

COVID-19 PLAYBOOK

**A GUIDE TO ENSURING A
SAFE & HEALTHY WORKPLACE**

Updated 5/15/2020



TABLE OF CONTENTS

Returning with Confidence

Health & Wellness

Social Distancing

Cleanliness/Sanitation

Outbreak Response

Paid Sick Leave (FFCRA)

Communication



EMPLOYEE TRAINING

MESSAGE ON RETURN

Our hearts go out to everyone who has been impacted by COVID-19. The health and well-being of our employees, customers, and vendors is our first priority. We are all in this together.


As you know, Evans Distribution Systems has continued to operate throughout this pandemic as an essential business. Thank you to our essential workers who have supported us during this important time. Without you, we could never continued to deliver essential goods and services to those in need.

We have devised a plan to bring people back to work safely. You can be confident that we are placing vital resources into ensuring that the Evans family is protected at work.

In return, we ask everyone to do their part as well. We all carry the responsibility of keeping us healthy and productive now and into the future.

This playbook is a guide for how to protect our health and reduce the spread of COVID-19. We appreciate your full commitment to this plan.





RETURN SCHEDULE

PHASED RETURN SCHEDULE

In an effort to maintain proper social distancing at the workplace, we will phase in remote workers. The timing and process for remote workers returning will be developed by each manager considering state and federal orders, at-risk employees, specific roles and job functions, etc. Managers of each department will be responsible for developing and communicating return schedules for their department.

AT-RISK EMPLOYEES

Upon request by an employee to Human Resources, Evans will provide reasonable accommodations in accordance with applicable laws to employees who, as determined by the World Health Organization or doctor, are at a higher risk for severe illness from COVID-19.

Employees who are at a higher risk may include the following:

- Employees aged 65 or older;
- Employees with chronic lung disease or moderate to severe asthma;
- Employees who have serious heart conditions;
- Employees who are immunocompromised;
- Employees with severe obesity (body mass index [BMI] of 40 or higher);
- Employees with diabetes;
- Employees with chronic kidney disease undergoing dialysis;
- Employees with liver disease; and
- Employees who are pregnant.



HEALTH & WELLNESS

HEALTH & WELLNESS

Daily Health Checks

- All employees must have temperatures taken with a non-touch thermometer. Any temperature at or above 100.4 degrees will be denied entry.
- Individual symptom screen must cover the following:
 - Fever
 - Cough
 - Shortness of Breath
 - Sore Throat
 - Diarrhea

Any individual with these symptoms will be denied entry. By entering the facility, employees are acknowledging that they are free of symptoms.

SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

FEVER



COUGH



*Symptoms may appear 2-14 days after exposure.

SHORTNESS OF BREATH



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



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For more information: www.cdc.gov/COVID19-symptoms

HEALTH & WELLNESS

Face Covering/PPE Policy

- As recommended by the CDC, Evans Distribution Systems requires all employees to wear a face covering while working onsite to suppress the spread of COVID-19. To ensure effectiveness of this measure, we are also requiring all drivers, visitors and vendors at our facilities to wear a face covering and practice social distancing.
- Effective immediately, visitors are not permitted to enter without a face covering. We are asking those who do not have a face covering to please contact the facility operations manager to gain access.

STOP



REDUCE THE SPREAD
OF COVID-19

All visitors are required to wear a
face covering & practice social
distancing while onsite.

Thank you for keeping us healthy and safe.



HEALTH & WELLNESS

How to Properly Put on a Mask

1. Before putting the mask on, carefully clean your hands with either soap and water or an alcohol-based hand sanitizer.
2. Determine which side is the front of the mask. This should remain constant.
3. Adjust the mask to a size that can be extended over your mouth, nose and chin.
4. Hold the mask via the ear loops, making sure there are no gaps between your face and the mask. Place the loops over your ears.
5. Avoid touching the face mask once it is on. If you need to adjust the mask, hand hygiene should be performed both before and after adjusting.

How to Properly Remove Your Mask

1. Before removing your mask, make sure you have cleaned your hands with an alcohol-based hand sanitizer or soap and water.
2. Remove it by holding the ear loops from behind without touching the front of the mask.
3. Place your mask inside a bag for proper washing.
4. Carefully clean your hands with either soap and water or an alcohol-based hand sanitizer.





SOCIAL DISTANCING

SOCIAL DISTANCING

- Meeting Policies –Managers should try to have meetings virtually. Please adhere to all room occupancy requirements.
- Distancing Guides – All facilities, break rooms, bathrooms will have measured guides to maintain 6 foot distance.
- Break/Lunch Schedule – Employees will have designated break/lunch times to prevent overcrowding in break rooms and kitchen areas.
- Desks and work areas will be 6 feet apart.
- All employees are required to:
 - Eliminate contact with others, such as handshakes or embracing coworkers, visitors, or friends.
 - Avoid touching surfaces touched by others to the extent feasible.
 - Avoiding anyone that appears to be sick, or is coughing or sneezing. If a coworker appears to be sick please contact Human Resources immediately at (313) 827-9180. Reporting will be confidential.

VISITOR POLICY

In general, employees should limit any unnecessary visits. If a visit is imminent, employees are required to take the following precautions when hosting a visitor onsite:

Visitor acknowledgement of the following is required in order to prevent the spread of the COVID-19 and reduce the potential risk of exposure to our workforce and visitors:

- No international travel in the last 30 days.
- No close contact with anyone who has had symptoms and/or tested positive to COVID-19.
- No experience with symptoms related to COVID-19. (Cough, sore throat, respiratory illness, difficulty breathing, temperature above 100.4°F)

By entering the facility, visitors are acknowledging the above to be true and accurate.

- Visits or contractor work that do occur should limit exposure to employees to the extent feasible, by:
 - Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
 - Practicing social distancing at all times, and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces, keeping 6 foot distance when interacting, etc.).
 - Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing company guidance on this topic.
 - For visitors, use dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.
 - All visitors must adhere to the Face Covering Policy. (Slide 10)



CLEANLINESS & SANITATION

DISINFECTION

Disinfection measures have been put in place and are taken routinely, based on frequency mentioned to disinfect work place surfaces, chairs, tables, etc. and protect employees.

Upon returning to work, all facilities were completely sanitized and disinfected using products recommended by the CDC.

All employees have an active part in keeping our facility disinfected:

- Good personal sanitary practices including washing hands after bathroom use are necessary and expected.
- Covering your cough, maintaining social distancing, and cleaning your work or other visited areas are important in keeping yourself and others safe.

WORK STATION CLEANLINESS

All employees are responsible for the cleanliness of his/her workstation.

Self-cleaning of the work space is encouraged multiple times during the shift with special attention of the most used surfaces such as fixtures, desks, chairs, door handles, light switches, keyboards, phones, containers, shelves, etc.

Avoid touching your face and wash thoroughly with soap and water several times during the work hours.

If you use it, wash it.

Anti-bacterial wipes and/or sanitizer will be available throughout the facility. All employees are expected to wipe down public equipment after using it. Copiers, printers, coffee machines, etc.

HAND WASHING

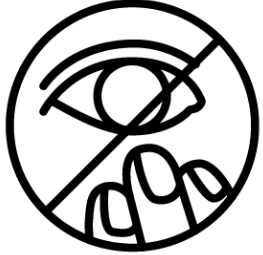
Hand washing is the most effective way to reduce the spread of COVID-19. Hand sanitizer will be provided in locations where soap and water are not accessible.

When should you wash your hands?

- Presume your hands are contaminated with viruses and bacteria after touching common surfaces, as well as any surfaces you touch thereafter.
- Entering the site and back to home.
- Before and after food preparation and before eating & drinking.
- Before and after treating a cut or wound.
- After touching your nose or mouth.
- Before and after toilet use.
- After processing garbage.
- After blowing your nose, coughing or sneezing.
- After handling an animal or animal waste.
- After changing diapers or cleaning up a child who has gone to the bathroom.
- After visiting sick people.
- Before taking medication.

PERSONAL HYGIENE

Do NOT touch your FACE, including your mouth, eyes, nose or ears.



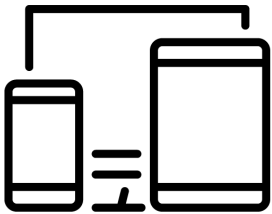
- Viruses that get onto your hands by touching common surfaces cannot harm you unless you physically transfer them to an entry portal into the body, so do not touch your face.
- If you are sick, touching your face will contaminate your hands, and any common surfaces you touch - continuing the chain of infection.

Cover coughs/sneezes.



- Never cough or sneeze into your hands, as they then pass viruses to common surfaces and infect others. Use a tissue or cough and sneeze into the bend of your elbow
- COVID-19 on your hands causes no harm, until you touch your face, or contaminate others who do so. Your eyes, nose, and mouth are the primary entry points for this and many other viruses and bacteria.
 - If the face is inadvertently touched, it should be rinsed with soap and warm water.

Keep personal devices clean.



- Ensure personal items that are touched, and especially those that touch your face (e.g. mobile phone) are kept clean. Avoid touching them after you have touched common surfaces and clean them frequently as needed.



OUTBREAK RESPONSE

OUTBREAK RESPONSE

COVID-19 Protocol

- If an employee reports to the workplace and exhibits symptoms related to COVID-19:
 - Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
 - Provide proper PPE or other protective gear to reduce the spread of COVID-19.
 - Refer employee/contractor to a local hospital, clinic, or their personal physician for evaluation.
- If the employee/contractor is able to transport themselves for evaluation:
 - Instruct the employee/contractor to:
 - Wear their mask when they are around other people.
 - Call their healthcare provider before arriving for an appointment tell them they may have COVID-19 to help the healthcare provider take steps to keep other people from getting infected or exposed.
- If employee/contractor is unable to independently transport for evaluation arrange for ambulance transport:
 - Notify EMS if used that the employee/contractor or contract worker has an exposure history and signs and symptoms suggestive of COVID-19 so that appropriate infection control precautions may be taken prior to their arrival.

OUTBREAK RESPONSE

Notification of Possible Exposure

- If an employee has exhibited symptoms and is in the process of getting tested for COVID-19 employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Identify exactly where and when the exposure might have occurred and those who were in close contact.

OUTBREAK RESPONSE

Definition of Contact - A contact is a person that is involved in any of the following:

- Providing direct care without proper personal protective equipment (PPE) for COVID-19 patients.
- Staying in the same close environment of a COVID-19 patient (including workplace, classroom or household gatherings).
- Traveling together in close proximity (6 feet) with a COVID-19 patient in any kind of conveyance within a 14-day period after the onset of symptoms in the case under consideration.

If employee/contact confirmed to have COVID-19 OR no information received from employee/contractor within 24 hours:

- Notify HR that all identified contacts need to observe a 14-day isolation from work period.
- Shut down the area of the facility where exposure has likely occurred and have a thorough professional deep-clean and sanitization of that area using products recommended by the CDC.
- Employers should notify employees of the actions taken to clean, sanitize and quarantine the area where employees were working and who are at risk for exposure.
- Implement the Return to Work Policy. (Slide 27)

OUTBREAK RESPONSE

In order to be allowed to return to the work environment please complete the following steps:

1. Please go to a local hospital, clinic, or your physician to be evaluated for possible coronavirus (COVID-19) infection.
 - a. Evans will provide you with documentation of your exposure to share with your doctor.
2. Please contact HR at the following number to inform them of your diagnosis: (313) 827-9180
 - a. Return to work on the date determined by personal physician.
 - b. You must fax or send a photo of a physician note stating you are no longer contagious to HR before you return to work. Fax: (313) 382-5797 Text: (313) 980-9054
 - c. When you are ready to return to work please contact the HR department by phone BEFORE returning to work for instructions.
3. If you are quarantined due to possible exposure to COVID-19 from a family member or a co-worker:
 - a. You must remain home from work and monitor yourself for possible symptoms of exposure. You may return to work at the date set by a physician.
 - b. You must fax or send a photo of a physician note stating you have not been exposed to COVID-19 to HR before you return to work. Fax: (313) 382-5797 Text: (313) 980-9054



PAID SICK LEAVE (FFCRA)

PAID SICK LEAVE POLICY (FFCRA)

Paid Sick Leave

- Starting April 1, 2020, full-time employees who are unable to work due to COVID-19 related issues will receive 10 (80 hours) days of paid sick leave. These issues include:
 1. employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
 2. employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
 3. employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
 4. employee is caring for an individual who meets (1) or (2) above;
 5. employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions;
 6. employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

This covers full-time employees up to 80 hours and part-time employees up to the average hours the employee works over a two-week period.

Calculation of Paid Leave

- If reason for leave is (1), (2), or (3) on the list above, compensation is paid at not less than the employee's regular rate (or, if larger, the minimum wage in the state where employee works).
- If reason for leave is (4), (5), or (6) on list, compensation is paid at 2/3 of employee's regular rate (or, if larger, 2/3 of minimum wage).



COMMUNICATION

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Communication is an important tool to keeping everyone safe and informed. We will communicate with employees in a variety of ways:

- Internal Website (Eddie)
- Evans Everyone email list
- Text Message
- Training
- Zoom Calls
- Letters
- Presentations
- Guidelines & Policies
- Facility Signage

Written notices will be provided to all employees regarding new policies or outbreak information.

Employees are encouraged to communicate with leadership at COVID-19@evansdist.com.



THANK YOU

THANK YOU

Thank you for your cooperation and support of our COVID-19 response.

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Human Resources: hr2@evansdist.com or (313) 827-9180.

