

# COVID-19 SAFETY & PREVENTION PROGRAM

A temporary program for California employees

This interim COVID-19 Safety & Prevention Program (“Program”) is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (“CDC”) and as required by federal, state and local law and regulation, including the California Division of Occupational Safety & Health (“Cal/OSHA”). The CDC will update its [guidance](#) as additional information becomes available.

The Company is committed to providing a safe and healthy workplace for our entire work community, including all of our employees, contractors, clients, guests, vendors and visitors. To ensure we have a safe and healthy workplace, the Company has developed the following Program in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our entire team. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The Program is administered by Brian Foley, Wayne Woolsey & Rebecca Wollman, who maintains the overall authority and responsibility for the Program. However, everyone at the Company is responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this Program. The Company’s managers and supervisors have our full support in enforcing the provisions of this Program.

The Program follows the industry guidance developed by the State of California, which is based upon CDC and California Department of Public Health (“CDPH”) guidelines for COVID-19, Cal/OSHA statutes, rules, and standards, including the Emergency Temporary Standards, and State and local relevant and current health and executive orders.

## RESPONSIBILITIES OF MANAGERS, SUPERVISORS, AND EMPLOYEES:

All managers and supervisors must be familiar with this Program and be ready to answer questions from employees. Managers and supervisors must set a good example by always following this Program. This involves practicing good personal hygiene and worksite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all 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 in this Program, the Company has instituted various housekeeping, physical distancing, and other best practices at our worksites. 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 Program or COVID-19, please ask your manager or supervisor or Brian Foley, Wayne Woolsey or Rebecca Wollman.

## COMMUNICATION PLAN

The Company’s goal is to ensure that it has effective two-way communication with employees, in a form they can readily understand. The Company will distribute a copy of this Program to all employees via the company website, email, mail and/or personal delivery.

The Company has in place a communication protocol for the following items:

1. **Exposure/Diagnosis:** Employees who believe they have been exposed to or who have been diagnosed with COVID-19, or are experiencing COVID-19 symptoms must contact Brian Foley, Wayne Woolsey or Rebecca Wollman via email or phone (see contact info at end of program). Employees also must report possible COVID-19 hazards to Brian Foley, Wayne Woolsey or Rebecca Wollman. Employees can report exposure, diagnoses, symptoms and hazards without fear of reprisal.
2. **Accommodations:** All employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should notify Human Resources of their medical condition so that the Company can interact with the employees and identify reasonable accommodations or support protocols to protect the employees. Employees may also refer to the handbook for further details regarding accommodations.
3. **Notice of Testing:**
  - a. In the event the Company is required to provide testing because of a workplace exposure or outbreak, the Company will communicate the plan for providing testing in response to multiple infections and outbreaks, as well as major outbreaks. Testing will be provided during work hours, at no cost to the employee, and the Company will inform affected employees of the reason for the testing and the possible consequences of a positive test.
  - b. Where testing is not required, employees can access COVID-19 testing by contacting their health care provider or go to [covid19.ca.gov](https://covid19.ca.gov) to find a testing site. The Company encourages employees to undergo voluntary testing when they have symptoms to reduce the likelihood of bringing the virus to work.
4. **Hazards:** Information about COVID-19 hazards to which employees (including other employers and individuals in contact with the Company's workplace) may be exposed, what is being done to control those hazards, and the Company's COVID-19 policies and procedures.

## COVID-19 TRAINING & INSTRUCTION

All employees will receive training on the Company's Covid-19 Safety & Prevention Program. Newly hired employees will receive training within 5 days of hire and re-training will occur as the Company deems necessary. Training will include, at a minimum, the following:

1. The Company's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
2. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
3. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
4. Information on how COVID-19 spreads and infects people, including the fact that: COVID-19 is an infectious disease that can be spread through the air; COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; and an infectious person may have no symptoms.
5. Measures to protect employees from exposure and infection, including:
  - a. Methods of physical distancing of at least 6 feet and the importance of combining physical distancing with the wearing of face coverings.
  - b. Physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective, as particles containing the virus can travel more than 6 feet, especially indoors.

- c. Frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- d. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

## IDENTIFICATION & EVALUATION OF COVID-19 HAZARDS

The Company will conduct workplace-specific evaluations to identify COVID-19 hazards, and will include the following:

1. Evaluation of potential workplace exposure will include all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors.
  - a. **Indoor locations:** we will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
2. The Company will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.
3. Review of applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
4. Evaluation of existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
5. Periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

During the identification and evaluation process, all persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

## CONTROL OF COVID-19 HAZARDS & PERSONAL PROTECTIVE EQUIPMENT

### **Cleaning, Disinfection Protocols**

The following regular cleaning and disinfection measures are in place:

- The Company will identify and regularly clean and disinfect frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, handwashing facilities, and steering wheels. The Company will inform employees and authorized employee representatives of cleaning and disinfecting protocols, including the planned frequency and scope of regular cleaning and disinfection.
- The sharing of personal protective equipment is prohibited, and to the extent feasible, items with which employees come in regular physical contact such as phones, headsets, desks, keyboards, writing materials, instruments, and tools must not be shared. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

In the event of a COVID-19 case in the workplace, the Company will implement the following procedures:

- All areas, materials, and equipment used by a COVID-19 case during the high-risk exposure and infectious periods will be disinfected according to the standards noted above and in accordance with applicable industry and CDC guidance.
- Disinfecting will be performed by either a designated employee or a third-party cleaning service properly equipped and trained in the use of disinfectants and appropriate techniques in compliance with applicable industry and CDC guidance.

All cleaning and disinfecting will be completed in accordance with applicable industry and CDC guidance, and will be performed in a manner that does not create a hazard to employees.

### Engineering Controls

- When individuals cannot maintain at least 6 feet of distance, the Company will install cleanable solid partitions between fixed work locations to reduce transmissions between employees.
- The Company maximizes, to the extent feasible, the quantity of outside air for the workplaces with mechanical or natural ventilation systems by [e.g., opening windows], unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold.

### Shared Tools, Equipment, and Personal Protective Equipment (PPE)

- PPE must not be shared, including gloves, goggles, and face shields. Items with which employees come in regular physical contact, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses as described in detail above.

### Other Controls and Equipment

- PPE: The Company will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles and face shields, and will provide such equipment as needed.
- Worker hygiene: Basic infection prevention measures are being always implemented at our workplaces. The Company will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.
  - Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. All contractors, clients, patrons, guests, visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility.
  - 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 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 any COVID-19 symptoms, 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.

## PHYSICAL DISTANCING

Remote work is available to employees in particular roles that can accommodate remote work. For more information, see the Company's Remote Work Policy or contact Human Resources.

Physical distancing, also known as social distancing, means keeping space between yourself and other people while outside of your home. To practice physical distancing:

1. Stay at least 6 feet from other people; and
2. Do not gather in groups (group size will be defined as status changes)

Physical distancing can be achieved by facilitating temporary telecommuting and otherwise separating desks and workstations wherever possible. For more information, see the Company's Remote Work Policy or contact Human Resources.

There are two exceptions: (1) when it is demonstrably impossible to keep separation of 6 feet, and (2) where momentary exposures occur while employees are in movement. If it is not possible to maintain physical distancing, the Company will install cleanable solid partitions to reduce transmissions between employees.

If physical distancing is not possible, feasible or not maintained, the Company will evaluate the need for respiratory protection in accordance with applicable law. In this case, individuals must be as far apart as possible.

## FACE COVERINGS

You could spread COVID-19 to others even if you do not feel sick. Wearing a cloth face covering will protect other people in case you are infected. Due to current COVID-19 transmission risks, the CDPH and Cal/OSHA, along with local, state and federal health officials, require face covering usage in specific indoor and outdoor situations, which apply at the Company.

Clean, undamaged face coverings are available to all employees and paid for by the Company, located at Washing stations and at the front desk area.

1. Face coverings must be worn by employees during work time as follows: they must be worn over the nose and mouth when indoors, when outdoors and less than 6 feet away from another person, or when required by public health authorities.
2. Cloth face coverings should be routinely washed depending on frequency of use. Disposable face coverings should be disposed of in the garbage after each use.
3. Face shields are not a replacement for face coverings, but they may be worn together for additional protection. Face shields are not required and not provided by or paid for by the Company.
4. Face coverings are not required under the following circumstances:
  - a. When an employee is alone in a room.
  - b. While eating and drinking, provided employees are at least 6 feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
  - c. For employees wearing respiratory protection.
  - d. Employees who cannot wear face coverings due to a medical or mental condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person (but they must wear an effective

alternative, such as a face shield with a drape on the bottom, which will be supplied by the Company upon request).

- e. Specific tasks that cannot be performed with a face covering.
- f. NOTE: any employee, visitor, independent contractor, or any other individual at the worksite who does not wear a face covering or shield for the above reasons or any other reason must at all times be at least 6 feet apart from others unless the individual is tested at least twice weekly for COVID-19.

## INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

Employees are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms so the Company may take swift and appropriate action to contain the spread of the virus in the workplace.

Employees diagnosed with COVID-19 or subject to an order to isolate issued by a local, state or other public health official must stay home and they must **immediately notify Brian Foley, Wayne Woolsey or Rebecca Wollman** so that the Company may take immediate action in investigating and responding to any potential workplace exposure.

If the Company learns that an employee or other individual present at the workplace has tested positive, the Company will conduct an investigation to identify co-workers, independent contractors, subcontracted employees, and others who may have had close contact with the confirmed-positive individual as follows:

1. The Company will determine when the COVID-19 case was last in the workplace, and if possible, the date of testing and onset of symptoms, and the Company will determine which individuals may have been exposed to COVID-19.
2. Within one business day, inform fellow employees, independent contractors, employers of subcontracted employees, and employee representatives, if applicable, who were present during the high exposure and infectious period (generally beginning 48 hours before onset of symptoms or positive test as well as the infectious period as defined by the CDPH) in writing of their possible exposure to COVID-19 in the workplace. In doing so, the Company will not reveal personal identifying information due to privacy and confidentiality concerns; however, information and medical records related to a COVID-19 case may be provided upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health, or as otherwise required by law.
3. The Company offers COVID-19 testing during employees' working hours, at no cost to the employee who had potential COVID-9 exposure. All COVID-19 testing, or related medical services will be provided in a manner that ensures the confidentiality of employees, with the exception of disclosure requirements noted above.
4. The Company will investigate the exposure, whether workplace conditions could have contributed to the risk of exposure, and what corrections would reduce exposure.
5. All areas, materials, and equipment used by a COVID-19 case during the high-risk exposure or infectious period will be disinfected as described above.

## CORRECTION OF COVID-19 HAZARDS

In addition to the safety measures described above, the Company will implement effective policies and procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures, including but not limited to, implementing controls and/or policies and procedures in response to the identification and evaluation of COVID-19 hazards

and the investigation and response to COVID-19 cases in the workplace. The Company will implement corrections, if possible, that would reduce exposure.

The severity of the hazard will be assessed, and correction time frames assigned accordingly. Individuals will be identified as being responsible for timely correction, and follow-up measures will be taken to ensure timely correction. To accomplish this, the Company will:

1. Engage in regular and routine inspections of all exposure controls and their effectiveness.
2. Monitor employee adherence to same, and to Company policy; and
3. Determine whether there are risks and areas of opportunity to increase safety and will update and improve protocols accordingly.

### EXCLUSION FROM WORKSITE FOR COVID-19 CASES & RETURN TO WORK

Employees who (1) have tested positive for COVID-19, are subject to an order to isolate from a local or state health official, or were exposed to a COVID-19 case, and (2) are unable to telework or be temporarily reassigned to work where they do not have contact with other persons until the return-to-work requirements are met, are excluded from the worksite until they have satisfied the return-to-work criteria issues by the authorities, described below.

Such employees will continue to be paid while they are off work, and will maintain their earnings, seniority and all other rights and benefits, including the right to their former job status, except for any period during which the employee is unable to work for reasons other than protecting persons at the workplace from COVID-19 transmission or if the COVID-19 exposure is not work-related. The Company will provide such employees with a notice regarding their pay and benefits during their time off. Employees' accrued and unused sick leave and any benefit payments from public sources will be used in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

#### Return to Work

Employees who are excluded from the worksite due to COVID-19 will receive written notice of the policy regarding a return to work. For those employees:

#### Employees who may have been exposed, but do not have symptoms, and have not tested positive for COVID-19:

1. Exclusion periods:
  - a. Employees who do not work or reside in a high-risk congregate living setting and who do not work or reside with severely immunocompromised persons are excluded from the worksite for and may return after **10 days** following the last known exposure.
  - b. Employees who work or reside in a high-risk congregate living setting (for example, a skilled nursing facility, prisons, jails, or shelters) are excluded from the worksite for, and may return after **14 days** following the last known exposure provided there is no staffing shortage at the workplace. Excluded employees must immediately notify Wayne Woolsey, Brian Foley or Rebecca Wollman if this provision applies to them.
  - c. Employees who work or reside with severely immunocompromised persons (for example, persons undergoing chemotherapy or a bone marrow or solid organ transplant) are excluded from the worksite for and may return after **14 days** following the last known exposure provided there is no staffing shortage

- at the workplace. Excluded employees must immediately notify Wayne Woolsey, Brian Foley or Rebecca Wollman if this provision applies to them.
- d. In the event a local health order recommends or orders employees to isolate or quarantine for a longer period of time than the applicable period above, the employee will be excluded from the worksite for, and may return to work after the recommended or ordered period.
  - e. Employees who are temporarily reassigned to work where they do not have contact with other persons will return to the regular worksite after completion of the 14- or 10-day exclusion period or an exclusion period as recommended or ordered by the local health department, as applicable.
2. Required actions during exclusion –employees excluded from the workplace must do the following for 14 days following the date of last known exposure:
    - a. Adhere strictly to all [recommended non-pharmaceutical interventions](#), including always wearing face coverings and maintaining a distance of at least 6 feet from others; and
    - b. Self-monitor for COVID-19 symptoms and if symptoms occur, immediately self-isolate and contact Wayne Woolsey, Brian Foley or Rebecca Wollman and the local health department or healthcare provider and seek testing. The Company will pay for such testing and the time spent testing.
  3. A negative test is not required to return to work and will not reduce the exclusion period.
  4. Employees are encouraged to direct any questions or concerns to Wayne Woolsey, Brian Foley or Rebecca Wollman.

Employees who have tested positive or have an order to isolate from public health authorities:

1. Such employees who have COVID-19 symptoms shall not return to work until (1) at least 24 hours have passed since a fever of 100.4+ has resolved without the use of fever-inducing medication; (3) COVID-19 symptoms have improved; and (2) at least 10 days have passed since symptoms first appeared.
2. Such employees who do not have COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of the specimen collection of their first positive COVID-19 test.
3. A negative test is not required in order to return to work.
4. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee may return to work once the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the employee may return to work after 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

## REPORTING, RECORDKEEPING AND ACCESS

Information about COVID-19 cases at the Company's workplace will be reported to the local health department whenever required by law, and any related information will be provided as requested by the local health department.

Reporting to the Local Health Department: Within 48-hours of knowledge, the Company will notify the local health department of any workplace outbreak of COVID-19, or as otherwise required by the local health department or law. We will work with the local health department to carry out contact tracing and follow all local health department recommendations including temporary closure of our business if advised.



Reporting to our Claims Administrator: The Company will report to the Company's workers' compensation claims administrator when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employees' positive test result.

CAL/OSHA Recording/Reporting: The Company will record on its 300 log all work-related COVID-19 cases that result in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.

The Company will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death occurring in the place of employment or in connection with employment to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.

Records of the steps taken to implement the Company's written COVID-19 Prevention Program will be maintained in accordance with California Code of Regulations Title 8 section 3203(b). The Company will also keep a record of and track all COVID-19 cases as required by law. All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

The Company's written COVID-19 Prevention Program is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

**Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Program as needed. If you have any questions concerning this Program, please contact Brian Foley, Wayne Woolsey or Rebecca Wollman.**

**Contact information:**

**Brian Foley / Safety Coordinator:** [brian@kiwiconstruction.com](mailto:brian@kiwiconstruction.com) / 951-326-7726 (Cell)

**Wayne Woolsey / CEO:** [wayne@kiwiconstruction.com](mailto:wayne@kiwiconstruction.com) / 909-374-3342 (Cell) / Office 951-301-8975, ext. 222

**Rebecca Wollman/Payroll Mgr:** [kiwi2const@gmail.com](mailto:kiwi2const@gmail.com) / 951-526-7695 (Cell) / Office 951-301-8975, ext 223

## ADDITIONAL PROTOCOLS - MULTIPLE COVID-19 CASES OR OUTBREAK

**Protocols in the event of multiple COVID-19 infections (3 or more Covid-19 cases reported in the same workplace within a 14-day period) and/or outbreaks (as identified by a local health department). The Company will:**

1. Provide COVID-19 testing to all employees at the exposed workplace during working hours at no cost to the employees except for employees who were not present during the period of outbreak or the relevant 14-day period; employees will be paid for their time spent getting the test.
  - a. Testing will be immediately provided during the period of the outbreak or the relevant 14-day period. Testing will be provided again one week later for the same employees. Thereafter, the Company will provide continuous COVID-19 testing of employees who remain at the worksite at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
  - b. Additional testing will be provided when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.
  - c. Negative test results of exposed employees will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
2. Exclude COVID-19 cases and exposed employees from the workplace as described above.
3. Investigate and determine possible workplace-related factors that contributed to the COVID-19 infections or outbreak.
4. In addition to the Company's Program Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the Company will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review will be documented and include investigation of new or unabated COVID-19 hazards including leave policies and practices and whether employees are discouraged from remaining home when sick, COVID-19 testing policies, insufficient outdoor air, insufficient air filtration, and lack of physical distancing.
  - a. The review will be updated every thirty (30) days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
  - b. The Company will implement changes to reduce the transmission of COVID-19 based on the investigation and review. The Company will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.
5. Notify the local health department within 48 hours of a COVID-19 outbreak at a worksite (which generally requires the Company to report the individual's name, number, occupation, worksite, business address, total number of cases and the hospitalization and/or fatality status, the North American Industry Classification System code of the workplace, and related information). The Company will continue to give notice to the local health department of any subsequent COVID-19 cases at any worksite.
6. The Company will also report any COVID-19 related serious illnesses or deaths that occur in the workplace or in connection with employment.

## ADDITIONAL PROTOCOLS – MAJOR OUTBREAK

**Protocols in the event of a major outbreak in the same workplace (20 or more Covid-19 cases reported in an exposed workplace within a 30-day period). The Company will:**

1. Provide COVID-19 testing at no cost to the all employees present at the exposed workplace during the relevant 30-day period during working hours at least twice a week or as recommended by a local health department; employees will be paid for their time spent getting the test.
  - a. Testing will be immediately provided to all employees present at the exposed worksite during the relevant 30-day period(s) for those who remain at the worksite. Testing will thereafter be offered twice a week or more frequently if recommended by the local health department.
2. Exclude COVID-19 cases and exposed employees from the workplace as described above.
3. Investigate and determine possible workplace-related factors that contributed to the COVID-19 infections or outbreak.
4. In addition to the requirements of the Program Correction of COVID-19 Hazards, the Company will take the following actions:
  - a. In buildings or structures with mechanical ventilation, the Company will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the Company will use filters with the highest compatible filtering efficiency. The Company will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
  - b. The Company will determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
  - c. The Company will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected, and implement any other control measures deemed necessary by Cal/OSHA.
5. Monitor, review and audit Company COVID-19 policies and procedures and implement changes to prevent further spread in the workplace.
6. Comply with requirements for multiple COVID-19 infections and outbreaks (as described above).