

FRIDAY NIGHT LIGHTS COVID-19 RESPONSE PLAN AND PREVENTION PROGRAM

Protecting the health and safety of our staff, coaches, players, parents/guardians, and their families (together, “Participants”) is foremost during this pandemic. To prevent the spread of COVID-19 and protect the safety of our Participants, we are taking steps to ensure that locations where we hold mini-camps, practices, games, scrimmages, and/or Skills, Drill, and Conditioning (together, “Events”) comply with a very strict set of protocols and hygiene practices in accordance with the Centers for Disease Control and Prevention (CDC), World Health Organization, Cal/OSHA, and Local Health Officer’s Orders and Recommendations. This Written COVID-19 Response Plan and Prevention Program (“Plan”) summarizes these steps and is available in the main office and at all Event locations.

As the COVID-19 pandemic evolves on an almost daily basis, we are closely monitoring new developments and adapting our practices. Anyone with questions about this plan or COVID-19 should direct inquiries to the FNL Commissioner, Mark Broersma, who is responsible for implementing this Plan.

COVID-19 Coronavirus Overview

What is the “coronavirus” and how is it transmitted?

The 2019 novel coronavirus (COVID-19) causes respiratory illness in people and can spread from person-to-person. According to the CDC, the virus is principally spread person-to-person mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other viruses that cause respiratory illness spread. It may also spread when a person touches a surface or object that has virus upon it and then touches their eyes, nose, or mouth, or in other ways.

How can you help prevent the spread of the coronavirus in general?

- Avoid contact with people who are sick. If you are sick, stay home and seek medical attention.
- Wash your hands frequently with soap and hot water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers containing at least 60% alcohol.
- Practice physical distancing (at least 6 feet) at all times.
- Wear a cloth face covering whenever you are around other persons. Cloth face coverings are not personal protective equipment (PPE) and their principal purpose is not to protect the person wearing the face covering. Rather, they are intended primarily to help protect others around the wearer. Face coverings do not replace the need for physical distancing and frequent hand washing. Ensure [proper use, removal, and washing of masks](#), including never sharing them and avoiding touching them.
- Take simple measures to ensure cough and sneeze etiquette: cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Avoid touching your eyes, nose, and mouth with your hands.
- Routinely clean all frequently-touched surfaces.

What are the symptoms of COVID-19?

Symptoms may appear anywhere from 2 to 14 days after exposure. The most common COVID-19 symptoms include fever, cough, and shortness of breath or difficulty breathing. Other known symptoms can also include sore throat, fatigue, muscle or body aches, chills, new loss of smell or taste, headaches, congestion or runny nose, nausea or vomiting, and diarrhea. A list of up-to-date symptoms is available [from the CDC](#).

What if I am feeling sick but am not sure if I have coronavirus?

If you have any symptoms, no matter how slight, do not participate in any FNL Event or enter any FNL Event site. Consider seeking medical attention, including COVID-19 testing.

What if I have come in contact with someone who has been exposed to the virus or feels sick?

Do not participate in any FNL Event or enter any FNL Event site without first seeking medical attention/advice. Consult and follow the advice of healthcare providers or the local public health department regarding the length of time to stay at home.

What You Can Do to Prevent and Reduce Transmission During FNL Events?

- a. Sick Participants should stay home:
 - Participants who have any [symptoms](#) should notify their coach immediately.
 - Sick Participants should follow [CDC-recommended steps](#) and should not return to any FNL Events until the criteria to [discontinue home isolation](#) are met, in consultation with their healthcare providers.
- b. Participants who are well but who have a sick family/household member should not participate in or otherwise attend any FNL Events. They should also notify their coach immediately and follow CDC recommended precautions.
- c. Participants with underlying health conditions that may make them more susceptible to COVID-19 should not participate in or otherwise attend any FNL Events without the prior approval of their healthcare provider.
- d. All Participants must follow the hygiene and social distancing practices recommended by CDC, and as set forth herein.

What Has FNL Done to Prepare and How You Can Help?

Our COVID-19 Response Plan is intended to follow the CDC's Guidelines for Youth Sports, the State of California – Health and Human Services Agency Outdoor and Indoor Youth and Recreational Adult Sports and Cal/OSHA's Guidance on Preparing Workplaces for COVID-19, including the following:

- **Enhanced cleaning and sanitation protocols:**
 - Hand sanitizer with at least 60% alcohol will be located at the FNL tent at each Event.
 - We have provided staff members with necessary supplies, including cleaning products approved by the EPA for use against COVID-19, to regularly clean their individual work spaces.
 - All Participants are reminded to routinely clean any frequently-touched surfaces.
 - Equipment sharing will be minimized as much as possible. All equipment that must be shared will be cleaned and disinfected before and each use. In particular, all footballs will be thoroughly sanitized before each Event. After each use, footballs must be sanitized again before the next use. Coaches should visit the FNL tent to have equipment sanitized before each game.
 - No shared hydration methods are provided or permitted. Participants are required to bring their own clean hydration system, such as a well-labeled water bottle, which cannot be shared.
 - Participants may not share towels, clothing, or other items used to wipe their faces or hands. As such, Participants are required to bring their own items for this purpose, which should be easy to identify before use to avoid accidental sharing.
 - Participants' belongings must be separated from others' and in individually labeled containers.
 - Spitting is not permitted.
- **Social distancing protocols** tailored to our Events, including limiting attendance, redesigning activities, and requiring face coverings as outlined below.

- Only immediate household members are permitted to observe FNL Events in person and then only for the strict purpose of age-appropriate supervision of their player(s). No gathering along the sidelines or in other areas of the Event site will be permitted – all observers must maintain at least 6 feet of distance from non-household members at all times.
- Coaches will make regular safety announcements, including encouraging players to use downtime for individual skill-building work or conditioning, rather than clustering together.
- Unnecessary physical contact, such as high fives, handshakes, or fist bumps, are discouraged.
- Players and coaches are not permitted to enter the Event site early and are required to exit the Event site immediately after their scheduled Event.
- Players are required to wear face coverings upon arrival and may remove masks only after reaching their assigned field. Players must resume wearing face coverings before leaving their assigned field. Face covering must be worn by players when not participating in the activity (e.g., on the sidelines). Players are encouraged, but not required, to wear face coverings during practice, conditioning, and during competition, even during heavy exertion as tolerated.
- All other Participants must wear face coverings at all times during Events.
- Participants are discouraged from carpooling, other than with members of their own household.
- Signs will be posted in visible locations that promote [every day protective measures](#) and describe how to [stop the spread](#) of germs, such as by [properly washing hands](#) and [wearing a mask](#).
- **Staff training and symptoms screening:** Staff have been provided training, including understanding COVID-19, preventing its spread, self-screening procedures, the importance of not coming to work if they have symptoms or live with someone who has or may have COVID-19, when to seek medical attention, hand washing, coughing and sneezing etiquette, and social distancing. All staff and coaches are required to undergo symptom screening, including temperature checks, before participating in any Event.

Helpful Resources for More Information

There are several resources to assist you in keeping up with the latest facts related to the coronavirus, some of the most pertinent resources are listed below.

- ❖ CDC- COVID-19 Website <https://www.cdc.gov/coronavirus/2019-nCoV/>
- ❖ World Health Organization <https://www.who.int/>
- ❖ Orange County Public Health Services <https://www.ochealthinfo.com/phs/>
- ❖ Riverside University Health System Public Health <https://www.rivcoph.org/>
- ❖ San Diego County Public Health Services <https://www.sandiegocounty.gov/hhsa/programs/phs/>
- ❖ Santa Barbara County Public Health Department <https://www.countyofsb.org/phd/>
- ❖ San Luis Obispo County Public Health Department <https://www.slocounty.ca.gov/Departments/Health-Agency/Public-Health.aspx>
- ❖ Los Angeles County Public Health Department <http://publichealth.lacounty.gov/>
- ❖ Monterey County Public Health Department <https://www.co.monterey.ca.us/government/departments-a-h/health>
- ❖ Fresno County Public Health Department <https://www.co.fresno.ca.us/departments/public-health>

EMPLOYEE PROTOCOLS

The following portion of the Plan applies only to those Participants who are employed by FNL and are performing work for FNL outside of their homes.

DEFINITIONS

For ease of reference, we have collected below all defined terms used in this section of the Plan. These terms will be capitalized whenever used throughout this document.

- **COVID-19** means the coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- **COVID-19 Case** means any person who:
 - (1) Has a positive COVID-19 Test;
 - (2) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - (3) Has died due to COVID-19, as determined by a local health department or per inclusion in the COVID-19 statistics of a county.

However, such a person is no longer a COVID-19 Case when a licensed health care professional determines that they do not have COVID-19, in accordance with recommendations made by the California Department of Public Health or the local health department pursuant to authority granted under the Health and Safety Code or title 17 of the California Code of Regulations.

- **COVID-19 Exposure** means being within six (6) feet of a COVID-19 Case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the High-Risk Exposure Period.
- **COVID-19 Hazard** means exposure to potentially infectious material that may contain SARS-CoV-2 (the virus that causes COVID-19). Such materials include, but are not limited to, objects or surfaces that may be contaminated with the virus, or airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons – which may aerosolize saliva or respiratory tract fluids, among other things.
- **COVID-19 Symptom(s)** means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste and/or smell, sore throat, congestion or runny nose, nausea and/or vomiting, or diarrhea, unless a licensed healthcare professional determines such symptoms were caused by a known condition other than COVID-19.
- **COVID-19 Test** means a viral test for SARS-CoV-2 that is (1) approved by the United States Food and Drug Administration or has an Emergency Use Authorization from the FDA to diagnose current infection with the virus; and (2) administered in accordance with that approval/authorization.
- **High Risk Exposure Period** means the following time period:
 - For persons who develop COVID-19 Symptoms, from two days before they first developed symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
 - For persons who tested positive but never develop COVID-19 Symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

SICK EMPLOYEES ARE DIRECTED TO STAY HOME

- Employees displaying or reporting [symptoms](#) (i.e., fever, cough, or shortness of breath) should stay home or, if already at work, go home. Employees will not be permitted to return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 are directed to follow [CDC recommended precautions](#).

RESPONDING TO COVID-19 CASES

Through implementation of this Plan, we will respond effectively and immediately to individuals at the workplace who are a COVID-19 Case to prevent and/or reduce the risk of transmission of COVID-19 in our workplaces.

Potential COVID-19 Cases in the workplace will be investigated to ensure an appropriate response. This includes verifying COVID-19 Case status through receipt of information regarding COVID-19 Test results and/or onset of COVID-19 symptoms, and identifying and recording substantiated COVID-19 Cases.

When there is a confirmed COVID-19 Case at a place of employment, we will take the following steps:

1. Determine the day and time the COVID-19 Case was last present and, to the extent possible, the date of the positive COVID-19 Test(s) and/or diagnosis, and the date the COVID-19 Case first had one or more COVID-19 Symptoms (if any were experienced).
2. Determine who may have had a COVID-19 Exposure by evaluating the activities of the COVID-19 Case and all locations at the workplace which may have been visited by the COVID-19 Case during the High-Risk Exposure Period.
3. To limit transmission of COVID-19 in the workplace, exclude employees with COVID-19 Exposure as follows:
 - a. Ensure that COVID-19 Cases are excluded from the workplace until the following return to work requirements are met:
 - i. COVID-19 Cases with COVID-19 Symptoms shall not return to work until:
 1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 2. COVID-19 Symptoms have improved; AND
 3. At least 10 days have passed since COVID-19 Symptoms first appeared.
 - ii. COVID-19 Cases who tested positive but never developed COVID-19 Symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 Test.
 - iii. Employees ordered by a local or state health official to isolate or quarantine shall not return to work until the period of isolation or quarantine is complete or the order is lifted. If no period is specified, then the period shall be 10 days from the time an isolation order is effective or 14 days from the time a quarantine order is effective.
 - b. Exclude employees with COVID-19 Exposure from the workplace for 14 days after the last known COVID-19 Exposure to a COVID-19 Case.
 - c. Continue and maintain the earnings, seniority, and other rights and benefits of excluded employees who are otherwise able and available to work as if the employee had not been removed from their job. When

not covered by workers' compensation, this may be done through the use of paid sick leave benefits and benefits from public sources, where permitted by law. Information on these benefits will be provided to excluded employees at the time of exclusion. This section does not apply when the COVID-19 Exposure is not work-related.

Exception: Employees who have not been excluded or isolated by the local health department may be permitted to continue working if a temporary assignment is available for work where the employees do not have contact with other persons until the return-to-work requirements (above) are met.

4. Within one business day, give appropriate notice of the potential COVID-19 Exposure to all employees who may have had COVID-19 Exposure (and their authorized representatives, if any) and independent contractors and other employers present at the workplace during the High-Risk Exposure Period. Notice will be given in a way that does not reveal personal identifying information of the COVID-19 Case.
5. Offer COVID-19 testing (at no cost to employees) during working hours to all employees who had potential COVID-19 Exposure in the workplace and provide them information on COVID-19-related benefits to which they may be entitled by law or as excluded employees.
6. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what, if anything, could be done to reduce exposure to COVID-19 Hazards.

Employees' personal identifying information and medical records shall be kept confidential except as otherwise required by applicable law.

Outbreaks. If a local health department identifies a place of employment as the location of a COVID-19 Outbreak or if there are three or more COVID-19 Cases in an exposed workplace within a 14-day period, we will take the following additional steps in response:

- Provide COVID-19 testing to all employees at the exposed workplace (except those who were not present during the period of the Outbreak). Such testing will be provided during working hours and at no cost to employees. All covered employees will be provided two tests, each one week apart. Employees who remain at the workplace, if any, will also be provided continuous testing at least once per week during the Outbreak period.
- COVID-19 Cases and employees who had COVID-19 Exposure will be excluded from the workplace, subject to the return-to-work protocols above.
- Immediately perform a review of potentially-relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. This investigation and review shall be documented and include:
 - Investigation of new or unabated COVID-19 Hazards, including leave policies and practices and whether employees are discouraged from remaining home when sick, COVID-19 testing policies, sufficiency of outdoor air, sufficiency of air filtration, and physical distancing.
 - The review shall be updated every 30 days that the Outbreak continues, in response to new information or to new or previously unrecognized COVID-19 Hazards, or when otherwise necessary.
 - We will implement changes to reduce the transmission of COVID-19 based on the investigation and review. If applicable, we will consider moving indoor tasks outdoors or having them performed remotely, increasing air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.
- Contact the local health department immediately (but not longer than 48 hours after we know, or with diligent inquiry would have known, of three or more COVID-19 Cases) for guidance on preventing the further spread of COVID-19 within the workplace.

- Provide the local health department the total number of COVID-19 Cases and, for each COVID-19 Case, the name, contact information, occupation, workplace location, business address, hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 Case, and any other information requested by the local health department.
- Continue to give notice to the local health department of any subsequent COVID-19 Cases at the workplace.
- Effective January 1, 2021, provide all information to the local health department required by Labor Code section 6409.6.

Major Outbreaks. If any place of employment has 20 or more COVID-19 Cases in an exposed workplace within 30-day period, we will take the following additional safety measures:

- Provide COVID-19 testing twice a week (or more frequently, if recommended by the local health department) to all employees present at the exposed workplace during the relevant 30-day period and who remain at the workplace. Such testing will be provided during working hours and at no costs to employees.
- Exclude COVID-19 Cases and employees with COVID-19 exposure from the workplace as required by law or local health department orders.
- Investigate COVID-19 workplace illness and engage in hazard correction.
- In buildings or structures with mechanical ventilation, filter recirculated air with Minimum Efficiency Report Value 13 or higher efficiency filters (if compatible with the ventilation system). If not compatible, use filters with the highest compatible filtering efficiency. Evaluate whether portable or mounted High Efficiency Particulate Air filtration units, or other air cleaning systems, would reduce the risk of transmission and implement their use to the degree feasible.
- Determine the need for respiratory protection program or changes to existing program to address COVID-19 Hazards.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 Hazards have been corrected.
- Take any other control measures deemed necessary by the Division through the issuance of a valid Order to Take Special Action.

EMPLOYEE TRAINING AND INSTRUCTION

We have provided, and will continue to provide, employees effective training and instruction, through written guidance, safety meeting presentations, and verbal/written reminders, that includes at least the following:

1. Our COVID-19 policies and procedures to protect employees from COVID-19 Hazards.
2. Information regarding COVID-19-related benefits to which our employee may be entitled under applicable federal, state, or local laws, such as those under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1, 248.5, and 3212.86 through 3212.88, local governmental requirements, our own leave policies, and any contractual leave rights that may apply.
3. The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth (although that is less common), and that an infectious person may have no symptoms.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

5. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
6. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or other appropriate hand washing facility, and that hand sanitizer does not work if the hands are soiled.
7. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
8. COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 Test if the employee has COVID-19 symptoms.

MITIGATION MEASURES AT EVENT SITES

We are making arrangements to ensure that all Company Events provide access to hand washing stations and employees are cleaning and disinfecting frequently-touched objects and surfaces and common areas.

We are limiting the size of gatherings and eliminating large group meetings. All meetings and work should take place in spaces that allow for social distancing between meeting workers and attendees.

Hazard Identification and Correction

We have incorporated COVID-19 transmission and prevention into all job hazard analyses (“JHA”s) and pre-task safety planning for all aspects of the work, including workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 Hazards. We will continually evaluate the specific hazards at Event sites along with [CDC recommendations](#) to determine the most appropriate job hazard analysis for the project/task as it relates to the spread and/or transmission of COVID-19. Employees are encouraged to participate in the identification and evaluation of COVID-19 Hazards;

Specifically, this process shall include at least the following at each workplace, including Event sites:

1. Identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task – for instance, during meetings or trainings – and including in and around entrances, rest rooms, hallways, aisles, walkways, elevators, break and/or eating areas, cool-down areas, and waiting areas;
2. Evaluation of employees’ potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public (including Participants), and independent contractors. In addition to addressing fixed work locations, consider how employees and others enter, leave, and travel through the workplace; and
3. Conducting periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and practices.

We have also implemented effective policies and procedures for correcting unsafe or unhealthy conditions, work practices, policies, and procedures once identified. These corrections will be made in a timely manner based upon the severity of the particular hazard.

Employee’s Personal Responsibilities

- Employees need to take steps to [protect themselves](#).
- If employees have any COVID-19 Symptom(s), they must report this to their supervisor, stay home, and not come to work until free of symptoms as [recommended by the CDC](#).

- All employees must also report to their supervisor any possible COVID-19 Exposures and possible COVID-19 Hazards in the workplace.
- Employees can make these reports without fear of reprisal, as there will be no retaliation against employees for reporting symptoms, exposures, or hazards in compliance with this Plan.

Social Distancing

Limit physical contact with others. Increase personal space (to at least 6 feet, wherever possible). When it is not possible to maintain a distance of at least six feet, remain as far apart as possible. When possible, limit face-to-face meetings and replace them with phone or online meetings.

Take breaks in shifts (within the time limits required by law) to reduce the size of the group in break areas at any time.

Follow all visual cues (such as signs and floor markings) that indicate where employees or others should be located or their direction and path of travel.

General Event Site / Office Practices

- If an employee is confirmed to have COVID-19, inform fellow employees of possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans With Disabilities Act. Ask the affected employee to identify those other employees with whom they came into contact before the employee departs. Employees who worked in close proximity (3 to 6 feet) to a coworker with confirmed COVID-19 should also be sent home and referred to [CDC guidance for how to conduct a risk assessment](#).
- For indoor locations, we will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- At fixed work locations where it is not possible to maintain physical distancing requirements at all times, we will install cleanable solid partitions that effectively reduce aerosol transmission between the employee and others.
- For buildings with mechanical or natural ventilation, or both, we will maximize the quantity of outside air provided to the extent feasible, except when the EPA Air Quality Index is greater than 100 for any pollutant or when opening windows or letting in outdoor air by other means would cause a hazard to employees (for instance from excessive heat or cold).

Personal Protective Equipment (PPE) and Face Coverings

We will evaluate the need for PPE (such as gloves, goggles, and face shields) to prevent exposure to COVID-19 Hazards and provide such PPE as needed. Without limiting the foregoing, we will provide and ensure the use of eye protection and respiratory protection in accordance with Labor Code section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material, such as saliva or respiratory tract fluids.

Face coverings. Face coverings will be provided and must be worn by employees over the nose and mouth at all times (subject to the following exceptions) when indoors, when outdoors and less than six feet away from another person, and when otherwise required by orders from the California Department of Public Health or local health department. Face coverings must be clean and undamaged and may not be shared.

- **Exceptions:** The following are exceptions to the foregoing face coverings requirement:
 - When the employee is alone in a room;
 - While actively eating and drinking in the workplace, so long as employees are at least six feet apart and outside air supply to the area (if indoors) has been maximized to the extent possible.

- When employees are wearing respiratory protection in accordance with Labor Code section 5144 or other Title 8 Safety Orders.
- When an employee cannot wear a face covering due to a medical or mental health condition or disability. Employees exempted from the face coverings requirement for this reason shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, to the greatest extent permitted by their condition/disability. As such, employees requesting this accommodation should be prepared to discuss with us which alternatives may be reasonable.
- When an employee is hearing-impaired or is communicating with a hearing-impaired person.
- When the employee is performing a specific work task which cannot feasibly be performed with a face covering. This exception applies only to the time period in which such tasks are actually being performed.
- Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, must remain at least six feet apart from all other persons.
- Face shields are not a replacement for face covering, although they may be worn together for additional protection.
- We will never prevent an employee from wearing a face covering when not otherwise required by this Plan unless doing so would create a safety hazard (such as interfering with the safe operation of equipment).
- We will develop COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering (including a member of the public) at their workplace. Without limiting the foregoing, we will use signs and similar measures to communicate to non-employees the face coverings requirements applicable on our premises.
- We will clean and disinfect all areas, materials, and equipment known to be used by a COVID-19 Case during the High-Risk Exposure Period.

RECORDKEEPING

In accordance with applicable legal requirements, we will keep records and make reports related to COVID-19 Cases and COVID-19 Exposures. Specifically, we will:

- Report information about COVID-19 Cases at our workplaces to, and comply with related information requests from, the local health department whenever required by law.
- Report immediately to the Division of Occupational Safety and Health (“Division”) any COVID-19-related serious illnesses or death, as defined by applicable law, of an employee occurring in a place of employment or in connection with employment.
- Maintain records of the steps taken to implement this Plan.
- Make this Plan available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.
- Keep a record of and track all COVID-19 Cases with the employee’s name, contact information, occupation, location worked, last day at the workplace, and date of positive COVID-19 Test. Medical information shall be kept confidential in accordance with applicable legal requirements. This record (with personal identifying information removed) shall be made available to employee, authorized employee representatives, or as otherwise required by law.

EMPLOYEE QUICK REFERENCE GUIDE

Employees are responsible for reading, asking any questions necessary to understand, and complying with all aspects of the Plan. The following is only a helpful summary of, not a replacement of, key employee obligations under that Plan.

- Employees are encouraged to participate in the identification and evaluation of potential COVID-19 hazards. If you wish to participate, please contact Mark Broersma.
- You should report any COVID-19 symptoms, possible exposures, or possible hazards to your supervisor *immediately* and without fear of reprisal.
- If you have a medical or other condition that puts you at an increased risk of severe COVID-19 illness, please inform Mark Broersma right away. We will meet with you (virtually where practicable) to discuss accommodations that may be made for your specific situation.
- The COVID-19 testing site closest to our main office is CVS Health located at 3401 Katella Avenue, Los Alamitos, California 9072. Updated information about testing locations, including hours and appointment requirements (if any) can be found at <https://covid19.ca.gov/get-tested/>. If you need help locating a site close to your specific work location, home, or other location, please contact Mark Broersma.
- Wear face coverings at all required times. If you believe an exemption may apply, you must confirm with your supervisor *before* working without a face covering.
- Maintain social distancing to the greatest extent possible at all times in the workplace.

Print Name: _____

Signature: _____ **Date:** _____