

COVID-19 Back to Work Preparedness Plan for Kelly Roofing

Kelly Roofing is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have 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, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Kelly Roofing** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **Kelly Roofing**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by listening to employee concerns and mitigating those fears through taking steps to minimize risk. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Florida Department of Health (MDH) guidelines, and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

If you are experiencing any COVID-19 symptoms, you must report it immediately! If you fail to report it immediately, you will be terminated for putting your fellow co-workers at risk. For those are that are experiencing symptoms or who were in immediate contact with someone who is known to have COVID-19 or experiencing symptoms you must provide a COVID-19 test result showing a "negative" result or stay home and isolate for 14 calendar days. For those who do report in time and follow these rules, you will be paid a minimum time from work wage for up to 80 hours. Kelly Roofing reserves the right to request testing at any time for any employee. Employees are responsible for



self-checking temperature daily. Kelly Roofing may take employee temperature, but this does not release the employee from their responsibility to self-check.

Kelly Roofing has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

If you are experiencing symptoms, have tested positive, have a childcare concern, are living with a high-risk individual you may qualify for extended protected leave via Emergency FMLA. Speak to Ken or Paola about your situation.

Those experiencing symptoms or test positive will be required to isolate for 10-days and follow the CDC guidelines updated here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> and <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html> .

The general guidelines to follow for returning to work are to show no fever without medication use and diminishing symptoms of cough, chest congestion, breathing issues, etc. for at least 72 hours AND be at least 10 days from first positive test or first sign of symptoms. No one may return to work site(s) before these criteria are met. Work from isolation is permitted. Please follow the 10-Step guide to recovery from the CDC.

Handwashing

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 toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some job sites may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Workers 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, in particular 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 and trash receptacles available to all workers and visitors. Wear a mask or cloth face covering when in the proximity of others, in a meeting or passing others. Always try to maintain social distancing.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: We encourage the use of phone, text, email, video calls and other digital methods of communication over in person visits. Exercise whenever possible. If a meeting is necessary, use the large training room, front entryway or outside areas to maintain safe social distancing. When traveling two/from job sites, keep distancing by separating in a vehicle and keeping fascial coverings. Personal vehicles are acceptable as transportation to job sites to help maintain separation. Workers, visitors and customers are prohibited from gathering in groups where social distancing is not practical. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations or other personal work tools and equipment. Take special care of common areas such as break room and rest rooms as to clean the areas before and after using surfaces, equipment, cabinets, etc. We recommend starting your day by washing hands completely immediately upon arrival, then throughout the day to be proactive. Customers, visitors and vendors are to be limited to the front entryway area only and may not go to any other area of the company; keeping safe distance throughout their time on site. If a customer does not respect our social distancing guidelines you must ask them to leave.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. You are responsible to clean your tools, ladders, vehicle, equipment at least two times per day. The general office is also being cleaned twice daily to maintain a safe workplace.

Workplace call back

As an essential provider, Kelly Roofing's workforce continued throughout the pandemic. Although certain individuals were provided temporary opportunities to work remotely, this was only a temporary measure and is now being rescinded. Employees are expected to return to office or worksites and pre-pandemic locations while following the safe health guidelines as before. Those who do not return may be terminated, reported to the State of Florida and may be denied unemployment benefits. Special circumstances, at the total discretion of management, may be made to individuals with extenuating circumstances. For these individuals, following remote work policies is required and lack of productivity may equate to discipline actions and/or pay deductions.

Communications and training

This Preparedness Plan was communicated to all workers May 11th, 2020 and necessary training was provided to all employees since March 15th, 2020. Keep in mind that Kelly Roofing desires a positive image in the public and cases of sickness or positive tests may not be shared with anyone outside the company. Furthermore, you must not share medical history with anyone, even those inside the organization, and must respect hipaa rules of confidentiality. The actions and steps taken during the crisis is the same continued actions moving forward. Additional communication and training will be ongoing via email, videos, phone calls, in person training and text messages. Continue to follow the instructions already trained to ensure social distancing between the customer, the worker and other employees. Read the information listed below for further enforcement of existing training. Managers and supervisors are to monitor how effective the program has been implemented by reporting any signs of illness or any cases of these procedures not being followed. Management and workers are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by **Kelly Roofing** management and was send on May 11th, 2020. It will be updated, as necessary.

Certified by:

Ken Kelly, President, Kelly Roofing

Appendix A – COVID-19 Safe Steps Training

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

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

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

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

Training

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

10 things you can do to manage your COVID-19 symptoms at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



6. **Cover your cough and sneezes.**



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

