

## **PK Contracting COVID-19 Preparedness and Response Plan**

In accordance with applicable public health orders and rules, PK Contracting (“Company”) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

Company aims to protect its workforce by enacting all appropriate prevention efforts. Company is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Company designates the following worksite supervisors/employees to serve as COVID-19 safety coordinators to implement, monitor, and report on this Plan: Kurt Shea-(269)385-3222 and Jessica Bunch-(248) 362-2130. Company will designate additional individuals as needed.

Company makes this Plan readily available to employees and their representatives. This Plan is maintained and posted at all Company locations.

### **1. Prevention Efforts and Workplace Controls**

#### **a. Cleanliness and Social Distancing**

Employees who can feasibly complete their work activities remotely are permitted to work from home in accordance with approved telework arrangements.

For employees performing in-person work, Company abides by the recommended social distancing and other safety measures and establishes the following:

- Gatherings where social distancing cannot be maintained are prohibited;
- Staff meetings are postponed, cancelled, or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Company utilizes ground markings, signs, and physical barriers, as appropriate, to further facilitate social distancing;
- Employees’ work stations are no fewer than six feet apart;
- Whenever possible, Company utilizes flexible and/or rotational scheduling, including staggered start and break times, to limit the number of employees simultaneously working on-site;
- Company assigns employees to dedicated entry points;
- Company provides visual indicators of appropriate spacing for employees throughout the premises and outside of the dedicated entry points in case of congestion;
- Company restricts usage of non-essential common space;
- Company utilizes physical barriers, where possible and appropriate;
- Company posts this Plan to emphasize the importance of personal hygiene;
- Company promotes frequent and thorough hand washing and provides employees, workers, customers, and visitors with a place to wash their hands;

- Employees’ interactions with the general public and delivery personnel are modified to allow for social distancing and additional physical space between parties; and
- Non-essential travel is postponed or cancelled.

Company provides employees with, at a minimum, non-medical grade face coverings, as well as appropriate personal protective equipment (“PPE”) (e.g., gloves, goggles, face shields, face masks). Masks must be worn by employees when in shared spaces (e.g., in-person meetings, restrooms, hallways), and if they consistently maintain fewer than six feet of separation; face shields must be worn by employees if they consistently maintain fewer than three feet of separation.

Company ensures that PPE is: properly fitted and worn; used consistently; regularly inspected, maintained, and replaced, as necessary; and properly removed, cleaned, and stored or disposed of to avoid contamination of employees, others, or the work environment.

PPE is available at each PK location and, when used, must be disposed of at in designated PPE disposal bins located at each facility.

In addition, Company is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout worksites;
- Implementing a cleanliness plan and infection-control measures in accordance with EPA Guidance for Cleaning and Disinfecting, performing routine environmental cleaning and disinfection with an EPA-approved disinfectant, especially of common areas and frequently touched surfaces;
  - Identifying what needs to be cleaned with soap and water, including visibly dirty surfaces;
  - Identifying what needs to be disinfected with an EPA-approved disinfectant or EPA-approved alternative, considering estimates that COVID-19 lasts in the air for 3 hours and on common surfaces for varying lengths of time (e.g., 5 days on glass; 4 days on wood; 3 days on plastic and stainless steel; and 24 hours on cardboard);
- Where available, providing hand-washing and/or hand-sanitizing stations in high-traffic areas to enable easy access by employees.

When employees are walking around the building away from their desks, they **MUST** wear a mask.

Company provides employees with cleaning and disinfecting supplies.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees’ phones, desks, offices, or other work tools and equipment;
- Frequently cleaning and disinfecting tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Discontinuing the use of hand dryers;
- Utilizing hand sanitizer when soap and water are unavailable;

- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Company premises to the designated COVID-19 safety coordinators and/or Human Resources;
- Complying with Company’s daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Complying with self-isolation or quarantine orders; and
- Utilizing PPE and hand sanitizer on public transportation.

Employees are trained on the information contained within this Plan, as well as the CDC’s “How to Protect Yourself and Others,” “Stop the Spread of Germs,” and “How to Safely Wear and Take Off a Mask” posters, displayed on-site in the primary languages common in the employee population.

Company’s Human Resources maintains documentation related to employee trainings for at least one year from the date of generation.

**b. Supplemental Measures Upon Notification of Employee’s COVID-19 Diagnosis and/or Symptoms**

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, as defined by the Daily Screening process, by any individual who worked at or visited the worksite, Company:

- Informs all employees, owners, contractors, or suppliers who may have come into contact with the diagnosed/symptomatic individual in the 48 hours preceding the onset of symptoms of a potential exposure;
  - Notification is made within 24 hours of a confirmed case of COVID-19;
- Keeps confidential the identity of the diagnosed/symptomatic individual; and
- Implements its response plan and cleaning and disinfecting protocols, including shutting down appropriate areas of the workplace, increasing ventilation, and conducting a deep cleaning of both the diagnosed/symptomatic individual’s workstation and those common areas potentially infected by the individual.

All employees who had close contact with the diagnosed/symptomatic individual (i.e., those employees who worked within 6 feet of the diagnosed/symptomatic individual for a cumulative total of 15 minutes over a 24-hour period) in the 48-hour timeframe are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

Company's Human Resources Department confidentially maintains a central log of diagnosed/symptomatic employees. If applicable, Company notifies Company leadership, contractors or owners of confirmed COVID-19 diagnoses among workers on premises.

Company immediately notifies the local public health department of a confirmed COVID-19 diagnosis of an employee or a known visitor.

Company's Human Resources maintains documentation related to exposure notifications for at least one year from the date of generation.

Company completes an OSHA Form 300, as well as a Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

### **c. Worker Exposure Classification**

Most employees' "worker exposure" is classified as lower risk by the Occupational Safety and Health Administration's guidance because their job tasks and procedures are those that do not require contact with people known to be or suspected of being infected with COVID-19 nor frequent close contact with the general public. Lower risk employees have minimal occupational contact with the public and other coworkers. For employees in this classification, no additional controls are recommended or required by OSHA at this time.

Certain employees in the field may be assigned a medium risk "worker exposure" by the Occupational Safety and Health Administration's guidance if they are unable to consistently maintain social distance and/or interact with the general public. For employees in this classification, Company provides the following controls in addition to the above-summarized prevention efforts: installing physical barriers where feasible, limiting exposure to the general public, requiring appropriate PPE (e.g., face shields), and minimizing face-to-face contact.

## **2. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

### **a. Employees' Self-Monitoring**

The following employees should **not** report to work and, upon timely notification to their supervisor, Human Resources, and/or the COVID-19 safety coordinators, will be removed from the regular work schedule:

- Employees who are currently and atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty

breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;

- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person who is atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting;
- Employees who are subject to a recommendation to isolate or quarantine consistent with CDC guidance;
- Employees who have been instructed to remain home by a health or public health professional; and
- Employees who are awaiting a COVID-19 test or the results of a COVID-19 test after having symptoms of COVID-19.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

#### **b. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Company screens employees and visitors on a daily basis at dedicated entry points; Company ensures that employees and visitors utilize these entry points by barring entry via other egresses.

Employees are asked the following questions before entering the worksite:

1. Are you currently and atypically suffering from any of the following symptoms – fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. Temperature checks are performed, if possible.
  - b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
  - a. If yes, access may be denied, and employee is advised to self-isolate/self-quarantine at home, until at least 10 days after the close contact.

Visitors who reply “Yes” to any of the above questions may not be permitted entrance.

Employees who develop symptoms during their shift must immediately report to their supervisor, Human Resources, and/or the COVID-19 safety coordinators.

Company's Human Resources maintains documentation related to daily screenings for at least one year from the date of generation.

### **c. Return-to-Work Requirements**

Employees who were themselves diagnosed with COVID-19, or experienced symptoms thereof, as defined by the Daily Screening process, may only return to work:

- Once released from any quarantine or isolation by the local public health department; and
- Upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the symptom-based strategy.

Under the test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in symptoms; **and**
- Two consecutive negative results from COVID-19 tests conducted at least 24 hours apart and in accordance with a form of testing approved by the FDA and CDC.

Under the symptom-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications;
- Improvement in symptoms; **and**
- Sufficient time has passed since symptoms first appeared:
  - For moderate cases, at least 10 days have passed since symptoms first appeared;
  - For severe cases, at least 20 days have passed since symptoms first appeared.

Employees must present documentation from a health care provider, designating their COVID-19 symptoms as moderate or severe. This designation determines whether an employee must wait 10 or 20 days after the onset of symptoms before returning to work.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the symptomatic individual receives a negative COVID-19 test, meaning the symptomatic individual did not have COVID-19.

### **3. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19**

Employees may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to utilize available paid-time off provided under Company policy concurrently with or to supplement any approved leave.

**a. FFCRA**

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee’s regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

**b. Unpaid Leaves of Absence**

Company may provide unpaid leaves of absence to employees because of their own COVID-19 diagnoses/symptoms or because they have had close contact or live with an individual with

COVID-19 diagnosis/symptoms. Employees should not return to work until permitted to do so in accordance with the latest CDC/Company guidance.

Company does not retaliate against employees who disclose COVID-19 symptoms and/or close contact.

### **c. Unemployment Compensation Benefits**

Unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
2. Displaying a commonly recognized principal symptom of COVID-19 that was not otherwise associated with a known medical or physical condition of the individual;
3. Having contact in the last 14 days with a confirmed COVID-19 diagnosis;
4. Needing to care for someone with a confirmed COVID-19 diagnosis; and
5. Fulfilling a family care responsibility as a result of a government directive regarding COVID-19 (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

### **d. FMLA and ADA**

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

Company is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then Company engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

## **4. Plan Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, Company will update this Plan and its corresponding processes.

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.



**ACKNOWLEDGMENT**

By signing below, Employee acknowledges receipt of the following:

- Company’s COVID-19 Preparedness and Response Plan;
- CDC’s “How to Protect Yourself and Others” poster;
- CDC’s “Stop the Spread of Germs” poster; and
- CDC’s “How to Safely Wear and Take Off a Mask” poster.

Employee understands it is his/her responsibility to review and understand the above. Employee acknowledges and agrees that he/she will comply with all safety and COVID-19 procedures implemented by Company.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

