

COVID-19 RESPONSE PLAN

We are continually discussing how to protect the health and well-being of our employees, customers and communities.

The following measures (developed May 1, 2020) are recommendations to minimize the spread of COVID-19. Please note that these measures have not been researched or tested but are based upon CDC recommendations:

Offices/Warehouses



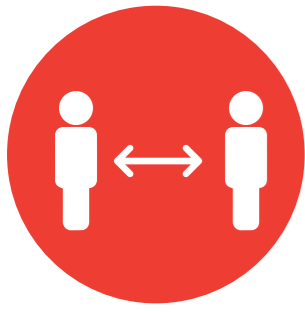
Clean and disinfect consistently and regularly throughout the day. This includes shared spaces, such as break rooms and bathrooms, and any often-touched surfaces and objects.



Provide hand sanitizer throughout the space.



Close the premises to all visitors, vendors and contractors. Those who enter must be cleared by answering a health questionnaire, having their temperature checked, and signing an agreement to inform management of the offices/warehouses if they experience COVID-19 symptoms or test positive within 14 days of their visit.



Practice and enforce social distancing.



Wipe down all machinery/equipment with disinfectant wipes, to include forklifts, after each use.

Company Trucks/Vehicles



Spray the interior of trucks and vehicles with disinfectant after every use.



Provide disinfectant wipes, masks and gloves to each driver.



No passengers are allowed.



Advise employees to use their own vehicles when appropriate.

Job Sites



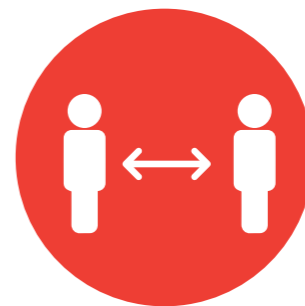
Supply all employees and contractors with appropriate PPE to include masks, hand sanitizer and gloves.



Make portable hand-sanitizing stations available.



Sanitize tools and equipment with disinfectant wipes after each use.



Practice and enforce social distancing.



Use appropriate PPE with any activity that requires two or more people. Upon completion, have all employees and contractors resume social distancing.



Maintain and enforce social distancing during lunch and any other breaks.



Conduct weekly safety meetings and include COVID-19 reminders, new information and best CDC practices.

In addition to the recommendations listed above, COVID-19 informational documents such as COVID Symptoms, Stay Home if You're Sick, Stop the Spread of Germs, Hand-Washing Guide and Social Distancing Reminders should be displayed in both English and Spanish at physical locations and at job sites.

Require employees to notify their supervisor or human resources if they have been exposed to or have tested positive for COVID-19. If this happens, the company should be prepared to do the following:



Require the employee in question to stay home and self-quarantine for a period of 14 days.



Do not permit him or her to visit physical locations or job sites until the 14 days have passed or until the employee is cleared to work by a doctor.



Notify all who were in contact with the employee that they must self-quarantine as well.



Notify all customers if the employee was on their job site and if they came in contact with others outside the company.



Sanitize all tools and equipment, including company trucks used by the affected person.



If the employee visited physical locations, close those locations until proper cleaning and sanitizing have been conducted.

We encourage all to take the necessary steps to keep employees and others safe. We strongly recommend that you be familiar with your state and local requirements and follow those as well. This document is being provided for general information only, and there is no requirement to follow these recommendations.