



Creative EDC COVID-19 Policy

Updated: 04/12/21

Company Related Travel & Meetings

Creative EDC will follow the most restrictive local and state ordinances and guidelines either of the place we are working or North Carolina.

In North Carolina's Phase 3 reopening:

- Consider whether travel is necessary.
- Limit nonessential travel.
- Use videoconference or teleconferences for meetings.
- When videoconferencing or teleconferencing is not possible, hold/attend meetings with 50 or fewer people in open, well-ventilated spaces that allow for at least six feet of distance between participants. Schedule in-person meetings with as few participants as possible.
- All participants and employees are required to wear face coverings in meetings, even when distanced six feet or more. Face coverings will be provided if needed.
- Cancel or postpone work-related meetings or gatherings that do not meet the 50-person standard.
- Face masks/coverings are required in public and private spaces.

Visitors

The number of visitors to the Creative EDC office will be limited to maintain social distancing standards of at least six feet. All visitors are required to wear a mask. Masks will be provided to visitors, if needed. All visitors will be required to wash/sanitize their hands upon arrival. Visitors will be asked to verify they have not had any COVID related symptoms in the last two weeks.

The Creative EDC COVID-19 policy is based on business guidelines from the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) and NC Governor's Executive Orders (<https://www.nc.gov/covid-19/covid-19-executive-orders>).