

SUP WELFARE PLAN, INC.

730 HARRISON STREET, SUITE 415 • SAN FRANCISCO, CALIFORNIA 94107-1260
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Social Distancing Protocol

Building Access

The building at 730 Harrison St is closed in line with San Francisco's shelter-in-place order.

Employees of the Plans are only to utilize the building's side entrance and their key cards for access. Any employee who is feeling ill with a fever or cough is prohibited from entrance to the building or Plans offices.

Plans participants are not allowed entrance to the building. Benefit claims or applications should be mailed, emailed or faxed whenever possible. If it is necessary to drop off an item, call the office and a representative will pick up the item outside the building. Any Plans participant who comes in near proximity to the building must wear personal protective equipment (PPE), such as a mask and gloves, as must the employee who is servicing the participant's request.

Employee Health Protection

As essential services providers, we must carry out our duties. However, to protect employee health, we are rotating office staff and requiring work at home when possible. Employees have been advised of their essential office work schedules.

Employees have been advised if they are ill to remain at home until well.

Employees who come to the office must maintain social distancing keeping six feet away from fellow employees when outside their offices. Our individual offices provide further protection. Plans participants have been prohibited from entrance to the building.

Common areas, such as the kitchen and copier and postage machine stations, must be kept clean and frequently disinfected. Disinfectant wipes, hand sanitizer and PPE are available throughout the office. Wash hands frequently for a minimum of 20 seconds.

Questions

Questions about the Plans social distancing protocol should be directed to Plans Administrator:

Michelle Chang

Phone number: 1-415-764-4993