

## COVID-19 Preparedness Plan

**AbleNet, Inc.** is committed to providing a safe and healthy workplace for all our employee owners. To ensure this, we have developed the following Preparedness 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 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.

The AbleNet workplace will follow all state and local regulations.

- Social Distancing Guidelines will continue.
  - 6 feet of physical distance between individuals in the office is required. If 6 feet cannot be maintained, a mask or other suitable face covering is recommended.
- Employees who are able to work from home should continue to work from home for the time being during the coronavirus pandemic.
- Vulnerable individuals with underlying health issues should work from home.

The AbleNet staff is 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 Preparedness 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:

- How and when we will bring employees back to work.
- 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.
- Communications and training.
- Person Protection Equipment (PPE)



### **Bringing Employees Back to Work**

If you are sick or have been sick, do not come back to the office until you have met all the CDC criteria to discontinue isolation has been met. The steps are outlined later in the plan. If someone in your family has been sick, please follow the CDC recommended precautions before returning to work.

We are implementing max headcount of 10 employees at any time in our office until September 8, 2020. To adhere to maintaining an office staff of less than 35% capacity we are asking for you to submit your need to be at the office on the attached Google sheet. Please enter your name in the timeslots that you are planning to be in the office. The spreadsheet has 2-hour increments so that should people need to be at the office they are able to be there, complete their work, and head back to their home office. We ask that you watch carefully to the times you have committed to and do not stay beyond your registered timeslot(s). Immediately after entering the office, you must wash your hands thoroughly in the restroom.

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

**AbleNet** is in compliance with H.R.6201 - Families First Coronavirus Response Act (Public Law No: 116-127 (03-18-2020)). This includes paid sick leave and expanded family and medical leave through December 31, 2020 for COVID-19 related absences. Employees would receive up to two weeks of paid sick leave. This paid sick time will not affect your PTO. Employees are also entitled to take leave related to COVID-19 if the employee is unable to work because the employee is caring for an individual that is sick or has been advised by a health care provider to self-quarantine related to COVID-19. Employees are also entitled to take leave related to COVID-19 if the employee is unable to work because the employee is caring for their child whose school or child care provider is closed due to COVID-19 related reasons for up to 12 weeks. These new multiple leave types each have different requirements, limits, pay rates, and maximums.

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 and state and local health departments.

According to the CDC, employees with the Coronavirus or coronavirus symptoms who were directed to care for themselves at home may discontinue home isolation under the following conditions:



- At least three days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.
- The improvement of respiratory symptoms, such as coughing and shortness of breath.
- At least seven days have passed since symptoms first appeared.

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.

If anyone in an employee's household is sick with Coronavirus symptoms, they are required to stay home for 14 days. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions and stay home for 14 days.

### **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.

### **Social distancing**

Social distancing is being implemented in the workplace throughout the entire company.

Employees and visitors are prohibited from gathering in groups and confined areas, including breakrooms, and restrooms. Using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal equipment is strictly prohibited.



General steps to distancing and use of AbleNet office workspace.

- Maximize physical distancing from others (6 feet or more).
- Protective equipment will be made available for staff and visitors. These items will be located at all entry doors (front lobby/main entrance, lunchroom door, and warehouse door). NOTE: If the 6 feet of separation cannot be maintained, a mask or other suitable face covering is strongly recommended.
- Suspend in-person meetings as much as possible. Most meetings can be done using video conferencing and other forms of non- contact communication.
  - Lunchroom – Only 2 staff/visitor in the lunchroom at one time
  - Bathrooms – Only 1 staff/visitor in the bathrooms at one time
  - Please refrain from visiting the warehouse and technical support areas unless absolutely necessary (this is for the safety of our essential duty staff)
  - Remarkable Conference Room – Maximum of 4-people or less are allowed at one time in this workspace
  - Capable Conference Room – Maximum of 2-people or less are allowed at one time in this workspace
  - Attainable Conference Room – Maximum of 3-people or less are allowed at one time in this workspace.
- Conference rooms and speakerphones should be cleaned after each use.
- Wash your hands or use hand sanitizer before using items in the kitchen such as coffee and water coolers.



### **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.

### **Communications and training**

This Preparedness Plan will be communicated and posted in our mail room for all employees to read. Additional communication and training will be ongoing and provided to all employees who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented. Employees are to work through this new program together and update the training, as necessary. This Preparedness Plan will be updated, as necessary.

### **Personal Protection Equipment (PPE)**

The offices have purchased hand sanitizer, cleaning supplies, facemasks, and wipes.

CDC is now recommending that everyone wear face masks in public. The guidance from CDC recommends wearing a mask in an office setting if the 6ft physical distance cannot be maintained. It is acceptable to remove the mask at your desk but other places in the office, we recommend wearing them.

Please let us know if you have any questions or concerns. We don't know how long the pandemic will last but together.....we will get through this!



## Appendix A – Guidance for developing a COVID-19 Preparedness Plan

### General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)  
[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)  
[www.osha.gov](http://www.osha.gov)  
[www.dli.mn.gov](http://www.dli.mn.gov)

### Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)  
[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)  
<https://youtu.be/d914EnpU4Fo>

### Respiratory etiquette: Cover your cough or sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  
[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)  
[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)  
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html) [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### Employees exhibiting signs and symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

### Training

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)  
[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)  
[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)