

FAMILY FARM & HOME COVID-19 PREPAREDNESS AND RESPONSE PLAN

OFFICE ENVIRONMENT AND TEAM MEMBERS

In accordance with Executive Order 2020-59, Family Farm & Home institutes this COVID-19 Preparedness and Response Plan.

Family Farm & Home aims to protect its workforce by enacting all appropriate prevention efforts. Family Farm & Home will continue to monitor guidance from local, state, and federal health officials and implement workplace and Preparedness and Response Plan modifications where appropriate.

Team Members with questions are encouraged to contact Human Resources via phone at 231-722-8335 ext. 324 and/or email kim@familyfarmandhome.com

1. Prevention Efforts and Workplace Controls

A. Family Farm & Home abides by the recommended social distancing and other safety measures set forth by the Governor in Executive Order No. 2020-91 and establishes the following:

- Assign dedicated entry point(s) for all team members to reduce congestion at the main entrance.
- Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of team members are in the office at a particular time).
- Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- Increase distancing between team members by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., kitchen areas), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, posting or locking conference rooms).
- Turn off water fountains.
- Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- Provide disinfecting supplies at locations throughout the offices and require team members to wipe down their work stations at least twice daily.
- Post signs about the importance of personal hygiene.
- Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards, etc.).
- Institute office and work station cleaning and communications protocols when team members are sent home with symptoms.
- Notify team members if Family Farm & Home learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- Suspend all nonessential visitors.

- Restrict all non-essential travel, including in-person conference events.

B. Family Farm & Home will provide Team Members with non-medical grade face coverings.

C. In addition, Family Farm & Home is instituting the following cleanliness measures:

- Performing routine cleaning and disinfection, especially of common areas using disinfectant products provided by Family Farm & Home; and
- Providing hand sanitizer throughout the office, with increased availability in high-traffic areas.

D. Team Members are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each work day;
- Avoiding, when possible, the use of other team member's phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Family Farm & Home office premises;
- Complying with Family Farm & Home's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

E. Supplemental Measures Upon Notification of Team Member's COVID-19 Diagnosis and/or Symptoms

A Team Member with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, Family Farm & Home:

- Informs all team members with and near whom the diagnosed/symptomatic team member worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic team member; and
- Conducts deep cleaning of the diagnosed/symptomatic team member's workstation, as well as those common areas potentially infected by the team member.

All team members who worked in sustained, close proximity to the diagnosed/symptomatic team member are also removed from the worksite for at least 14 days; however, should these exposed

team members later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

Family Farm & Home completes an OSHA Form 300, as well as a Form 301, “if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness.” If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

F. Office Worker Exposure Classification

A Team Member’s “worker exposure” in Family Farm & Home offices are classified as **LOWER RISK** by the Occupational Safety and Health Administration’s guidance because they do not frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers.

Given this classification, no additional controls are recommended or required by OSHA at this time.

2. Identification and Isolation of Sick and/or Exposed Team Members

Risk and exposure determinations are made without regard to team member’s protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from team members is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from team member’s personnel documentation.

A. Team Member’s Self-Monitoring

The following team members should **not** report to work and, upon notification to Family Farm & Home, will be removed from the regular work schedule:

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

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

B. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Family Farm & Home screens team members on a daily basis.

Team Members are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. If a touchless thermometer is available, temperature checks are performed.
 - b. If yes, access is denied, and team member is advised to self-isolate/self-quarantine at home, until team member is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - a. If yes, access is denied, and team member is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you travelled via airplane internationally or domestically in the last 14 days?
 - a. If yes, access is denied, and team member is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

Team Members who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

C. Return-to-Work Requirements

Team Members who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, team members may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, team members may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;

- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Team Members who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Team Members are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Family Farm & Home may accept written statements from team members confirming all the factors supporting their release.

3. Workplace Flexibilities and Potential Benefits for Team Members Affected by COVID-19

A. Team Members may be permitted to utilize available paid-time off provided under Family Farm & Home policy concurrently with or to supplement any approved leave.

B. FMLA and ADA

Team Members may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

Family Farm & Home is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if a team member requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then Family Farm & Home engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

4. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, Family Farm & Home will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by Family Farm & Home and in accordance with guidance from local, state, and federal health officials.