



## COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employers ONLY

### ✔ General

The following COVID-19 preparedness & response plan has been established for Bay Logistics in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Brad Smith, HR & Safety Manager has read these emergency rules carefully, developed the safeguards appropriate to Bay Logistics based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Bay Logistics has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. At least one of the above supervisors will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via hard copy and by email from the HR Department.

### ✔ Exposure Determination

Brad Smith has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Kurt Cuncannan was responsible for the exposure determination.

Bay Logistics has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or

suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Brad Smith verifies that Bay Logistics has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Bay Logistics has categorized its jobs as follows:

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
Warehouseperson	Lower	Employee is on a forklift, 6 ft. away from other employees
Laborer	Lower	Employee is responsible for unloading/loading trucks by hand and is 6ft away from other employees
Customer Service Associate	Lower	Contact with public is behind glass

## ✔ Engineering Controls

Bay Logistics has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The Warehouse Manager and Warehouse Supervisor will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

<b>Job/Task</b>	<b>Engineering Control</b>
CSA	Installed clear sneeze guards for interacting with the public or outside truck drivers
Visitors	Restricted who can enter the facility and must be approved by upper management.

## ✔ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Warehouse Manager and Warehouse Supervisor will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Bay Logistics:

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All employees	Maintain at least six feet from everyone on the worksite.
All employees	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
This should be implemented specifically for staggered lunch times.	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time. – Establishing maximum capacity in breakrooms and give alternate locations to be on break.
Management employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All Warehouses	Restrict the number of customers/visitors in the establishment at any given time.
All Tasks	Minimize the sharing of tools, equipment, and items. Cleaning and sanitizing the following equipment after each use: forklifts/radios/office equipment from shift to shift. Printers. Brooms, shovels.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All employees	Require employees to wear cloth face coverings at all times.
All warehouses	Require customers and the public to wear cloth face coverings.
All warehouses	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All Warehouses	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees

	do not go to work sick. Bay is voluntary still providing 14 days of paid COVID leave throughout the span of the COVID 19 pandemic.
All Employees	We do require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All Warehouses	Any sick employee or an employee with an immediate family member must stay home and quarantine.
All employees	Meetings in conference room have at least 6 foot separation
All employees	Please adhere to mask guidelines if ride sharing
Supervisors and Employees	Enforcement of masks being consistently and properly worn and discipline will be administered.
Weekly – All Employees, New Hire	Additional retraining on COVID 19 protocols as for New Hires – “COVID 19 Training Handout.”
All Employees	Enforcement of discipline for repeat offenders for failure to follow guidelines.

### Hand Hygiene

The Warehouse Manager and Warehouse Supervisor will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Bay Logistics shall provide employees with antiseptic hand sanitizers or towelettes. Bay Logistics will provide time for employees to wash hands frequently and to use hand sanitizer.

Bay Logistics shall promote 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, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

### Disinfection of Environmental Surfaces

Bay Logistics will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Bay Logistics will make cleaning supplies available to employees upon entry and at the worksite.

Warehouse Manager and Warehouse Supervisor will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Bay Logistics will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Conference Room Tables	Disinfecting Wipes	X3 Daily and after each meeting
Forklift	Disinfecting Wipes	After each use or before any new employee gets on the forklift
Radios	Disinfecting Wipes	Sprayed on cloth and wiped down after each use
Lunchroom Tables	Disinfecting Wipes	X2 a day and after each use
Desks	Disinfecting Wipes	X2 a day minimum
Doorknobs	Disinfecting Wipes	X3 a day minimum
Scan Guns	Disinfecting Wipes	After each employee use
Bathrooms	Bleach Solution	X3 a day minimum

Bay Logistics will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Bay Logistics will be responsible for seeing that this protocol is followed.

### **✔ Personal Protective Equipment (PPE)**

Bay Logistics will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and

OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- **Consistently and properly worn.**
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Bay Logistics will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Bay Logistics will require employees to wear face coverings while they are in the workplace and not on breaks or lunches. Breaks or lunches must have employees maintain 6 feet of separation at all times. Bay Logistics will consider additional face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

<b>Job/Task</b>	<b>PPE</b>
All employees	Cloth masks when inside the warehouse
All employees	Social distancing measure of 6 feet.
Laborers	Additional face shields if regularly in contact with other employees closer than 6 feet. Must be worn with cloth masks
CSA	Plexiglass installed between any outside truck driver or visitor

### **Health Surveillance**

Bay Logistics will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. The Warehouse Supervisor will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, Bay Logistics will have employees self-screen for COVID-19. Bay Logistics will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. A no-touch thermometer will be used for temperature screening of employees. Bay Logistics will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the Warehouse Supervisor and the HR & Safety Manager before and during the work shift. Bay Logistics has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

**If you are an Employee or Worker that answered “Yes” to any of the above questions, please contact your Manager immediately. Your Manager will contact the HR department immediately to coordinate next steps. All screenings must be scanned and emailed to [COVID@baylogistics.com](mailto:COVID@baylogistics.com).**

Bay Logistics will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- **Not allowing known or suspected cases to report to or remain at their work location.**
- **Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.**
- **Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.**

Bay Logistics will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, Brad Smith will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, Bay Logistics will not reveal the name or identity of the confirmed case.



Bay Logistics will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

### ✔ Training

Bay Logistics shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Bay Logistics will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Warehouse Supervisor shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

### ✔ Recordkeeping

Bay Logistics will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Brad Smith, HR & Safety Manger will ensure that the records are kept.