

# **Sign Designs, Inc.**

## **Pandemic Preparedness Program**

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With the occurrence of the COVID-19 pandemic many companies have had to reassess their procedures for dealing with illness at various levels, and the impact on operations. Sign Designs has developed this basic policy to address not only the impact of the COVID-19 pandemic, but any pandemic disease that we may face.

The Sign Designs senior management team will take the lead on executing this policy, and implement procedures to keep the business operating during these instances. Senior management consists of the President, Vice President, Controller, Production Manager, Installation Manager.

Senior management will continue to train employees on prevention of illness both in and outside of the workplace. Management will also monitor hygiene in the workplace, and impose disciplinary action for those who do not practice proper hygiene and prevention procedures.

As we learn more from the COVID-19 pandemic the company will continue to update and revise this policy to assure that we are keeping our employees as safe as possible. We will continue to monitor and improve our remote working processes, and stay current on furlough procedures to assure that we are ready for an outbreak.

### **Prevention and Hygiene**

The spread of disease can be prevented by practicing proper hygiene and safe social distancing, both in and outside of the workplace (workplace includes vehicles). To that end, Sign Designs has implemented the following procedures to help promote social distancing on a permanent basis.

- A sneeze guard has been installed at the reception counter. Only the receptionist, and senior management is authorized behind the reception counter. All other personnel are not authorized to enter the area unless invited in.
- Social distancing decals have been placed outside of each office door, each workspace, and the reception counter. Only the person assigned to an office or workspace is permitted in that area. All other personnel are to remain at the distancing decal for any conversation, unless invited in by the assignee of the workspace.
- No food, candy (wrapped or unwrapped), or any other consumable item is permitted on the reception counter, the kitchen counter, or any other space that could potentially share consumable items. Personal consumable items are permitted in a workspace provided it is not shared by other employees.

Proper hygiene is also essential in reducing the risk of transmitting disease. Following is a general guideline for safe hygienic practices:

- 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. Always wash hands that are visibly soiled. Proper hand washing instructions are posted in each restroom throughout the facility. Employees are required to wash hands after use of restroom facilities. Hand sanitizing stations have been placed in each department.

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- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay home if sick.
- Recognize personal risk factors. According to U.S. Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19 and other transmitted diseases.
- Avoid use of other workers' phones, desks, offices, or other work tools and equipment when possible.
- Regularly clean and disinfect your own work surfaces and equipment. This includes doorknobs, light switches, chair arms, etc.
- Wear masks and gloves during periods of illness.

Of course, one of the best methods of protecting yourself from contracting a seasonal disease, especially those that have a potential to achieve pandemic levels, is to obtain regular immunizations from your health care provider. Sign Designs highly recommends that you check with your health care provider to discuss regular immunizations. Sign Designs will grant time off for scheduled immunizations.

During periods of pandemic or seasonal illness outbreaks, Sign Designs will enforce social distancing. Meetings will not be held during illness outbreaks. If it is absolutely necessary, face to face meetings can be conducted:

- Remotely using video monitors, cameras, microphones and speakers or,
- In a conference room only if safe distancing is possible.

No company meetings, or any large assembly will be conducted during illness outbreaks.

### **Exposure to Pandemic Illness**

In the event of an employee illness Sign Designs requires the employee to stay at home to prevent the transmission of disease to other employees. Employees can recover with the assurance of no repercussions for taking time off for the safety of others.

These same rules apply for employees who are required to care for others with an illness.

When an employee is exposed to a pandemic illness Sign Designs requires that employee to take a furlough for the time required for the illness to manifest. In the case of COVID-19 that period is 2 weeks. Other illnesses may have shorter or longer incubation periods.

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Sign Designs has remote work capabilities for office and sales functions. A remote communication system has been established to allow employees to access their workstations from a remote computer location. If an employee is in a stay at home condition Sign Designs can exercise great flexibility in allowing the employee to work from home. Sign Designs will make reasonable accommodations to assure that the employee has the proper equipment in place to perform their function remotely.

Manufacturing and installation functions are not able to be performed remotely. However, each department is setup to allow proper social distancing. Manufacturing and installation employees who are in a stay at home condition will be placed on furlough until the incubation period expires, or the employee recovers from the illness, at which time they will be returned to active duty.

### **Illness in the Workplace**

If an employee tests positive for COVID-19, or any other pandemic illness Sign Designs will take the following steps to prevent the spread of the disease:

- The work area for the infected employee will be barricaded and isolated immediately
- All employees will be notified immediately of a positive result. (IMPORTANT: the name of the infected employee will never be disclosed to protect the privacy of that employee.) Employees will be given the option to work at home for 10 calendar days.
- The isolated work area will be sprayed with a disinfectant spray. However, the maintenance staff person is to spray from outside of the barrier.
- The work area will be kept isolated for 10 calendar days. Nobody is to enter the isolated area.
- After the 10 day isolation, the area will be wiped down using a bleach cleaning solution. (1/3 cup of bleach to 1 gallon of water.)
- Maintenance staff are to use nitrile gloves, masks, and disposable overalls when disinfecting. This PPE will be disposed following disinfecting. Maintenance staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed. Maintenance staff should never touch their face while cleaning.

### **Multiple Infections**

In the event of multiple infections the company will implement pandemic procedures to assure that business interruption is held to a minimum.

- The senior management of the company will notify all employees, clients and vendors that the company is working in a limited capacity until the pandemic condition passes. The senior management will divide the communications responsibility. Senior management consists of the

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President, Vice President, Controller, Production Manager, Installation Manager. If any of these managers are ill, the responsibility will be divided among the others.

- All office and sales employees will be moved to remote work status. Manufacturing and installation employees will be social distanced in non-infected areas or furloughed if necessary.
- Work areas will be isolated as above.
- Senior management will communicate with all employees daily to assure that workflow continues in the most efficient manner possible.
- After the illness has passed, all employees will be recalled to active status.

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### Ongoing Preparedness

The Senior Management team is responsible for reviewing the causes and severity of a pandemic or general seasonal health event that occurs, and reviewing the steps taken to minimize the impact on employees. The team will review systems that are currently in place to determine their effectiveness, and implement additional procedures to improve the program as a whole. The goal is to constantly be in a state of readiness for a health event.

The current systems which arose from the COVID Pandemic proved to be very effective, and easily implemented at a moment's notice. These permanent steps include, but are not limited to:

- Installation of sneeze guards at the public reception area.
- Installation of hand sanitizer stations throughout the facility, and training on usage.
- Handwashing training and posting of proper handwashing instructions in all restrooms.
- Social distancing training within the facility, and in the field.
- Workstation sanitizing procedures.
- Establishment of an inventory of sanitizing wipes and sprays, masks, gloves, and other PPE.
- Establishing of remote working procedures, and ready connection capabilities to the system server for quick business continuity response.
- Proper common tool handling.
- Proper food hygiene protocol.

In addition, Sign Designs always stays current on the California Work Share Program to react to sudden hours reductions due to a health event, or any other non-related event that would cause a slowdown. As members of the California Chamber of Commerce Alert System we are always current on sudden furlough and payroll information that changes due to a health event.

The Senior Management team will monitor these steps to assure that employees are trained and following proper healthy procedure.

Although pandemic events are rare, they do occur (as we have experienced with COVID). However, there are constant seasonal health events that need to be addressed to minimize the impact on employee health. These seasonal health events are handled using the same procedures as outlined in this policy. The team will review the effectiveness of the current procedures, and take additional necessary steps following each health event to include event specific processes.

All employees are responsible for following proper protocol to minimize risk to themselves, their families and their co-workers.

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*Supplemental Policy per order by Governor Gavin Newsom dated June 18, 2020. This policy to remain in effect until the order is lifted by the Governor.*

In response to the order issued by Governor Gavin Newsom regarding the use of masks in California, Sign Designs has developed the following procedures to stay in compliance. Although many community law enforcement agencies stated that they would not be enforcing the order, including our local Police and Sheriff's Departments, Sign Designs will be requiring strict adherence to the Governor's order. It is our intention to do what we can to keep everyone safe. Masks are required:

1. In all common areas such as hallways and restrooms.
2. In production shops when working with 6' of a co-worker, or when engaged in conversation regardless of the distance.
3. When engaged in any conversation regardless of the distance.
4. When 2 people are in the same office area, including conference rooms regardless of the distance.
5. When 2 people are in the same vehicle including installers, sales, permit, etc.
6. When working on-site at a client's facility.
7. At any time when common sense dictates that a mask should be worn.

Masks need not be work when:

1. Working alone in an office or a production shop if 6' distancing is maintained, or there is an adequate barrier.
2. Working in a production shop if a 6' distance is maintained, and there is no conversation.
3. When 1 person is in a vehicle.

This policy will supplement the Pandemic Preparedness Policy and remain in force until the Governor lifts the mask order. Per the Pandemic Policy, Sign Designs may re-institute a temporary mask policy during future flu seasons where there is a high frequency of illness at our company.