



## **Standards of Conduct for the Safety and Welfare of Persons on the BOX Trading Floor related to COVID-19**

This document contains the current Standards of Conduct that are required to ensure the safety and welfare of persons, and the ordinary and efficient conduct of business on the BOX Trading Floor at 141 W Jackson Blvd in Chicago (the "Facilities").

Participants, along with their associated persons (together, "Participants"), accessing the Facilities must follow the practices set forth in this memo until further notice. Badge access will be restricted to only those individuals that the Participant has notified BOX of in advance. Participants must provide advance notice to BOX of any changes to personnel.

Please note that BOX reserves the right to make changes as local government guidance and conditions evolve related to the COVID-19 pandemic.

### **Standards of Conduct**

Strict adherence to these Standards of Conduct is critical to provide for the safety of all parties on the BOX Trading Floor, including BOX employees. Failure to comply with these requirements and conditions will result in the matter being directed to the Chief Regulatory Officer for handling.

### **Entrance to the Facilities**

- Non-essential visitors and media will not be allowed to limit capacity and encourage maximum social distancing.
- Anyone entering the Facilities must observe social distancing measures.
  - Social distancing measures include, but are not limited to:
    - maintaining at least six-foot physical distancing from other individuals on the Trading Floor and other common areas;
    - frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19;
    - covering coughs and sneezes with a tissue or fabric or, if not possible, cough or sneeze into the sleeve or elbow (but not into hands); and
    - avoiding shaking hands and unnecessary physical contact with others.
- ➔ • The use of facial covering on the trading floor is optional for fully vaccinated individuals (as defined by the CDC).
- Anyone entering the Facilities must abide by all applicable city and state advisories and emergency orders regarding the COVID-19 pandemic. This includes, but is not limited to:

- Chicago's Emergency Travel Order, which can be found [here](#).
- Illinois Travel Guidance, which can be found [here](#).

### **Health Attestations**

- A QR code will be placed at the entrance to the BOX Trading Floor. All individuals entering the Facilities will be required to access an online tool and complete the daily self-assessment.
  - The questions asked for the screening will gauge the individual's potential symptoms (fever, etc.) and exposure to COVID-19.
  - Depending on the answers provided by the individual, the online tool will either clear the individual to enter the BOX Trading Floor or instruct them not to enter.
  - For those who are cleared, the online tool will produce an entry pass screen with a date stamp. All individuals will be required to show the entry pass screen to a BOX Trading Official on a daily basis.
  - Only those individuals cleared for entry will be allowed to access the BOX Trading Floor.
- An individual that is experiencing a cough, fever, chills, shortness of breath, headache, sore throat or other symptoms commonly associated with COVID-19 may enter the Facilities by submitting a negative COVID-19 test; submitting a doctor's note that symptoms are not COVID related; or avoid the Facilities until symptoms are no longer present.
- Fully vaccinated individuals:
  - Each Participant's Compliance Officer should email Human Resources at [humanresources@boxexchange.com](mailto:humanresources@boxexchange.com) to confirm those individuals that are fully vaccinated and/or boosted. Fully vaccinated individuals must continue to complete the daily health attestations listed above. If the individual exhibits any symptoms, they remain subject to the protocols set forth above.

### **Testing and Positive Cases of COVID-19**

- Participants confirmed positive for COVID-19 or advised by a health care provider that they are presumed to be positive for COVID-19 are required to notify Human Resources at [humanresources@boxexchange.com](mailto:humanresources@boxexchange.com) as soon as possible and before accessing the Facilities.
- If a Participant or Floor Official has been confirmed positive for COVID-19, BOX will notify all BOX Trading Floor Participants of a confirmed positive case.
- In order to return to the Facilities, please refer to the [CDC Guidance for Quarantine and Isolation](#):

## **Who Should Isolate**

- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms.
- People with symptoms of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

## **What to do for Isolation**

- Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons).
- They should wear a mask when around others at home and in public for an additional 5 days.
- People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status.

For further detail please see the [CDC's website](#).

## **Who Should Quarantine**

If you come into close contact with someone with COVID-19, you should quarantine if you are in one of the following groups:

- You are ages 18 or older and completed the primary series of recommended vaccine, but have not received a recommended booster shot when eligible.
- You received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot.
- You are not vaccinated or have not completed a primary vaccine series.

## **What to do for Quarantine**

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a well-fitting mask when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4°F or greater), cough, shortness of breath, or other COVID-19 symptoms.
- If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, follow isolation recommendations.
- If you do not develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

For further detail please see the [CDC's website](#).

- All medical information, including test results, should be submitted to the Participant's Compliance Officer, who will then notify Human Resources at [humanresources@boxexchange.com](mailto:humanresources@boxexchange.com) when an individual can return to the Floor.
- Only PCR COVID-19 test results will be accepted. Rapid COVID-19 tests are not suitable for this protocol.
- BOX reserves the right to close the BOX Trading Floor to protect the health and safety of

the trading floor community.

### **Exclusion and Supervision**

- Pursuant to BOX Rule 2120, Participants may be excluded from the BOX Trading Floor for breaches of regulations, including but not limited to the Standards of Conduct listed above, that relate to administration of health, safety and welfare on the BOX Trading Floor or on the premises immediately adjacent to the BOX Trading Floor. Participants are reminded that they are responsible for the adequate supervision of all non-registered employees, participants, or persons while such persons are in the Facilities to ensure compliance with the BOX Rules.
- Participants who engage in any practice that violates the BOX Rules or any local laws may be subject to formal or informal disciplinary action or may be asked not to enter or to leave the Facilities by the Exchange.
- If someone is observed failing to comply with the Standards of Conduct, please alert BOX immediately.

### **Other Measures**

An outside vendor will continue to provide extra deep cleaning to the BOX Trading Floor on a weekly basis.

### **Contact**

Please review the information provided herein. If you have any questions regarding this information, please contact BOX Trading Floor at [TradingFloor@boxexchange.com](mailto:TradingFloor@boxexchange.com).

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<sup>1</sup> Per the Centers for Disease Control and Prevention, close contact is defined as “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.” See: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>