

COVID-19 Work Safe Plan

Guidelines for working while there is community spread of COVID-19

Nederveld Inc. takes the health and safety of our employees seriously. Nederveld is committed to reducing the risk of exposure to COVID-19 in the workplace and provide a healthy and safe workplace for our employees.

Nederveld may also amend this Plan based on operational needs.

Nederveld has identified the following potential sources to spread COVID-19 in the workplace:

- The general public
- Customers/clients
- Co-workers
- Vendors/visitors

Our employees fall into a low exposure risk category where the work performed does not required direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public.

Please discuss with your manager any concerns you may have. As an alternative you may reach out to HR via email at HR@nederveld.com.

RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All Directors, Managers and Team Leaders should be familiar with this Plan and be ready to answer questions from employees. Those People Leaders must always set a good example by following this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. People Leaders should encourage this same behavior from all employees.

Nederveld has designated Cathy Irrer as worksite supervisor for COVID-19 control strategies. She will in turn designate other onsite supervisors as necessary.

Any employee returning to in-person work should participate in COVID-19 preparedness training through the Human Resources Department.

RESPONSIBILITIES OF EMPLOYEES

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the impact of COVID-19 at our worksite(s), everyone must play their part.

Employees may be required to perform a daily self-screening assessment. The form of this assessment may change from time to time based on new guidance. Details on completion of this assessment will be distributed as necessary.

As set forth below, we have instituted various housekeeping, social distancing, and other best practices at our workplace(s) to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees should follow these best practices for them to be effective. Beyond these best practices, Nederveld has instructed employees to report immediately to their managers if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this Plan or COVID-19, they should ask their manager or contact the Human Resources Department.

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 there is community spread of COVID-19, maintain appropriate social distance of six feet to the greatest extent possible.

In addition, employees should 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

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 should not report to work outside of their home, notify their manager immediately, and consult their healthcare provider as needed. Likewise, if employees come into close contact with someone who has tested positive for COVID-19, they should notify their manager immediately and consult their healthcare provider as needed.

“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, Nederveld uses the lower end of this range and considers a prolonged period to be 10 to 15 minutes of exposure.

WORKSITE PREVENTATIVE MEASURES

1. **Minimizing exposure from co-workers.** Nederveld will take the following steps to minimize exposure from co-workers to COVID-19:
 - a. Employee Awareness on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:
 - i. Posting CDC information, including recommendations on risk factors at home and in the community
 - ii. Providing tissues and no-touch disposal receptacles to minimize exposure to infectious secretions
 - iii. 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 70% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
 - iv. Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
 - v. Discourage handshaking and instead encourage the use of other noncontact methods of greeting
 - vi. 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.
 - vii. Avoid sharing food utensils and food with other employees
 - viii. Encourage and require social distancing to the greatest extent possible while in the workplace
 - ix. Encourage employees to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation
 - x. Consider use of masks, gloves and other PPE
 1. Use as appropriate or when executive orders require it
 2. Nederveld has face-coverings available to team members
 - xi. Develop department specific protocols as necessary, based on the unique roles within the various departments.
 - xii. Employees should consider using PPE and hand sanitizer when using public transportation.
 - b. Nederveld protocol for social distancing practices when necessary
 - i. Limit in-person meetings
 - ii. Limit the number of workers present on-site to no more than necessary when required by State or Health Department guidelines.
 - iii. We may consider staggered start times, break times, etc.
 - iv. We may designate employees to remote work as necessary

- v. When separation of 6 feet cannot be maintained, face coverings should be worn. Consider face shields when 3 feet distance cannot be maintained consistently.
 - vi. Employees will consider deliveries through curbside pick-up and drop-off as available and practical.
- c. Employees should not report to work if they display symptoms of COVID-19
 - i. If an employee reports to work and displays symptoms, they will be immediately separated from other individuals and sent home
 - ii. Follow the latest guidelines from the CDC for the recommended protocols to return to work after symptoms of COVID-19
 - d. Employees should follow State Health recommendations to quarantine if they have been in close contact with a confirmed case of COVID-19
 - i. Follow recommended protocols for return to work after symptoms of COVID-19
 - e. Employees who have a confirmed case of COVID-19 should notify their manager.
 - f. The contracted cleaning company as well as the Employees will perform increased routine environmental cleaning and disinfection
 - i. Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before departure
 - ii. The Team will routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - iii. Nederveld will 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.
 - g. Nederveld will follow State and Federal guidelines for isolation and quarantine restrictions for employees who travel.
 - h. Nederveld will evaluate options for employees at a higher risk for serious illness due to COVID-19 when we are made aware of the employees' higher risk.
 - i. Nederveld will monitor and respond to absenteeism
 - i. We will plan to continue essential business functions in the event we experience higher than usual absenteeism by implementing additional mitigation efforts as necessary.
 - ii. Employees may be cross trained to perform essential functions so the workplace can operate even if key employees are absent
 - iii. Employees should be aware of our employee assistance program (EAP) resources and community resources as needed.

2. **Minimizing exposure from customers/clients/**

- a. Essential Visitors may be required to complete a self-screening assessment as required.
- b. Employees should limit office visits by customers/clients by utilizing phone or video calls in accordance with State and Federal Guidelines. Those office visits which are necessary must follow all appropriate protocols for their guests as if they were employees.
- c. Whether in the office or on a site visit all appropriate protocols must be observed including department specific protocols.
- d. Protocols for social distancing practices
- e. Maintain 6-foot distance in areas where customers might gather/wait.
- f. Limit number of customers allowed into workplace to only those necessary at one time.
- g. Customers/Clients will be subject to same standards as employees related to the presence of any symptoms of COVID-19 and will be asked to leave if such symptoms are present.

3. Minimizing exposure from the visitors/vendors

- a. Visitors and Vendors will follow the same protocols set forth with customers and clients.

4. Minimizing exposure from the general public

- a. Limit visits from the general public into our office spaces as much as practical.
- b. Departments will have additional specific site visit protocols for their employees who work outside the office.
- c. Employees to follow department specific protocols when in the community performing work.
- d. Those employees working outside the office will follow applicable Site Visit Protocols and this guideline. In the event of a conflict between the two, the higher standard of care will prevail.