

SAFEMARK Safety Management			Doc No:	COVID-19
			Initial Issue Date:	06/01/2020
COVID-19 Action Plan & Guideline			Revision Date:	06/18/2020
			Revision No.:	2
			Next Review Date:	08/03/2020
Preparation: Director of HR	Authority: COO	Issuing Dept: HR	Page:	1 of 4

COVID-19 (Coronavirus) Action Plan

This guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

COMPANY Action Plan:

1. Office / Customer Safety Protocol:

Safety protocols observed while in office or at customer's location

- a. Ensure signage is displayed regarding safety precautions in key areas of the building, restrooms, lobbies, and other high-traffic areas where allowed
- b. Social Distancing - at least 6 feet apart.
- c. Limit person to person contact - Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- d. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- e. PPE worn at all times – facemask and gloves are to be provided.
- f. Avoid high touch areas if possible – if not possible, safety protocols must be followed
- g. Requiring frequent handwashing or using of alcohol-based hand sanitizers, especially before and after rest or break periods.
 - a. Employees should always wash hands when gloves are visibly soiled and after removing any PPE.
- h. Use of mandatory health screening and assessment at the beginning of each work period.
 - a. Managers are required to follow Manager's Checklist with team members at the beginning of each work period.
- i. Safemark may require all non-essential office staff to work remotely via the VPN network for all tasks that can be completed remotely.
 - a. Please review with your immediate supervisor for specific details regarding your position.
- j. Discontinuing non-essential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.



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2. General Protocol:

- a. Safemark locations are cleaned and disinfected frequently with CDC approved solutions proven to kill the coronavirus.
 - a. Where our customers' safety protocols and policies differ from Safemark's, the customer's cleaning and disinfecting solution is to be used as long as the solution is approved by CDC to disinfect against the Coronavirus.
- b. Manager Checklist utilized at the beginning of each shift:
 - a. Agreement to follow essential guidelines to promote a healthy and safe work environment
 - b. PPE available and worn
 - c. Checking temperature and potential symptoms of COVID-19
 - d. Identification and removal of employees exhibiting symptoms
 - e. Validate risk of previous exposure
 - f. Agreement to follow on-site customer guidelines
- c. If employees or subcontractor employees are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the jobsite and/or office and call (or go to) the doctor:
 - a. Fever
 - b. Cough
 - c. Shortness of breath
- d. Per CDC recommendations, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- e. SAFEMARK will communicate the following to its employees and contractors:
 - a. Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - i. Coughing or sneezing
 - ii. Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands



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b. To help stop the spread of germs:

- i. Cover your mouth and nose with a tissue when you cough or sneeze.
- ii. Put your used tissue in a waste basket.
- iii. If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands.
- iv. Remember to wash your hands after coughing or sneezing
- v. Avoid unnecessary contact with others
- vi. Use disposal paper tissue and no-touch disposal trash receptacles.
- vii. Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- viii. Perform routine environmental cleaning:
 1. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 2. Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

3. COVID-19 Measures:

If an employee is exhibiting persistent symptoms listed in the Manager's Checklist or have been exposed to someone diagnosed with COVID-19, the employee is sent home immediately, and the following will apply:

- a. Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow [CDC recommended steps](#).
- b. Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- c. All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.
- d. Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.
- e. If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).



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4. Travel Protocol:

SAFEMARK advises employees before considering travel to take certain steps:

- a. Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country or region to which you will travel. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
- b. Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>
- c. Employees who become sick while traveling or on temporary assignment must notify their supervisor and should promptly call a healthcare provider for advice.
- d. COMPANY will enforce a mandatory 14-day self-quarantine upon returning from travel outside the United States and potentially domestic locations to be determined.
- e. Inform supervisor prior to scheduling any travel.

SAFEMARK is committed to the safety of its employees, vendors, subcontractors, clients, and the general public. The above action plan is consistent with the CDC's Interim Guidance which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. SAFEMARK's leadership is committed to providing the best work environment possible for all staff and jobsites and we will continue to monitor the CDC website for updates. We will make revisions to this policy as updated information is available.