



## COVID-19 Preparedness Plan

Quality Metalcrafts, LLC / AMERICLAD® is committed to providing a safe and healthy workplace for all our workers, temporary service workers, vendors, and visitors. To ensure we have a safe and healthy workplace, Quality Metalcrafts, LLC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Steve Gravel, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Quality Metalcrafts, LLC's managers and supervisors have our full support in enforcing the provisions of this plan.

Our employees are our most important asset. Quality Metalcrafts, LLC is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by soliciting suggestions from employees in various departments and keeping employees informed by regularly communicating COVID-19 related information in memos and company newsletters.

Quality Metalcrafts, LLC's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;

- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Quality Metalcrafts, LLC has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including guidance provided specifically for manufacturing companies.

## **Ensure Sick Workers Stay Home and Prompt Identification and Isolation of Sick Person**

### **Daily Self Health Check**

Everyone reporting for work is expected to perform a daily self health check before reporting for work. Please review the following questions every morning before coming to work:

- Do you have a new fever (100.4°F or higher), or a sense of having a fever?
- Do you have a new cough that cannot be attributed to another health condition?
- Are you experiencing new shortness of breath that you cannot attribute to another health condition?
- Do you have a new sore throat that you cannot attribute to another health condition?
- Have you experienced a new loss of smell or taste that you cannot attribute to another health condition?
- Are you experiencing new muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

**If you answer “YES” to any of these questions, we request you not report to work and contact your health provider and supervisor.**

If you begin experiencing any of the listed COVID-19 symptoms at work, we request you immediately notify your supervisor (while social distancing), leave work, and get in touch with your health care provider.

Quality Metalcrafts, LLC has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Several leave programs are available to employees, including:

- **Paid time-off (PTO)**
  - All employees receive PTO at the start of their employment
  - For COVID-19 related absences, the company will allow employees to borrow up to 40 hours of PTO
- **Emergency Paid Sick Leave**
  - Available through the end of 2020
  - All employees regardless of hire date are eligible
  - Allows for up to 80 hours of paid leave (for full time employees) due to covered reasons
  - This leave is in addition to existing PTO
  - You do not need to use your existing PTO before using the emergency paid sick leave
  - Eligible reasons are employees who are unable to work because:
    - You are subject to a governmental quarantine or isolation order related to COVID-19
    - You have been advised by a health care provider to self-quarantine because of COVID-19
    - You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis
    - You are caring for an individual subject (or advised) to quarantine
    - You are caring for a child whose school or place of care is closed due to COVID-19 precautions
  - Daily wage limits apply to this program
- **Family and Medical Leave Act**
  - Available to employees that have worked for the company for at least 12 months
  - Allows up to 12 weeks of unpaid, job-protected leave in a 12-month period who are experiencing a “serious health condition” or are helping to care for a family member suffering from a serious health condition
  - FMLA leave is unpaid

In the event an employees in infected with COVID-19, the company will attempt to research and inform workers that may have been exposed to that person in the workplace. The CDC defines “exposure” as having close contact (six feet or closer) for 15 minutes or more as brief interactions with infected individuals are less likely to result in transmission.

Managers and supervisors are expected to maintain the confidentiality about the COVID-19 infection status of any employees or temporary employees as it is considered protected health information. Information about an employee’s health status should only be shared on a “need to know basis”.

## **Social Distancing – Stay at least six-feet apart**

Social distancing of at least six feet will be maintained between all employees, temporary employees, and visitors at all times. To encourage social distancing, please remember the following:

- Please do not congregate in the cubes or workspaces of others
- Use virtual meetings (conference calls, Zoom, Microsoft Teams, etc.) whenever possible
- Masks are required in the manufacturing areas where social distancing is not possible
- Our buildings are closed to visitors until further notice

## **Worker Hygiene and Source Controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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. Everyone entering our facilities is requested to either wash their hands or use hand sanitizer upon entering. Hand sanitizer dispensers are located in both buildings.

Masks have been supplied to all employees and temporary employees. Employees are encouraged to wear them at all times.

Everyone is instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face with their hands. Everyone is expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

## **Workplace Building and Ventilation Protocol**

Operation of our buildings includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Our maintenance department will continue to monitor building system conditions and ensure their proper operation. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

## **Workplace Cleaning and Disinfection Protocol**

Regular cleaning of all common areas will be conducted by our commercial cleaning service. They are responsible for cleaning and sanitizing common areas and work surfaces. Each employee is responsible for cleaning their individual workspace.

In addition to the regular commercial cleaning, high-touch areas will be cleaned at least 3 times per work day with an EPA-approved COVID-19 effective cleaner by designated employees. These high-touch areas include surfaces such as entrance/exit door knobs, office equipment control pads, bathroom faucets, and stair railings.

At the end of each workday, the warehouse space of both buildings will be disinfected by micro-fogging with TwinOxide.

## **Drop-off, Pick-up, and Delivery Practices and Protocol**

While the company is closed to visitors, deliveries and shipments continue to be allowed as they are critical to the company's operation. Truck drivers and package delivery service drivers should not linger in our facilities. Whenever possible, truck drivers should remain in their trucks and not enter our buildings while being loaded.

To minimize the number of people entering our buildings, customers will not be permitted to will-call orders at our buildings until further notice. All orders must be delivered to the customer's site.

## **Communications and Training Practices**

The COVID-19 Preparedness Plan was communicated to employees on June 26, 2020. The creation of the plan was announced in the company's monthly newsletter. The newsletter provided a link where the plan could be viewed. In addition, a copy of the plan was posted in the breakrooms of both buildings.

Most of the elements of the COVID-19 Preparedness Plan have been previously communicated to employees through regular memos and the company's monthly newsletter.

Managers and supervisors are expected to monitor how effective the program has been implemented. All employees and temporary employees are expected to follow the COVID-19 Preparedness Plan. Failure to adhere to the COVID-19 Preparedness Plan will result in discipline, up to and including termination of employment. It will be updated as necessary by Steve Gravel.

Certified by:

A handwritten signature in black ink that reads "Steve Gravel". The signature is written in a cursive style with a large, sweeping initial "S".

CFO  
June 26, 2020