

# Seeley Brothers

## Return to Work Action Plan

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## **Introduction**

At Seeley Brothers, it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of our business. This return to work action plan details how we plan to reopen our business and still keep all of our employees safe to every extent possible. This plan, which follows the Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps Seeley Brothers is taking to address safety during COVID-19.

While we will implement various protocols to ensure your safety, it's up to you as an employee and your co-workers to execute on these protocols daily. By releasing this return to work action plan, Seeley Brothers hopes to clearly communicate our plans moving forward, highlight workplace protocols to protect your safety and establish a level of comfort for all our employees.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their Supervisor or HR to discuss alternate arrangements, should they be necessary.

## Workplace Protocols to Follow When Returning to Work

Seeley Brothers has implemented various workplace protocols designed to preserve the health and safety of all our employees as they return to work. This section further explains these protocols. For additional information, please reach out to your Supervisor or HR.

### Employee Screening, Exposure and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

#### Employee Screening Protocols

The Equal Employment Opportunity Commission (EEOC) permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information collected should be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms should only be shared with members of company management with a true need to know.

Seeley Brothers employees will be asked to confirm the status of their health. As such, the company has implemented a screening protocol for symptoms, such as temperature checks and/or signed certifications. Results will be tracked separately from any personnel records and will be kept confidential. Employees unwilling to complete a screening will not be allowed in the workplace.

#### COVID-19 Exposure and Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should follow the CDC Recommended Steps for caring for themselves at home. Go to the CDC website for more information: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

### Return to Work Considerations Per the CDC Guidelines

**(A) Persons with confirmed COVID-19 test who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

#### 1). Symptom-based strategy

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

**2). Test-based strategy** Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

**Persons who have COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever **without** the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart

**(B) Persons with confirmed COVID-19 test who have not had any symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

**1). Time-based strategy**

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be

**2). Test-based strategy** A test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

- Negative results COVID-19 test from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart

**(C) Person was symptomatic but was not tested for COVID-19** may discontinue isolation under the following conditions:

- They have not had a fever for at least 72 hours (3 full days) and have not used fever-reducing medication during that time.

**And**

- Coughs and other symptoms have improved.

**And**

- At least 10 days have passed since your symptoms first appeared.

**(D) Person recently had close contact with a person who tested positive for COVID-19** may discontinue isolation under the following conditions:

- They have self-quarantined for 14 days from the date of last contact and have had no symptoms.

**OR**

- If the close contact was a household member, they must self-quarantine for 14 days after the close contact stops having symptoms and they have had no symptoms.

If they have had symptoms, refer to (A), (B) or (C) above.

**Close contact is defined as:** having been within six (6) feet of an infected person for 15 minutes or longer. If you have had close contact with an infected person, see (D) above.

**Proximate Exposure is defined as:** having been in the same indoor environment (e.g., being in the same room or gathering space.) as an infected person for a prolonged period of time, but not having “close contact”. Proximate Exposure does not mean being in the same building or in a different room on the same floor as the infected person.

***Persons that have had Proximate Exposure should self-monitor themselves for symptoms of infection but are otherwise not restricted.***

All employees that have tested positive or have had symptoms of the Coronavirus will be required to bring a “Return to Work” release notice from their Doctor or Health care provider. **We don’t want them to always have to bring a return to work release, do we?**

When an employee tests positive for COVID-19 or goes home sick with symptoms of COVID-19, deep-cleaning procedures will be triggered. (See Cleaning & Disinfecting Facility if Positive CV-19 Test protocol). Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine. Management and/or the HR Team will also notify all employees or customers that may have come in contact with the infected person. We will keep medical information confidential based on CDC and HIPAA laws and regulations.

## **Reporting Transparency Protocol**

Seeley Bothers has created a response plan for employees who experience COVID-19 symptoms or have tested positive for COVID-19 or have been in contact with someone who has been confirmed with a COVID-19 case. (See Response Plan Procedure for additional information). Employees must notify their Supervisor or HR representative as soon as possible. The employee will be asked to assist with all necessary contact tracing. This information will be tracked separately from personnel records, and names will not be released. We will notify all employees if there is a confirmed case of COVID-19 in the workplace. Close contacts of the infected employee will be notified immediately and asked to self-quarantine for 14 days.

## **Social Distancing Protocol**

Employees should follow social distancing best practices while at Seeley Brothers, including but not limited to workstations, break rooms, common areas and office spaces. **This protocol is strongly recommended outside of work as well, following the CDC guidelines.**

Specifically, employees are asked to:

- Stay at least a minimum of 6 feet away from others when working or on breaks.
  - A maximum limited number of people will be allowed in the company breakrooms, conference rooms and other communal areas at one time. (Please see our Safety Policy & Guideline for Assembly and Breakrooms for additional information).
- Avoid job tasks that require face-to-face work with others when at all possible.
  - Conduct phone/email/and virtual meetings instead of in person meetings.

- Avoid physical contact with others. (e.g., handshakes).
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Disinfect your hands after punching in your code on the keypad when entering building.
- Follow any posted signage regarding Safety & COVID-19 social distancing practices.
- Avoid nonessential gatherings.
- Avoid using common areas.

## **Employee Health and Safety Protocols**

The success of our return to work action plan relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a supervisor or HR immediately.

## **General Employee Health and Hygiene**

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically, before and after eating or after blowing your nose, coughing or sneezing, or use a 60% alcohol-based sanitizer.
- Cover coughs and sneezes with a tissue or the inside of your elbow. Throw away used tissue in trash receptacle and immediately wash or sanitize hands.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wear a face mask. Seeley Brothers will provide some washable reusable cloth facemasks for employees that do not have one. Employees are required to bring their masks and safety gear to work every day. For more information please see our “Workplace Mask Policy”.
- Shop employees are also required to wear a face shield.
- Wear protective eyewear.
- Each employee will be required to complete a Daily Wellness Check.
- Avoid sharing tools, phones, computers, food items, drinks and personal protective equipment (PPE).

- Use surface wipes to disinfect frequently touched items such as tools, handrails, door levers & PPEs.
- Maintain social distancing of at least 6' between individuals.
- If you have a serious underlying health condition, please consider staying home.
- If someone in your household or you have come in contact with anyone that has tested positive for COVID-19, please stay home (See Response Plan Procedure for additional information).
- If you or someone in your household is sick or exhibiting cold or flu-like symptoms or has a fever, no matter how mild, please stay home.
- If you call out sick with a symptom that could be related to COVID-19, HR will follow up with you to make the determination when you can return to work.

Per ADA and CDC guidelines, if you show cold or flu-like symptoms at work, you will be sent home. (See Response Plan Procedure for additional information).

To help employees remain healthy, Seeley Brothers has provided hand sanitizer, hand soap, disinfecting wipes and disinfecting spray throughout the facility. It is suggested that employees wash their hands more frequently than normal. Additionally, key areas such as faucets, door handles, handrails, keypads, copiers, just to name a few, will be disinfected regularly at a minimum of twice a day. Breakrooms and kitchens will be disinfected after each break or meal period. All employees and visitors are required to wear face masks at all times and will not be allowed on the premises unless they are wearing them.

Finally, employees who are feeling sick are asked to stay home. Employees who have symptoms of acute respiratory illness, should immediately seek medical attention and follow the guidance of a health care provider. Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should self-quarantine immediately and notify your Supervisor and/or HR.

## **Additional Guidelines for Employees Working in the Field**

### **DO NOT ENTER THE JOB SITE IF:**

- You or someone in your household is experiencing any cold-like symptoms of COVID-19. (Coughing, Fever, Shortness of Breath, Sore Throat)
- If you have a fever of 100.4 degrees or higher.
- If you have been in contact with anyone with a confirmed positive COVID-19 test.
- If you have a confirmed positive COVID-19 test.

**Notify your supervisor immediately if any of the above applies.**

### **Job Site Protocols:**

- Check with Scott Trani or Michelle Hensen to see if there are any specific COVID-19 requirements

before you present yourself at a jobsite.

- Make sure to follow the Construction Field Safety Guidelines posted by the General Contractor for each specific jobsite, as requirements may vary from site to site. If none are posted, speak to the Site Safety Representative for guidelines.
- Always wear personal protective equipment (PPE) such as face masks, face shields, gloves and goggles as appropriate for the activity performed.
- Minimize interactions when receiving a material delivery, and maintain 6' distancing.
- Upon signing in at the job site, go directly to your work area. Do not linger in areas you are not specifically assigned to work in.
- Complete Wellness Check and Temperature Check daily before entering job site.
- No gatherings of more than 10 people in elevator lobbies, rooms or break areas etc.
- No more than (2) people in an elevator at a time, make sure you both are wearing face masks.
- Avoid gathering when entering and exiting the job site.
- Lunch gatherings in parking lot or off site are not permitted unless following CDC guidelines.
- Always follow guidelines listed in this "Action Plan" regarding Social Distancing, Health & Hygiene and Cleaning & Disinfecting.

## **Employee Mental Health Considerations**

Seeley Brothers understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and we are ready to discuss personal situations that are of concern. Managers and supervisors are aware of mental health considerations during this transition. Employees with concerns regarding their mental health should request additional resources from their personal health care provider or SAMHSA @ [www.samhsa.gov](http://www.samhsa.gov) or by calling the SAMHSA helpline @ 800-662-4357.

## **Cleaning and Disinfecting Protocol**

Proper cleaning and disinfecting continues to be an integral part of preventing the spread of COVID-19.

Disinfecting of shared surfaces throughout the facility, including breakrooms, copiers, conference rooms & restrooms at least twice daily.

- Installation of hand sanitizing stations or providing pump hand sanitizers.
- Providing disinfectant wipes and/or disinfectant spray & paper towels near all copy machines, printers and shared equipment. Equipment should be wiped down prior to and following use. Employees

should wash their hands after sanitizing an area.

- Providing sneeze guards at all workstations in common areas.
- Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use.

## **Workplace Procedures**

In addition to the guidance outlined above, Seeley Brothers has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

### **Short-term Telecommuting**

Recently many of our employees have been working remotely due to the State and County “Stay at Home Order”. Although employees will be able to come back to the workplace, Seeley Brothers may still encourage certain employees to continue to work remotely, but it will be on a case by case basis and will depend on specific requirements. Not all employees and or positions will be able to continue to work remotely. For more information please see our Short-term Telecommuting Policy.

### **Vendor and Visitors**

- Any visitor or outside vendor/service person that needs to access our facility must coordinate with the Facility Manager, Mike Norys.
- Please see our separate Vendor/Visitor Policy for additional information.

### **Food Truck Service**

- Seeley Brothers will allow food trucks on the premises as long as we are assured by the food truck owner that all regulations are being followed as dictated by the Orange County Health Care Agencies “Coronavirus COVID-19 Guidance for Food Trucks”. All required guidelines must be followed including wearing masks, gloves, washing hands frequently and especially before preparing food and after handling cash. Social Distancing must be practiced when possible.
- Seeley Brother’s employees will be responsible for following “Safe Distance and Health and Hygiene” protocols when visiting a food truck.

## **Conclusion**

Seeley Brothers looks forward to the future of our employees returning to work. The COVID-19 pandemic has created very uncertain times and has resulted in unprecedented workplace changes. As communicated throughout this Return to Work Action Plan, we are prioritizing the health of our employees every step of the way as we re-open our business’s doors.

We will execute on our plan cautiously, following applicable state and local guidelines. We also understand that each employee’s needs and situations will be different as our doors reopen. Employees

should discuss any concerns they have about returning to work as it relates to their personal health or situation with their supervisor or HR representative.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. We will continue to update these procedures as they will evolve with the guidelines and best practices that are for all of our safety. Employees will be given as much notice as possible in the event of an unforeseen setback or if another office closure is necessary.

Employees should direct questions regarding the content of this action plan to their supervisor or HR representative. The HR email is [hr@seeleybros.com](mailto:hr@seeleybros.com). Furthermore, while the strategies highlighted in this document can help protect workers from COVID-19, it's important to follow CDC guidance at all times.

For more information go to: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)