



COVID-19 Preparedness Plan

JBC Technologies is committed to providing a safe and healthy workplace for all our workers. We have developed the following 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 that requires full cooperation among all employees. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Each Employee is responsible for implementing and complying with all aspects of this Preparedness Plan. **JBC Technologies** managers and supervisors have our full support in enforcing the provisions of this policy.

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 employees are experiencing symptoms or do not feel well, they have been instructed to call off a direct and secure line. This call will be returned and symptoms evaluated. Employees will be asked to stay home based on best practice and CDC guidelines.
- We have instructed our employees to take their temperatures before reporting to work. We will begin having employees report their temperatures and certify they do not have symptoms of COVID-19 at the start of every shift.
- Supervisors have been instructed to send employees home immediately if they are not feeling well.

JBC Technologies has implemented leave policies that 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. This allows for employees to stay home when they are sick without impacting their income. We've informed employees of the Emergency Sick Leave Policy and Expanded FMLA. During these unprecedented times, employees are more likely to report to work if their income will be affected. We have communicated to employees that while they are asked to self-quarantine they will be compensated therefore reducing the likelihood an employee will report to work while sick. Emergency Sick Leave is available to all employees in the amount of 80 paid hours. Expanded Family Medical Leave Act is available to all employees that have a need for childcare. We also have made accommodations for workers with underlying medical conditions or who have household members with underlying health conditions by implementing take home work, telework and in some instances voluntary leaves of absences.

JBC Technologies has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 and requiring them to quarantine for the required amount of time. This is done with the health and safety of employees in mind while continuing to follow HIPPA requirements.



Handwashing

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 restroom. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Our facility has hand sanitation stations scattered throughout. These stations have sanitizers that contain greater than 60% alcohol. Hand sanitizer should only be used when handwashing is not practical.

Respiratory etiquette: Mandatory face masks(covering) or face shields

Workers and visitors are required to wear a face mask or shield at all times over the mouth and nose when on JBC property.

Social distancing

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

- Our facility has machines stationed more than 6 feet apart.
- In addition, we've marked on the production floor 6 feet of social distancing and employees have been instructed to maintain the 6 feet of distance.
- We are in the process of creating one-way walk ways throughout to facility.
- Common areas now have limited capacity by removing tables and chairs to ensure the 6 feet of social distancing and maintaining less than 10 people in a designated area.
- We've limited the capacity of restrooms.
- We have instituted staggered lunch and break times. No more than 10 employees are scheduled to take lunch or breaks at the same time and a 5-minute transition period between all lunch and breaks.
- Workers and visitors are prohibited from gathering in groups and confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. 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, etc. We have an external cleaning company that has increased the scope of their cleaning including all high touched surfaces. We are in the process of implementing cleaning checklists for all production associates at the start and end of their shifts.



Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

- www.cdc.gov/coronavirus/2019-nCoV
- <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>
- www.osha.gov www.dli.mn.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
- www.health.state.mn.us/diseases/coronavirus/basics.html