

Workforce Strategies, Inc.

Preparedness and Response Plan

Workforce Strategies, Inc. (“WSI or the “Company”) takes the health and safety of our employees seriously. With the spread of COVID-19 and the need for certain employees to continue in-person work, either because they are critical infrastructure workers or they are needed to conduct minimum basic operations for the Company, the Company is committed to reducing the risk of exposure to COVID-19 at the Company’s workplace(s) and to providing a healthy and safe workplace for our employees.

This Plan is based on information and guidance 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.

The Company has identified the following potential sources to spread COVID-19 in the workplace:

- The general public
- Associates and clients
- Co-workers
- Visitors and vendors

Our employees fall into one or more the following categories:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

COVID-19 WORKPLACE COORDINATOR

The Company has designated the following individuals as its COVID-19 Coordinators: Tracie Petrick, HR Specialist and Payroll Manager, and Erica Bohms, Director of Operations. The Coordinators are responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the Company’s workplace. The Coordinator is also responsible for reviewing human resources policies and practices to make sure that they are consistent with this Plan and existing federal, state and local requirements.

The Coordinators can be reached at the following:

Tracie Petrick

HR Specialist and Payroll Manager
(269) 488-5102
tpetrick@wsitalent.com

Erica Bohms

Director of Operations
(269) 488-5108
ebohms@wsitalent.com

The designated worksite COVID-19 coordinators shall be the location’s branch manager.

Workforce Strategies, Inc.

Preparedness and Response Plan

RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors 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 supervisors must encourage this same behavior from all employees.

RESPONSIBILITIES OF EMPLOYEES

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the impact of COVID-19 at our worksite(s), everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our workplace(s) to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees must follow these best practices at all times for them to be effective. Beyond these best practices, the Company requires employees to report immediately to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this Plan or COVID-19, they should ask their manager or supervisor or contact the Human Resources Department.

OSHA and the CDC have provided the following control and preventative guidance for all workers, 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.
- While there is community spread of COVID-19, maintain appropriate social distance of six feet to the greatest extent possible.

In addition, employees must familiarize themselves with the principle symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Shortness of breath;
- Uncontrolled cough.

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose, and loss of smell or taste.

Workforce Strategies, Inc.

Preparedness and Response Plan

Employees must not come to the workplace and should notify their supervisor and the Human Resources Department if they exhibit either or both of the following:

- One or more of the following not explained by a known medical or physical condition:
 - Fever
 - Shortness of breath
 - Uncontrolled cough

- Two or more of the following not explained by a known medical or physical condition:
 - Abdominal pain
 - Diarrhea
 - Loss of taste or smell
 - Muscle aches
 - Severe headache
 - Sore throat
 - Vomiting

Similarly, if employees come into close contact with someone that has tested positive for COVID-19 or is showing these symptoms, they must notify their supervisor and the Human Resources Department immediately and consult their healthcare provider. The Company will also work to identify any employees who have close contact with individuals with COVID-19 symptoms.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as:

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

An employee who tests positive for COVID-19 or displays the principal symptoms of COVID-19 shall not report to work until all of the following conditions are met:

- If the employee has a fever, 24 hours have passed since the fever has stopped without the use of fever reducing medications.

- Ten days have passed since either of the following, whichever is later:
 - The date the employee’s symptoms first appeared.
 - The date the employee received the test that yielded a positive result for COVID-19.

- The employee’s principal symptoms of COVID-19 have improved.

Workforce Strategies, Inc.

Preparedness and Response Plan

An employee who has close contact with an individual who tests positive for COVID-19 or with an individual who displays the principal symptoms of COVID-19 shall not report to work until 1 of the following conditions is met:

- Fourteen days have passed since the employee last had close contact with the individual.
- The individual with whom the employee had close contact receives a medical determination that they did not have COVID-19 at the time of the close contact with the employee

WORKSITE PREVENTATIVE MEASURES

The Company will take the following steps to minimize exposure from co-workers to COVID-19:

- Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:
 - o Posting CDC information, including recommendations on risk factors at home and in the community
 - o Providing tissues and no-touch disposal receptacles to minimize exposure to infectious secretions
 - o Inform employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
 - o Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
 - o Discourage handshaking and instead encourage the use of other noncontact methods of greeting
 - o Avoid other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use
 - o Avoid sharing food utensils and food with other employees
 - o Encourage and require social distancing to the greatest extent possible while in the workplace
 - o Encourage employees to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation
 - o Use of masks, gloves and other PPE when in close contact with others
- Develop protocol for social distancing practices
 - o Evaluate areas where employees work within 6 feet of each other and determine options to increase distance apart.
 - o Limit in-person meetings
 - o Restrict the number of workers present on-site to no more than necessary
 - o Consider staggered shifts, break times, etc.

Workforce Strategies, Inc.

Preparedness and Response Plan

- o Consider new shifts
- o Promote remote work as much as possible
- Restrict employees from the workplace if they display symptoms of COVID-19
 - o Implementing health questionnaire and daily temperature checks
 - o Immediately separate any employee with symptoms from other individuals and send him/her home
- Actively encourage sick employees to stay home
 - o Apply available paid time off options and flexible attendance requirements
 - o Follow state and federal guidance for return to work
 - o Implement protocol for return to work after symptoms of COVID-19
- Actively encourage employees to stay home if they have been in close contact with a confirmed or suspected case of COVID-19
 - o Apply available paid time off options and flexible attendance requirements
 - o Follow state and federal guidance for return to work
 - o Implement protocol for return to work after potential exposure to COVID-19
- Develop protocol to follow if an employee has a confirmed case of COVID-19
 - o Communication plan with co-workers within 24 hours
 - o Work with local health department
 - o Evaluate OSHA reporting/recordkeeping requirements
 - o Implement protocol for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Perform increased routine environmental cleaning and disinfection
 - o Instruct employees to sanitize the work areas upon arrival, throughout the workday, and immediately before departure
 - o Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - o Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
 - o Maintain Safety Data Sheets of all disinfectants used on site
- Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until the Company can confirm traveling employee does not have COVID-19 symptoms
- Employees that can effectively perform their work activities remotely should do so. Contact Human Resources and your supervisor for WSI's Remote Work Policy.

Workforce Strategies, Inc.

Preparedness and Response Plan

- Evaluate options for employees at a higher risk for serious illness due to COVID-19
- Plan to monitor and respond to absenteeism
 - Implement plans to continue your essential business functions in case you experience higher than usual absenteeism
 - Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent
- Remind employees about the Company's employee assistance program (EAP) resources and community resources as needed
- Talk with companies that use contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies. Follow company guidelines.

The Company will take the following steps to minimize exposure from associates and clients:

- Evaluate what business practices are needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
- Develop protocol for social distancing practices
 - Mark 6-foot distance in areas where associates might gather/wait
 - Limit number of associates allowed into workplace
 - Minimize face to face contact (e.g., plexiglass partitions)
- Post information on reducing the spread of COVID-19
- Evaluate options for assessing symptoms of COVID-19 and removing individuals from the workplace with symptoms
- Consider physical barriers between employees and associates
- Consider making gloves and masks available to associates and clients

The Company will take the following steps to minimize exposure from visitors and vendors:

- Talk with business partners about the Company's Plan
- If needed, identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.

Workforce Strategies, Inc.

Preparedness and Response Plan

- If possible, limit the number of visitors to the worksite, including the trailer or office.
- Develop protocol for health screening/questionnaire for visitors and vendors The Company will take the following steps to minimize exposure from the general public:
- Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
- Review employee contact with the general public and consider options to minimize.

PERSONAL PROTECTIVE EQUIPMENT (“PPE”)

- PPE usage will vary depending on the job of the employee. All types of PPE must be:
 - o Selected based upon the hazard to the worker.
 - o Consistently and properly worn when required.
 - o Regularly inspected, maintained, and replaced, as necessary.
 - o Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. Workers who dispose of PPE and other infectious waste will also be trained and provided with appropriate PPE.

Note: nothing in this plan is intended to prevent the Company from following the CDC’s recommendations regarding optimizing PPE supply in the event of a PPE shortage. See the CDC recommendation on how to optimize PPE supply at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>