

Covid-19 Illness Protocol

Effective 3/12/2020

Revised 4/9/20

Your employer and Management team is actively responding to the COVID-19 outbreak and will constantly monitor this ever-changing situation to ensure we provide appropriate levels of protection for you, our valued employees. As always, we are committed to the safety and well-being of all our team associates.

This protocol is fluidly dynamic and will be revised by the Management Team as situations evolve and new information is processed and evaluated.

Level 1 (Green/Normal): No known confirmed cases of COVID-19, nor any indication that an employee has had any direct contact with someone confirmed positive with COVID-19. We will:

- ✓ maintain sites normal operations with escalated cleaning. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, copy machines/business equip, and door/knob/handles. Use the cleaning agents such as bleach-based products, that are usually used in these areas and follow the directions on the label. No additional disinfection beyond routine cleaning is recommended at this time;
- ✓ provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, shared tools/equip) can be wiped down by employees before each use;
- ✓ keep Hand Sanitizer stations by all time clocks, restroom exits, and eating areas and replenished routinely. Clorox spray should be available for immediate use if possible positive COVID-19 test is confirmed;
- ✓ request Salaried employees to take laptops and work materials home each evening in the event of any future closures or business interruptions;
- ✓ STRONGLY discourage personal travel, especially to known hotspots (China, Italy, South Korea and Iran) during this pandemic. If travel is conducted to any of these countries, employees must self-report to his/her Manager. If employees have visited any of the following countries in the past 14 days, they will be required to self-quarantine for a period of 14 days before returning to the work site – **China, Italy, Iran and South Korea**. Because this virus may take up to 14 days to show symptoms, this 14-day time frame is extremely important to be followed AWAY from the workplace;

- ✓ require ANY employee who becomes ill at work with respiratory illness (cough and fever) symptoms to notify a supervisor. If an employee is suffering from these symptoms at work, supervisors will send the sick employee home immediately. Employees who are suffering from symptoms of respiratory illness should remain at home until they are symptom-free for at least 24 hours without the use of symptom-altering medicines (e.g., fever-reducing medications or cough suppressants);
- ✓ prohibit visitors (non-employees, contractors, vendors) to enter the facility unless approved by the Dir. of Operations. A vendor/visitor questionnaire is being created/implemented to determine potential exposure risk;
- ✓ discontinue large group meetings (discontinue any business or plant wide meetings until further notice);
- ✓ prohibit any work-related function outside the workplace to encourage social distancing;
- ✓ cancel or disallow ANY air travel for business purposes unless written approval from COO.

Level 2 (Yellow/Caution) - An employee exposed to an immediate family member or other close contact with a confirmed case of COVID-19. We will:

- ✓ require any employee who has reasonably and likely been exposed to the virus to work remotely for a period of 14 days after exposure, if telework/remote work is available to them. To limit exposure to other and as able, we will provide technical support or equipment to facilitate distance working, including shipping an employee's work laptop or other supplies to an exposed employee who has been asked to work remotely to avoid coming to the workplace.

Level 3 (Red/Alert) - Employee(s) have tested positive for COVID-19. We will:

- ✓ Close the location or facility. Your Management team will provide information on available companies which perform sanitization/disinfection of commercial sites. The site will remain closed until the sanitization procedure has been completed.
 - ✓ In some specific instances where isolation occurred and exposure is localized, we will take appropriate action to limit exposure to other employees and have localized areas sanitized/disinfected.
- ✓ inform fellow employees of his/her possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA);

- ✓ An employee who tests positive for COVID-19 would likely qualify as having a “serious health condition” for the purposes of the federal FMLA and should be offered FML following appropriate regulation and notification requirements;
- ✓ **require** a written authorization from the employee’s healthcare provider before allowing the employee (whose tested positive for COVID-19) to return to work;
- ✓ require those employees who came into direct contact and/or worked closely with the individual employee who has a confirmed COVID-19 diagnosis to self-quarantine for a 14-day period to ensure the infection does not spread;
- ✓ promote social distancing by offering remote working when appropriate and taking other appropriate actions as necessary, including closing facilities or implementing flexible work schedules.

How to / What to Communicate if you have a Positive COVID-19 Case

- ✓ Tell the affected employee that we will maintain their confidentiality while managing the situation including reaching out to other employees who may have come into direct contact.
- ✓ Ask the employee which coworkers they have been in "close contact" with during the prior two weeks. Meaning within six feet of the infected employee for a prolonged period. This includes in rest rooms, break areas, office or common areas and any other locations in the plant including shared equipment. LIST/DOCUMENT THESE EMPLOYEES.
- ✓ They MUST self-quarantine even if they do not feel symptomatic. Offer the employee remote working resources, if appropriate. Following FMLA policies/procedures, if appropriate. Have the employee leave the facility immediately if onsite.
- ✓ Contact co-workers who may have been exposed. Reach out to everyone who was identified as possibly exposed to the positive employee without revealing that employee's identity. Respect the confidentiality of both the positive-tested employee and anyone in the identified close-contact group.

Sample Script: "We have an employee in the facility who has informed us that they have tested positive for COVID-19 on _____ and they are now self-isolating. They have identified you as an individual who may have come into close contact with them during the 2 weeks prior to receiving the positive result. We have determined that the employee was last in the facility, working around other employees on _____. As you have been identified as a person who may have come into contact with the infected employee, we are requiring you to self-isolate/quarantine and watch for any developing symptoms for 14 days from the date you would have last been in contact with them. If you remain symptom free after the predetermined 14 days, you will be asked to return to work. Because we are requiring you to self-quarantine for this period of time, we will pay your regular wages during this period."

- ✓ If you receive any other questions from other employees. Feel free to use the following script:
"Those employees who were identified as having come into close contact have been told and were asked to self-isolate. If you were not already told you were a close contact, then you are not one. If you have questions about Covid-19 or your situation, please call your doctor and look at the CDC website. The company is here to support everyone during this difficult time, and we all send our best wishes to the people affected."
- ✓ A member of the management team should check on the health condition and well-being of the impacted employees during the time they are self-isolating. Ideally the management team member will make contact every three to four days.