



COVID-19 Emergency Response Plan

Issued: March 13, 2020

Overview

The **ALL Family of Companies** (the "Company") is committed to providing a safe, healthy, and productive workplace. The purpose of this Policy is to keep the workplace safe and help protect employees and customers from the spread of and exposure to COVID-19.

Symptoms of COVID-19

The virus that causes COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the Center for Disease Control ("CDC"), symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

For further information, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

Temporary Emergency Attendance Policy

As part of our comprehensive response to the COVID-19 outbreak, the Company recognizes that a situation may arise where an employee or a member of his/her family (or friends) may be diagnosed with COVID-19. Employees who (a) have symptoms of acute respiratory illness as defined by the CDC (see above); (b) have been diagnosed with a confirmed case of COVID-19; (c) have been exposed to a person diagnosed with COVID-19; (d) have recently visited a location in which there has been an outbreak of COVID-19 as advised by the CDC; or (e) are subject to a mandatory quarantine by a public health department; **shall not report to the workplace**. The employee (or a family member on their behalf) should report the absence to the Company as pursuant to standard Company policy.

Because of the course of treatment and/or duration of a quarantine, the Company recognizes the attendance policy may not accommodate this unique situation. As a result, the Company is instituting a **temporary waiver of the attendance policy until the end of April for any of the preceding conditions (a) through (e) as listed above that have been confirmed by the Company**. Upon confirmation of a condition enumerated in (a) through (e) above, this temporary waiver of the attendance policy is in place and the following options are available to an employee:

- The employee will not be required use PTO for work absences during any treatment/period of quarantine.

- The employee may choose to use but is not required to use PTO. Thus the employee can take the absence as unpaid (where permitted by federal, state, and local laws).
- At this time, we are not granting employees the ability to work from home. The Company reserves the right to re-evaluate this as circumstances dictate.
- If an employee has a dependent in their household that has a confirmed diagnosis of COVID-19 (and provides confirmation), the employee should not report to the workplace.
- For an employee who is covered under this Temporary Emergency Attendance Policy, he/she may not come back to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employee may be required to provide a Fitness for Duty before returning to the workplace.

If an employee or a covered family member as per the Family Medical Leave Act (FMLA) is diagnosed, the employee may be eligible for FMLA leave of absence, a Personal Leave of Absence (PLOA), or leave as an ADA accommodation. The employee (or his/her designate) should contact Guardian Absence Management online at <https://g00398015.glicleavepro.com> or call (888) 889-2953 between the hours of 8:00 am and 8:00 pm Eastern, Monday through Friday to request a leave of absence.

Non-Essential Travel Restrictions

Out of an abundance of caution, **the Company is instituting a travel restriction on all non-essential travel until the end of April.** The Company reserves the right to extend this time period as circumstances dictate. Any travel that can be replaced by a virtual meeting (e.g., Zoom Meeting) or via phone, should be replaced and the business trip/travel should be canceled or postponed. If the travel is due to performing actual work at a customer job site, we will continue to travel to the work site. If you're unsure if you should still travel, talk with your General Manager or Human Resources.

Recommended Best Practices for Healthy Work Environments

Please consult with your local EHS Manager on proper procedures and bulletins relating to prevention and spread of COVID-19. Employees must use good hygiene habits while at work (and also at home).

Please visit the CDC website regarding prevention for further information at: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

Take Steps to Protect Yourself

	<p><u>Clean your hands often</u></p> <ul style="list-style-type: none"> • Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. • If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. • Avoid touching your eyes, nose, and mouth with unwashed hands.
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	<p><u>Avoid close contact</u></p> <ul style="list-style-type: none"> • Avoid close contact with people who are sick • Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.
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Take Steps to Protect Others

	<p><u>Stay home if you're sick</u></p> <ul style="list-style-type: none"> • Stay home if you are sick, except to get medical care.
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	<p><u>Cover coughs and sneezes</u></p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. • Throw used tissues in the trash. • Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
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	<p><u>Wear a facemask if you are sick</u></p> <ul style="list-style-type: none"> • If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. • If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.
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	<p><u>Clean and disinfect</u></p> <ul style="list-style-type: none"> • Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. • If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
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No Discrimination

The Company prohibits discrimination, harassment, and retaliation based on disability or medical condition related to pregnancy or childbirth. In addition, the Company also strictly prohibits discrimination, harassment, and retaliation against applicants and employees who have any communicable illness.

Related Policies

Employees can also reference the Company's related policies in the Employee Handbook regarding leaves of absence, ADA/Reasonable Accommodation, anti-harassment, anti-discrimination, and anti-retaliation, and other benefits such as short-term disability, long-term disability, and the Employee Assistance Program. The Employee Handbook can be found on the home page of the HRIS System.

Continued Monitoring

The Company will continue to monitor the situation and update employees as new information is available or as changes are made to our Policy.

Contact Information

If you have questions regarding the COVID-19 emergency response plan specific to the Company's branch at which you work, please contact the assigned EHS Manager or your General Manager. If you have any questions with regard to this policy please contact the Human Resource Department.