

CBIZ COVID-19 FIELD PRECAUTIONS



Introduction to Field Work

CBIZ makes the safety of your premises and employees a priority. In order to ensure that safety, CBIZ has initiated a number of precautionary measures and policies which are outlined below.

In addition, in order to assist in making our visit less time-consuming, our experienced insurance appraisers will request that any information that cannot be collected independently, be emailed to the appraiser ahead of the scheduled visit.

CBIZ On-Site Procedures

- Check temperature daily using thermometer (if > 100.4°, do not go to client site)
- Continue social distancing protocols, including wearing a mask and maintaining appropriate distances
- Practice CDC sanitization standards
- Use own vehicle for site transportation – when at all possible
- No handshakes
- Will request that all needed information be emailed
- All staff will wear appropriate PPE gear, including disposable coverall suits where appropriate

Client Procedures

- Kick-off and closeout meetings will be held virtually when possible/practicable
- Documentation will be requested before engagement
- CBIZ requests that Member onsite representative take his/her temperature before going to the site
- CBIZ will request that Member onsite representatives comply with CDC recommendations before going to the site including social distancing, washing hands, disinfecting surfaces and wearing a mask
- Touchless visits will be accomplished when possible

Working with Client's Operations

Open Handling

- Obtain client-issued safety protocols
- Discuss protocols in engagement planning call
- Advise client that CBIZ appraiser will check temperature before going to site and follow CDC safety guidelines (social distancing, washing hands, disinfecting surfaces, wearing face masks) while there and request that member representative do the same
- Follow all governmental, CDC, client and CBIZ guidelines

Closed Handling

- Communicate ahead of time to get locked areas open or get keys
- Obtain maps and safety floor plans remotely or electronically
- Limit exposure to tour guide
- Suggest inspecting alone or while maintaining 6 ft. social distancing

