

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.

This Plan responds to the COVID-19 pandemic. Nederveld will continue to update this Plan and its corresponding processes as the pandemic progresses. This Plan will expire upon conclusion of its need, as determined by Company, and in accordance with guidance from local, state and federal health officials.

RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All Directors, Managers and Team Leaders must 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 must 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 must 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 must always follow these best practices for them to be effective. Beyond these best practices, Nederveld requires 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 must 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 must not to report to work, notify their manager immediately, and consult their healthcare provider as needed. Likewise, if employees come into close contact with someone showing these symptoms, they must 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

Someone who has been within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period. An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date).

WORKSITE PREVENTATIVE MEASURES

1. **Minimizing exposure from co-workers.** Nederveld will take the following steps to minimize exposure from co-workers to COVID-19:

- Employee Awareness on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:
 - To prevent the spread of COVID-19 and reduce the potential risk of exposure, Nederveld screens employees and office visitors on a daily. Nederveld Human Resources maintains documentation related to daily screenings for at least 6 months from the date of generation.
 - Providing tissues and no-touch disposal receptacles to minimize exposure to infectious secretions.
 - 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 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
 - Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
 - Discourage handshaking and instead encourage the use of other noncontact methods of greeting.
 - 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.
 - Avoid sharing food utensils and food with other employees.
 - Encourage employees to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation.
 - Face Coverings
 - Fully vaccinated employees are not required to wear face coverings or social distance. Employees are considered "fully vaccinated" when at least two weeks have passed after receiving the final dose of an FDA-approved or FDA-authorized COVID-19 vaccine.
 - Employees who are not fully vaccinated must comply with the following safeguards:
 - a. Remain at least six feet from other individuals to the maximum extent feasible while on Company premises; and
 - b. Wear a face covering when unable to consistently maintain six feet of separation from other individuals indoors and on Company premises.
 - Nederveld provides, at a minimum, non-medical grade face coverings to employees who are not fully vaccinated.

- Nederveld administers the face covering and social distancing requirements by posting signs at the entrance to our office locations. This workplan is also posted on our Company intranet.
 - Develop department specific protocols as necessary, based on the unique roles within the various departments.
 - Employees should consider using PPE (Personal Protection Equipment) and hand sanitizer when using public transportation.
- Employees may not report to work with a COVID-19 diagnosis or if they display symptoms consistent with COVID-19.
 - If an employee reports to work and displays symptoms, they will be immediately separated from other individuals and sent home.
 - Follow recommended protocols for return to work after symptoms or diagnosis of COVID-19 in accordance with current CDC guidelines.
 - In response to a confirmed diagnosis by any individual who worked at or visited the worksite, the Company will:
 - a. Inform all employees, contractors, or suppliers who may have come into contact with the diagnosed individual in the 48 hours preceding the onset of symptoms of a potential exposure-Notification to occur within 24 hours of company being notified.
 - Keeps confidential the identity of the diagnosed individual.
- Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should quarantine. However, the following people with recent exposure may NOT need to quarantine; people who have been fully vaccinated, people who were previously diagnosed with COVID-19 within the last three months. All employees who are not fully vaccinated and who had close contact with a diagnosed individual are removed from the workplace as a close contact. They are required to quarantine and will not be allowed to return to the office until meeting the current CDC guidelines. Should these exposed employees later develop symptoms consistent with COVID-19 and/or have a positive test they must meet all CDC return to work guidelines.
- Employees who have a confirmed case of COVID-19 must notify their manager. The Human Resource department maintains documentation related to exposure notifications for at least six months from the date of diagnosis.
- 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.

- Nederveld will monitor and respond to absenteeism.
 - We will plan to continue essential business functions in the event we experience higher than usual absenteeism by implementing additional mitigation efforts as necessary.
 - Employees may be cross trained to perform essential functions so the workplace can operate even if key employees are absent.
 - Employees should be aware of our employee assistance program (EAP) resources and community resources as needed.

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

- Essential Visitors may be required to complete a self-screening assessment as required.
- Employees should limit office visits by customers/clients by utilizing phone or video calls. Those office visits which are necessary must follow all appropriate protocols for their guests as if they were employees.
- Whether in the office or on a site visit all appropriate protocols must be observed including department specific protocols.
- Protocols for social distancing practices
- Maintain 6-foot distance in areas where customers might gather/wait.
- Limit number of customers allowed into workplace to only those necessary at one time.
- 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**

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

4. **Minimizing exposure from the general public**

- Limit visits from the general public into our office spaces as much as practical.
- Departments will have additional specific site visit protocols for their employees who work outside the office.
- Employees to follow department specific protocols when in the community performing work.
- 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.