

## PANDEMIC SAFETY PLAN 08.14.2020

ProFed Credit Union is committed to providing a safe environment for our employees and members while continuing to serve our communities. We are implementing preventative measures and additional safeguards to help reduce the potential for exposure and spread of COVID-19. This Plan is based on information from the U.S. Centers for Disease Control and Prevention (CDC) and the State of Indiana, including public health departments. ProFed will continue to monitor COVID-related guidance from these and other trusted public health agencies and will make updates to our Pandemic Safety Plan as needed.

- **Workplace Cleaning and Disinfection**—ProFed will continue working to ensure a clean workspace, including increased disinfecting of our workspaces and public areas including the disinfecting of high-touch surfaces throughout the business day.
- **Social Distancing**—Although we are always happy to see members and visitors, ProFed is requiring social distancing. To assist in maintaining the six-foot social distancing guidelines, we will utilize floor decals and furniture spacing to protect our guests. Signs will also be placed as a reminder for those entering our branches.
- **Personal Protective Equipment**—ProFed has provided employees with face masks. Employees must wear a mask (or other effective face covering) at work whenever they are in the presence of others, while servicing a member or visitor, in public or common areas, or in a private area with others when unable to maintain social distance. Visitors and members entering our branches must wear face coverings unless they have a medical reason. To verify identity and for security purposes, members and visitors may be asked to pull down their masks briefly. Disposable gloves and hand sanitizer will also be available to employees. Protective germ barriers (plexiglass) have been installed at each active teller window and member contact desk areas.
- **Personal Hygiene**—Employees must practice good personal hygiene by frequent hand washing throughout the day with warm, soapy water. Hand sanitizer stations are available to members, visitors, and employees at the entrances of our branch locations and throughout our facilities. Additionally, employees will be supplied with hand sanitizer to use between transactions and at their discretion.

Shareable materials such as brochures, magazines, and treats have been removed from lobby areas. If you need a pen to use, we are happy to provide you a complimentary pen to keep and enjoy.

- **Vulnerable Members**—High-risk individuals may be at increased risk of severe illness from COVID-19 due to underlying medical conditions or age. If you are high-risk member, are experiencing any COVID-19 symptoms, or if you have been exposed to anyone affected by COVID-19, please use our online banking, VTMs/ATMs, and Touch Tone Teller.
- **Employee Health Screening Process**—To further reduce the spread of COVID-19, all ProFed employees must conduct a daily health self-assessment before reporting to work. Any employee experiencing COVID-19 symptoms or any who have had close contact to an individual affected by COVID-19, will be required to follow CDC guidelines on quarantining and safely returning to work.



Revised 08.14.2020  
FEDERALLY INSURED BY THE NCUA

