

COVID-19 Preparedness & Response Plan for Superior Environmental Corp

Superior Environmental Corp (Superior) 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 & Response Plan in response to the COVID-19 pandemic. 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. Superior Environmental Corp 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 Superior Environmental Corp. Worker involvement is essential in implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and state departments of health guidelines, federal OSHA standards related to COVID-19 and executive orders in effect, 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.

Before reporting for work, either at an office or job site, every employee must complete a daily COVID-19 screening form. Posters will be on each office entrance that have a QR code that can be scanned with a cell phone camera, which will take the user to the form to complete. Employees can also access the form directly by going to <https://tinyurl.com/SuperiorScreening> (this link can be saved as a favorite in the web browser of any internet capable device) After submitting the form, the user will receive a response that either says they have passed and may enter or that they have failed and must distance themselves from others and notify their supervisor. The results of each form submission will be recorded and kept on record.

The following employees should not report to work and should notify their supervisor:

- Employees who display 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.
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis or 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.

Superior encourages employees with COVID-19 symptoms to seek a COVID-19 test at a state or local government testing center, healthcare center, or other testing location.

An employee that receives a COVID-19 diagnosis or notice of possible exposure or that is displaying COVID-19 symptoms must remove themselves from the worksite immediately, taking care to minimize contact with other individuals and surfaces, and should notify their supervisor immediately.

Employees who have ongoing cough or shortness of breath related to asthma or allergies, but no other COVID-19 symptoms, are not expected to leave work but should notify their supervisor of any changes in condition.

Superior Environmental Corp's leave policies 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. Additionally, the Family Medical Leave Act (FMLA) and the Families First Coronavirus Response Act (FFCRA) may provide additional relief for workers affected by COVID-19. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be addressed on a case by case basis.

Superior will inform workers, contractors, and suppliers if they are known to have been exposed to a person with COVID-19 at their workplace and will inform workers if they will be required to quarantine for the necessary amount of time. This will be done in a manner that protects the privacy of any involved worker's health status and health information. Superior will report confirmed cases to local public health departments within 24 hours and maintain all necessary records.

Employees who were diagnosed with COVID-19 may only return to work upon cessation of symptoms and contagiousness as defined by current CDC guidelines. Similarly, employees who were symptomatic or who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work only after meeting the current CDC guidelines for being eligible for returning to work.

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. CDC handwashing signs will be posted near all sinks. All visitors to the facility will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer available (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.

Each employee has been issued their own bottle of sanitizer, and refills are available at each office.

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 posted at the entrances of the offices and supported by making tissues and trash receptacles available to all workers and visitors.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Workers, visitors, and customers should avoid gathering in groups to the maximum extent possible, and must use appropriate measures when not able to maintain 6 feet of distance between people. Staff meetings that are not able to be held while maintaining proper distancing are to be postponed or held remotely.
- Masks should be worn any time an employee is not able to maintain 6 feet of distance from another person. This includes in the office and on job sites whether inside or outdoors. Masks are not necessary where 6 feet of distancing is easily maintained. Employees should wear masks when asked to on client sites. Exceptions will be made for employees with a medical condition that prohibits them from wearing masks, but they are urged to maintain the minimum 6 feet of distance.
- Employees should avoid using other workers' personal protective equipment (PPE), phones, computer equipment, workspaces, or other personal work tools and equipment. Shared equipment should be cleaned before and after use.
- Superior will provide gloves, masks, hand sanitizer, and cleaning materials to the extent that they are available. Employees should contact their supervisors to request any needed items.
- Company may utilize flexible work hours and working remotely, wherever possible, to limit the number of employees simultaneously working on-site.
- Non-essential travel is postponed or cancelled. If work requires an overnight stay at a hotel, employees can continue to use PPE and social distancing to protect themselves. Here are some measures employees can take at hotels:
 - Call in advance to check steps they are taking related to COVID-19 prevention, such as contactless check-in and ask for a freshly laundered bedspread.
 - Bring supplies to clean commonly touched surfaces in room such as knobs, handles, light switches, faucets, and TV remote (or place remote in plastic bag).
 - Wash hands after touching surfaces in common areas such as buttons in elevators.
 - Remove decorative pillows from bed and consider bringing an old sheet to drape over chairs (bring plastic bag to take sheet home).
 - Bring a mug to drink from, or thoroughly wash any provided glassware before using.
- Travel to job sites should be limited to one person per vehicle where possible; masks are to be worn when more than one person needs to be in a vehicle.
- Office workspaces will be arranged to be no fewer than six feet apart.
- Any water fountains in offices will be turned off.
- Non-essential visitors are prohibited in offices. Each office shall maintain a log of essential visitors that includes date and time, visitor name, and company name. Entry doors should remain locked, with a sign on the door with a phone number for visitors to call. Deliveries can be made by leaving at the door, or calling the phone number posted on the door, and any entry to the building should be kept to a minimum.
- Gathering in office common areas, including breakrooms and entryways, are prohibited. Chairs should be removed from these areas while this plan is in effect. Essential areas will remain open, but time spent in them should be kept to a minimum.
- Employees are encouraged to maintain physical distancing, even when on break, as well as before and after working hours. Employees are also encouraged to use PPE, such as masks and hand sanitizer, when away from work, including while using public transportation.

Housekeeping

Regular housekeeping practices are being implemented or enhanced, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Leadership in each office shall establish appropriate schedules and methods for regular office cleaning and frequent cleaning and disinfecting of high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, delivery equipment, etc. Employees are asked to clean surfaces in their workspace at the beginning and the end of each shift using disinfecting sprays or wipes; vehicles should be similarly cleaned before and after each use.

If an employee is sent home with COVID-19 symptoms, or is later diagnosed as having COVID-19, their work area and any areas they may have come in contact with will receive a focused and thorough cleaning.

Communications and Training

This Preparedness Plan was communicated by email to all workers on June 18, 2020, and COVID-19 Awareness training was made available on May 8, 2020. Additional communication and training will happen as needed, and training will be provided to all new workers who did not receive the initial training. Each office has the following designated personnel (selected in an attempt to always have one that is on site while the office is open) that are to monitor how effective the program is being implemented and report any concerns without delay to Brian Miller:

- Cheshire: Carl Lurix and Danielle Quatrella
- Coopersville: Jeff Skendrovic and Connie Kailing
- Springfield: Simon Broomhead and Bonnie Shane

Employees should immediately notify their supervisor of any unsafe working conditions; if an employee does not receive an adequate response from their supervisor, they should contact Brian Miller. Employees also have the right to file a complaint with the Occupational Safety and Health Administration.

This COVID-19 Preparedness Plan has been certified by Superior Environmental Corp management and was posted throughout the workplace on June 18, 2020, and will be updated as necessary. This plan will expire upon conclusion of its need, as determined by company management and in accordance with guidance from local, state, and federal health officials.

Certified by:



Brian S. Miller
President & CEO