

ABC Company Inc.
COVID-19 Plan Phase II



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IN THE EVENT MULTIPLE CORONAVIRUS CASES DISCOVERED IN OUR COUNTY, OR SURROUNDING COUNTIES, THE ORIGINAL 03.16.2020 PLAN HAS BEEN MODIFIED TO ADD ADDITIONAL SUSTAINABILITY FOR OUR BUSINESS AND PROTECTION FOR OUR TEAMMATES, CUSTOMERS & VISITORS

What is a Coronavirus?

Coronaviruses are a family of viruses that can cause respiratory illness in people. Coronaviruses circulate among animals, including camels, cattle, cats, and bats.

Most U.S. Workers Remain at Low Risk of Exposure

At this time, the U.S. Centers for Disease Control and Prevention (CDC) emphasizes that, while the novel coronavirus, COVID-19 poses a potentially serious public health threat, the risk to individuals is dependent on exposure. For most people in the United States, including most types of workers, the risk of infection with COVID-19 is currently low. ABC does not fall into any of the top seven high risk industries for exposure to COVID-19.

How does COVID-19 Spread?

Although the ongoing outbreak likely resulted originally from people who were exposed to infected animals, COVID-19, like other coronaviruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It's currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

What are the Signs and Symptoms of COVID-19 infection?

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

What Should I Do if I Think I Have Been Exposed to or Infected with COVID-19?

Alert your healthcare provider immediately if you think you may be infected with COVID-19, including if you have been exposed to someone with the virus and have signs/symptoms of infection. If you are experiencing symptoms, you should tell your healthcare provider about any recent travel to areas where COVID-19 is spreading.

If you believe you have been exposed, alert your supervisor or occupational health clinic immediately.

Control and Prevention

General guidance for all U.S. workers and employers:

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Temporarily discontinue handshake greetings

Strict Business Precautions:

- All teammates will have their covid elimination checks taken during their shift.
- Shop visits must be approved by the President.
- **Visitors/Vendors/Suppliers** - will be allowed to continue business, but will be required for a quick, noninvasive temperature check for fever **BEFORE ENTERING THE BUILDING**. Anyone with a suspected fever and/or sore throat will not be allowed to enter the building.
- Signs will be posted at entrances informing them of temporary precautions. (*If you suspect a vendor to have an acute respiratory illness, isolate them outside and contact your supervisor & safety manager).
- Anyone, including teammates, already inside the building suspected of a fever and/or sore throat may immediately leave through the nearest **EXTERIOR DOOR**, or be taken to the paint booth (with ventilation on) for further evaluation. Do Not Exit through an office.
- Off-site teammates should temporarily avoid visits to the shop unless approved by the President. Visits to the shop will require checks in the breezeway prior to entering the lobby.

- In addition the following teammates are encouraged to work from home if they feel they have been exposed: Controller, IT, Marketing, Cost Accountant, Vibration Analyst, and Electrical Engineer.
- Shop teammates will not have access to offices without an appointment or invitation.
- Break room will be limited to 3 people at a time while maintaining approximately 6 foot distances when seated.
- When physically present on the shop floor, a minimum of 6 feet distance shall be kept from teammates as to CDC recommended guidelines.
- The Purchasing Assistant will deliver/stage kitted parts by job number to the areas needed.
- Field Service will continue to support customers with the following additions.
 - Field Service Techs should self-check or have their temperature checked daily by the Safety Manager.
 - Field Service Techs are not allowed inside offices.
 - Field Service meetings will be held in front of the shop TV.
 - Check frequently to ensure customer precautions are consistent with resources needed to complete the planned work scope.
 - Follow basic respiratory exposure risk etiquette.
- Applicants will not be allowed in from the breezeway.
- Only designated Front Office Staff can allow visitors access to the lobby.
- Incoming mail will be collected in the breezeway and remain for 24 hours or decontaminated.
- Face-to-face interviews will be temporarily discontinued unless approved by the President.
- New hires in the pipeline will either need to take a COVID-19 test in addition to current drug testing, self-quarantine for 14 days prior to orientation, or provide continuous temperature monitoring.

IF YOU HAVE RESPIRATORY ILLNESS SYMPTOMS

SICK TEAMMATES STAY HOME:

Teammates who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Teammates should notify their supervisor and stay home if they are sick.

A healthcare provider's note for teammates who are sick **with acute respiratory illness** to validate their illness or to return to work is not required.

- Two (2) absences due to sickness do not require a doctor's note.
- If an employee is absent for three (3) or more consecutive days, ABC will follow the current FMLA policy. Employees are allowed to use their PTO time during this 2-week period.

Teammates who are well but who have a sick family member at home who has tested positive with COVID-19 should notify HR and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

***Separate sick teammates:**

Teammates who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the will be separated from other teammates and be sent home immediately. Sick teammates should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available). Respiratory etiquette and hand hygiene by all teammates is encouraged! Do not exit through offices.

Teammates before traveling to take certain steps:

YOU MUST NOTIFY HR, IF YOU'VE TRAVELED A DISTANCE GREATER THAN 2 HOURS FROM THE HOPKINS COUNTY AREA WITHIN THE LAST 14 DAYS, OR ANYTIME WHILE THIS "PHASE II" PLAN IS IN EFFECT.

Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the CDC website.

Teammates should check themselves for symptoms of acute respiratory illness before and after travel and notify their supervisor and stay home if they are sick.

Teammates who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.

If outside the United States, sick teammates should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Contact your Supervisor if you have any questions or concerns.

***Environmental cleaning:**

Clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

Disposable wipes/lens cleaner can be used to clean surfaces (for example, doorknobs, keyboards, remote controls, desks).

COVID-19 Resources:

<https://govstatus.egov.com/kycovid19>

<https://coronavirus.jhu.edu/map.html>

<https://coronavirus.jhu.edu/>

<https://informationisbeautiful.net/visualizations/covid-19-coronavirus-infographic-datapack/>

<http://www.centerforhealthsecurity.org/resources/fact-sheets/pdfs/coronaviruses.pdf>