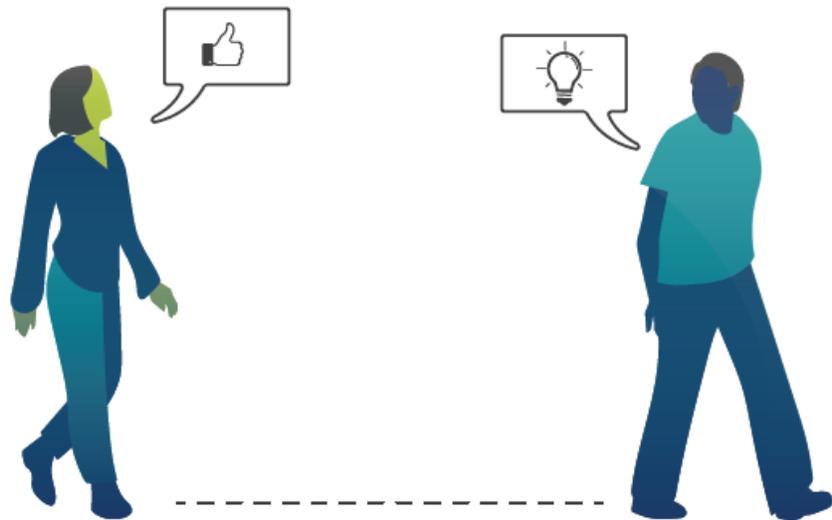




BRP OFFICE RE-OPENING PLAN  
*(OPT-IN PHASE)*





## BRP OFFICE RE-OPENING PLAN (OPT-IN PHASE)

The following guidance applies to all BRP Group, Inc. and its affiliates (collectively, “BRP”) colleagues and offices.

In the event of any discrepancy between the guidance below (the “BRP Guidance”) and the guidance provided by the Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), the U.S. Equal Employment Opportunity Commission (“EEOC”), and/or applicable State and local authorities (collectively, “Official Government Guidance”), the more restrictive guidance (providing the higher level of health and safety protection) should be followed.

### I. [OPT-IN PHASE COMMENCEMENT DATE AND POLICY](#)

As previously announced, BRP is currently in a “virtual first” environment, with only limited use of BRP office space. Beginning on June 15, 2020, or such other date as the local leader of each office has confirmed that such office is prepared to meet the requirements of this plan, BRP (and each BRP office) will move from the “virtual first” phase to the “opt-in” phase. The opt-in phase will continue until July 15, 2020, or such other date as the Leadership Team may designate.

In the opt-in phase, leaders will seek to accommodate those colleagues who freely choose (or “opt-in”) to return to the office on a regular basis. Entering the opt-in phase requires the local leader to gain approval from the Operating Group President, and at all times subject to the ability of the local office and colleagues to comply with BRP Guidance and Official Governmental Guidance.

The “opt-in” phase is **optional** for colleagues. Optional means optional— **no colleague will be required to come into the office during this phase if they are not comfortable doing so.**

### II. [OPT-IN PHASE COLLEAGUE AND OFFICE PROTOCOLS](#)

Those choosing to return to working in the office will be subject to the protocols for both colleague behavior and office environments as set forth below:

A. **Colleague Protocols.** The following protocols are **mandatory for all colleagues** entering the offices during the opt-in phase:

1. You must stay at home if you are, or have been within the past 14 days, sick or exhibiting flu-like symptoms or symptoms commonly associated with COVID-19 as defined by the CDC (including, but not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea). Notify your leader if you believe you may be sick.
2. **By entering any BRP facility, colleagues are certifying that (a) they are symptom free and (b) they have been symptom-free for a minimum of 14 days before entering.**

3. Contact your leader and HR by phone or e-mail and let them know if you have traveled through/to any potentially high risk locations (i.e., airports, hotels, resorts, cruises, etc.), locations identified as high infection risk by the CDC, or attended high density events (i.e., concerts, large gatherings, etc.) within the past 14 days **before** entering any BRP office during the opt-in phase.
  4. Abide by this BRP Guidance, applicable BRP communications, instructions provided by your leader, instructions provided by your office landlord and all Official Government Guidance.
  5. Before entering the workplace, colleagues will be directed to conduct a temperature check (where available) and wash and sanitize their hands before entering. Anyone with a temperature higher than 100.4 must immediately leave the premises and return to their home, where they should monitor their health and consult a physician.
  6. Handwashing or sanitizing is required after:
    - a. using the restroom
    - b. eating
    - c. removing gloves
    - d. sneezing, coughing, or blowing nose
    - e. using shared tools or equipment (printers, staplers etc.).
  7. Colleagues should wear a cloth face covering when social distancing cannot reasonably be maintained (e.g., working together to move heavy materials, troubleshooting equipment, etc.). See the following CDC link for assistance with cloth face coverings: [CDC Cloth Face Covering Guidance](#).
  8. If you are sick and/or unable to work (from home or otherwise), please contact [HR@baldwinriskpartners.com](mailto:HR@baldwinriskpartners.com) to log your time off/away from the office.
- B. Office Protocols. The following protocols are mandatory for all BRP-controlled work areas for colleagues entering the offices during the opt-in phase and are **the responsibility of the office leader to implement**:
1. Work Areas:
    - a. Maintain social distancing by creating six feet around desk space and/or using dividers between colleagues seated nearby each other.
    - b. Practice social distancing (per Official Government Guidance) and minimize contact with other colleagues, visitors and vendors, even while in the office.
    - c. Each location will have a well-visible and established location at the primary entrance for colleagues and all visitors to check their temperature upon arrival. Anyone with a temperature higher than 100.4 must immediately leave the premises.
    - d. For offices with sufficient square footage and multiple entrances/exits, tape arrows on the floors to ensure one-way paths or clockwise only patterns for movement flow throughout the office, if and where appropriate.
    - e. Reduce entry and exit points by directing traffic flow (do not lock or block exits).
    - f. Identify locations where to stand in elevators, or limit capacity based on the size of elevator and designate sets of stairs for entry/exit as applicable.

- g. Provide appropriate disinfecting and sanitizing cleaners (per Official Government Guidance) for colleagues to clean commonly used office equipment such as printers, automatic hole punches, binding machines, etc. before and after each use.
  - h. Supply personal disinfectant wipes, trash container, tissues and sanitizer at common areas and where appropriate for each office.
  - i. Designate one person to access, manage office supplies and distribute items as needed/requested.
  - j. Designate one person to receive deliveries, and to deliver mail to colleague desk spaces before or after work.
  - k. Designate a person or team to clean high touch areas periodically throughout the office areas/break areas/restrooms or provide self-service cleaning supplies (e.g., Chlorox wipes or a functional equivalent) at or near all such high touch areas for colleagues to utilize before/after use. Such areas should be cleaned in accordance with published CDC guidance on cleaning and disinfecting (see: [CDC Reopening America Guidance](#) and [CDC Cleaning and Disinfection Guidance](#)).
2. Meeting & Break Areas:
- a. Limit meetings to a maximum number of colleagues based on capacity of the room and ability to meet social distancing guidelines. Space out and/or remove chairs in meeting rooms to maintain social distancing consistent with Official Government Guidance.
  - b. Add signage to each conference/meeting/break room that states: “DO NOT ENTER THIS ROOM UNLESS YOU MAINTAIN A MINIMUM OF 6 FT OF SOCIAL DISTANCING.”
  - c. Limit break room and kitchen usage to refrigerating and preparing food. Space out tables and chairs to maintain social distancing consistent with Official Government Guidance.
  - d. In offices with a sufficiently large contingent of colleagues, designate specific time blocks for colleagues to take breaks in rotation in an effort to maintain social distancing consistent with Official Government Guidance.
  - e. Either provide cleaning supplies and regularly clean refrigerator, microwave, water cooler, sink and cabinet handles, or designate such of the shared-use devices as “off-limits” during the opt-in phase.
  - f. Provide alternative lunch and break time locations (outside areas), where appropriate.
  - g. Remove all BRP-provided snacks.
  - h. Remove shared tools such as pens, whiteboard markers, conference phones, or provide cleaning supplies to clean before/after use.
3. Restrooms:
- a. Implement maximum capacity limits for restrooms to ensure social distancing.
  - b. Prop restroom doors open if possible, to prevent colleagues from touching surfaces.
  - c. Post handwashing signage.
  - d. Provide disinfecting wipes that can be used by colleagues to clean surfaces touched.
  - e. Provide trash bins at exit door.
4. Other Use of Office. Use of any office for any function other than normal business operations must be approved by the Operating Group President or functional leader. For example, using an office conference room for a charitable organization meeting would require approval. Clients may visit the office as needed, though “by appointment only” and

are subject to the same office and colleague protocols as articulated above. Other third party visits, including visits from insurance company representatives, are discouraged.

### III. TRAVEL PROTOCOLS

- A. Business Travel. Until July 15, or such other date as the Leadership Team may designate, business travel remains restricted to essential travel only and is subject to individual consent. That means that no colleague will be required to travel if they are not comfortable doing so. Colleagues desiring to travel will require specific approval as follows:
1. Colleagues must first obtain approval from their Operating Group president or functional leader.
  2. If the colleague's Operating Group President or functional leader approves the travel, the request will be forwarded as applicable to BRP's CEO, COO or CFO for sign-off and confirmation via email.

This includes all flights, public transportation, and personal conveyance transportation to any BRP or client locations other than the colleague's regular office.

Some clients may specifically request BRP colleagues to visit client sites in person. In any such case, colleagues should always ask if the meeting can be done virtually first. If the client refuses, then any site visit should be conditioned upon the client demonstrating their compliance with Official Government Guidance. If a colleague can't make the travel or isn't comfortable doing so, the colleague should contact his or her leader to find an alternate representative.

- B. Personal Travel. Personal travel should be conducted at all times in accordance with Official Government Guidance.
- C. Disclosure to Leader. Regardless of whether the travel is for personal or business reasons, colleagues that have traveled through/to high risk locations (i.e., airports, hotels, resorts, cruises, etc.), locations identified as potentially high infection risk by the CDC, or attended high density events, must notify their Operating Group President or functional leader of the same before returning to the office.

### IV. SCREENING AND MONITORING

Screening and monitoring shall be implemented at all BRP offices during the opt-in phase:

- A. Colleagues who are, or have been within the past 14 days, sick, have a fever or show signs of symptoms as defined by the CDC (including, but not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) should remain at home and notify their leader.
- B. Colleagues who are caring for sick individuals or those colleagues who have been in close contact with someone diagnosed with COVID-19, should remain at home.

- C. Colleagues, clients and visitors shall be screened for an elevated temperature (>100.4 degrees F) and/or assessed for symptoms before entering the workplace. Individuals will take their own temperature with the thermal, no-touch, thermometer provided by BRP. Office leaders will designate a location within the office where this may be done in a manner to safeguard the individual's privacy, maintain social distancing, and assure the integrity of the temperature check. Individuals will be provided a rubber glove to handle the thermometer, and should clean the thermometer with a disinfecting wipe, or equivalent, before and after use.
- D. Colleagues, clients and other visitors with an elevated temperature (>100.4) or illness symptoms will be required to leave the premises and are recommended to seek medical care.
- E. Throughout the workday, managers and leaders will monitor colleagues for signs and symptoms of illness. Colleagues developing signs and symptoms of illness will be rescreened and processed accordingly.
- F. Colleagues are responsible to self-monitor for signs and symptoms and inform their leader should they develop any signs or symptoms of illness.

#### V. POSITIVE TESTS

If you test positive for COVID-19, immediately inform your leader and HR by phone or e-mail. BRP may then contact any person with whom you've had contact in order to help control the spread of the virus.

Should any office have a colleague or other visitor test positive for COVID-19 after initiation of the "opt-in" phase, that office will promptly revert to the "virtual first" phase, unless and until the earlier to occur of (a) the passage of 7 calendar days, or (b) the date the leader with responsibility for such office advises the applicable colleagues that a deep clean has been undertaken and that office is resuming the "opt-in" phase.

#### VI. QUESTIONS OR CONCERNS?

If you have any questions or concerns, please contact your HR team at: [HR@baldwinriskpartners.com](mailto:HR@baldwinriskpartners.com). They will be happy to help.