



AWI Holdings, Inc. & Subsidiaries



## Coronavirus (COVID-19) Policy & Response Plan

Effective: Immediately      Date: 04/15/2020

### 1. Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions – including those rising to the level of a pandemic – can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan for COVID-19 a Policy and Response Plan.

Even during this time of crisis, The Occupational Safety and Health Act requires employers to comply with the safety and health standards and regulations by OSHA or by a state with an OSHA-approved state plan. In addition, the Act's General Duty Clause, Section 5(a)(1), requires AWI Holdings, Inc. and Subsidiaries to provide employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

While there are no specific standards covering SARS-CoV-2 which causes COVID-19 exposures, AWI Holdings, Inc. and Subsidiaries OSHA's Personal Protective Equipment (PPE) standards which require using gloves, eye and face protection, and respiratory protection remains in effect. As does the written Respiratory Protection Program standards and OSHA's Bloodborne Pathogens (BBP) health standards remain in effect.

[www.osha.gov/laws-reg/regulations/standardnumber/1910#1910\\_Subpart\\_I](http://www.osha.gov/laws-reg/regulations/standardnumber/1910#1910_Subpart_I)

[www.osha.gov/laws-regs/regulations/standardsnumber/1020/1910.134](http://www.osha.gov/laws-regs/regulations/standardsnumber/1020/1910.134)

[www.osha.gov/laws-regs/oshact/completeoshaact](http://www.osha.gov/laws-regs/oshact/completeoshaact)

### 2. Transmission of COVID-19

COVID-19 is mostly spread through person-to-person contact (within about 6 feet). Small suspended droplets (can be in the air for up to two hours) from coughing and sneezing can enter the mouth and lungs of those nearby. It is also possible that infection can happen by touching a surface or object that has virus (can be active for 2-3 days) on it such as a table or doorknob and then touching your own eyes, mouth or nose.



## AWI Holdings, Inc. & Subsidiaries



People are thought to be most contagious when they are most symptomatic (i.e. experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms: there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures (which are constantly changing as the situations change) measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

### 3. Symptoms of COVID-19

Symptoms can cause illnesses ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have no symptoms at all.

### 4. Action Steps to Stay Informed and then to Disseminate and Instruct

AWI Holdings, Inc. and Subsidiaries has taken the follow steps to address the ongoing impact of COVID-19:

- Will closely monitor CDC, WHO and state and local public health department websites for information on the status of coronavirus.
  - CDC (Center for Disease Control & Prevention): <http://www.cdc.gov/coronavirus/2019-ncov/index.html>
  - WHO (World Health Organization): <https://www.who.int/>
  - Michigan, Ohio, Indiana, Illinois, and Wisconsin websites
  - Local public health department websites
  - OSHA (Occupational Safety & Health Administration): <https://www.osha.gov//SLTC/covid-19/> and OSHA Alert: <https://www.osha.gov/Publications/>
  - NIOSH (National Institute for Occupational Safety & Health): <https://www.cdc.gov/niosh/index.htm>
- Proactively educate our employees on what is known about the virus, including its transmission with this new coronavirus, but this is also and prevention.



## AWI Holdings, Inc. & Subsidiaries



- Establish a written communicable illness policy and response plan that covers communicable diseases readily transmitted in the workplace.
- Consider measures that can help prevent the spread of illness, such as allowing employees flexible work options like working from home.
- Will continue to evaluate, develop, implement and communicate about workplace flexibilities and protections.
  - Implementing Workplace Controls:
    - Engineering Controls
    - Administrative Controls
    - Safe Work Practices
    - Personal Protective Equipment (PPE)

### 5. COVID-19 Spreads Three Times More Easily than Regular Seasonal Flu

Steps to take in the workplace to reduce the risk of exposure to Coronavirus for workers deemed business-essential job functions in which working from home is not possible.

- Stay home when you are sick\*
  - Restrict outside activities, except for obtaining medical treatment. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, taxis/Uber/Lyft
  - Call ahead before visiting your doctor – if you have a medical appointment, call the healthcare provider's to let them know you might have or might have COVID-19. This will enable them to provide detailed instructions.
- Avoid people who are sick and always maintain a Social Distance: of not less than least 6 feet
- Avoid touching eyes, nose, and mouth
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash (use elbow if no tissue is available)
- Clean frequently touched objects, and surfaces with EPA-Approved disinfectants
- Avoid using other workers' phones, desks, offices, or other work tools and equipment, when possible
- Facemask (at least a NIOSH approved N-95) should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others
- Wash your hands often with soap and water for at least 20 seconds
- If soap and water is not readily available, use an alcohol-based hand sanitizer with greater than 60% alcohol (ethanol) or at least 70% isopropyl alcohol.
- Wash especially after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing
- Always wash hands with soap and water if hands are visibly dirty
- Workers are encouraged to report any safety and health concerns



## AWI Holdings, Inc. & Subsidiaries



\*AWI Holdings, Inc. and Subsidiaries encourages all employees who have any symptoms of acute respiratory illness are recommended to stay home and not return to work until they are fever-free ( $\geq 100.4^{\circ}\text{F}$  constitutes a fever), sign of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees are required to notify their location manager or their supervisor if they believe they are sick and will stay at home.

If any employee has a family member living in the same home residence that becomes infected with COVID-19, the employee is encouraged to stay home and provide home care. Once that employee is ready to return to work after a 14-day self-isolation with no symptoms evident or the employee has been tested negative for COVID-19 the employee may return to work.

Should an employee exhibit any signs and/or symptoms of COVID-19, the potentially infectious employee will be moved to an isolation room. If an isolation room is not practical, then a designated location away from workers, customers, and other visitors will be used. The potentially infectious or sick employee will remain until he or she can be removed from the worksite.

### 6. Classifying Worker Exposure to COVID-19

The four risk classifications levels:

- 1) Lower Risk (Caution)
- 2) Medium
- 3) High
- 4) Very High

The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2.

Warehouse workers are considered Lower Risk (Caution) and Medium Exposure Risk based on their job responsibilities within the warehouse.

- Lower Risk workers would include workers who work in a specific zone of the warehouse with limited contact with other employees, employees who work the parts pickup counter, and clerical positions.
- Medium Risk workers in the warehouse would include employees who work on the loading docks where more contact within 6 feet of co-workers is likely.

Retail workers are considered Medium Risk employees based on their ability to segregate themselves from other employees and customers. Physical barriers and markings are used to avoid physical contact with others and delivery drivers have been provided with ways to avoid direct contact with customers.



## AWI Holdings, Inc. & Subsidiaries



Corporate workers are considered Lower Risk. As much as possible, corporate workers are encouraged to work from home. For those required to work in an office environment, contact within 6 feet of people is unlikely.

### 7. What to Do to Protect Workers Based on the Assigned Risk Classification Level

Regardless of risk level, the company has taken steps to protect all employees. These include:

- Providing information for all employees to educate the employees. These include documents at [www.autowares.com/covid](http://www.autowares.com/covid) as well as emails, postings in the workspace, and online meetings.
- Providing hand sanitizer at all locations.
- Providing disinfecting products for the employees to keep their workspaces clean.
- Requiring employees to immediately use hand sanitizer upon entering a building.
- Screening of employees (including temperature) before beginning work.
- Providing masks for employees to wear.
- Changing operating procedures to accommodate a safer working procedure.
- Changing delivery processes to ensure contactless delivery where possible.

### 8. Workers Traveling Abroad or Working Internationally

Workers travelling or working abroad should consult the “Business Travelers” section of OSHA COVID-19 webpage ([www.osha.gov/covid-19](http://www.osha.gov/covid-19)), which also provides links to the latest:

CDC travel warnings: [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers)

U.S. Department of State (DOS) travel advisories: [travel.state.gov](http://travel.state.gov)

The DOS cannot provide Americans traveling abroad with medications or supplies, even in the event of a COVID-19 outbreak. As COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that the governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement, further limiting the U.S. government’s ability to assist Americans in these countries.

More information on COVID-19 planning and traveling abroad can be found at [www.cdc.gov/travel](http://www.cdc.gov/travel)

If an employee has recently traveled on personal business outside the United States or to another state where COVID-19 has been confirmed, you are requested to notify your supervisor and AWI Holdings, Inc. and Subsidiaries office (616) 243-2125 x1310 of your travel so a record can be made of



## AWI Holdings, Inc. & Subsidiaries



it. AWI Holdings, Inc. and Subsidiaries recommends you check out CDC's Traveler's Health Notices (see link above) for updated information and recommendations that shall be made prior to travel and after return from the destination.

### 9. References

OSHA 29 CFR 1910/1926  
OSHA Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus  
Guidance on Preparing Workplace for COVID-19 (OSHA 3390-03 2020)  
OSHA Prevent Worker Exposure to Coronavirus (COVID-19)  
OSHA Worker Exposure Risk to COVID-19  
OSHA COVID-19 Guidance for Retail Workers  
OSHA COVID-19 Guidance for the Package Delivery Workforce  
COVID-19 Workplace Checklist  
BHS Insurance Agency - Risk Management Department

### 10. Information

AWI Holdings, Inc. and Subsidiaries' policy is put in place based on the websites mentioned above. Changes in the policy can or will occur as new information from these nationally known resources are made available.

If there are any questions regarding any information in the policy or in the information provided from these sites, please let our office know and we will do our best to assist with your situation.