

POWER-FLO TECHNOLOGIES
COVID-19 PREPAREDNESS AND RESPONSE PLAN

UPDATED AS OF NOVEMBER 11, 2020

1. Sources of Exposure

- a. Under OSHA guidelines, our essential businesses are mostly considered to be low-risk with respect to COVID-19. Any source of exposure at work is almost exclusively co-workers. The Company has taken the steps necessary, in compliance with CDC and OSHA guidelines to minimize that risk as much as possible.
- b. There are some employees working with the general public who *may* be considered at medium-risk with respect to COVID-19. Again, the Company has taken the steps necessary to minimize that risk as much as possible.
- c. Overall, the Company workplaces are free from recognized hazards and comply with OSHA and CDC standards.
- d. This Preparedness and Response Plan summarizes what the Company has done and continues to do to protect its employees, what must be done to prevent the spread of COVID-19, and further supplements the memoranda that have been distributed to all employees since the start of the pandemic.

2. Employee Health Protection and Contingency Plan: Possible COVID-19 Case

- a. Sick employees should not report to work.
- b. Any employee that exhibits any of the below symptoms should report those symptoms to a supervisor via phone, text, or email immediately and then leave the office if you are already there, or not come in at all and remain at home:
- c. Typical symptoms of COVID-19

3. 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.

4. Policies on Flexibility

- a. The Company work policies comply with each state in which it operates, as well as federal law.
- b. All employees are referred to the appropriate state website for information related to the COVID-19 laws that have been promulgated since the beginning of the pandemic. Those laws continue to change on an almost daily basis.
- c. The Company continues to work, *where feasible and possible*, on a split-shift work arrangement to minimize the density of employees in an office. Some employees, where feasible and possible, work remotely to further minimize the risk associated with transmission of COVID-19. This policy is subject to change.

5. Controlling the spread of COVID-19

- a. Each employee shall use the designated entry points to enter the building they work at each day.
- b. No handshaking or touching of any kind should take place.
- c. Upon arriving at work, all employees must wash their hands and periodically throughout the course of their shift wash with soap and water or use an alcohol-based hand sanitizer comprised of at least 60 ethanol or 70% isopropanol.
- d. Each employee must use proper handwashing techniques as outlined on the poster in each bathroom. If your bathroom does not have a poster outlining the proper procedure, notify your supervisor immediately and one will be placed.
- e. All employees must adhere to social distancing protocols by maintaining a minimum distance of 6 feet from other individuals.
- f. There should be no meetings of more than 10 people unless absolutely necessary. In that event, any meeting must adhere to social distancing guidelines. Employees shall use cell phones, text messaging, web meeting sites, and conference calls at all times.

- g. All employees shall wear a mask when not at their desk or in their office. If someone comes to your office or desk, put on your mask immediately.
- h. Cover coughs or sneezes with a tissue, then throw it out and wash your hands with soap and water.
- i. Avoid touching your eyes, nose, or mouth with your hands.
- j. Continue to follow all prior memoranda sent to employees by management.

6. Workplace Controls

- a. The Company has taken several measures to comply with OSHA and CDC guidelines in providing for a safe workplace. Those items include:
 - i. Installing plexiglass partitions where necessary to assist in creating social distancing and infection protection
 - ii. Daily deep cleaning and disinfecting of all locations
 - iii. Providing facemasks, gloves, and hand sanitizer to all employees
 - iv. Providing clear posters as to the proper procedures to use facemasks to maximize infection protection
 - v. Stopping any non-employees from entry into any of the locations that cannot comply with the items lists in No. 5 above
 - vi. Staggering shifts where possible to limit the number of employees working onsite
 - vii. Continuing to allow some employees to work remotely
 - viii. Providing for clear and concise rules on maintaining social distancing
 - ix. Expanding cafeteria space to allow employees to eat lunch while maintaining social distancing requirements
- b. The Company continues to monitor all federal, state, and local executive orders, laws, and guidance regarding the constantly changing landscape ushered in by the pandemic and continues to provide clarity to all employees about the appropriate implementation of those laws, orders, and guidance.