



Whitlam Group  
24800 Sherwood Ave,  
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Phone: (586) 757-5100  
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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 made readily available to employees via Intranet and ADP platform for ease and availability. This policy is also available on our organization's website [www.whitlam.com](http://www.whitlam.com) in the "Quality and Sustainability" 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 and feasibility:
  - i. Jim Dobiesz – Day Shift, Changeover 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. The following is a minimum of the 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 viable in the air
- 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 where possible.
- e. **Fully Vaccinated Individuals.** 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). If an individual is 6 months or more beyond their 2<sup>nd</sup> shot in a two-part series, or 2 months or more beyond their 1<sup>st</sup> shot in a one-part series, then they must have their Booster to be considered Fully Vaccinated.
- f. **General Facility Cleaning Protocol.** The general daily cleaning/disinfecting of the facility, including common areas, is supported by contracted cleaning company. Primary focus is on common areas and high-touch areas including lunchroom, conference room, restrooms, door handles, etc.



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- g. Availability of Cleaning Supplies, including Handwashing/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 areas and keep clear of clutter to aid in proper cleaning.
- h. 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. Employees who do not feel well and/or are experiencing common symptoms of COVID-19, are asked to stay home, notify their Supervisor/Manager 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. See sections 3a and 3b for further guidelines on return-to-work procedures.
  - 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 more 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 Positive COVID-19 Test.** Following a Positive for COVID-19 or Symptoms (Regardless of Vaccination Status), the employee will be immediately sent home (if not home already). Cleaning protocols of the employee’s workstation will be initiated as outlined in Section 5. Employees are asked to stay in communication with Human Resources, so we can ensure they are doing okay and to provide guidance on when it’s safe to return to work.





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### 3. Ending Isolation

- a. **Non-Severe COVID-19 Symptoms.** The date you tested positive for COVID-19, or the day symptoms started is Day 0. Stay home for at least 5 days, and you may return to work on Day 6. It is recommended you isolate yourself from others, avoid travel and wear a well-fitting mask if you must leave. Human Resources will advise the date at which you can return to the office. You will be required to properly wear a well-fitting mask at all times for the remaining 5 full business days.
- b. **Severe COVID-19 Symptoms:** It is recommended that employees with severe COVID-19 symptoms isolate for the full 10 days. You may return to work on the 11<sup>th</sup> day, assuming you are fever free for at least 24 hours without the aid of fever-reducing medication, AND significant improvement in symptoms. It is recommended employees follow-up with their doctor before returning to work.

### 4. Close Contact of a Positive COVID-19 diagnosis Protocol.

Whitlam Group follows CDC Recommendations for instances of Close Contact. Employees are not required to quarantine following a close contact concern, unless they are experiencing symptoms. You will be required to properly wear a well-fitting mask for a full 10 business days, with Day 0 being the day close contact was believed to have occurred. It is recommended that you take the following precautions during this time:

- a. Watch for symptoms which includes (but not limited to): fever 100.4 degrees or higher, cough, shortness of breath, other COVID-19 related symptoms. If you develop symptoms, please notify your Manager or Human Resources as soon as possible for further instructions
- b. Get tested at least 5 full days from exposure. If positive, please contact your Manager or Human Resources as soon as possible. If negative, continue taking precautions and monitor symptoms

### 5. Confirmation of Positive COVID-19 Diagnosis Protocol – Cleaning.

In the event of a confirmed COVID-19 positive diagnosis, Whitlam Group 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 and approval by worksite supervisors for OKAY TO USE



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- 6. Reporting of Unsafe Working Conditions.** Any employee who witnesses or suspects unsafe working conditions, are asked to immediately notify their Supervisor/Manager or Human Resources. Should an employee choose to notify their Supervisor/Manager, that Supervisor/Manager is asked to promptly contact Human Resource with the report. These reports will be 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 Employee Lunchroom. This Suggestion Box is monitored by Human Resources only and tracked accordingly.
- 7. Discipline.** Whitlam Group considers the health and safety of its employees to be Priority One. As a result, we believe communication on COVID-19 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 diagnosis for themselves will be subject to disciplinary actions, up to and including suspension or termination.
- 8. Retaliation.** No employee 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><u>DOC TITLE:</u></b>	<b><u>COVID-19 PREPAREDNESS AND RESPONSE PLAN</u></b>	<b><u>DOC NO.:</u></b>	<b><u>WLF-9911-36</u></b>
<b><u>LAST REVISED BY:</u></b>	<b>J. Russell</b>	<b><u>APPROVED BY:</u></b>	<b><u>M. S. Shaieb</u></b>
<b><u>REVISION HISTORY</u></b>			
<b><u>DATE</u></b>	<b><u>REV</u></b>	<b><u>HISTORY / REASON</u></b>	
<u>06-15-20</u>	<u>REL</u>	<u>Created</u>	
<u>07-29-20</u>	<u>001</u>	<u>Updated to reflect updated CDC guidelines</u>	
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.	
2-28-2022	009	Updated to Mask Recommended. Updated Quarantine and Isolation Periods to match CDC 5-day change	



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08-26-2022	010	Updated Close Contact Guidelines to CDC recommendations. Removed Public Transportation Guidelines. Fixed some typos.	
10-24-2022	011	Updated Kronos to ADP and fixed references to other sections that were not properly designated after previous changes.	

