**Alta Equipment Group Inc. Airborne Infectious Disease Exposure Prevention Plan**

**General**

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

Please check the websites of Departments of Health and Labor for up-to-date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

**Exposure Determination**

Alta Equipment Company has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to an infectious. Alta’s Director of EHS is responsible for the exposure determination.

Alta Equipment Company has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for infectious diseases:

■ **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of the infectious disease nor frequent close contact (for example, within six feet) with the public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

■ **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with an infectious disease, but who are not known or suspected infectious disease patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The Director of EHS verifies that Alta Equipment Company has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of the infectious disease. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities.

Alta Equipment Company has categorized its jobs as follows:

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

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| **Job/Task** | **Exposure Risk Determination  (Lower or Medium)** | **Qualifying Factors**  **(Ex. No Public Contact, Public Contact)** |
| Shop Tech | Lower | No Public Contact |
| Truck Driver | Lower/Medium | No Public Contact/Public Contact |
| Field/Road Tech | Lower/Medium | No Public Contact/Public Contact |
| Parts Clerk | Lower/Medium | Public Contact |
| Parts Mgr | Lower | Public Contact |
| Service Admin | Lower | No Public Contact |
| Service/Branch Mgr | Lower | Public Contact |
| **Job/Task** | **Exposure Risk Determination  (Lower or Medium)** | **Qualifying Factors**  **(Ex. No Public Contact, Public Contact)** |
| Account Mgr | Medium | Public Contact |
| Yard Specialist | Lower/Medium | Public Contact |
| Office/admin | Lower/Medium | Public Contact |
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**MINIMUM CONTROLS DURING AN OUTBREAK**

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

**General Awareness**: Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:

• Maintain physical distancing.

• Exercise coughing/sneezing etiquette.

• Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate.

• Individuals limit what they touch.

• Stop social etiquette behaviors such as hugging and hand shaking, and

• Wash hands properly and often.

**Hand Hygiene**

Operations/Branch/Service Manager(s) will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees’ hands are potentially exposed to an Infectious disease. When handwashing facilities are not available, Alta Equipment Company shall provide employees with antiseptic hand sanitizers or towelettes. Alta Equipment Company will provide time for employees to wash hands frequently and to use hand sanitizer.

Alta Equipment Company shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

**“Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact at Alta, their manager, and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

**“Respiratory Etiquette”**: Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing, or yawning.

**Special Accommodations** for Individuals with Added Risk Factors: Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and would like to request an accommodation.

**ADVANCED CONTROLS DURING AN OUTBREAK**

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

**Elimination**: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.

**Engineering Controls**

Alta Equipment Company has implemented feasible engineering controls to minimize or eliminate employee exposure to an infectious disease. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

■ Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.

■ Installing a drive-through window for customer service.

■ Increasing the amount of ventilation in the building.

■ Increasing the amount of fresh outdoor air that is introduced into the building.

Operations/Branch/Service Manager(s) will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

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| **Job/Task** | **Engineering Control** |
| Internal Parts Distribution | Physical barrier between workers as well as lockers to place parts in the place of face to face contact. |
| Customer Parts Distribution | Drive up parts delivery to the customer in the parking lot. Reduced on site exposure in the branch. Also, have the physical barrier in the event a customer comes into the building. |
| Break room and common area spacing | Removed seats in common areas as well as designated spacing in common areas. |
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**Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Operations/Branch/Service Manager(s) will be responsible for seeing that the correct administrative controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for Alta Equipment Company:

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| **Job/Task** | **Administrative Control**  **(For Example, Workplace Distancing, Remote Work, Notifying Customers)** |
| All employees | Maintain at least six feet from everyone on the worksite. |
| All employees | Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others. |
| All employees | Promote remote work (telecommuting) to the fullest extent possible. |
| All employees | Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time. |
| All employees | Restrict business-related travel for employees to essential travel only. |
| All employees | Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing. |
| All employees | Restrict the number of customers in the establishment at any given time. |
| All employees | Minimize the sharing of tools, equipment, and items. |
| All employees | Provide employees with non-medical grade face coverings (cloth face coverings). |
| All employees | Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. |
| All employees | Require customers and the public to wear cloth face coverings. |
| All employees | Keep customers informed about symptoms of the infectious disease and ask sick customers to stay at home until healthy again. Encourage sick customers to use drive-through services, curbside pickup, or home delivery. |
| All employees | Encourage customers to place orders for merchandise or services through the phone or web. |
| All employees | Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one’s elbows rather than hands. |
| All employees | Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick. |
| All employees | Do not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness. |
| All employees | Maintain flexible policies that permit employees to stay home to care for a sick family member. |
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**Personal Protective Equipment (PPE)**

Alta Equipment Company will provide employees with the types of personal protective equipment, including respirators, if necessary, for protection from infectious disease appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

■ Selected based upon the hazard to the worker.

■ Properly fitted and periodically refitted as applicable.

■ Consistently and properly worn.

■ Regularly inspected, maintained, and replaced, as necessary.

■ Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Alta Equipment Company will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Alta Equipment Company will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g., have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged. Alta Equipment Company will consider face shields when appropriate or requested by an employee.

The following type(s) of PPE have been selected for use:

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| **Job/Task** | **PPE** |
| All Jobs | Masks |
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**EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:**

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

**Housekeeping During Designated Outbreak**

**Disinfection Methods and Schedules**

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection. The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select

disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

**Adjustments to Normal Housekeeping Procedures**

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates those housekeepers should wear respiratory protection. See cdc.gov for more guidance.

If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

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| **Surface** | **Method/Disinfectant Used** | **Schedule/Frequency** |
| Counter tops | Bleach based solution | At least Daily |
| Door handles | Bleach based solution | At least Daily |
| Desktops | Bleach based solution | At least Daily |
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Alta Equipment Company will perform enhanced cleaning and disinfection after persons confirmed to have an infectious disease have been in a work area. In the case of a significant outbreak in a location, that work area may be temporarily closed, and employees will be sent home or relocated. Operations/Branch/Service Manager(s) will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

***Utilize an external cleaning company to do some or all of the following:***

* ***Conduct fogging of the building or area that is required;***
* ***Undergo and additional wipe down of high touch areas;***

**Health Surveillance**

Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

**Training and Information During Designated Outbreak**

Operations/Branch/Service Manager(s) or HR/Safety will inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors, or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise, be deemed an employer under this chapter)

When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

1. The infectious agent and the disease(s) it can cause;

2. The signs and symptoms of the disease;

3. How the disease can be spread;

4. An explanation of this Exposure Prevention Plan;

5. The activities and locations at our worksite that may involve exposure to the infectious agent;

6. The use and limitations of exposure controls

7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

The training will be

1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);

2. Appropriate in content and vocabulary to the appropriate educational level, literacy, and preferred language; and

3. Verbally provided in person or through telephonic, electronic, or other means

**Recordkeeping**

Alta Equipment Company will maintain records of the following requirements:

■ Training. The employer shall maintain a record of all infectious disease employee training.

■ Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.

■ When an employee is identified with a confirmed case of an infectious disease, record when the case was confirmed; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of an infectious disease.

Operations/Branch/Service Manager(s) or HR/Safety Representatives will ensure that the records are kept.

**Work from Home**

Employees that are able to work from home should work from home. If employees do not have the ability to work from home due to not having the technical requirements, equipment, or anything else required to work remote, those employees will need to work in the office. If there is something that Alta Equipment Company can support in allowing you to work from home, please make this request to your manager. The company will try and support any reasonable requests to make remote work a possibility.

Jobs that cannot work from home:

* Service based positions: Operations Managers, Branch Managers, Service Managers, Dispatchers, Service Admin, Technicians, Shop Supervisors, CDL Drivers, Administrative support positions
* Parts based positions: Parts Manager, Parts Supervisor, Parts Clerks

**Plan Evaluations During a Designated Outbreak**

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up to date with current requirements.

**RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS**

No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer’s failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high-risk disease from the Commissioner of Health, or two years after the conclusion of the Governor’s emergency declaration of a high-risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.