



COVID-19 Prevention Plan

AbleNet, Inc.

September 1, 2021

AbleNet, Inc. is committed to providing a safe and healthy workplace for all our employee owners. To ensure this, we have developed the following Prevention Plan in response to the COVID-19 pandemic. Every Individual is responsible for implementing and conforming to this plan. Our goal is to mitigate the potential for transmission of COVID-19 in all our offices, and that requires full cooperation from everyone. Only through this cooperative effort can we establish and maintain the safety and health in our workplace. By following this plan, you are protecting yourself and you are respecting the rights of your co-workers to protect themselves and their families.

Our people are our most important asset. We are serious and determined to keep everyone safe and healthy. Involvement is essential in developing and implementing a successful COVID-19 Prevention Plan. We are following the recommendations from the Centers for Disease Control and Prevention (CDC) and federal Occupational Safety and Health Administration (OSHA) standards related to COVID-19.

This plan addresses the following protocols:

- What if you are exhibiting signs and symptoms or caring for other sick family members.
- Awareness of handwashing & avoiding touching eyes, nose, and mouth.
- Respiratory etiquette; cover your cough or sneeze.
- Social distancing.
- Housekeeping – cleaning, disinfecting and decontamination.
- COVID-19 Vaccinations time off
- CDC face-covering guidelines

Employee exhibiting signs and symptoms of COVID-19 and caring for other sick family members.

We encourage everyone to self-monitor for signs and symptoms of COVID-19. Any employee showing cold or flu-like (COVID-like i.e., fever, cough, or shortness of breath) symptoms should notify their supervisor and stay home.

Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation is met, in consultation with healthcare providers.

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees. If an employee tests positive for COVID-19, AbleNet will notify the employees who they have been in contact with at work for the last two weeks. This would require interviewing the employee as soon as feasible over the phone or computer.

Handwashing & Avoid touching eyes, nose, and mouth

Basic infection prevention measures must be implemented at all our offices. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently

throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All visitors to the office will be required to use hand-sanitizer dispensers immediately upon entering the office.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues, hand sanitizer, and trash receptacles available to all employees and visitors.

Housekeeping— cleaning, disinfecting and decontamination

Regular housekeeping practices are being implemented, with routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunchrooms, copy areas, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles, desks, etc.

COVID-19 Vaccinations time off

AbleNet encourage employees to have COVID-19 vaccinations. AbleNet will allow staff to take time off without having to take PTO to get a vaccine. Please work with your manager/supervisor so we can make sure to cover the work while you are out. In the event, your provider charges you for the COVID-19 vaccine or testing, please submit your receipt or payment to Yuching for reimbursement.

CDC Face-coving guidelines

If you are not fully vaccinated, please follow CDC face-coving guides to wear a mask in indoor public places. Please visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html> for the most updated CDC face-covering guideline.

CDC quarantine and isolation guidelines

https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine.html#print