

Emergency Outfitters, Inc.

COVID-19 Preparedness Plan

Emergency Outfitters, Inc. is committed to providing a safe and healthy environment for all our employees, contractors and students. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers, employees and contractors are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and classrooms. That requires full cooperation among employees, contractors and management. Only through this cooperative effort can we establish and maintain the safety and health of our employees, contractors, students and classrooms.

Management, employees and contractors are responsible for implementing and complying with all aspects of this Preparedness Plan. Emergency Outfitters, Inc. managers, employees and contractors have our full support in enforcing the provisions of this policy.

Our employees and contractors are our most important assets. We are serious about safety and health and keeping our employees and contractors working at Emergency Outfitters, Inc. Employee and contractor involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees, contractors and customers in this process by addressing concerns, requesting suggestions and eliciting feedback in developing this plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- **Hygiene and respiratory etiquette.**
- **Engineering and administrative controls for social distancing.**
- **Housekeeping – cleaning, disinfecting and decontamination.**
- **Prompt identification and isolation of sick persons.**
- **Communications and training that will be provided to managers, employees and contractors.**
- **Management and supervision necessary to ensure effective implementation of the plan.**

Screening and policies for employees and contractors exhibiting signs and symptoms of COVID-19

Employees and contractors have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees and contractor's health status prior to entering the workplace or classroom and for employees and contractors to report when they are sick or experiencing symptoms. 24 hours prior to a training session, employees and contractors will complete a self-health check. This health check will include their temperature, muscle aches, respirator issues, headaches,

sore throat, loss of taste or smell and any other symptoms associated with the Covid-19 virus. Any symptom by the employee/contractor or immediate family member associated with the Covid-19 virus will be communicated to management immediately. An alternate will be assigned to the training session and the employee or contractor will then be directed to seek medical attention if warranted. Employees and contractors will not be allowed to teach until they have been quarantined for the required amount of time or medically cleared. Any employee or contractor will be informed immediately if they have been exposed to a person with Covid-19 requiring them to quarantine for the required amount of time.

Handwashing

Basic infection prevention measures are being implemented at our workplaces and classrooms at all times. Employees and contractors are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their training session, prior to any mealtimes and after using the toilet. All students in the training session will be required to wash their hands prior to or immediately upon entering the training session. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Emergency Outfitters, Inc. will make hand sanitizer available to all students at the training session.

Respiratory etiquette: Cover your cough or sneeze

Employees and contractors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. Students will be instructed, of the same, at the beginning of the training session. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated and supported by making tissues and trash receptacles available to all workers and visitors.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- **Employees, contractors and students are prohibited from gathering in groups and/or confined areas. Students will maintain a minimum 6-foot distance from other students during the training session when possible.**
- **Employees, contractors and students are prohibited from using others' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.**
- **All training equipment used by multiple students will be cleaned with an appropriate disinfectant between students.**

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment and areas in the work and training environment. This includes restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. This cleaning will be completed on a daily basis while the business is operating using a disinfectant approved for use against the Covid-19 virus.

Communications and Training

This Preparedness Plan was communicated via email to all employees and contractors on April 28, 2020 and all necessary training was provided. Additional communication will be ongoing via email as new information concerning the virus arises. Managers and supervisors are to monitor how effective the program has been implemented by direct monitoring of worksites and classrooms. Management, employees and contractors are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Emergency Outfitters, Inc. management and was distributed to all employees and contractors on April 28, 2020. It will be updated as necessary.

Certified By:  Date: 04/28/2020

Title: President