



**Power-Flo Technologies Inc.**

Supplies, Services, Solutions

**UPDATED – July 7, 2020**

**FURTHER UPDATED November 9, 2020**

The New York State Department of Health (“DOH”) has issued guidelines for safety in the workplace that employers are required to follow. The Companies cannot comply with these guidelines alone – each employee must do her or his part in ensuring that we keep the Companies a safe place to work during the COVID-19 Pandemic.

The overall purpose and goal of these guidelines are to keep all employees safe by reducing the spread of COVID-19. Integral to that process is “contact tracing.”

Simply stated, contact tracing is used to limit potential future outbreaks or “hot spots” from forming. By knowing the “contacts” of an individual who has symptoms, tested positive, or even simply been exposed to COVID-19, contact tracers can limit an outbreak by notifying people who have been in contact with that individual - *in real time* – to quickly having those people quarantine to stop the future spread of the virus.

In addition to social distancing measures, wearing a mask (covering your mouth AND your nose), good hygiene, and frequent testing, contact tracing is an essential element of the fight against this virus.

Accordingly, the Companies are obligated to comply with DOH guidelines. These guidelines are in addition to the existing OSHA policy that can be found on the ADP site, as well as all previous memoranda that have been disseminated by the Companies.

**This memorandum updates and supplements the prior version of this memorandum from May 15, 2020 and July 7, 2020 and, to the extent that it differs from the Power-Flo Technologies COVID-19 Preparedness and Response Plan dated May 12, 2020 and July 7, 2020, this document governs.** Updates from the prior version of this memorandum will be in **highlighted** type.

Effective immediately, the following additional policies will go into effect:

**I. Separation of Employees by Work Areas**

As a general rule:

1. Employees that work in the warehouse should not come into the office space.
2. Employees that work in the office space should not go into the warehouse.
3. Technicians or plumbers who work in the field should not come into the office space.
4. Employees that work in the shop should not come into the office space.

For 270 Park, the Cafeteria is considered office space. Warehouse employees should eat in the adjacent conference room for lunch. Shop employees should eat in their space adjacent to their work area.

For other locations, usage will be determined by the branch manager. No one from any space other than the office space should be using the Cafeteria for any purpose at 270 Park.

Additionally, as with all employees in any space, maintain social distance and avoid having in-person conversations. Continue to use the phone, texting, or email to communicate. If it is not reasonable to use those communication methods, you can have an in-person meeting, but it should only be in limited circumstances and only as truly necessary.

## **II. Cafeteria**

As has been the case for several weeks, you must adhere to social distancing guidelines. If your branch manager has determined that your cafeteria remains open for eating, tables will have tape marks across them to indicate separate sides where people should sit. Coffee and water can be reopened to everyone – HOWEVER – wherever there is coffee or water, there must be hand sanitizer or disinfecting wipes. There must be a six-foot perimeter around water and coffee to the extent possible, and employees must adhere to the social distancing guidelines that have been in place since March 2020.

## **III. Time Clock**

No one should be using the time clock to punch in and out; rather, you should be punching in and out on your phone or online. If you must use the clock, please maintain a six-foot perimeter that will be marked on the floor with tape.

## **IV. Shop and Warehouse Tools**

All shop and warehouse tools used during a shift must be wiped down and sanitized at the end of every shift.

## **V. Employee Self-Certification of Health**

By leaving your house and coming to work every day, you are certifying the following:

1. I have not knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19.
2. I have not tested positive for COVID-19 in the past 14 days.
3. I have not experienced any symptoms of COVID-19 in the past 14 days.

The CDC has defined symptoms of COVID-19 as follows:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

By walking in the door of the building where you work, you are certifying the foregoing three statements.

By punching in on the time clock, you are certifying the foregoing three statements.

By remaining at work, you are certifying that you do not develop symptoms throughout the day.

If you cannot certify that the three statements are true, or you develop symptoms throughout the workday, you must call Diana Gerhardt or Brandon Gravius depending on your work location to discuss why you cannot certify those three statements.

**IMPORTANTLY** – if you cannot come to work because of COVID-19 related reasons, you can only return to work as follows:

**Employee Exposure Rules in New York and Connecticut:**

1. If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
2. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
3. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.

**Employee Exposure Rules in New Jersey and Ohio:**

1. If you are sick and test positive for COVID-19, stay home for 10 days and at least 24 hours with no fever and you feel better.
2. If you are sick and test negative for COVID-19, stay home for 24 hours or until your symptoms go away and you feel better.
3. If you are not sick and test positive for COVID-19, stay home for 10 days after getting tested.
4. If you are not sick but had close contact with a COVID-19 case, stay home for 14 days.

**For purposes of determining exposure, from the CDC:**

*Close contact is defined by CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.*

*The World Health Organization (WHO) additionally includes persons with direct physical contact with a **probable** or **confirmed** case, direct care for a patient with probable or confirmed COVID-19 disease without using proper personal, and other situations as indicated by local risk assessments.*

If the Company learns that any employee has tested positive for COVID-19 – the Company is required to notify the local county department of health as well as the NYS DOH (and follow similar rules in other states). The Company will then further be required to participate in any contact tracing efforts undertaken by the appropriate department of health. Contact tracing is not optional. There was a recent news story in Rockland County where participants at a “super spreader” event who became sick with COVID-19 refused to provide NYS with contact tracing information. Those individuals were subpoenaed and told they would be fined if they did not participate – miraculously, they did.

Additionally, if an employee is diagnosed with COVID-19 and was symptomatic at work, branch managers should contact Robert Ansell for the disinfecting protocol.

If you are notified by any department of health that you have been in close proximate contact with a person with COVID-19, you cannot come to work (or must leave if working when notified) and can only return to work based upon the above protocols.

- VI. **Only One Person Is Permitted in any Company Vehicle at Any Time**
- VII. **All Interior Doors that Can be Kept Open Should be Propped Open to Minimize Touching Door Surfaces**