

## **COVID-19 Preparedness and Response Plan**

In accordance with Governor Gretchen Whitmer’s Executive Orders, Slater Tools, Inc. (“Slater”) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

Slater aims to protect its workforce by enacting all appropriate prevention efforts, and therefore it is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees or independent contactors with questions are encouraged to contact Director of Operations, Kristen Renner, via telephone at (586) 465-5000 or email at kris@slatertools.com.

### **1. Prevention Efforts and Workplace Controls**

#### **a. Cleanliness and Social Distancing**

Employees or independent contractors who are able to perform their duties remotely may be permitted to work from home in accordance with approved telework arrangements.

For those employees and independent contractors working on-site, social distancing measures recommended by the Center for Disease Control and Prevent (“CDC”) shall be followed—in addition to other mitigation measures adopted by Slater—as more fully set forth below.

- Employees and independent contractors shall maintain a physical distance of six feet from each other to the maximum extent possible.
  - Similarly, employees and independent contractors shall avoid contact when members of the public (e.g., delivery persons, vendors), encouraging such persons to remain in the “restricted area” designated by Slater, located near the shipping entrance.
- Employees and independent contractors shall regularly wash their hands with soap and water for a period of not less than twenty seconds, including but not limited to upon entry of the building, prior to use of supplies or appliances in the break room, and after use of the restroom.
  - Where soap and water is not readily available, employees shall use alcohol-based hand rub, as supplied by Slater.
- Employees and independent contractors—to the extent reasonably possible—shall avoid touching their eyes, nose, or mouth and practice respiratory etiquette, including the covering of coughs and sneezes. (Slater provides employees with, at a minimum, non-medical grade face coverings.)
- Employees and independent contractors shall avoid the use other of other workers’ phones, desks, offices, or other work tools or equipment where possible.
- Employees and independent contractors shall practice “good housekeeping,” including the routine cleaning and disinfecting of surfaces, equipment, and other elements of their work environment (i.e., knobs, handles, computers, and keyboards).
- Employees and independent contractors shall use only their designated bathroom and limit occupancy to one employee at a time.

- An employee's or independent contractor's whose work-space is located on the shop floor shall not enter the front office unless in the case of an emergency. Similarly, employee's or independent contractor's whose work-space is located in the front office shall not enter the shop floor, except to access the break room or exit the facility or in the event of an emergency.
- Employees and independent contractors shall comply with Slater's daily screening process.
- Employees and independent contractors shall self-monitor for signs and symptoms of COVID-19, and in the event they suspect possible exposure or feel unwell, seek medical attention and/or comply with any applicable self-isolation or quarantine orders.

In addition, Slater will continue to perform increased cleaning and disinfection, especially of common and "higher-traffic" areas, and make hand sanitizer and disinfecting wipes available for employee and independent contractor use.

### **b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms**

An employee or independent contractor with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 will be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, Slater will take the following action: (1) inform all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure; (2) keep confidential the identity of the diagnosed/symptomatic employee, unless given permission by the employee to disclose their identity; and (3) conduct deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee.

Moreover, all employees or independent contractors who worked in sustained, close proximity to the diagnosed/symptomatic employee will be removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, as set forth below.

Finally, Slater will complete an OSHA Form 300, as well as a Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the [employee's] illness."

### **c. Worker Exposure Classification**

Slater's "Worker Exposure Risk to COVID-19" is classified as "Lower Risk (Caution)" by the Occupational Safety and Health Administration's guidance because its employees have minimal occupational contact with the public and other coworkers.

Given this classification, no additional controls are recommended or required by OSHA at this time.

## **2. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations will be made without regard an employee's or independent contractor's protected characteristics, as defined by local, state, and federal law.

Consistent with current practice, any health-related information and documentation gathered from an employee is to be maintained confidentially and in compliance with state and federal law.

**a. Self-Monitoring**

Any employee or independent contractor identified below should *not* report to Slater.

- An employee or independent contractor who displays COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis.
- An employee or independent contractor who, in the last 14 days, has had close contact with and/or lived with any person having a confirmed COVID-19 diagnosis.
- An employee or independent contractor who, in the last 14 days, has had close contact with and/or lived with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees and independent contractors may only resume in-person work upon meeting all return-to-work requirements defined below.

**b. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure, daily screening measures are in place.

As part of that screening, employees and independent contractors are asked to answer a series of questions proximately posted on signage located in the “restricted area.”

1. Are you *currently* suffering from any of the following symptoms: fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. If the employee or independent contractor answers in the affirmative, access to Slater is denied, and the employee or independent contractor is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
  - a. If the employee or independent contractor answers in the affirmative, access to Slater is denied, and the employee or independent contractor is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

If the employee or independent contractor answers all of the foregoing questions in the negative and a touchless thermometer is available, a temperature check is performed. If the temperature reading is normal, the employee or independent contractor is permitted to move beyond the “restricted area” and begin work.

An employee or independent contractor who develops symptoms while at Slater must immediately leave the worksite and contact Director of Operations, Kristen Renner, via telephone at (586) 465-5000.

### **c. Return-to-Work Requirements**

An employee or independent contractor diagnosed with COVID-19 may return to work only upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, an employee or independent contractor may discontinue isolation and return to work upon achieving the following conditions: (1) resolution of fever without the use of fever-reducing medications; (2) improvement in respiratory symptoms (e.g., cough, shortness of breath); and (3) negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, an employee or independent contractor may discontinue isolation and return to work upon achieving the following conditions: (1) at least 3 days have passed since recovery defined as resolution of fever without the use of fever-reducing medications; (2) improvement in respiratory symptoms (e.g., cough, shortness of breath); and (3) at least 7 days have passed since symptoms first appeared.

An employee or independent contractor who comes into close contact with or lives with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

### **3. Workplace Flexibilities and Potential Benefits for Employees or Affected by COVID-19**

Employees may be eligible for paid or unpaid leaves of absence pursuant to Slater’s Employee Handbook or other federal, state, or local programs, including but not limited to the Families First Coronavirus Response Act (“FFCRA”).

Employees may also be eligible for short-term disability or unemployment benefits.

Employees are encouraged to contact Director of Operations, Kristen Renner, via email at kris@slatertools.com with any questions.

#### **4. Plan Updates and Expiration**

This Plan responds to the COVID-19 outbreak, and Slater may update this Plan and its corresponding processes as the pandemic evolves.

This Plan will expire upon conclusion of its need, as determined by Slater and in accordance with guidance from local, state, and federal health officials.