



Whitlam Group  
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## COVID-19 Preparedness and Response Plan

### Whitlam Group

#### 1. General Guidelines and Policies

- a. **Policy Notification and Access.** This policy is being readily made to employees via initial email communication, being posted on Whitlam's HR platform, Kronos, for ease and availability. This policy will also be posted on the organization's website, [www.whitlam.com](http://www.whitlam.com), in the "Employee Information" section for access by employees, customers and any other interested party.
- b. **Designation of Worksite Supervisors.** The following individuals have been designated as worksite supervisors under this plan. The duties of these supervisors are to monitor adherence to the plan and judge its effectiveness, feasibility.
  - i. Jim Dobiesz – Day shift, shift change-over, and unplanned shifts
  - ii. Joe Dessert – Day shift backup
  - iii. Richard Davis – Night Shift
  - iv. Don Clifford – Additional auditor
- c. **COVID-19 Training.** Training will be provided to all applicable employees. To maintain the proper safety measures and abide by social distancing guidelines, training will initially take place via a detailed PowerPoint presentation, including instructions and guidance on the topics below. Employees will then be able to seek further clarification or training via phone calls, Zoom Meetings and/or small, in-person sessions if needed. The PowerPoint presentation will also be made available via Kronos for easy access and continued reference. The following is a minimum of topics to be covered:
  - i. workplace infection-control practices
  - ii. proper use of applicable PPE
  - iii. the process to notify the organization of any COVID-19 symptoms or diagnosis
  - iv. the process for reporting unsafe working conditions
  - v. routes by which the virus causing COVID-19 is transmitted from person to person
  - vi. distance the virus can travel and remains visible in the air
  - vii. the proper use of PPE
- d. **Social Distancing and Masking Protocol.** Our social distancing protocols are consistent with current CDC guidelines. All employees should make every effort to generally and consistently maintain a minimum of 6 feet of space between them and any other employee. Masks are encouraged to be worn as often as practical and are required when engaged with other employees where a 6-foot distance cannot be maintained. Furthermore, masks are REQUIRED at all times in the following common or high traffic area areas:
  - i. Upon entering building for daily screening
  - ii. Lunchroom. Except when seated at a single person table
  - iii. Restrooms
  - iv. Conference Rooms
  - v. Hallways and corridors in which maintaining 6 feet is not practical
  - vi. When attending any in-person meeting whether as an active or passive attendee.
    1. For the sake of verbal clarity podium speakers that can continuously maintain 10' distance from all other employees are exempt from wearing a mask



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- e. **Fully Vaccinated Individual:** An individual is considered fully vaccinated two weeks after their 2<sup>nd</sup> shot in a two-part series (ex: Pfizer, Moderna), or two weeks after their first shot in a one-part series (ex: Johnson & Johnson).
  - f. **General Facility Cleaning Protocol.** The general daily cleaning/disinfecting of the facility including common areas is supported by our in-house maintenance department. Primary focus is on common areas and high touch areas including lunchroom, conference room, rest rooms, door handles, etc.
  - g. **Availability of Cleaning Supplies, including Hand Washing / Sanitizing Stations.** Whitlam has placed numerous cleaning stations throughout the facility. Many of these are marked by signage for easy identification. These stations include disinfectant, wipes, sanitizer etc. to support personal hygiene and work area disinfecting. All employees with dedicated office/cubicle space are encouraged to clean/disinfect their respective area and keep clear of clutter to aid in proper cleaning and disinfecting.
  - h. **Public Transportation.** Should employees require the use of public transportation for either essential travel needs or daily access to and from work, we encourage the use of safe guidelines set forth by the CDC and other governmental agencies. These guidelines may include: the wearing of close face coverings, maintaining the social distancing guidelines, washing hands thoroughly or using approved Hand Sanitizer products if soap and water are not available, and avoid touching their face.
  - i. **Infection Control Measures.** The purpose of this plan and subsequent protocols is to reduce the chance of exposure to COVID-19. Whitlam Group employees can greatly assist in this effort by following these guidelines in addition to the following methods:
    - i. **Stay home if not feeling well** – This is CRITICAL to stopping the spread of the virus. If you do not feel good, stay home and let us know
    - ii. **General Housekeeping** – Although we have stepped up our efforts to disinfect and keep areas clean, we ask that everyone play their part. Utilize the different disinfecting stations to wipe down your work area, concentrate on the frequently used surfaces such as phones, mice, keyboards and other common areas. Keeping your areas neat and tidy will only aid in the ability of our cleaning staff to do a thorough job during their rounds
    - iii. **Personal Hygiene.** Employees are reminded of the importance of personal hygiene. In addition to training, posters can be located throughout the facility on the techniques of proper handwashing, use of PPE and other related topics.
2. **Procedures for Reporting and Protocol for Suspected or Positive COVID-19 diagnosis**
- a. **Confirmation of a Positive COVID-19 Diagnosis Protocol (Employee).** Following the confirmation to Human Resources of a positive COVID-19 diagnosis, employees will be immediately sent home (if not already). The employee's workstation will immediately be quarantined off and cleaning protocols will be initiated as outlined in section 2d. Human Resources will notify the Macomb County Health Department within 24 hours of being notified. Employee will be asked to stay in communication with Human Resources periodically, so we can ensure they are okay and to provide guidance on when it is safe to return to work. At this time, Whitlam Group is following the guidelines for safe return to work set forth by the CDC. Those guidelines are based on two strategies, Symptom-Based and Test-Based due to availability of testing in all circumstances:
    - i. *Symptom Based.* At least 24 hours has passed since the "recovery", meaning resolution of fever without the use of medication AND improvement of symptoms AND at least 10 days since symptoms first appeared
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- ii. *Testing Based.* Resolution of fever without the use of medication AND Improvement of respiratory symptoms AND Negative results of at least two tests within 24 hours
- b. **Experiencing COVID-19 Symptoms without Positive Diagnosis.** If you are experiencing symptoms related to COVID-19, or your doctor or medical professional suspects you have COVID-19 and/or advised you to Quarantine, we ask that you stay home and take care of yourself and stay in communication with Human Resources on your progress. The following **MUST** occur before an employee can return to work under these circumstances:
- i. no fever for at least 24 hours without the aid of medication, AND
  - ii. other symptoms have improved (ex: cough, shortness of breath), AND
  - iii. at least 7 days have passed since first symptoms appeared
- c. **Close Contact of a Positive COVID -19 Diagnosis - Non-Vaccinated – Protocol.** Following the confirmation an employee, who is NOT fully vaccinated, had close contact with someone who has tested positive for COVID-19, the employee has the responsibility to notify their Supervisor and / or Human Resources as soon as possible. The employee will have to Quarantine for 14 days, unless the following CDC recommendations for a non-vaccinated individual are followed. Then that individual will be permitted to return after 7 days if:
- i. The unvaccinated individual provides a negative PCR test 5-DAYS following close contact with a COVID positive individual(s)
  - ii. The unvaccinated individual is NOT displaying ANY symptoms associated with COVID
  - iii. It has been at least 7-Days since close contact with a COVID positive individual(s)
  - iv. The unvaccinated individual agrees to continue to wear a mask around other individuals, and maintains social distancing efforts wherever possible
- At this time, the CDC defines close contact as:
- v. Any employee who was within 6 feet of the individual for 15 minutes or more in a 24-hour timeframe, OR
  - vi. Was sneezed or coughed on by the individual, OR
  - vii. Is experiencing the common symptoms associated with COVID-19
  - viii. Failure to notify your Supervisor and / or Human Resources of a close contact situation and continuing to come into work will result in disciplinary action up to and including a 3 day, unpaid suspension or termination
- d. **Close Contact of a Positive COVID -19 Diagnosis - Vaccinated – Protocol.** If an individual is fully vaccinated (see section 1e.), no quarantine is required at this time, unless the individual is experiencing symptoms of COVID-19. In that instance, we would ask the employee to leave the premises and get tested. The employee may NOT return to in-person work until a negative PCR test is presented. If the employee is NOT experiencing symptoms, we ask that they continue to wear a mask around other employees and social distance wherever possible. We would also ask that the employee monitor their symptoms over the next 14 days.
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- e. **Confirmation of Positive COVID-19 Diagnosis Protocol – Cleaning.** In the event of a confirmed positive diagnosis, Whitlam will follow our 3C protocol – Clear, Clean, Continue.
    - i. Clear and contain the area(s) that were occupied/used by the confirmed employee
    - ii. Clean and disinfect those areas using disinfecting materials consistent with CDC guidelines. This may include sprays, wipes, or even discharge bombs for larger areas
    - iii. Continue operations after review by and approval by worksite supervisors for OK to use
  - f. **Close Contact of a Positive COVID-19 Diagnosis – Fully Vaccinated – Protocol.** If you are fully vaccinated (see 1f for definition), you are not required to quarantine, unless you are experiencing symptoms consistent with COVID-19. Please continue to notify Human Resources if you have experienced close contact and for further instructions if applicable.
  - g. **Reporting of Symptoms of COVID-19 by Employee.** Employees who do not feel well and/or are experiencing common symptoms of COVID-19 (coughing, shortness of breath, fever, loss of smell and/or taste) are asked to stay home, notify their managers or Human Resources and contact their doctors or medical professionals for further guidance. Human Resources will stay in touch with the employee to provide further guidance based on their doctor’s advice and/or a positive COVID-19 diagnosis. See sections 2a and 2b for further guidelines on return-to-work procedures.
  - h. **Reporting of Unsafe Working Conditions.** Any employee who witnesses or suspects unsafe working conditions are asked to immediately notify their direct Supervisor or Human Resources. Should an employee choose to notify their Supervisor, that Supervisor is asked to contact Human Resources with the report. These reports will be promptly investigated, and corrective actions put into place if applicable. Should an employee wish to remain anonymous, they can utilize the Employee Suggestion Box located in the lunchroom. This suggestion box is monitored by Human Resources only and tracked accordingly.
  - i. **Discipline.** Whitlam Group considers the health and safety of its employees as priority one. As a result, we believe communication on COVID related items to be crucial to keeping the workforce safe. Employees who fail to report experiencing COVID-19 symptoms, a close contact situation and/or a positive COVID-19 test for themselves will be subject to disciplinary actions, up to an including suspension and/or termination. This also includes the wearing of masks and social distancing for those who are not fully vaccinated.
  - j. **Retaliation.** No employees who stays home because of posing a risk of infecting others shall be disciplined, retaliated against or discharged for such action.
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<b>DOC TITLE:</b>	COVID-19 PREPAREDNESS AND RESPONSE PLAN	<b>DOC NO.:</b>	WLF-9911-36
<b>LAST REVISED BY:</b>	J. Russell	<b>APPROVED BY:</b>	M. S. Shaieb
<b>REVISION HISTORY</b>			
<b>DATE</b>	<b>REV</b>	<b>HISTORY / REASON</b>	
06-15-20	REL	Created	
07-29-20	001	Updated to reflect updated CDC guidelines	
10-28-20	002	Updated to reflect CISA guidelines, additional screening locations and vending machine rules.	
04-02-21	003	Removed Tom Paszak as 2 <sup>nd</sup> shift backup as he is no longer on second shift.  Amendment to work from home policy.	
04-27-2021	004	Updated to clarify close contact procedure  Updated to clarify disciplinary action for non-notification of symptoms, close contact or positive test results.	
5-24-2021	005	Updated to include mask wearing and social distancing guidelines for those who are fully vaccinated  Removed Remote Work section	
6-24-2021	006	Updated to remove mask mandate and social distancing requirement for all employees based on new guidelines set forth by the State Agencies	
8-5-2021	007	Updated to reinstitute wearing of masks and social distancing protocol, regardless of vaccination status	
12-2-2021	008	Updated to add 7-day return to in-person work for unvaccinated individuals and close contact situation. Added in existing protocol for vaccinated employees and close contact situation.	