



**Chervon North America, Inc.**  
**INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN**

**Overview.** This Infectious Disease Preparedness and Response Plan (“Plan”) is being designed to help guide Chervon North America, Inc. in the event of an infectious disease pandemic, such as COVID-19. Chervon North America Inc. will stay abreast of guidance from federal, state, local, tribal and/or territorial health agencies in developing workplace specific protocols, including those related to the development of contingency plans for situations that may arise as a result of an outbreak.

This plan will consider and address:

- Where, how, and to what sources of infectious diseases workers might be exposed to, including:
  - The general public, customers and coworkers.
  - Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) infectious disease transmission, healthcare workers who have had unprotected exposure to people known to have, or suspected of having, an infectious disease).
- Non-occupational risk factors at home and in community settings.
- Workers’ individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions, pregnancy, etc.).
- Controls necessary to address those risks.

**Basic Infection Prevention Measures.** As appropriate, Chervon North America Inc. will implement good hygiene and infection control measures. Such measures include:

- Promoting frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, Chervon North America Inc. will provide alcohol-based hand rubs containing at least 60% alcohol.
- Encouraging workers to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Providing customers and the public with tissues and trash receptacles, where applicable.
- Exploring whether Chervon North America Inc. can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if recommended by applicable governmental authorities.
- Discouraging employees from using other workers’ personal phones, desks, offices or other work tool and equipment, when possible.
- Maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. The products used for cleaning will be appropriate to kill the virus and/or bacteria in question (consult information on EPA-approved labels) and the manufacturer’s instructions for use, including concentration, Personal Protective Equipment (PPE), etc.) will be followed.



Based on the current COVID-19 pandemic, Chervon North America Inc. has implemented the attached Coronavirus Protocols.

In addition, Chervon North America Inc. has implemented the following additional measures:

- Posting of information as it becomes available to us via the Chervon Intranet.
- Frequent Human Resource Department updates.
- Implementation of a “Return-to-Work & COVID-19” task force.
- Distribution of personal protection equipment (PPE) across all office locations.
- Deep cleaning of all office locations.
- Weekly Tune-Ins meetings conducted by CEO and Senior Leadership Team.
- Phased, return to work approach.
- Work from home initiatives.

**Procedures for Prompt Identification and Isolation of Sick People, if Appropriate.** To limit the potential spread of an infectious disease, prompt identification and isolation of potentially infectious individuals is critical to protect workers, customers, visitors and others in the workplace. Therefore, Chervon North America Inc. has implemented measures to:

- Inform and encourage employees to self-monitor for signs and symptoms of infectious diseases if they suspect possible exposure.
- Develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
- If appropriate, develop policies and procedures for immediately isolating people who have signs and/or symptoms of an infectious disease, including working remotely.

Based on the COVID-19 situation, Chervon North America Inc. has implemented these measures.

**Development, Implementation and Communication about Workplace Flexibilities and Protections.** Chervon North America Inc. will review its currently practices and policies and consider implementing measures to:

- Actively encourage sick employees to stay home.
- Ensure that sick leave policies are flexible and consistent with public health guidance and the employees are aware of these policies via Employee Handbook, Intranet, posting of required governmental requirements and in person via weekly Tune In meetings with our CEO and senior leadership team held via Microsoft Teams.
- Recognize and maintain flexible leave policies that permit employees to stay home to care for a sick family member.
- Communicate with companies that provide temporary workers or contract workers about the importance of sick workers staying home and encouraging them to develop non-punitive leave policies.



- Not require healthcare providers' notes for employees who are sick with acute respiratory illness to validate their illness or return to work, unless required for compliance reason.
- Address employee's concerns about pay, leave, safety, health and other issues that may arise during an infectious disease outbreaks; and provide appropriate training, education and informational materials about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).
- Work with insurance companies (e.g., those providing employee health benefits) and state and local agencies to provide information to workers and customers, if applicable, about medical care in the event of a COVID-19 outbreak.

Based on the COVID-19 situation, Chervon North America has implemented those measures set forth in its Coronavirus Protocols.

Chervon North America has reviewed and modified the following policies:

- Chervon North America, Inc. Policy on COVID-19.
- Chervon North America Protocol by County.
- Pre-Entry Wellness Checklist.
- Infectious Disease Preparedness & Response Plan.

**Workplace Controls.** Chervon North America's current in-person operations do not involve jobs that require contact with people known to be, or suspected of being, infected with COVID-19, nor do such jobs require *frequent* close contact with (i.e., within 6 feet of) the general public. Workers who report to work to perform our jobs have minimal occupational contact with the public.

Chervon North America Inc. has ensured that necessary workplace controls are in place to protect its workers from the spread of COVID-19 given their current risk of exposure.

**Engineering Controls.** OSHA Guidance does not recommend additional engineering controls for lower exposure risk employers. Based on OSHA's Guidance, Chervon North America Inc. is classified as a low exposure risk employer. Therefore, Chervon North America Inc. has not implemented any additional engineering controls but will continue to ensure that its existing engineering controls used to protect workers from job hazards continue to function as intended.

**Administrative Controls.** Chervon North America Inc. will consider and implement, if feasible, the following administrative controls:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating (in office/ work from home) options to reduce the total number of employees in a facility at a given time.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. The Human Resources Department and COVID 19 Action Team will regularly check CDC travel warning levels at: [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers).



- Developing emergency communication plans, including a way to answer employees' questions and internet-based communications, if feasible.
- Providing employees with up-to-date training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette).
- Monitoring public health communications about COVID-19 recommendations and ensuring the workers have access to that information. The Human Resources Department will frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).

In addition to the Coronavirus Protocols, Chervon North America Inc. has implemented the following additional administrative controls:

- Posting of information as it becomes available to us via the Chervon Intranet.
- Frequent HR Department updates.
- Implementation of a "Return-to-Work / COVID 19" task force.
- Distribution of PPE across all office locations.
- Deep cleaning of all office locations.
- Weekly Tune-In Meetings conducted via Microsoft Teams.

Further, Chervon North America Inc. has designated an effective means of communicating important COVID-19 information. The method being used by Chervon North America Inc. is primarily through the Chervon Intranet and Weekly Tune-Ins.

**Safe Work Practices.** Chervon North America will promote safe work practices by implementing the following measures:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60% alcohol, disinfectants and disposable towels for workers to clean their work surfaces.
- Encouraging regular hand washing or using of alcohol-based hand rubs. Employees should always wash hand when they are visibly soiled and after removing any PPE.
- Posting handwashing signs in restrooms along with other useful hygiene protocols.
- Provide additional office cleaning by external cleaning firms.

**Personal Protective Equipment (PPE).** Chervon North America Inc. will continue to require employees to use the PPE as directed by federal, state and local regulatory agencies.

**Modification.** Chervon North America will review and modify this Plan as determined by our back to work committee in its sole discretion.

**COVID-19 Action Response Team Members:** Leslie Kelley, Megan Warwick, Don Varisco, Chuck Rutke, Dave Bianchi, Chris Jackson, Bree Volpentesta, Tim Pardue, Neal Shelton, Dana Eliot

May 1, 2020