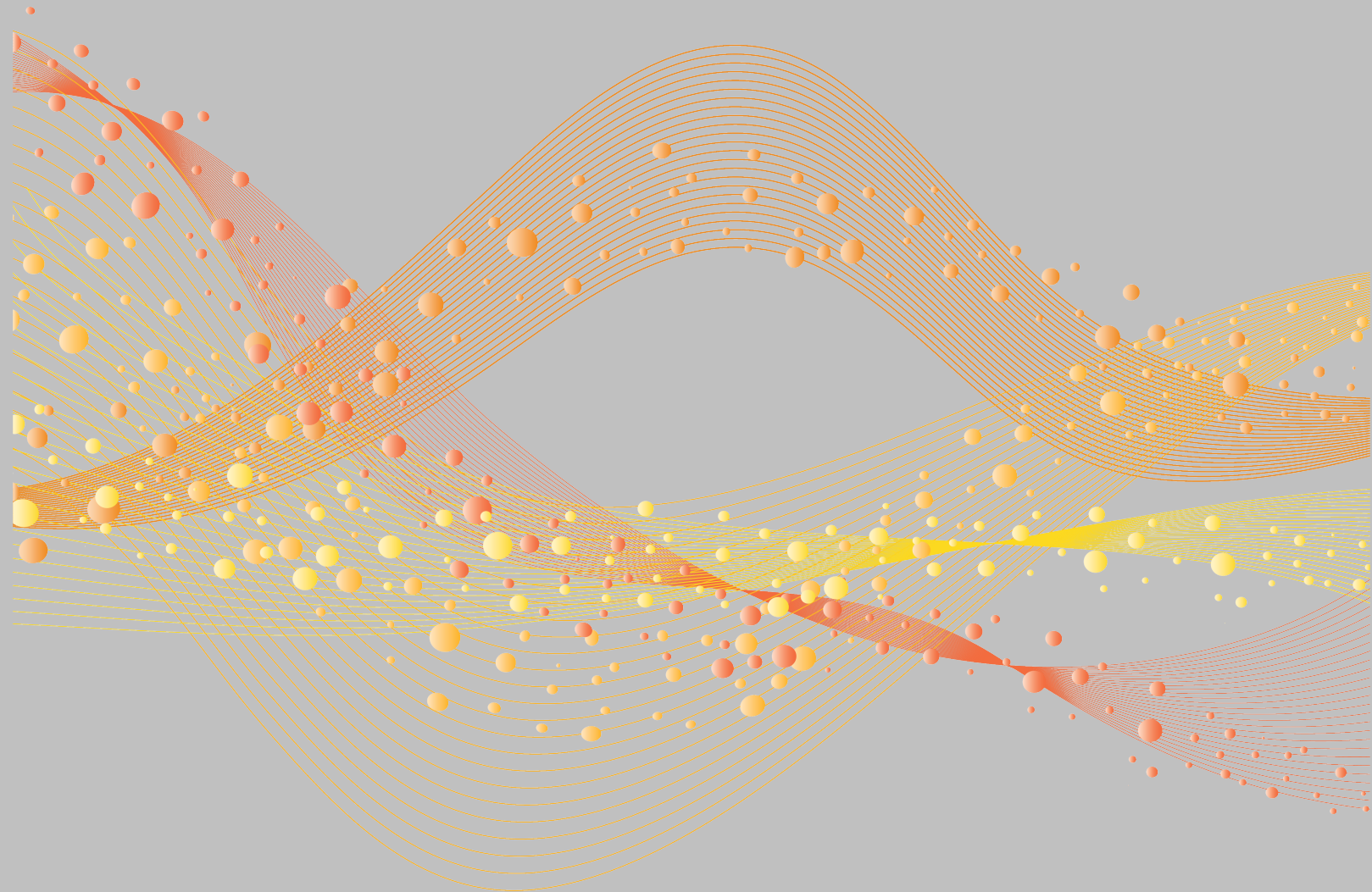


Pandemic Location Assessment Report

Prepared For: XYZ Corporation Inc.
2600 Benjamin Franklin Pkwy, Philadelphia, PA 19130, United States



30th April 2020

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Pandemic Location Assessment

Thank you for participating in the Ventiv Pandemic Location Assessment. The assessment has been developed as a tool to help manage the employee return to work process following a COVID-19 shutdown.

Participation Date:

27th April 2020

Participant:

Anna Wilstach

Company:

XYZ Corporation Inc.

Location:

2600 Benjamin Franklin Pkwy
Philadelphia, PA 19130
United States

Survey Ref:

PLA0001

Overview and Methodology

Ventiv Technology appreciates the Covid-19 Pandemic has placed huge burdens on the global economy and many businesses have had to close offices and business locations; with employees working virtually from home offices. As governments and regional bodies, as their circumstances dictate, start to relax the lockdown regulations, businesses need to implement policies and controls to effectively manage their employee's return to work and allow the business to effectively operate in the post-pandemic normal.

This pandemic location assessment is designed to evaluate a location's readiness for return to work, including screening and testing practices, plus tracking employee screening and test results.

Expanded analytics overlay these results to give situational analysis for the area by location readiness assessment, pandemic risk exposure and vulnerability to the pandemic.

Pandemic Location Assessment

Overall Location Assessment



Score	Maximum	%
32.5	65	50%

Location is far below Expected Standards.
Action required.

Recommendations

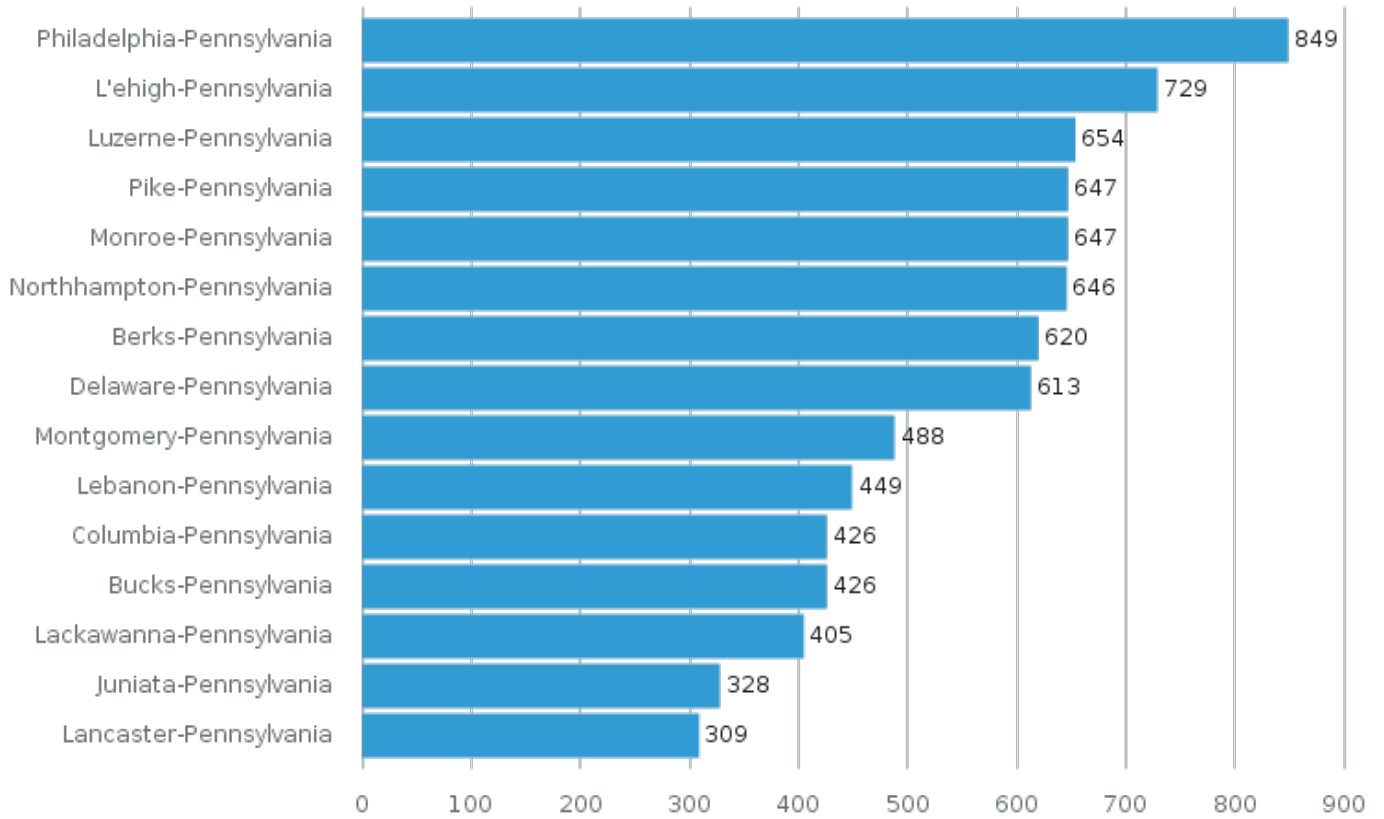
Ref	Priority	Topic	Recommendation
1	High	Building Controls	Install hand sanitizer stations in the lobby and lifts
2	High	Building Controls	Increase employee desk separation or install screens between desks.
3	High	Employee Protection	Provide employees with face masks for use in office and whilst commuting.
4	High	Employee Screening	Install temperature monitoring stations

Situation Analysis

County Vulnerability Index	State	United States
93.6	67.7	62.3

County	Confirmed Cases	Recovered	Deaths
Philadelphia	12,868	3,234	516

Most infected counties per 100K people

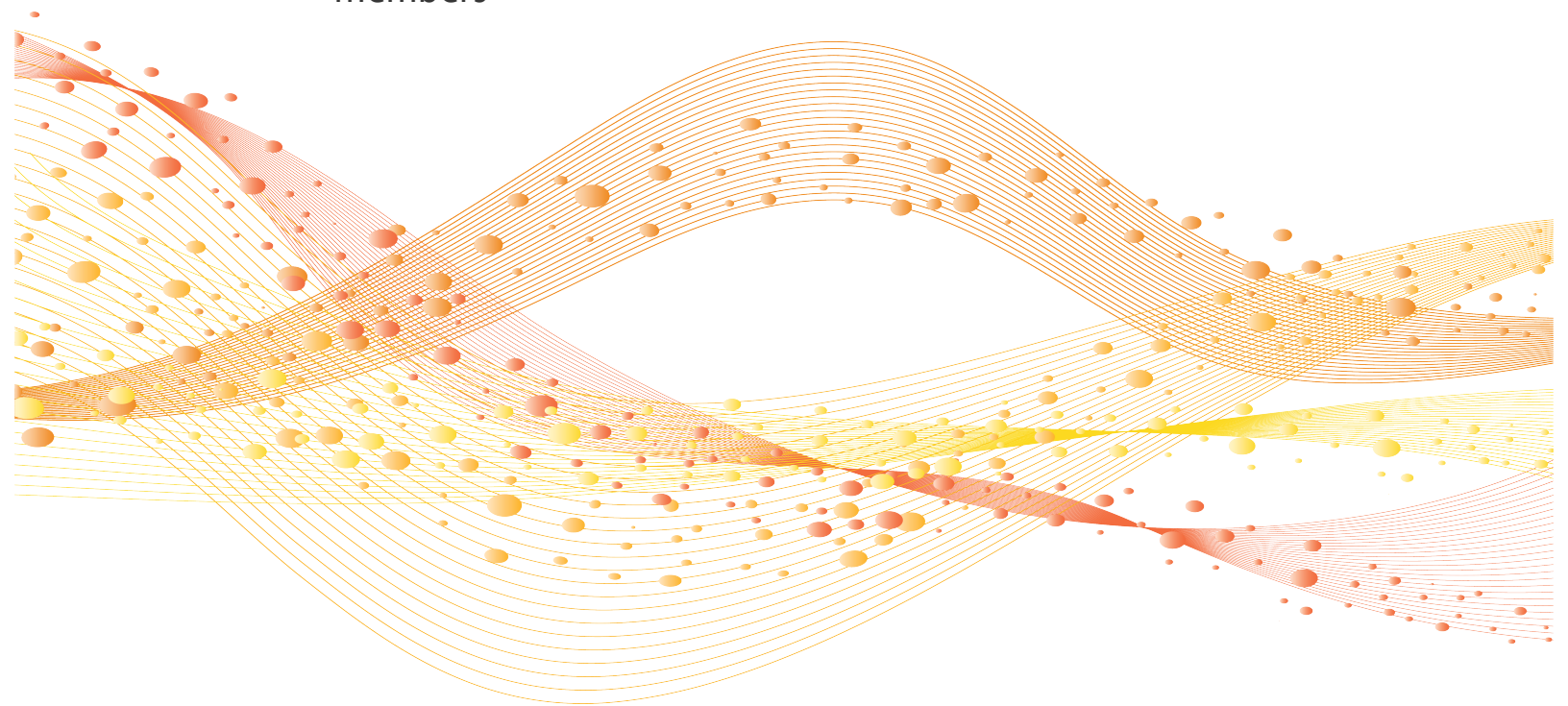


Questionnaire Responses

#	Question	Response
1	Have all employees been socially distancing while this location has been closed	No
2	What group of employees are returning to location	All
3	Do you have a method of communication for Covid-19 information to be passed to employees?	Yes
4	Have all employees been asked if they have been sick during this time?	No
5	Have any employees tested positive for Covid at this time?	Yes
6	Does the location have standard pandemic supplies available to the employees	No
7	As there hand sanitizer stations in the lobby of the building and in the office entranceway?	No
8	Are there disposable masks available?	No
9	Are there disposable gloves available?	Yes
10	Are there hand wash stations readily available?	No
11	Have you created a pandemic safety training for this location?	Yes
12	Have all employees attending the training?	No
13	Will you be screening all employees daily on their health prior to allowing entry?	Yes
14	Are workstations a minimum of 6 feet apart from one another?	No
15	Have you gone to a split shift to minimise the amount of employees in the office each day?	Yes
16	Will individuals who are more at risk (e.g. immuno-compromised) for severe illness or death from the flu have special assignments in non-direct contact areas that are different from workers who are not considered high risk groups?	No

Next Steps

1. Review results
2. Evaluate specific areas for improvement
3. Discuss with members of pandemic response team
4. Establish priorities and set objectives and timeline for improvement
5. Evaluate needs and available internal and external resources for assistance
6. Develop action plan for implementation with your internal team members



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