



## COVID-19 PREPAREDNESS AND RESPONSE PLAN

In accordance with Executive Order 2020-42, Tyler Sales Company institutes this COVID-19 Preparedness and Response Plan.

Tyler Sales Company aims to protect its workforce by enacting all appropriate prevention efforts. Company is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

### 1. Prevention Efforts and Workplace Controls

#### a. Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, Company abides by the recommended social distancing and other safety measures and establishes the following social distancing measures:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employees' work stations are no fewer than six feet apart;
- Company may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- Employees' interactions with the general public are modified to allow for additional physical space between parties; and
- Non-essential business travel is postponed or cancelled.

#### ADMINISTRATIVE CONTROLS:

- COVID-19 Information Board located in warehouse entrance area
- Posting of DOL **Employee Rights Notice**
- Initial information and policy meetings held among all departments
- Ban on non-essential entry to facility
- Eliminate on-site meetings
- Eliminate supplier and supervisory ride-withs
- Eliminate brand promotions
- Enhanced sanitation procedures throughout facility and company vehicles
- Social distancing throughout facility
  - *Breakroom and driver's check-in room limited to one person at a time*

In addition, Company is instituting the following cleanliness measures:

- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Company premises;
- Complying with Company's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

**b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms**

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, Company:

- Informs all employees and customers with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee;
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas and equipment potentially infected by the employee; and
- Notifies local health department.

In accordance with updated CDC guidance, and to insure continuity of operations of essential functions, workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time 48 hours before the individual became symptomatic.

Workers who have had an exposure but remain asymptomatic should adhere to the following practices to and during their work shift:

- Pre-Screen: company will measure employee's temperature and assess symptoms prior to them starting work and entering the facility.

- Regular Monitoring: as long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of the company's Human Resource manager.
- Wear a Mask: the employee must wear a mask at all times while in the workplace for 14 days after exposure. Employee can use a mask supplied by the company or provide their own approved mask.
- Social Distance: the employee must maintain 6 feet and practice social distancing as work duties permit in the workplace.
- Disinfect and Clean work spaces: clean and disinfect all areas such as offices, bathrooms, common areas, and shared equipment routinely.

### c. Worker Exposure Classification

Employees' "worker exposure" is classified as lower risk by the Occupational Safety and Health Administration's guidance because they do not frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers.

#### WORKER EXPOSURE DESIGNATIONS:

- Administration – LOW
- Warehouse – LOW
- Delivery – MEDIUM *Revised 4/20/20*
- Sales – MEDIUM *Revised 4/20/20*
- Merchandising – MEDIUM *Revised 4/20/20*
- Reclamation – LOW

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Administration
  - *Disposable gloves*
  - *Hand sanitizer*
  - *Social distancing*
  - *Protective masks-optional*
- Warehouse
  - *Protective masks-mandatory*
  - *Hand sanitizer*
  - *Disposable gloves*
  - *Social distancing*
- Delivery
  - *Disposable gloves*
  - *Hand sanitizer in truck cabs*
  - *Nightly sanitation of truck cabs*
  - *Social distancing*
  - *Protective masks-required\**
- Sales
  - *Disposable gloves*
  - *Hand sanitizer in vehicles*
  - *Social distancing*
  - *Protective masks-required\**
- Merchandising
  - *Disposable gloves*
  - *Hand sanitizer in vehicles*
  - *Social distancing*
  - *Protective masks-required\**
- Reclamation
  - *Disposable gloves*
  - *Hand sanitizer*
  - *Social distancing*
  - *Protective masks-optional*

\* **Select retailers have mandated that distributor personnel wear masks when servicing their stores**

Given this classification, no additional controls are recommended or required by OSHA at this time.

## 2. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

### a. Employees' Self-Monitoring

The following employees should **not** report to work and, upon notification to Company, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, chills, muscle pain, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

### b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Company will screen employees on a daily basis once a known exposure to COVID-19 has occurred among an employee.

Employees will be asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, chills, muscle pain, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. A touchless thermometer is utilized to perform a temperature check.
  - b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
  - a. If yes, employee is subject to supplemental measures as outlined in Section 1b. **Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms.**
3. Have you travelled via airplane internationally or domestically in the last 14 days?
  - a. If yes, access may be denied based upon current CDC guidelines, employee may be advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

Employees who develop symptoms during their shift must immediately contact their supervisor and/or the company's Human Resource Manager.

### **c. Return-to-Work Requirements**

#### **IDENTIFICATION/ISOLATION OF SICK EMPLOYEES**

- If an employee becomes sick during the day, they will be sent home immediately.
- Isolation for sick employees while on the job → *utilize Eagle warehouse as a holding/isolation area*
- Follow up sickness screening conducted via phone by Elaine & Tom
  - *Non-COVID-19 symptoms – return to work after no symptoms/fever for 24-hours without medication*
  - *COVID-19 symptoms – stay home, contact physician and follow CDC guidelines for return-to-work protocol which are detailed below*
    - *Conduct contact tracing to determine necessary notifications*
    - *Contact employees/customers who may have been exposed*
    - *Disinfect and clean work space*
- Guidance for employees who may have been exposed to COVID-19
  - *Pre-screen employee daily with temperature check and symptoms questionnaire prior to start of shift for 14 days*
  - *Self-monitor of symptoms by employee for 14 days*
  - *Wear a mask in the workplace for 14 days following possible exposure*
  - *Employee must exercise 6-foot social distancing while on the job for 14 days*
  - *Disinfect and clean personal workspace and shared equipment on a daily basis for 14 days*

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 10 days have passed since symptoms first appeared.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Company may accept written statements from employees confirming all the factors supporting their release.

### **3. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19**

Employees may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to utilize available paid-time off provided under Company policy concurrently with or to supplement any approved leave.

#### 4. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, Tyler Sales Company will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the Company and in accordance with guidance from local, state, and federal health officials.

#### EMPLOYEE COMMUNICATION MATERIALS TO DATE:

- *Company Memo 3/16/20 – COVID-19 Virus precautions and company procedures*
- *Social Distancing Reminder – posted outside offices*
- *CDC Poster – Steps to help prevent the spread of COVID-19 if you are sick*
- *CDC Poster – What to do if you are sick with the Coronavirus disease 2019 (COVID-19)*
- *CDC Bulletin – How to Protect Yourself*
- *CDC Bulletin – Symptoms of Coronavirus*
- *Serve Safe – Hand Washing 101*
- Email communications:
  - *COVID-19 Symptoms/Actions 2/7/20*
  - *Test email COVID-19 3/23/20*
  - *COVID-19 Virus Update/CDC Recommendations 3/26/20*
  - *COVID-19 Update- Social distancing/Office restrictions 3/27/20*
  - *Appreciation bonus 4/2/20*
  - *Blue Cross expanded coverage notice/Telemed services 4/3/20*
  - *Face masks available 4/16/20*
  - *Retail account COVID-19 notification (select employees) 4/16/20*
  - *Governors updated order 4/24/20*
  - *Mercy Health COVID-19 testing information 4/30/20*
  - *April appreciation bonus 5/12/20*
  - *Governor's recent Executive Order 5/29/20*
- *OSHA External Screening STOP signs posted 5/18/20*
- *How to Safely Wear and Take Off a Cloth Face Covering poster mailed to employees homes 5/22/20*
- *How to Remove Gloves poster mailed to employees homes 5/22/20*
- *PPE Training by Department implemented 5/22/20*
- *CDC poster How COVID-19 Spreads inserted with weekly payroll 5/28/20*