

ASK Services, Inc. Plan for COVID-19 Exposure Prevention, Preparedness, and Response

The Company takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” the Company must remain vigilant in mitigating the outbreak. The Company has been deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company. The Company has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

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.

II. 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 workplace, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact **Human Resources**.

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.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- ✓ Coughing;
- ✓ Fever;
- ✓ Shortness of breath, difficulty breathing; and
- ✓ Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and **call your supervisor** and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, **call your supervisor** and healthcare provider right away.

III. Office Protective Measures

The Company has instituted the following protective measures for the office.

A. General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the facility and return home.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where offices or internal rooms are used, only necessary employees should enter these spaces and all employees should maintain social distancing while inside.

- All in-person meetings will be limited. To the extent possible, meetings will be held over the phone.
- Employees are encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Employees should limit the use of co-workers' equipment. To the extent equipment must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- In lieu of using a common source of drinking water, such as a drinking fountain, employees should use individual water bottles.
- Face coverings are to be worn in shared spaces, including during in-person meetings and in hallways.
- Employees are to wipe down their work stations at least twice daily with disinfectant.
- In compliance with the order from the Wayne County Health Department, their order has been posted at all entrances to our facility and all workers who enter the office are emailed each day a questionnaire asking if they have any symptoms of COVID-19, if they have had close contact to anyone with COVID-19 in the last 14 days, or if they have done any air travel in the last 14 days. Anyone who responds positively to any of these questions must go home and not return to work for 7 days minimum and 3 days without a fever (1st question) or 14 days since the incident (other 2 questions). Bart monitors the responses.

B. Facility Visitors

- The number of visitors to the office will be limited to only those necessary to perform work.
- All visitors will be screened in advance of arrival. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access:
 - ✓ Have you been confirmed positive for COVID-19?
 - ✓ Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?

- ✓ Have you been in close contact with any persons who has been confirmed positive for COVID-19?
- ✓ Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols.

C. Personal Protective Equipment and Work Practice Controls

- The Company will provide:
 - ✓ Disinfectant wipes and hand sanitizers are available at convenient locations throughout the office.
 - ✓ Personal face masks/ face coverings are available in the lunch room. Wearing masks in the office area is recommended but not required, unless the employee must be within 6 feet of another employee for a sustained period of time.

IV. Workplace Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves, as recommended by the CDC.
- Any trash collected collection must be done frequently by someone wearing nitrile, latex, or vinyl gloves.
- The Company will clean/ disinfect those areas of the facility that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.
- The Company will ensure that any disinfection shall be conducted using one of the following:

- ✓ Common EPA-registered household disinfectant;
- ✓ Alcohol solution with at least 60% alcohol; or
- ✓ Diluted household bleach solutions (if appropriate for the surface).

V. Facility Exposure Situations

- **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;³ and (2) at least seven (7) days have passed since symptoms first appeared.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company (may) require an employee to provide documentation clearing his or her return to work.

- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

VI. Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to COVID-19 so those individuals may take measures to protect their own health.

VII. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact **the Human Resources Manager.**

COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- ✓ Coughing, fever, shortness of breath, and difficulty breathing.
- ✓ Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and **call your supervisor** and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities

- ✓ Develop a COVID-19 Exposure Action Plan.
- ✓ Access to the office will be limited to only those necessary for the work.
- ✓ All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- ✓ Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- ✓ Provide hand sanitizer.
- ✓ Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

Employee Responsibilities

- ✓ Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- ✓ Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- ✓ Clean and disinfect frequently used equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- ✓ Clean shared spaces such as break/lunchrooms at least once per day.
- ✓ Disinfect shared surfaces (door handles, etc.) on a regular basis.
- ✓ Avoid sharing equipment with co-workers. If not, disinfect before and after each use.
- ✓ Trash collected from the jobsite must be changed frequently by someone wearing gloves.

COVID-19 Overview

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

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

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, 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, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is 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.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

COVID-19 Prevention and Work Practice Controls:

Worker Responsibilities

- ✓ 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.
- ✓ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- ✓ Avoid touching your eyes, nose, or mouth with unwashed hands.
- ✓ Avoid close contact with people who are sick.
- ✓ Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- ✓ Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

General Office Practices

- ✓ Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- ✓ Avoid using other employees' phones, desks, offices, or other equipment, when possible. If necessary, clean and disinfect them before and after use.
- ✓ Clean and disinfect frequently used equipment on a regular basis.
 - This includes other elements of the jobsite where possible.
 - Employees should regularly do the same in their assigned work areas.
- ✓ Clean shared spaces such as break/lunchrooms at least once per day.
- ✓ Disinfect shared surfaces (door handles, etc.) on a regular basis.
- ✓ Avoid sharing equipment with co-workers if it can be avoided. If not, disinfect before and after each use.
- ✓ Any trash collected from the jobsite must be changed frequently by someone wearing gloves.