



## COVID-19 Exposure Prevention, Procedures and Preparedness Plan

LH Brubaker takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARSCoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for our business, which has been deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Procedures Plan to be implemented throughout the Company. This Plan is based on currently available information from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

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### **I. Manager and Supervisors Responsibilities**

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All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

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### **II. Employee Responsibilities**

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We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our workplace and customer homes, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to their managers if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID19, please ask your manager. If they cannot answer the question, please contact Human Resources.

The following control and preventative guidance to all workers, issued by OSHA and the CDC regardless of exposure risk must be followed:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- No shaking hands, hugging or other physical contact
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT COME TO WORK** and call your manager and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, let your manager know and call your healthcare provider right away.

Sick employees should follow the CDC-recommended steps. Employees should not and will not be permitted to return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

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### III. Workplace Protective Measures

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LH Brubaker has instituted the following protective measures

*A. General Safety Policies and Rules*

- All employees must wear a protective face mask during their time working. You will be given a mask, or you may choose to wear your own mask once approved by LH Brubaker.
- Clean and disinfect high-touch areas routinely, in accordance with CDC guidelines, in spaces that are accessible to employees or other individuals. In addition to maintaining pre-existing cleaning protocols in all other areas of our buildings

- Follow social distancing markers placed throughout stores as applicable and limit exposure to other work spaces and areas outside of your work area.
- Employees performing cleaning or trash collecting should wear protective gloves
- When entering and exiting the building at the beginning or end of your day please avoid entering and exiting in groups and continue follow social distancing procedures
- Limit the number of people in all employee common areas to include but not limited to the following specific guidelines for break rooms:
  - Strasburg Pike break room – limit 2 people and must be 6 ft apart
  - Mechanicsburg break room - limit 1
  - Park City break room – limit 1

You will be permitted, during this time and until otherwise notified, to eat at your desk. However, please do so when no customers are in the store.

- No food, snacks, candy etc. should be brought in and shared with coworkers or sitting out for employees or customers. Until further notification, there will be no self-serve coffee offered to customers or employees.
- Do not congregate or socialize in groups – (for business purposes limit when possible to 2 people at a time no more than 3 and must be 6ft apart)
- All in-person meetings will be limited (including safety committee meetings) To the extent possible, meetings will be done virtually or by telephone. During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- All employees must wear a protective face mask during their time working. You will be given a mask, or you may choose to wear your own mask once approved by LH Brubaker.
- Any vendor/customer/ visitor entering any LH Brubaker location must wear a protective face mask
- Employees must avoid physical contact with others and direct employees/vendors/customers to increase personal space to at least six (6) feet, where possible.
- Any employee/vendor/visitor showing symptoms of COVID-19 will be asked to leave and return home.
- You must report to your manager and HR immediately if you are aware that you have been exposed to a probable or confirmed case of COVID-19 and follow proper procedure to include but not limited to self-isolation and quarantine

## **ADDITIONAL SALES AND INSIDE STAFF PROCEDURES**

- We will continue to encourage customers to use online ordering or phone sales. Showroom sales will be by appointment only as we are not open for normal business hours to the public
- Sales should encourage curbside pick- up or crate drop when possible
- If installation is needed, customer must always agree to distance themselves from both the room in which appliance(s) are being installed, as well as the installation team members
- Customer must be asked and instructed to inform us if it is not safe for us to enter a home due to previous exposure or current symptoms related to possible COVID-19 diagnosis
- Any in person customers to our showroom for essential business will be by appointment and will be required to wear a protective face mask and pass visitor questionnaire
- The number of appointments at one time will be limited. Two customers at any given time in any one showroom
- Markers will be placed on the floor to ensure social distancing and Protective barriers to be placed at sales area separating sales representative from customer during sales process
- Regular handwashing - every hour for inside employees
- Do not use coworkers' phones, desks, computers, or other office tools
- To the extent tools must be shared, disinfect tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.

## **ADDITIONAL DELIVERY/ INSTALLATION AND SERVICE TECH PROCEDURES**

- Protective face masks must be worn at all times
- Limit entrance to service area and store and follow social distancing markers and signs
- Practice sensible social distancing with partner as much as possible
- While in vehicle, employees must ensure adequate ventilation
- When possible limit use of partners tools
- To the extent tools must be shared, disinfect tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- If practicable, employees should use/drive the same truck or piece of equipment every shift
- When getting fuel please be sure to use hand sanitizer after pumping
- Wear protective gloves as much as possible when in the customer's home
- Sanitize the work area upon arrival and immediately before departure
- Wash or sanitize hands immediately prior to starting and after completing every job

- Wipe down old appliance prior to loading in the truck
- Disinfect your truck or van to include wiping the steering wheel and door handles each time upon entry of the vehicle
- Customers will be asked during their confirmation call if it is safe for our team members to enter their homes and that there is NO illness or suspected illness, as a second precautionary measure you may also confirm upon arrival that it is still safe for you to enter.
- Customers will be informed, when receiving confirmation call, that they must always distance themselves from both the room in which appliance(s) are being installed/ serviced as well as our team members
- At the end of the day vehicles should be thoroughly disinfected to include but not limited to door handles and steering wheels
- The same uniform should not be worn two days in a row without proper laundering
- Additional guidelines and procedures may be set forth by individual builders for their jobsites and you will be notified of any additional guidelines you are required to follow prior to the job.

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#### IV. Exposure Situations

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- **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- **Employee Tests Positive for COVID-19**

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;<sup>1</sup> and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work

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<sup>1</sup> Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work.

- **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

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## V. OSHA Recordkeeping

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If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The Company's assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

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## VI. "Essential" Industry

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Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. We have been deemed essential and the Company is committed to continuing operations safely. If upon your travel to and from the worksite, you are stopped by State or local authorities indicate to them that you are employed in an "essential" industry and are commuting to and from work.

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## VII. Confidentiality/Privacy

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Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might

have been exposed to the disease so the employees may take measures to protect their own health.

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## VII. General Questions

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Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Human Resources.