



CHARDAM GEAR COMPANY

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Finalized Prepared: May 27, 2020

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Chardam Gear Company takes the health and safety of our employees, customers and vendors seriously. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and our number one priority is to provide a healthy and safe workplace for our employees, customers and guests.

Our plan is based on information and guidance from experts in the field at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided.

Chardam Gear Company is focused on three lines of defense:

1. Sanitizing all areas in the workplace,
2. Limiting the number of people together at the same time in the same place,
3. Offering Personal Protection Equipment (PPE) choices of masks, gloves and sanitizers, and
4. Visitor control self-declarations

COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

Chardam Gear Company has designated the following staff as its COVID-19 Workplace Coordinators:

<u>NAME</u>	<u>TITLE</u>	<u>E-MAIL</u>	<u>PHONE</u>
Mike Brzoska	President/Owner	mbrozka@chardam.com	(586)795-8900 x107
Kathleen Becker	Vice President/Owner	kbecker@chardam.com	(586)795-8900 x103
Melinda Chambo	Human Resources Mgr.	mchambo@chardam.com	(586)795-8900 x139
Michael Taubitz	2 nd Shift Plant Supervisor	mtaubitz@chardam.com	(586)795-8900
Kevin Kelchner	Quality Mgr., Syst. & Proc.	kkelchner@chardam.com	(586)795-8900 x199

The Coordinator's responsibilities include:

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

RESPONSIBILITIES OF Chardam Gear Company SUPERVISORS AND MANAGERS

All **Chardam Gear Company** managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, **Chardam Gear Company** expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Chardam Gear Company will require and keep a record of all self-screening protocols for all visitors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

Chardam Gear Company will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible.
- Provide non-medical grade face coverings to their employees when requested.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), etc.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 1. The local public health department, and
 2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Conduct a daily entry self-screening protocol for visitors entering the workplace, including, at a minimum, temperature screening. Also, visitors are required to complete a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Train employees on how to report unsafe work conditions.

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. **Chardam Gear Company**, understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to do their part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices to the best of their ability. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor or contact the Human Resources Manager.

Prevention Guidelines

Recommended 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 anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately, and consult your healthcare provider. Similarly, if you come into close contact with someone showing symptoms, you must notify your supervisor immediately and consult your healthcare provider. We have a responsibility to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms.

"Close contact" is defined as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a "prolonged period of time;" (the CDC estimates range from 10 to 30 minutes, or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

Minimizing exposure from co-workers.

Chardam Gear Company takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors.

General Education:

- Posting CDC information, including recommendations on risk factors
- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions
- Informing 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 encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use

Social Distancing

- Limit in-person meetings
- Restrict the number of workers present on-site to no more than necessary
- Promote remote work as much as possible
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Consider use of masks and gloves

Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers’ compensation carrier;
 - Place the employee on workers’ compensation leave (with pay); and
 - Record the infection in the employer’s OSHA 300 log.
- Consider and then include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
 - If yes:
 - Notify employee’s manager(s) or supervisor(s) that employee is infected with COVID-19 and is out on leave.
 - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
 - If no:
 - Notify employee’s manager(s) or supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes.
 - Regardless of yes or no:
 - Disclose identity of employee to any required notification to OSHA or the health department.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
 - Not required to notify other office locations unless the employee visited those sites within past 14 days.
- DO NOT identify the infected employee by name and, to the greatest extent possible. Avoid making any direct or indirect references that would lead co-workers to the identity of the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. The infected employee WILL NOT be identified by name.
- Cleaning of the employee’s workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, health assessments (temperature checks) and/or questionnaires prior to entry into the facility. Check with your local county health department.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.

- The ability to work remotely will be encouraged where possible.
- Guidance from the employee's health care provider on their return to work date will be required.

Actively encourage sick employees to stay home:

- Include a statement regarding your PTO program, Families First Coronavirus Response Act Policies and Posters should be posted in common places as well as on the employee shared IT drives (if employees have questions regarding use of emergency paid sick time, employees should contact the Human Resources Manager.
- **Chardam Gear Company** will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

Other considerations:

- Employees are reminded about our employee assistance program (EAP) resources and community resources as needed. Employees are provided with a contact list with information including:
 - EAP hotline at (phone number or website address)
 - mental health services that may be available through the employer's health plan
 - County Health Department at (phone number or website address)
 - Health Insurance telehealth at (phone number)

Minimizing exposure from persons outside of our workforce

- **Chardam Gear Company** business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- Social distancing practices are observed.
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering one of **Chardam Gear Company's** facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- **Chardam Gear Company** will provide masks to customers as well as appropriate disinfectants so that individuals can clean work areas before and after use.

Minimizing exposure from the visitors/vendors

- All business partners that work within **Chardam Gear Company** have been provided this Plan
- When possible, **Chardam Gear Company** will limit the number of visitors in the facility.
- Any visitor entering one of the **Chardam Gear Company** facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.

This Plan is based on information and guidance from experts in the field at the time of its development. The safety of our employees and visitors remain the top priority at **Chardam Gear Company**. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, **Chardam Gear Company** is monitoring the situation closely and will update our guidance based on the most current recommendations.

Respectfully,

Kathleen Becker
Vice-President / Co-owner