



## SITEX COVID-19 Action Plan for Team Members

At SITEX, it is our priority to keep our team members, their families, our customers, and our communities safe and healthy, especially during the COVID-19 pandemic. As such, we are abiding by governmental guidelines, as we strive to balance public health concerns with the needs of our business. This action plan details how we are keeping our team members and customers safe to every extent possible. This plan, which pulls from the Team Kentucky – Covid-19 Resource Guide, Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and all team members, and outlines the steps SITEX is taking to address COVID-19.

While we have implemented various protocols to ensure your safety, it is up to you and your co-workers to execute these protocols daily. By releasing this action plan, SITEX hopes to clearly communicate our plans, highlight workplace protocols in place to protect your safety and establish a level of comfort for all our team members as we continue working.

### Return to Normal Operations

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. SITEX will continue to monitor applicable state and local guidance and determine next steps, as necessary.

- **Workstation modifications**— we have made some modifications to workspaces to help socially distance where possible and implemented personal protective barriers elsewhere.
- **Limited in-person meetings**—Until all social distancing requirements are lifted, we are changing the structure of meetings, training sessions, and creating space limitations.
- **PPE**—we have added PPE requirements for any role within the company that has increased exposure risk.
- **Facemasks**—we have mandated the use of company provided masks in the workplace.
- **Health Assessment Questionnaire**—we have implemented a health assessment questionnaire for all Team Members to complete regarding their health.
- **Daily self- check protocol**— we have mandated a daily self- check protocol to help team members monitor their health.
- **Enhanced cleaning processes**—we have modified and increased cleaning activities
- **Disinfecting Processes**—we have created a cleaning procedure to disinfect any area where potentially infected materials or persons may have been.

In addition to the protocols mentioned above, we will continue to review and revise our policy, as it makes sense, to increase workplace safety.

## Workplace Protocols to Follow

### Employee Screening, Exposure and Confirmed Illness Protocols

Keeping team members safe is our priority. To accomplish this task, we have created various procedures for screening employees who are dealing with COVID-19 symptoms, exposure, or confirmed cases of COVID-19 and reporting transparency.

#### Employee Screening Protocols

The Equal Employment Opportunity Commission permits employers to implement health screening procedures. Any team member screening will be implemented on a nondiscriminatory basis, and all information gleaned 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.

All SITEX Team Members will be asked to complete a Health Assessment form to confirm the status of their health as part of working. The company reserves the right to implement additional screening protocol for symptoms, such as temperature checks or updated Health Assessment certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential.

All SITEX team members are asked to complete a Daily self-check protocol following these guidelines:

If you wake up feeling sick, we want you to take your temperature.

- If you have a temperature of 100.4 (38.0 C) or higher – stay home.
- If you don't, and you feel well enough to come to work, please do so.
  
- If your temperature subsides within 24 hours, and you feel up to it, you may return to work.
- If it does not, we want you to contact your medical provider (first by phone) and seek their advice.

#### ***Per the CDC (Center for Disease Control) the following are symptoms of COVID-19:***

- ❖ Fever of 100.4 or higher
- ❖ flu like symptoms that include cough, shortness of breath.

### COVID-19 Exposure and Confirmed Illness Protocol

Team Members who test positive for COVID-19 or believe they have been infected are instructed to report this immediately and contact a qualified medical professional. For any team member who is advised to self-quarantine by a medical professional, those team members should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.

- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

When a team member tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, team members who have been in close contact with an individual who has tested positive may be instructed to self-quarantine.

### Reporting Transparency Protocol

Any team member who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR as soon as possible. Depending on the circumstances, SITEX will notify impacted team members if there is a confirmed case of COVID-19 in the workplace that could affect them. SITEX may elect to close the office or a specific work area or department for a period following a confirmed case to allow for natural deactivation of the virus.

### Social Distancing Protocol

Team members should follow social distancing best practices while in SITEX facilities, including but not limited to workstations and work areas, breakrooms, restrooms, common areas and office spaces. Specifically, team members are asked to:

- Stay 6 feet away from others (where possible) when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place, such as mandated facemask use.
- Avoid job tasks (where possible) that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces (where possible) that may have been touched by others.
- Distance themselves (where possible) from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Limit the number of individuals in the break room.
- Avoid using common areas.

SITEX may extend our social distancing guidelines as needed for safety purposes.

The success of this plan relies on how well our team members follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety.

## 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 eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

To help team members remain healthy, SITEX has hand sanitizer, hand sanitizing stations, disinfectant, and disinfecting wipes available throughout all facilities. It is suggested that team members wash their hands more frequently than normal. Additionally, SITEX is disinfecting common touch points multiple times daily.

In addition, team members are strongly encouraged to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. SITEX has provided all team members with face coverings in accordance with CDC guidelines. It is recommended that team members wear face coverings when entering and exiting the building and when using common areas such as bathrooms, breakrooms, office areas, and work areas. Team members may use their own face covering if it meets CDC guidelines and is professional.

Finally, team members who are feeling sick are asked to stay home from work. Team members who have symptoms of acute respiratory illness, should immediately seek medical attention, and follow the guidance of a health care provider. Team members who have been diagnosed with or are aware they have been directly exposed to COVID-19 should notify HR immediately.

## Coworker Mental Health Considerations

SITEX understands that the COVID-19 pandemic has increased stress levels of team members. We want to prioritize our team members' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for our team and we are ready to discuss personal situations. Managers are aware of mental health considerations during this transition. Team members with concerns regarding their mental health should request additional resources from HR or their manager.

## Cleaning and Disinfecting Protocol

Team members must do their part to help keep work areas and office spaces as clean as possible by routinely cleaning and disinfecting their workstations and surfaces they commonly use. Team members should also avoid using others' workstations, tools and equipment. Additionally, whenever a team member uses a common piece of equipment (e.g., printer, fax machine, touch screen, or equipment control), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies have been provided by SITEX. Team members should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

SITEX has implemented procedures for cleaning common areas and other frequently touched surfaces/areas throughout the day. The frequency of this cleaning may change depending on the situation.

## Office Procedures

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

- **Deliveries**— we have set up contactless drop zones for deliveries (where possible), including mail and packages. We encourage those processing mail and packages to wear gloves. Team members ordering food delivery service will need to instruct drivers to utilize drop off zones or meeting spots for contactless delivery (where possible).
- **Visitors**—Until further notice, all nonessential visitors are prohibited and any interviews should be conducted virtually. For business-critical visits (e.g., material deliveries), SITEX will take steps to safeguard team members and visitors by:
  - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with SITEX team members.
  - Requiring visitors to practice social distancing and good hygiene while on-site.
- **Vending services**—To ensure the health of team members, SITEX will observe governmental guidelines and restrictions related to self-serve vending stations. Team members who bring their own food from home are encouraged to keep items in a temperature-controlled bag. It is also recommended that all dishware be taken home nightly for cleaning in a dishwasher.

SITEX may add to this list of workplace procedures as deemed necessary. Team members should monitor workplace communications to ensure they are up to date on all health and safety communications.

## Conclusion

SITEX looks forward to the future, when our team members and business can return to a more normal routine. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this action plan, we are prioritizing the health of our team members every step of the way as we consider business needs.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each team member's needs and situations will be different as we work through this. Team members should discuss any concerns they have about work as it relates to their personal health or situation with their manager or HR.

Finally, we ask that team members be patient and understanding of the fact that the COVID-19 pandemic may require consistent and frequent work plan changes. Team members will be given as much notice as possible in the event of an unforeseen setback or office closure.

Team members should direct questions regarding the content of this action plan to HR or to their manager. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it is always important to follow CDC guidance.

For more information, consult these websites:

<https://govstatus.egov.com/kycovid19>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>