

SAMPLE Plan & Policy for Re-opening operations under the Re-opening of New York State

Revision 4/29/2020

VanDeMark has developed a plan consistent with the CDC (Centers for Disease Control and Prevention) in alignment with the New York State plan for re-opening the State. Our conservative approach will focus on maintaining measures designed to protect our essential employees. The ongoing practices that have been successful in minimizing exposure to our essential employees, (non-essential employees work from home, staggered shift starts, etc.,) as the State and Federal agencies allow for the less restrictions on regional populations. Each step taken by our State, Federal and regional officials in reducing restrictions through a phased approach will be considered along with the risk and benefit. This combined with the available data and case information will steer our policies.

Phase I

Overview of Phase I : As the State and regional restrictions are reduced there is an increased risk to our employees as the general population reintroduces interactions that can lead to greater risk of exposure. The VanDeMark posture during Phase I is to keep of our safeguards in place, and actually add to our protective measures to guard against increased risk of community spread.

Social Distancing Policy:

Maintaining at least 6 feet (2 meters) between employees.

A mask shall be worn at all times when there is a risk of someone entering the social distancing 'bubble' of at least 6 feet (2 meters) of each employee. Advising employees to maintain this policy outside of workplace.

Non-essential employees continue to work outside the plant to protect the essential employees. Meetings will still be in media format with physical attendees observing room occupancy requirements. Vendors and contractors that must come on site must follow on site General Work Permit guidelines that include understanding our COVID policies.

Staggered shift start times, personal work station usage in Operations and Staff rotation/working from home remain in effect.

No non-essential vendors or suppliers in the facility. Maintain limitations on outside drivers entering the facility; and staying in truck when required to be in the facility.

Disinfect frequently touched surfaces

Continue to disinfect door knobs, railings, desk tops, keyboards and phones. All surfaces that we touch frequently should be disinfected by wetting the surface with spray cleaners or disinfecting wipes and allowing the surface to remain wet for at least one minute.

Good respiratory hygiene practices:

Continue to reinforce covering mouth and nose during a sneeze or cough with a tissue or into elbow if a tissue is not available.

Frequent hand washing with soap and water for at least 20 seconds, or alcohol-based disinfectant at least 60% alcohol, especially after I have been in a public or shared environment

Avoid people with flu-like symptoms or anyone not wearing their mask when approaching in public.

Temperatures will need to be recorded by the employee on their Time off from Work Activity Questionnaire before they enter the facility. These are best taken right before they leave home to come to work.

Travel: - Travel for business purposes to be avoided. Personal travel should be avoided and tracked and evaluated for risk when necessary.

Phase II

Overview of Phase II : This Phase only takes effect if success is realized in Phase I. The downward trend after at least two weeks of Phase I demonstrates good controls were maintained as the public population gained more freedoms to interact. Regional regulation may start relaxing social distancing and other safeguards. The VanDeMark posture during Phase II is to start balancing some of our safeguards in place to lag behind these regulations while still maintaining some of the strongest protective measures for essential and Vulnerable Employees.

Vulnerable Employees: *We request that Vulnerable Employees and those with live-in Vulnerable family members self-identify to HR (Ann Marie). We will privately make efforts to protect these individuals beyond our in-place measures.*

Social Distancing Policy:

Maintaining at least 6 feet (2 meters) between employees.

A mask shall be worn at all times when there is a risk of someone entering the social distancing 'bubble' of at least 6 feet (2 meters) of each employee. ~~Advising employees to maintain this policy outside of workplace.~~

Meetings encourage media attendance, but attendees will be allowed to utilize "every other chair" seating within the room (Masks in place).

Staggered shift start times, personal work station usage in Operations and Staff rotation/working from home remain in effect.

Social events may resume to limited extent (food to be served by properly PPE-attired servers, congregative seating must still be avoided so additional seating must be provided).

Disinfect frequently touched surfaces

Continue to disinfect door knobs, railings, desk tops, keyboards and phones. All surfaces that we touch frequently should be disinfected by wetting the surface with spray cleaners or disinfecting wipes and allowing the surface to remain wet for at least one minute.

Good respiratory hygiene practices:

Continue to reinforce covering mouth and nose during a sneeze or cough with a tissue or into elbow if a tissue is not available.

Frequent hand washing with soap and water for at least 20 seconds, or alcohol-based disinfectant at least 60% alcohol, especially after I have been in a public or shared environment

Avoid people with flu-like symptoms or anyone not wearing their mask when approaching in public.

Time off from Work Activity Questionnaire will not be required to be turned in before starting work. However, we would like to have employees to still maintain the COVID protective measures as much as possible, including taking temperature and self-evaluating symptoms and interactions.

Travel: - *Travel to be limited to business essential. Personal travel should continue to be avoided on public transportation and to high out-break locations.*

Phase III

Overview of Phase III : This Phase only takes effect if success is realized in Phase I and Phase II. It is believed that Regional regulations may relax further some safeguards for social distancing and measures for control of community spread. The downward trend after at least two additional weeks of Phase II demonstrates good controls were maintained as the public and area business populations incorporated more freedoms to interact. The VanDeMark posture during Phase III is to smartly pull back some of our safeguards while still maintaining key protective measures for essential and vulnerable employees.

Vulnerable Employees: We will privately put in place measures to protect these individuals beyond our policies in place.

Social Distancing Policy:

Maintaining at least 3 feet (1 meter) between employees.

Requirements to wear a mask will be evaluated to the extent it can be relaxed based on available data and best practices. ~~A mask shall be worn at all times when there is a risk of someone entering the social distancing 'bubble' of at least 6 feet (2 meters) of each employee. Advising employees to maintain this policy outside of workplace.~~

Meetings encourage media attendance, but attendees will be allowed to utilize "every other chair" seating within the room ~~(Masks in place).~~

~~Staggered shift start times, personal work station usage in Operations and Staff rotation/working from home remain in effect.~~

Social events may resume to limited extent (food to be served by properly PPE attired servers, congregative seating must still at least 3 feet (1 meter) or every other chair positioning.

Disinfect frequently touched surfaces

Continue to disinfect door knobs, railings, desk tops, keyboards and phones. All surfaces that we touch frequently should be disinfecting by wetting the surface with spray cleaners or disinfecting wipes and allowing the surface to remain wet for at least one minute.

Good respiratory hygiene practices:

Education continues to reinforce covering mouth and nose during a sneeze or cough with a tissue or into elbow if a tissue is not available.

Frequent hand washing with soap and water for at least 20 seconds, or alcohol-based disinfectant at least 60% alcohol, especially after I have been in a public or shared environment

Avoid people with flu-like symptoms or anyone not wearing their mask when approaching in public.

Time off from Work Activity Questionnaire will not be required to be turned in before starting work. However, we would like to have employees to still maintain the COVID protective measures as much as possible, including taking temperature and self-evaluating symptoms and interactions.

Travel: - Travel to be limited to business essential. Personal travel should continue to be avoided on crowded public transportation and to high virus out-break travel destinations. Best practices during travel policy to be reinforced.