

### POLICY

Hawk Energy, LLC has adopted this policy to inform employees of the written Pandemic Preparedness Policy. This ensures the safety and health of the employees.

Hawk Energy, LLC will encourage employees to use the following items, which will be provided at no cost, to help prevent the spread of disease in the workplace: handwashing facilities, hand sanitizers, tissues, no-touch trash cans, hand soap and disposable towels.

### EMPLOYER RESPONSIBILITIES

Hawk Energy, LLC has appointed David Slim as the workplace coordinator who will be responsible for the following:

- Developing and implementing a worksite-specific pandemic disease plan
- Managing issues of pandemic disease and its impacts on the workplace
- Developing a method for managing local regulatory reporting requirements
- Developing and implementing protocols for response to ill individuals
- Coordinating with the local health department and health care providers in advance to develop and implement protocols for response to ill individuals

### HAZARDS

In the event of a pandemic, a specific workplace hazard assessment for pandemic purposes will be conducted. Hazards associated with pandemics include:

- Increased risk of infectious pathogens **spilling over** from animals to humans
- Development of anti-microbial resistance
- Spread of infectious diseases through global travel and trade
- Acts of bioterrorism
- Weak public health infrastructures
- Illness and death

### PROCEDURES (SAFE WORK PRACTICES)

#### Work at Home and Stay at Home

All employees are encouraged to stay at home when ill, when caring for ill family members, when caring for children during school closure or if under such orders from governmental authorities, without fear of reprisal. Flexible work policies such as telecommuting and other work-at-home strategies will be developed on an individual basis.

#### Business Continuity Plans

If a substantial percentage of employees become ill, a strategy for continuation of work operations will be developed. Business continuity plans will be prepared so that if significant absenteeism or changes in business practices are required due to governmental shelter-in-place orders, business operations can be effectively maintained.

#### Immunizations

Employees are encouraged to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine will be considered when vaccines become available.

## **Internal Communication Procedures**

To ensure proper internal communication, Hawk Energy, LLC will develop the following:

- Key contacts
- A chain of communications
- Contact numbers for employees
- Processes for tracking business
- Employee status

## **External Customer Communications**

To ensure effective external/customer communications, Hawk Energy, LLC has developed a procedure to notify key contacts including both customers and suppliers, in the event an outbreak has impacted the Company's ability to perform services. The procedure will include notification to the customers and suppliers when operations resume.

## **Social Distancing**

If an outbreak or increased level of disease is in progress, it is the determination of Hawk Energy, LLC to limit large or crowded gatherings of employees.

Social distancing, including the space between employee work areas and decreasing the possibility of contact, will be considered.

## **Routine Cleaning**

It is the policy of Hawk Energy, LLC to frequently clean work surfaces that employees utilize, as well as all areas that are likely to have frequent hand contact. These areas are to be cleaned routinely and when visibly soiled. Areas to be cleaned include desktops, keyboards, lunch tables, doorknobs, faucets, handrails, water fountains, etc.

## **Plan, Emergency Communication Test and Lessons Learned**

The Plan and Emergency Communications strategies will be tested periodically, for example, through a Tabletop exercise conducted annually, to ensure effectiveness.

Following a pandemic event, Hawk Energy, LLC will institute a continuous improvement process for the pandemic disease program and incorporate lessons learned into plan modifications.

## **TRAINING**

Hawk Energy, LLC will provide periodic training on illness prevention, how to avoid the spread of disease and company policies concerning illness.

The employees will be trained on the following: health issues, initial disease symptoms, preventing the spread of the disease and when it is appropriate to return to work.

Communicating information with non-English speaking employees or those with disabilities will be considered.

Training Record

Trainer:	
Signature:	
Date:	
Content of Training	
Attendees	
Print Name:	Signature:



