

# WATKINS ROSS COVID-19 Preparedness & Response Plan



## COVID-19 PREPAREDNESS AND RESPONSE PLAN

Watkins Ross (“Company”) takes the health and safety of our employees seriously. With the spread of COVID-19 and the need for certain employees to continue in-person work, we are committed to reducing the risk of exposure to COVID-19 on the job and to promoting healthy and safe workplace practices for all employees.

This Plan is based on information and guidance from the CDC, OSHA, and the State of Michigan at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, the State of Michigan and other public officials. We are following the experts.

We have identified the following potential sources of possible spread of COVID-19 in the workplace:

- Customers/clients
- Co-workers
- Vendors/visitors

Our employees fall into the following category/categories:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).

## COVID-19 WORKPLACE COORDINATOR AND ONSITE COORDINATOR

We have designated the following individual as our COVID-19 Workplace Coordinator Rachel Perkins. The Coordinator is responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the Company's workplace. The Coordinator is also responsible for reviewing human resources policies and practices to make sure that they are consistent with this Plan and existing federal, state and local requirements.

The Coordinator can be reached at the following:

Phone number: 616-742-9206

Email address: [rperkins@watkinsross.com](mailto:rperkins@watkinsross.com)

The Company will also designate one or more worksite supervisors to implement, monitor, and report on the rules and measures contained in this Plan. This supervisor(s) will be on site at all times when employees are present on site.

## RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

## RESPONSIBILITIES OF EMPLOYEES

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our worksite, everyone must play their part. As set forth below, we are instituting various housekeeping, social distancing, and other best practices at our workplace to minimize exposure to COVID-19 and prevent its spread in the workplace. **All employees must follow these best practices at all times for them to be effective.** Beyond these best practices, we require employees to report immediately to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this Plan, they should ask their manager or supervisor or contact the Human Resources Department. If employees have concerns about their working conditions or safety, they should contact a Human Resources representative, the COVID-19 Workplace Coordinator, or the worksite supervisor(s) designated to remain on site, to implement, monitor, and report on the rules and measures contained in this Plan.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- 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.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- While COVID-19 is a pandemic, maintain appropriate social distance of six feet to the greatest extent possible.

In addition, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Shortness of breath or difficulty breathing; and

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If employees develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not report to work or leave work immediately, notify their supervisor immediately after leaving the premises, and consult their healthcare provider. Likewise, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. The Company also will work to identify any employees who have close contact with individuals with COVID-19 symptoms.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time;” or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

There is no precise definition of “prolonged period of time.” CDC estimates range from 10 to 30 minutes. To protect employees, we are using the lower end of this range and consider a prolonged period to be 10 or more minutes of exposure.

## WORKSITE PREVENTATIVE MEASURES

**Minimizing exposure from co-workers.** The Company will take the following steps to minimize exposure from co-workers to COVID-19:

- Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including the following:
  - Post CDC information, including recommendations on risk factors at home and in the community and the importance of personal hygiene in controlling the spread of COVID-19
  - Train employees on the workplace infection-control practices in place, the proper use of personal protective equipment (PPE), the steps employees must take to notify the Company if they experience any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions.
  - Provide tissues and no-touch disposal receptacles to minimize exposure to infectious secretions.
  - Inform employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
  - Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
  - Discourage handshaking and instead encourage the use of other noncontact methods of greeting
  - Remind employees to avoid other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use.
  - Remind employees that they should not share food utensils and food with other employees.
  - Encourage and require social distancing to the greatest extent possible while in the workplace.
  - Encourage employees to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation and are encouraged to use PPE (e.g. face masks) and hand sanitizer when riding with other employees.
  - Encourage employees to use PPE (e.g. face masks) and hand sanitizer if using public transportation to travel to work.

- Require employees to wear masks when they cannot consistently maintain six feet of separation from other individuals in the workplace
  - Require employees to wear masks in shared spaces, which includes in-person meetings, hallways, and restrooms.
  - Consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.
  - Consider use of other PPE as appropriate
  - Develop protocol for social distancing practices
    - Assign dedicated entry points into the office for each on-site employee to reduce congestion at the Company's main entrance
      - Place visual indicators outside the building for employees to maintain appropriate social distance while waiting to enter if congested
    - Evaluate areas in which employees work within 6 feet of each other and determine options to increase distance apart
    - Limit in-person meetings
    - Stagger shift start and end times where possible
    - Consider new shifts or rotational shift schedules where possible
    - Promote remote work as much as possible
    - Restrict or limit use of non-essential common spaces (e.g. lock conference rooms and remove seating from break area to ensure social distance)
    - Provide signage and visual cues to guide employee movement and activity in the office (e.g. restricting elevator capacity)
    - Prohibit any social gathering or meeting that does not allow for proper social distancing
    - Deliver products through curbside pick-up or delivery
    - Suspend all non-essential in-person visits
  - Restrict employees from the workplace if they display symptoms of COVID-19
    - Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace. This includes, at a minimum, a questionnaire to determine whether the employee has symptoms of COVID-19 or exposure to an individual that could have COVID-19.
    - Immediately separate any employee with symptoms from other individuals and send him/her home
    - Maintain a log of symptomatic workers and workers who test positive for COVID-19
  - Actively encourage sick employees to stay home
    - Encourage employees to self-report to supervisor as soon as possible after developing symptoms of COVID-19 and remain home
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- Apply available paid time off options and flexible attendance requirements
  - Follow state and federal guidance for return to work
  - Implement protocol for return to work after symptoms of COVID-19
- Actively encourage employees to stay home if they have been in close contact with a confirmed or suspected case of COVID-19
  - Encourage employees to self-report to supervisor as soon as possible after close contact with a confirmed or suspected case of COVID-19 and remain home
  - Apply available paid time off options and flexible attendance requirements
  - Follow state and federal guidance for return to work
  - Implement protocol for return to work after potential exposure to COVID-19
- Develop protocol to follow if an employee has a confirmed case of COVID-19
  - Notify all individuals who were in close contact with the employee during the period the employee was contagious and immediately isolate and send those employees home to self-quarantine for 14 days from the date of last close contact.
  - Notify the Company's leadership of the confirmed case of COVID-19
  - Within 24 hours of learning of employee who tests positive for COVID-19:
    - Notify the local public health department
    - Notify any co-workers, contractors, or suppliers/vendors who may have come in contact with the infected employee during the period the employee was contagious
  - Notify all employees if an individual with a confirmed case of COVID-19 (including any visitor to the Company) has visited the Company's office during a period where the individual was contagious
  - Evaluate OSHA reporting/recordkeeping requirements
  - Implement protocol for return to work, including CDC-recommended cleaning and disinfecting in all affected areas and shutting affected areas as necessary
- Shut off all water fountains in the Company's office
- Perform increased routine environmental cleaning and disinfection
  - Instruct employees to sanitize the work areas upon arrival, throughout the workday, and immediately before departure (twice daily at a minimum). Make cleaning products available to employees to perform this cleaning and provide time for this cleaning.

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
  - Provide employees with time to wash hands regularly or, alternatively, use alcohol-based hand sanitizer.
  - Maintain Safety Data Sheets of all disinfectants used on site
- Eliminate/restrict work-related travel unless it is essential to the Company's business
  - Evaluate engineering controls using the building ventilation system with the goal of:
    - Increasing ventilation rates.
    - Increasing the percentage of outdoor air that circulates into the system.
  - Evaluate options for employees at a higher risk for serious illness due to COVID-19
  - Plan to monitor and respond to absenteeism
    - Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
    - Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
  - Remind employees about the employee assistance program (EAP) resources and community resources as needed.
  - Talk with companies that provide contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

### **Minimizing exposure from clients**

- Evaluate what business practices are needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing clients, or temporarily suspend some of your operations if needed).
- Develop protocol for social distancing practices
  - Encourage remote meetings and interactions whenever possible
  - Mark 6 foot distance in areas in which clients might gather/wait

- Require social distancing in any in-person meetings with clients
  - Limit number of clients allowed into workplace
- Post information on reducing the spread of COVID-19
- Evaluate options for assessing symptoms of COVID-19 and removing clients from the workplace with symptoms
- Consider physical barriers between employees and clients where appropriate
- Consider making gloves and masks available to clients

#### **Minimizing exposure from visitors/vendors**

- Talk with business partners about the Company's Plan.
- If needed, identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- If possible limit, the number of visitors to the worksite, including the trailer or office.
- Develop protocol for health screening/questionnaire for visitors/vendors

