

COVID-19 Preparedness Plan for Advantage Seamless, Inc.

Advantage Seamless Inc. is committed to providing a safe and healthy workplace for all of our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Advantage Seamless, Inc.** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our employees working at **Advantage Seamless, Inc.** Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **training and constant communications of any concerns**. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontaminating;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Employees are instructed "If you feel sick, stay home. Your temperature is to be monitored each morning. If you have a fever you are to stay home and contact a manager of Advantage Seamless Gutters". Employees may be instructed to contact their local medical provider for a virtual visit regarding their symptoms. If a doctor/medical provider recommends a COVID-19 test, the employee is to have the testing done. Thereafter, the employee will be on paid medical leave and recommended to quarantine until the test results are known. The employee is to notify their manager immediately with the test results once they are announced.

Advantage Seamless, Inc. has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employee Rights notices under the Families First Coronavirus Response Act are posted in employee break rooms and other conspicuous locations where employees will have access to them. Other information on the common symptoms of COVID-19 and steps for managing the symptoms for home are also posted for employees. Accommodations for workers with underlying medical conditions, or who have household members with underlying health conditions, or children at home needing care, have been implemented.

Advantage Seamless, Inc. has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be provided with hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Visitors are also encouraged to wash their hands upon entering our facilities.

Handwashing and/or sanitizer facilities will be provided, supplied and maintained, and workers and vendors will be encouraged to perform hand washing to meet precautions. Hand sanitizer supplies are available to visitors as they enter lobby areas.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Visitors are encouraged to wear masks when entering lobby areas, and employees are allowed to wear a face mask whenever they wish.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: **use of telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time; maintaining six feet of distance between workers and customers; providing signage or instructions for employees; regulating riding in or sharing of vehicles; and supporting communications plans to address employee concerns and questions.**

Office workers were initially required to work from home as much as possible, and they have been allowed to continue that practice as long as they feel comfortable. Office meetings have been conducted through the use of daily morning “Zoom” meetings. All office work stations are located at least six feet from each other.

Advantage Seamless, Inc. has reviewed the layout of office workstations to ensure employees meet the spacing recommendations of at least six feet apart. Installer crews arriving at the warehouses to pick up materials are staggered to avoid congregation in one place. Two and three man teams are maintained as much as possible to avoid unnecessary interaction with other employees. Barriers have been provided in lobby areas where employees deal with customers and visitors, providing distancing as recommended. Customer interactions are safely conducted during drop-off, pickup or delivery, through the use of barriers.

Thanks to technology, Advantage Seamless Gutters is able to offer virtual estimates, avoiding face-to-face interactions with our gutter guides, if customers wish to take advantage of contact-free sales visits. Should a customer wish to be provided with an in-person visit, use of a safe 6-foot distance between customer and Advantage Seamless Gutters employee will be kept. If a customer is in use of a facemask, Advantage Seamless Gutters employees will also wear a facemask during the time of their appointment. Face masks are available to all employees wishing to wear them during work hours and if a customer requests an in-person meeting and the use of face masks during that time. Face masks are provided in all install and sales vehicles for use by employees if a customer or employee wishes a face mask to be utilized.

Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices will continue to be implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Advantage Seamless Inc. does supply disinfectants and regular cleaning of all work-stations and vehicle cabs used by our installer teams - including the regular spraying of all work-stations, office surfaces, and vehicle interiors with a highly effective disinfectant spray system performed by Germ Assault. Germ Assault disinfection services have been used in high-risk facilities, such as long-term care locations, to provide CDC recommended levels of disinfection.

Communications and training

This Preparedness Plan was communicated **via postings and training** to all workers **5-15-20** and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other persons, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by **regular check-ins and visual inspection**. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Advantage Seamless, Inc.** management and was posted throughout the workplace on 5 -15-20. The company is implementing a new electronic employee portal and this plan will be posted on that site for easy access 24/7. The plan will be updated as necessary.

Certified by:

BRANDON HARTMAN
Safety Coordinator

M. CORY JAY
Owner & CEO

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Businesses

CDC Resources for businesses and employers –

www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions –

www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf