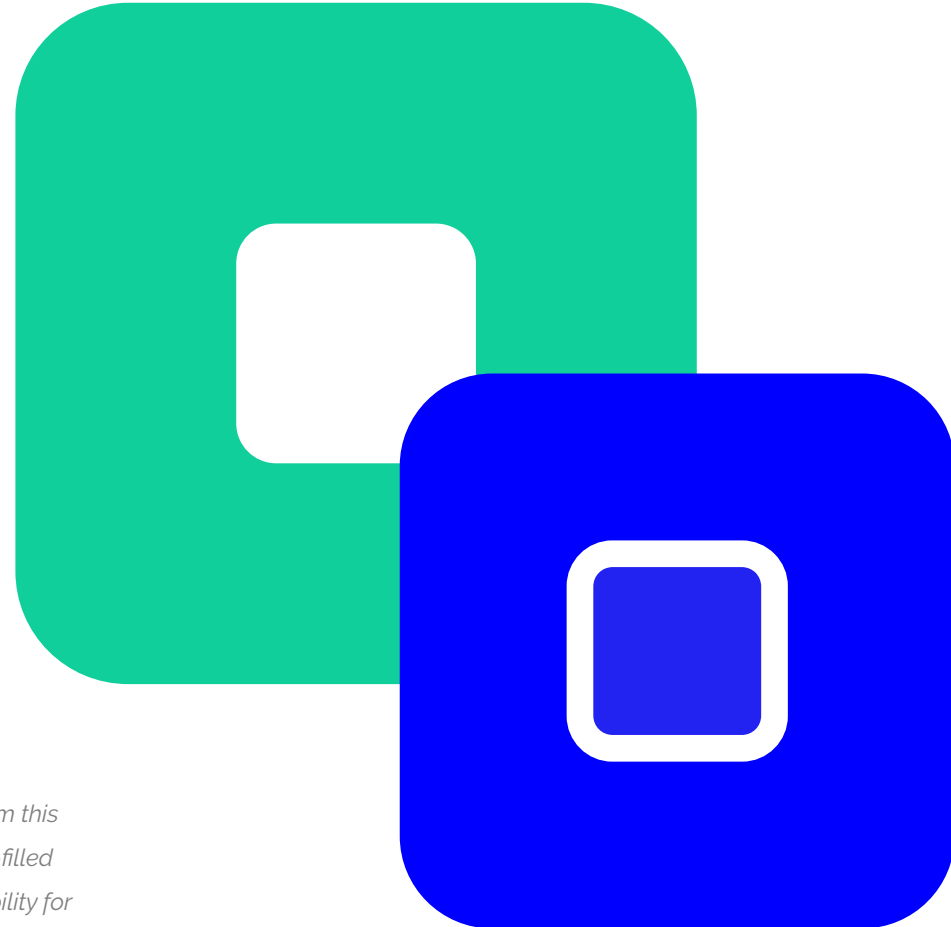
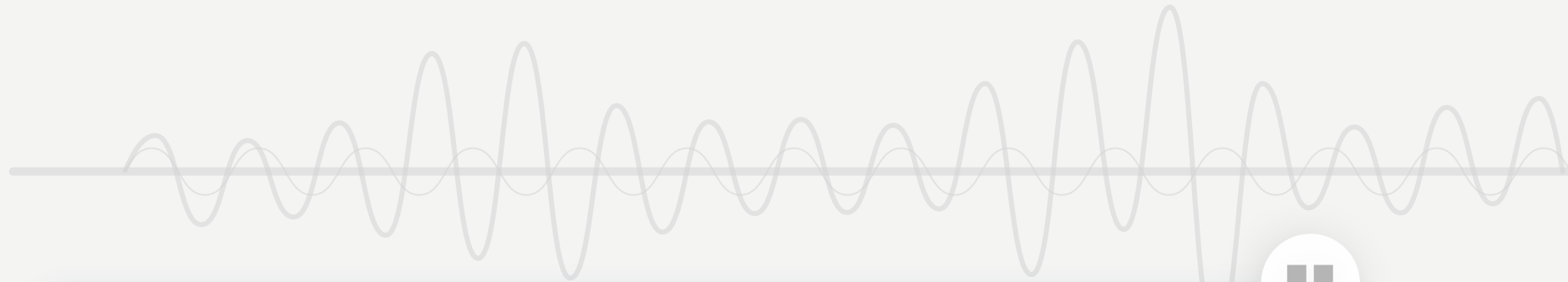


Post Lockdown Coronavirus (COVID-19) **EMPLOYEE MANUAL**

Errors & Omissions Liability (E&O): DataDab LLP makes no guarantee that the statements, analysis, projections, estimates, graphs, reports, numbers, and any derivatives sourced from this presentation template are free of errors and omissions. This is a template in which any pre-filled content is intended to be replaced by that of the user's own. DataDab LLP assumes no liability for erroneous outcomes derived from this presentation.



MESSAGE FROM THE CEO



”

Combating COVID-19 is a collective effort that all of us, and not just medical professionals, have a responsibility for. As the CEO of the company, I wish everyone health and safety and believe that we will be able to overcome this obstacle together. While fear and uncertainty are understandable sentiments, I encourage everyone to confront this situation with calmness and reason and, more importantly, care for and support each other and extend compassion to those who're in need.

“

Business Continuity Plans

As diagnoses of Coronavirus continue to rise across the globe, including locations of our headquarter and branch offices, we've taken the following measures to ensure a safe environment for our employees and contribute to the containment of the virus.

01 Travel Plans

All work-related travel plans have been cancelled or indefinitely postponed until further notice. We also recommend employees to refrain from personal travels.

02 Oversea Returns

Any employees returning from overseas are required to be tested for the virus and self-isolate and telework for 14 days from the date of return.

03 Teleworking

Following local authority for our branch offices: teams in Asia and Europe have began teleworking. For our headquarter city, where cases remain low, employees will receive devices to always be prepared to begin telework.

04 Resources

We have ensured all employees have free access to educational materials and disinfecting supplies around the office, as well as full medical care when necessary.

Prevention at Work

As employees commute from different neighbourhoods and spend a great amount of time with each other at work, we as a company have taken measures perform thorough routine disinfection everyday before and after work hours. However, employees should also partake in this effort and are encouraged to consider the following measures to do their part in staying healthy and containing the spread of illnesses.

Keep a safe distance



When meeting and speaking, keep at least 2 meters between each other. Avoid common physical contact such as handshakes. If there's a need to cough and sneeze, leave the room if possible and cover mouth with elbow, then wash hands thoroughly before returning to the room.

Wash hands and face diligently



Regularly wash hands for at least 20 seconds with hot water and plenty of soap. Also be sure to clean your wrists and lower arm areas if exposed. Do not touch eyes or nose without washing hands first. Wash around and under nostril area with hot water and soap as well.

Avoid unnecessary gatherings



Resort to conference calls and remote meeting sessions whenever possible. Avoid gatherings during breaks or in the kitchen during lunch hours. Stay put in your departmental area as much as possible and avoid movements between teams, departments, or floors unless when necessary.

Keep your workstation clean



Maintain an organized and hygienic set up in your personal cubicle or office. Declutter and dispose any unneeded files, tools, and belongings to decrease available surface for virus to inhabit. Wipe down desk, chair, and equipment with provided alcohol wipes throughout the day.

Responsible use of resources



Please make good use of company resources provided to combat this situation, such as hand sanitizers, alcohol wipes, and soap around the office. But be mindful of others' need as well and only use what is needed due to the unpredictability of resource availability.

Timely reporting and communications



Report to HR should you sense that a co-worker might be ill or if you feel unwell yourself. Please avoid doing so in person and instead report via email to mitigate physical contact. Anyone who feels ill should immediately seek medical assistance and be isolated until clearance.

Prevention Outside of Work

Transportation and vehicle ventilation



Use private instead of public transportation whenever possible to reduce exposure. If you have other passengers in your vehicle, turn on the ventilation to the max, enable outside air only, and lower window slightly to create a slight pressure chamber to facilitate contaminated air to flow out of the car.

Stock up on grocery and necessities



Avoid frequent trips to public spaces including markets and grocery stores. Plan your shopping list ahead of time and try to stock up some extra while you can, this also includes daily necessities, such as toiletries, household supplies, medicine, etc.

Fact-check with authoritative organizations



With the abundance of news and information circulating everyday, logically discriminate factual information from rumors that unsettle public ethos. Keep yourself informed with updates and statements and only consult from reliable, authoritative organizations on the matter.

Healthy diet and schedule for immunity



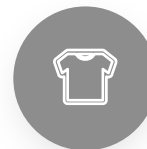
Maintain a healthy lifestyle and personal schedule to strengthen your immunity, this is even more important for those with other underlying diseases and/or are over 50 years of age. Consume a nutrient dense diet and avoid overt physical or psychological stress. If you exercise at a public gym or fitness studios, be extra cognizant of your surroundings and keep sanitation a priority.

Best practices when in public



If you must be in public, practice common hygienic courtesy to others as you would expect from them. Cover when you need to cough or sneeze, keep a distance of at least 6 feet between each other, avoid touching high-contact surfaces and wash hands immediately after if you must.

Recommended gears and garments



Wear face masks while outside and be sure to dispose soiled face masks responsibly. Non medical grade disposable face masks should not be reused as they will be ineffective for both the wearer and those who encounter the wearer. Thoroughly wash or wipe down garments upon returning home.

Team Status Dashboard

Full-time employees working from office

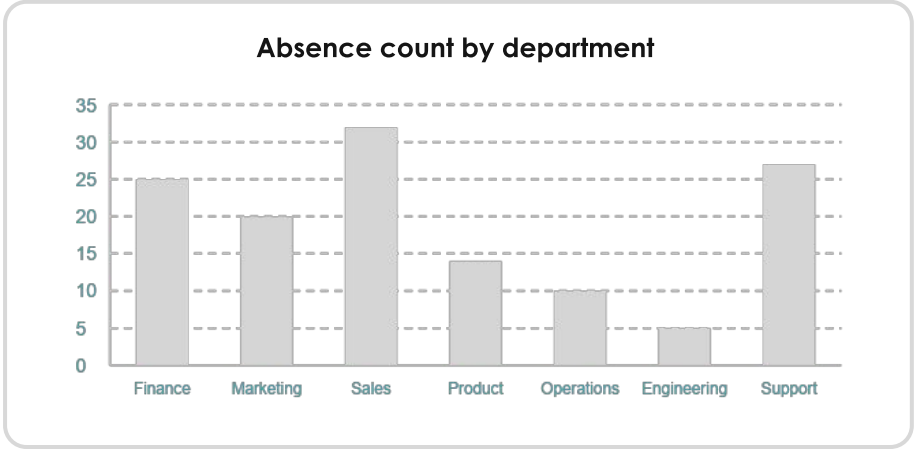
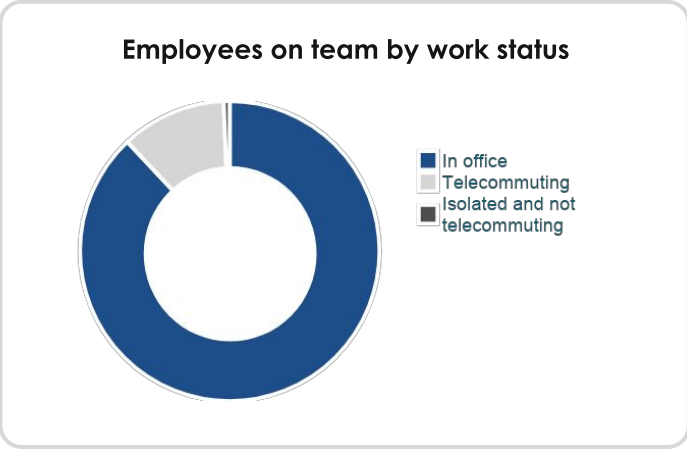
271

Full-time employees teleworking

35

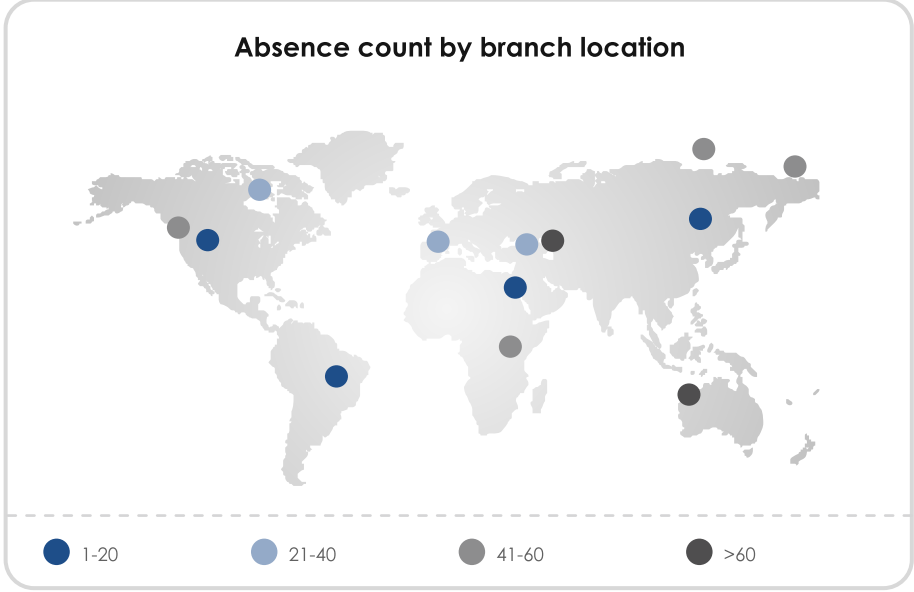
Isolated and not teleworking

2

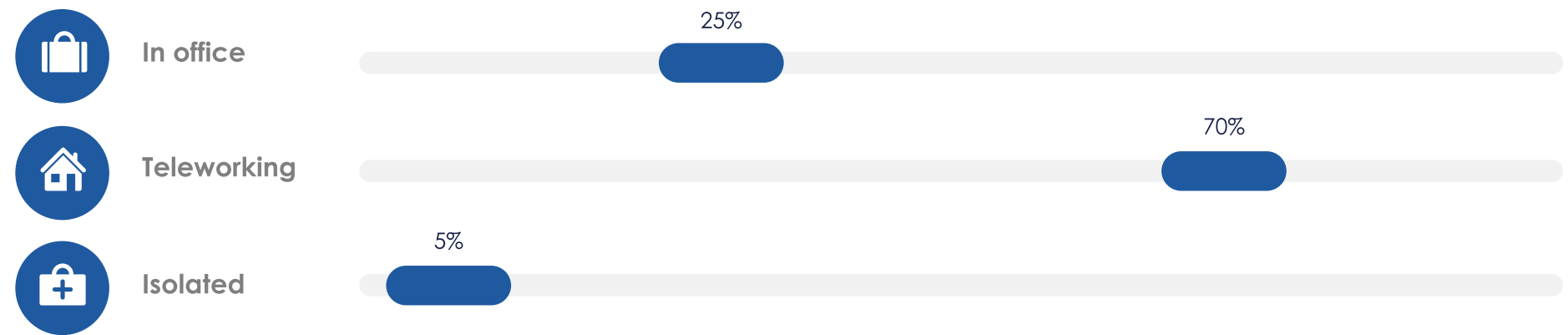


Employees isolated and not teleworking

Department	Name	Title	Backup Name	Contact
Finance	Jerome Jones	Auditing Lead	Harry Stanton	hstanton@datadab.com
Marketing	Hailey Smalls	Marketing Associate	Pauline Mason	pmason@datadab.com
Sales	Karina Thomas	Account Sales Manager	Henry Corey	hcorey@datadab.com
Product	Johnny Carr	Senior Product Manager	Maurice Jones	mjones@datadab.com
Operations	Megan Ronan	Operations Associate	Dasha White	dwhite@datadab.com
Engineering	Timothy Smiths	Full-stack Developer	Colleen Becks	cbecks@datadab.com
Support	Peter Greene	Customer Success Lead	Katie Johnson	kjohnson@datadab.com

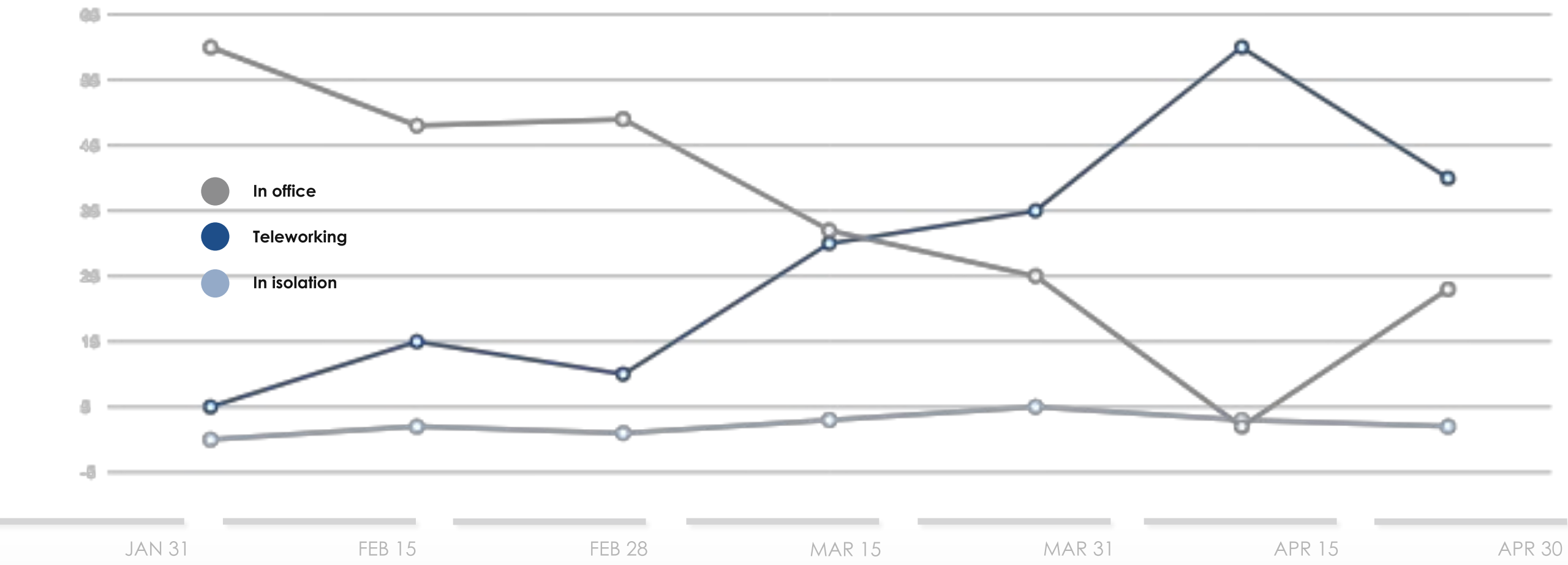


Team Status Snapshot



This has been a critical week in that we have transitioned most of our workforce to working remotely. We still have 25% of the workforce remaining in the office, either because the nature of their duties requires on-site presence, or because they're in the process of transitioning. We expect the % of teleworking employees to increase to up to 90% in the next two weeks.

Team Status Over Time



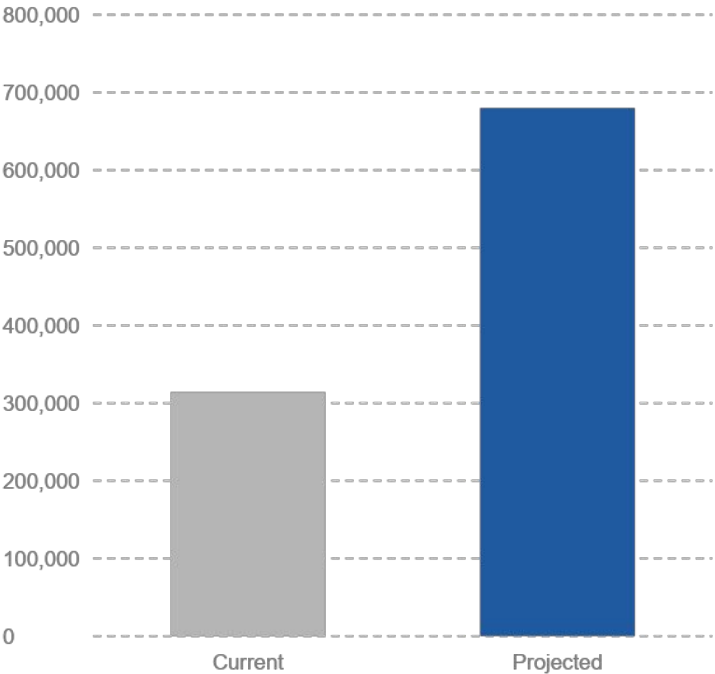
Employee Health Status

Name	Condition	Working Location	Isolation since	Est. Recovery Date	Est. Back in Office Date	Days in Isolation	Last Check-In	Check-in By	Next Check-In	Backup Required
John Smith	Healthy	Office	N/A	N/A	N/A	N/A	3/10/20	Joe Adams	3/17/20	
Adam Brown	Isolated	N/A	3/1/20	4/1/20	4/6/20	15	3/13/20	Holly Smith	3/18/20	
Kelly Greene	Healthy	Home	N/A	N/A	N/A	N/A	3/10/20	Joe Adams	3/17/20	
Patricia Smith	Healthy	Home	N/A	N/A	N/A	N/A	3/10/20	Joe Adams	3/17/20	
Jerome Jones	Isolated	N/A	3/1/20	4/1/20	4/6/20	15	3/13/20	Holly Smith	3/18/20	
Ted Thomas	Healthy	Office	N/A	N/A	N/A	N/A	3/10/20	Joe Adams	3/17/20	
Sean Moore	Isolated	N/A	3/1/20	4/1/20	4/6/20	15	3/13/20	Holly Smith	3/18/20	
Torey Smith	Healthy	Home	N/A	N/A	N/A	N/A	3/10/20	Joe Adams	3/17/20	
Miranda Lee	Healthy	Office	N/A	N/A	N/A	N/A	3/10/20	Joe Adams	3/17/20	
Jolene Yates	Healthy	Office	N/A	N/A	N/A	N/A	3/10/20	Joe Adams	3/17/20	
Juergen Ross	Isolated	N/A	3/1/20	4/1/20	4/6/20	15	3/13/20	Holly Smith	3/18/20	
Dave Johnson	Healthy	Home	N/A	N/A	N/A	N/A	3/10/20	Joe Adams	3/17/20	
Danny Brown	Healthy	Home	N/A	N/A	N/A	N/A	3/10/20	Joe Adams	3/17/20	

Employees and Backups

Employee	Back-up Employee 1				Back-up Employee 2			
Name	Name	Position	Phone	Email	Name	Position	Phone	Email
Kelly Greene	Joe Adams	Assoc. Dir. Marketing	(310)123-456	jadams@datadab.com	Thomas Lee	Sr. Mngr. Marketing	(636)566-0999	tlee@datadab.com
Patricia Smith	Maurice White	Assoc. Dir. Finance	(123)456-789	mwhite@datadab.com	Patty Jones	Sr. Mngr. Finance	(130)445-4590	pjones@datadab.com
Ted Thomas	Marie Corey	Assoc. Dir. Sales	(213)334-566	mcorey@datadab.com	Cassie White	Sr. Mngr. Sales	(822)890-9090	cwhite@datadab.com
Sean Moore	Teddy Jones	Assoc. Dir. Product	(415)899-099	tjones@datadab.com	Holly Moore	Sr. Mngr. Product	(432)234-7890	hmoore@datadab.com
Jolene Yates	Dasha Green	Assoc. Dir. Design	(510)432-234	dgreen@datadab.com	Mia Johnson	Sr. Mngr. Design	(626)445-1234	mjohnson@datadab.com
Danny Brown	Danielle Lee	Assoc. Dir. Operations	(909)443-123	dlee@datadab.com	Debbie Brown	Sr. Mngr. Operations	(714)234-4321	dbrown@datadab.com

Financial Impact



Employee Name	Stand-By Days Used (Today)	Stand-By Days (Projected)	Daily Salary	Financial Impact (Today)	Financial Impact (Projected)
James Adams	N/A	N/A	\$137	N/A	N/A
Courtney Blake	38	30	\$82	\$3,970	\$3,740
Teresa Conner	7	60	\$274	\$10,260	\$15,342
Jamie Stimson	39	31	\$55	\$2,666	\$2,512
Nicole Peterson	39	31	\$82	\$3,999	\$3,768
Lee Goodman	39	31	\$123	\$5,998	\$5,653
Marissa Jones	38	60	\$82	\$3,970	\$4,603
Clarisse Smith	38	60	\$411	\$19,849	\$23,014
Daniel Davies	N/A	N/A	\$145	N/A	N/A
Damien White	N/A	N/A	\$82	N/A	N/A
Eugene Gates	0	30	\$123	\$4,315	\$5,610
Catherine Kim	0	30	\$129	\$4,507	\$5,859
Nicole Baker	0	30	\$82	\$2,877	\$3,740
Steve Martinson	0	30	\$82	\$2,877	\$3,740

Employee Benefits

Sick Days

The existing company-wide policy of 14 Sick Days per year continues to apply at this time.

Standby Days Paid

After having Sick Days and PTO are exhausted, you're entitled to 120 days of paid leave, at 35% of your regular rate of compensation.

Recovery to Back in Office

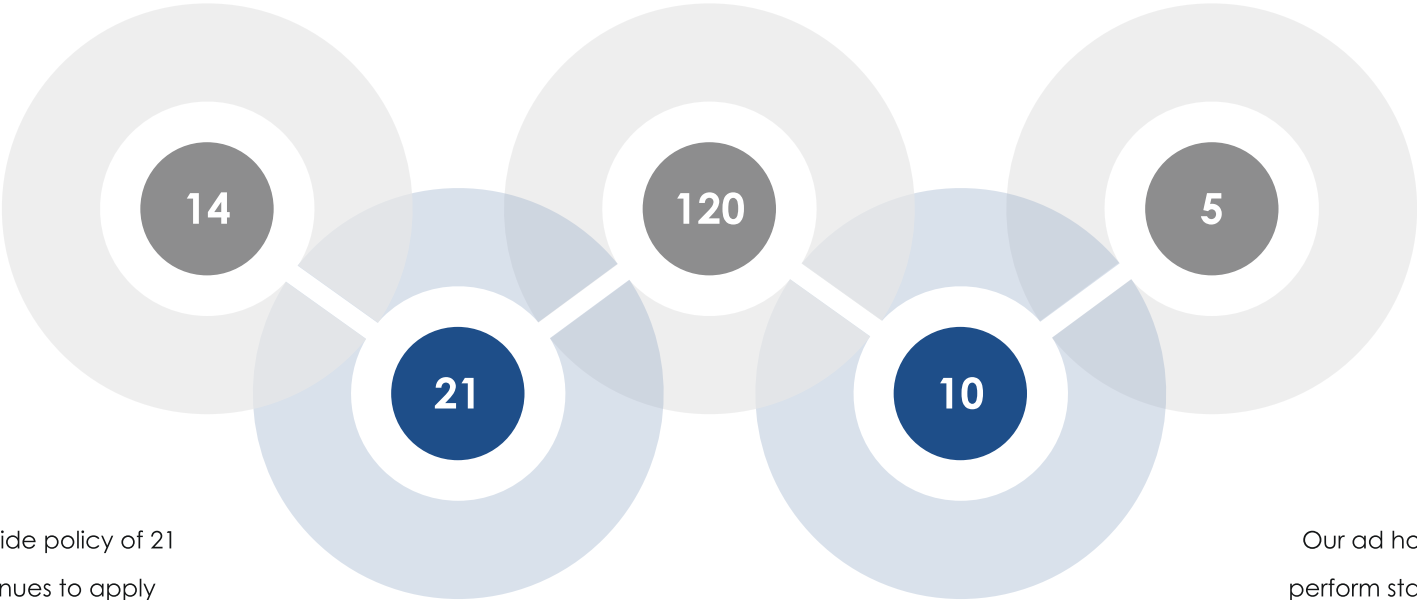
After full recovery if you've been affected, you will have 5 extra days to rest before returning to office.

PTO Days

The existing company-wide policy of 21 PTO Days per year continues to apply at this time. PTO Days will be used after Sick Days have been exhausted.

Check-in Frequency

Our ad hoc COVID-19 committee will perform standard health check-in and documentation for both affected and unaffected employees every 10 days.



Policy for Time Off Requests

1

If you feel unwell during this time, you must submit your time-off request to covid@datadab.com immediately, regardless if you ultimately have a confirmed case of COVID-19 or not. You will receive approval of your time-off request within two hours but should depart the office as soon as the request has been submitted. A dedicated HR member will follow up the following day to record more details on your situation.

3

As Coronavirus cases are typically expected to take more days to recover than standard Sick Days, your time-off will begin to be taken from any unused Paid Time Off days. If you have exhausted all your Sick Days as well as PTO days during this process, the HR department will determine if extended number of paid days off can be granted, or partially granted, on a case-by-case basis.



2

Due to the special nature of COVID-19, should you be confirmed to have contracted the virus, our HR personnel will coordinate with your healthcare provider to complete any necessary documentation. In the meantime, you are required to be dismissed from any work-related duties until complete recovery is confirmed. To begin with, you will be entitled to use any standard paid Sick Days that you have yet used.

4

The HR department will work with you and your healthcare provider to determine the rest of your compensation package beyond standard Sick Days and PTO, that is, if extended number of paid days off can be granted, or partially granted, based on your particular circumstance.

Reporting and Communications

If a colleague might be sick

If you suspect a colleague might have contracted COVID-19, please immediately notify our Coronavirus HR committee. To mitigate in-person contact, requests should be submitted via email at covid@datadab.com. If you have had in-person contact with the said colleague, you must disclose the encounter and its extent during the reporting process. Out of consideration for others, you may also be required to self-isolate and telework for 14 days in case you've also been affected by COVID-19.

If you feel sick

Any signs of illness, whether exhibiting COVID-19 symptoms or not, must be immediately reported and documented by our dedicated Coronavirus HR committee during this special time. To mitigate in-person contact, requests should be submitted via email at covid@datadab.com. You must also request time-off and immediately depart the office for further examination and observation. For cases confirmed to be non COVID-19, you have the options to take sick days off or telework until recovery. For confirmed COVID-19 cases, you are required to be dismissed from all work-related duties entirely until we receive confirmation of full recovery from your doctor.

If someone you had contact with outside might be sick

If you suspect someone you've recently been in contact with might have contracted COVID-19 – Such as family members, acquaintances and friends, or roommates – please immediately notify our Coronavirus HR committee. To mitigate in-person contact, requests should be submitted via email at covid@datadab.com. During the reporting process, you should be prepared to disclose the encounter and its extent. Out of consideration for others, you may also be required to self-isolate and telework for 14 days in case you've also been affected by COVID-19.

Telework Arrangements

TOOLS

- **Skype Business:** for internal as well as external calls and conferences
- **Slack:** for non-email daily communications within departments
- **Evernote:** for note-taking and quick note sharing within teams
- **Trello:** organize, prioritize, and track tasks to ensure timely delivery

COMPLIANCE

- **Privacy:** information sharing should adhere to normal privacy rules
- **Data:** sharing of sensitive company data is strictly prohibited
- **Conduct:** workplace conduct and harassment policies still apply
- **IT Assistance:** contact IT team for assistance per regular procedure

EXPENSES

- **Phone:** a \$50 stipend will be issued every month
- **Internet:** a \$50 stipend will be issued every month
- **Submission:** for all other forms of expenses, you must submit your expense request per usual company procedure and rules.



Change of Workflow During Telework

NO

- ☒ Conducting in-person meeting outside of office
- ☒ Dissemination of sensitive company data and information
- ☒ Reimbursements of expenses related to personal matters
- ☒ Doctor's note necessary if requesting for Sick Days off
- ☒ Exception to regular work hours unless otherwise noted

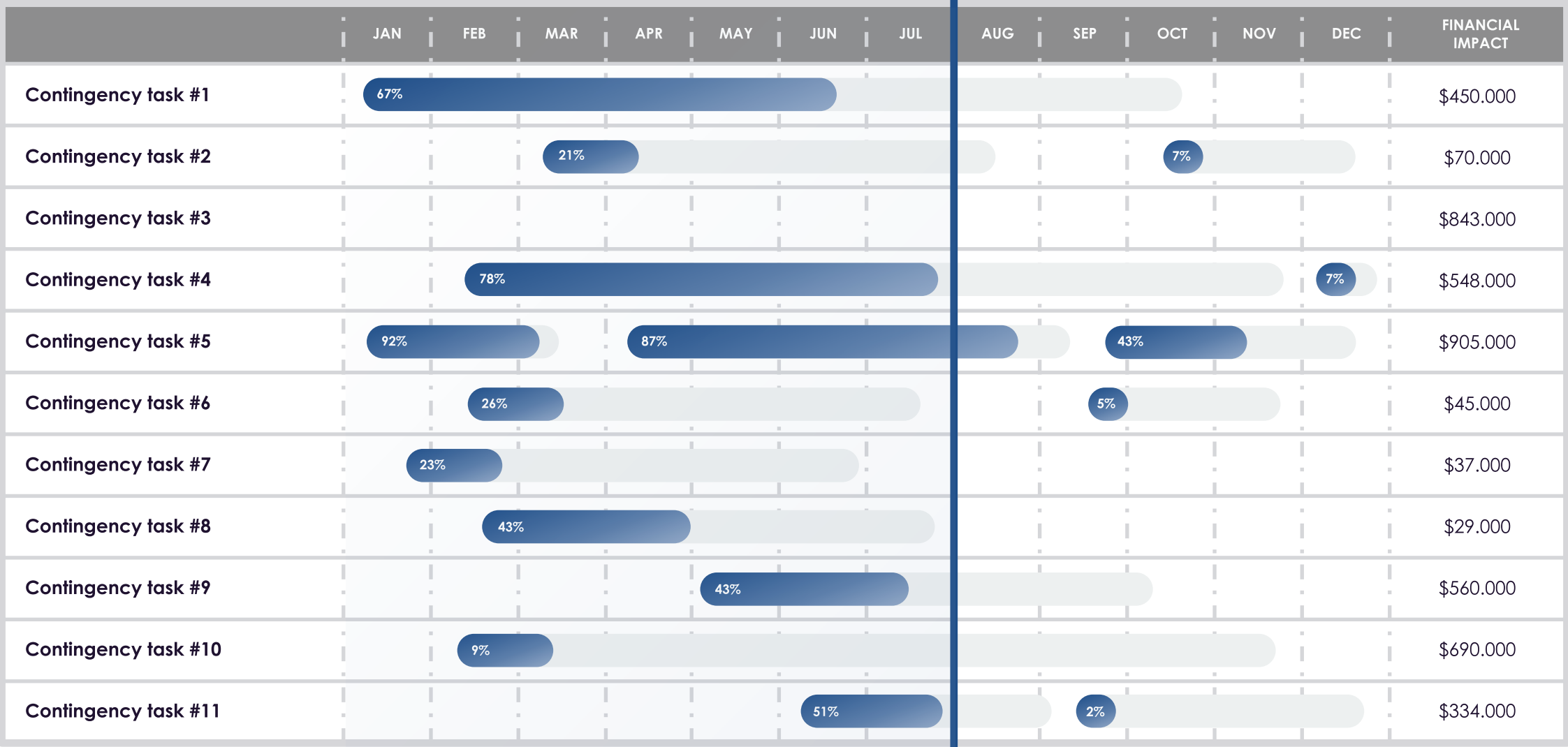
YES

- ☒ Remote conference calls and/or video meetings
- ☒ Discretionary communication when writing over email
- ☒ Reimbursements of telephone bills and home internet bills
- ☒ Mandatory reporting of illnesses to COVID-19 Committee
- ☒ Overtime pay applicable to approved and recorded hours

Projected Phases



Timeline View



How We Can Help

We encourage everyone practice compassion for others, especially those who're currently in infected regions low on necessities and resources. As a Company, we have taken measures to make donations to the local community. If you are in good health and believe you have the means to, please also extend your help to others who might need it.



Germaine Jones
Janitorial Staff

The pay increase has helped our family because my spouse has been isolated from work and the extra income alleviated the sudden financial hit for us.

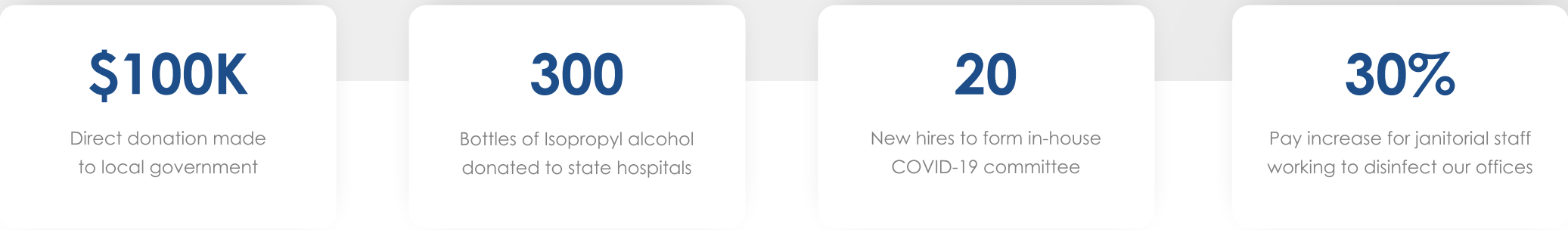




Jessica Smith
COVID-19 Committee

I want to make sure that employees feel safe and stable during this time. I've received lots of questions and are happy to have eased their concerns.





Links and Resources

"Coronavirus: Why You Should Act Now"

<https://bit.ly/33h0DeJ>

Centers for Disease Control & Prevention

<https://bit.ly/2lHaOzZ>

**European Center for Disease
Control and Prevention**

<https://bit.ly/3aUdyG2>

World Health Organization

<https://bit.ly/2vkcckh>

**Harvard Business Review: "8 Questions
Employers Should Ask About Coronavirus"**

<https://bit.ly/3cTV7Df>

Here are links to some resources, official sites, and literature that help you prepare for and combat COVID-19, and keep you informed during this time.



Contact Us

If you are an external stakeholder, partner, business, or any organization that needs to reach us with questions and/or updates regarding any changes in business operations as a result of COVID-19, please email our dedicated crises response committee or dial our hotline number.

DIRECT EMAIL

help@datadab.com

DIRECT HOTLINE

(998) 049-5444 ext. 1000

DIRECT MAILING

Attn: COVID-19 Business Operations
123 Main Company Ave, Level A
Los Angeles, CA 12345

STAY HEALTHY, STAY CALM

We wish you and your family good health during this precarious time. We are confident that this too shall pass and we look forward to seeing everyone together in the office soon.

