**Operational Plan for COVID-19**

**Exposure Prevention, Preparedness, and Response**

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**Pegasus CDL, Inc.** (hereinafter “Company”) takes the health and safety of our employees and students very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. The Company has been deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company. The Company will also monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

**I. Responsibilities of Managers and Instructors**

All managers and instructors must be familiar with this Plan and be ready to answer questions from students. Managers and Instructors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and Instructors must encourage this same behavior from all students.

**II. Responsibilities of Instructors and Students**

The Company is asking every one of our employees and students to help with our prevention efforts while at work. In order to minimize the spread of COVID-19, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practice. All employees and students must follow these. In addition, employees and students are expected to report to their managers if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask Management.

OSHA and the CDC have provided the following control and preventative guidance for all instructors and students, 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 people who are sick.

In addition, employees and students must familiarize themselves with the symptoms of COVID-19, which include the following:

* Coughing;
* Fever;
* Shortness of breath, difficulty breathing; and
* Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO COME TO CLASS and call Pegasus and your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call Pegasus and your healthcare provider right away.

**III. Protective Measures**

The Company has instituted the following protective measures.

*A. General Safety Policies and Rules*

* Any person showing symptoms of COVID-19 will be asked to leave the premises and return home.
* All on site training will be conducted with no more than 3 students per vehicle, to ensure adequate social distancing. All classes will be limited to no more than 12 students while at our facility. Class participants must remain at lease six (6) feet apart while performing Lab/Range activities.
* Employees and students must avoid physical contact with others and shall direct others (co-students/instructors) to increase personal space to at least six (6) feet, where possible.
* All required classroom training has been suspended in house, and has been transferred to On-Line training only.
* The Company understands that due to the nature of our training (Hands On / Behind the Wheel), access to running water for hand washing may be impracticable. In these situations, the Company will provide, alcohol-based hand sanitizers and/or wipes.
* The Company further understands that our tools must be shared (Truck interiors). The Company will provide alcohol-based wipes to clean touched surfaces before and after use. When cleaning equipment, consult cleaner manufacturer recommendations for proper cleaning techniques and restrictions.
* Employees and students must ensure adequate ventilation while in vehicles, and to wear protective vinyl gloves and masks while in the vehicles.
* In lieu of using a common source of drinking water, such as a cooler, employees and students should use individual water bottles.

*B. Students Returning to classes for hands-on training (Initial Screening)*

* All students will be screened in advance of arriving at our training facility. If the student answers “yes” to any of the following questions, he/she should not be permitted to access the premises:
	+ Have you been confirmed positive for COVID-19?
	+ Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
	+ Have you been in close contact with any persons who has been confirmed positive for COVID-19?
	+ Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

*C. Personal Protective Equipment and Work Practice Controls*

* + Gloves: Gloves should be worn at all times while on-site. Latex gloves should be worn by any student and instructor at all times. Employees and students should avoid sharing gloves.
	+ **NOTE:**  The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees and students must wear facemasks while in close quarters (Behind the Wheel training).

**IV. Job Site Cleaning and Disinfecting**

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees and students should regularly do the same in their assigned work areas.

* Common areas will be cleaned at least once per day. Employees and students performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves, as recommended by the CDC.
* All trash collected from the vehicles related to cleaning and disinfecting, must be placed in the proper receptacle as instructed.
* Vehicles and equipment should be cleaned at the completion of students “behind the wheel” exercise and before a change in operator or rider.
* The Company will ensure that any disinfection shall be conducted using one of the following:
	+ Common EPA-registered household disinfectant;
	+ Alcohol solution with at least 60% alcohol; or
	+ Diluted household bleach solutions (if appropriate for the surface).
* **Employee or Student Exhibits COVID-19 Symptoms**

If an employee or student exhibits COVID-19 symptoms, the employee or student must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee or student who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees and students are required to obtain a doctor’s note clearing them to return to training.

* **Employee or Student Tests Positive for COVID-19**

An employee or student who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees or students that test positive and are symptom free may return to work when at least fourteen (14) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees and students who test positive and are directed to care for themselves at home may return to training when: (1) at least 72 hours (3 full days) have passed since recovery;[[1]](#footnote-1) and (2) at least fourteen (14) days have passed since symptoms first appeared. Employees and students who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee to provide documentation clearing his or her return to work.

* **Employee or Student Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees and students who have come into close contact with an individual who has tested positive for COVID-19 (co-student or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee or student has tested positive, the Company will conduct an investigation to determine co-students and instructors who may have had close contact with the confirmed-positive person in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that person. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

**V. Confidentiality/Privacy**

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees and students that an unnamed co-worker has been diagnosed with COVID-19 if the other employees and students might have been exposed to the disease so the employees and students may take measures to protect their own health.

**VI. General Questions**

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact **Alfredo Portillo / President.**

**COVID-19 Toolbox Talk**

**What is COVID-19?**

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

**How is COVID-19 Spread?**

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

1. Recovery is defined as: (1) resolution of fever without the use of fever-reducing medications and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath). [↑](#footnote-ref-1)