should use their badges to avoid PIN pads when possible. Employees are encouraged to stay home (or go home) if they feel ill.
- **Social Distancing:** Employees should observe social distancing guidelines, maintaining at least six feet of separation. This includes common areas, conference rooms, break rooms, hallways, elevators, individual offices, and other commonly accessed areas. Employees should contact Facilities with any individual concerns regarding personal workspaces. Meeting space incapable of accommodating proper social distancing should yield to virtual meetings using the phone or videoconferencing.
- Business travel for employees is prohibited until further notice and in compliance with public health authorities.
- Branches are open with precautionary measures in place. Customers may also schedule an appointment to meet with one our bankers.
- **Illinois Locations:** All individuals over the age of 2 years are required to wear a face mask in public anytime they cannot maintain 6 feet of social distancing.
- Employees must contact Human Resources immediately if they test positive for COVID-19, come in contact with someone who has tested positive for COVID-19, or if they become aware that they may have been exposed. When in doubt, employees should contact Human Resources. If Human Resources becomes aware of any potential exposures, Human Resources will be sure to communicate appropriately with all relevant people.

All COVID-19-related matters, including employee and customer safety and employee leave will be managed in accordance with applicable federal, state, and local laws.