



May 20, 2020

The Novel Coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. The virus is thought to spread mainly from person-to-person, including between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

Upon guidance from OSHA, Supreme Sweeping Services is found to be a lower exposure risk company. Those are identified as those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

In accordance with Michigan Governor Whitmer's Executive Order No. 2020-91, and in attempt to protect our employees, patrons and communities, we have implemented the following procedures and practices. These safeguards are to be followed to best of one's ability at all times.

COVID-19 Preparedness and Response Plan

Supreme Sweeping Services has adopted the following practices to limit exposure to COVID-19:

- Increased facility cleaning and disinfection of high-touch surfaces such as door handles, desks, common areas, bathroom fixtures, kitchen fixtures and fuel pumps daily using the CDC approved disinfectant provided.
- Posted notices for all guests and vendors who may enter the facility to not do so in the event they are experiencing any COVID-19 related symptoms. Nonessential visitors are suspended until further notice.
- Require all guests and vendors to wear a mask while onsite.
- In the event that a positive COVID-19 case is found in the workplace, or an employee is sent home with symptoms, any vehicle, equipment, or work station used by that individual will be thoroughly cleaned and disinfected prior to allowing another employee to utilize it. All reports of this nature should be immediately forwarded to the office.
- Cleaning supplies, EPA-approved disinfectant and personal protection equipment are provided to all employees.
- Limit congregation and congestion whenever possible in common areas.
- Posted signs about the importance of personal hygiene and proper handwashing methods.
- Maintain record keeping of protocols put into place.
- Follow all state executive orders, including Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at a particular risk of infecting others with COVID-19.

Employees are required to adhere to the following protocols:

- Review the company's COVID-19 training packet.
- Complete a Symptom Assessment form beginning each shift.
- Employees should stay home if sick or experiencing any symptoms related to COVID-19. Employees should stay home if they have been in close contact with anyone who has tested positive for COVID-19. This should be reported immediately to their direct supervisor or manager via phone. A test should be obtained and a negative result confirmed before returning to work.
- Masks (as provided) are to be worn covering both the mouth and nose when within 6 feet contact of another employee. Masks should be hand-washed with hot soapy water after each use and allowed to air-dry.
- Gloves (as provided) are to be worn when changing trash can liners at customer locations.
- Employees will take every precaution to maintain a minimum of 6 feet distance from any patron if encountered while on customer location.
- Employees are responsible for cleaning and disinfecting vehicles and equipment before and after each shift using the CDC approved disinfectant provided, including disposing of all debris, trash, tissues, etc. from work area/truck upon the end of each shift.
- Refrain, whenever possible, from sharing or using other worker's equipment, such as trucks, blowers, desks, phones, work station, and tools.
- Follow the CDC's recommendations to minimize spread of COVID-19, but washing hands often, refrain from touching face, and follow social distancing guidelines whenever possible. When handwashing is not available, employees should use hand sanitizer (as provided) frequently.

Identified positive cases of COVID-19 should be handled in the following manner:

- Employees should report a positive test result to their immediate supervisor or manager via phone. The office can be reached Monday through Friday, 8 am to 4 pm at (586) 755-9400. Any reports given directly to supervisor or manager should be immediately forwarded to the office.
- Notify the Macomb County Health Department of a positive test result.
- Notify any co-workers, vendors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19, including those who are not employees but have entered our facility. The identity of the employee will not be revealed.
- Require any employee who had direct contact with the individual with the confirmed case of COVID-19 be tested and a negative result confirmed before returning to work.
- Restrict access to that employee's work station/truck to allow for deep cleaning prior to being used by other employees.

Employee Resources:

- Find a testing facility at www.michigan.gov/Coronavirus
- For health insurance related concerns or to utilize Virtual Care, go to www.priorityhealth.com or call them at 833.997.1344
- Employee Wellness Tools, go to www.priorityhealth.com/covid-19/about/mystrength or www.michigan.gov/StayWell
- Report unsafe working conditions to your employer or Michigan Occupational Safety & Health Administration (MIOSHA) at 855-SAFEC19 (1-855-723-3219).