

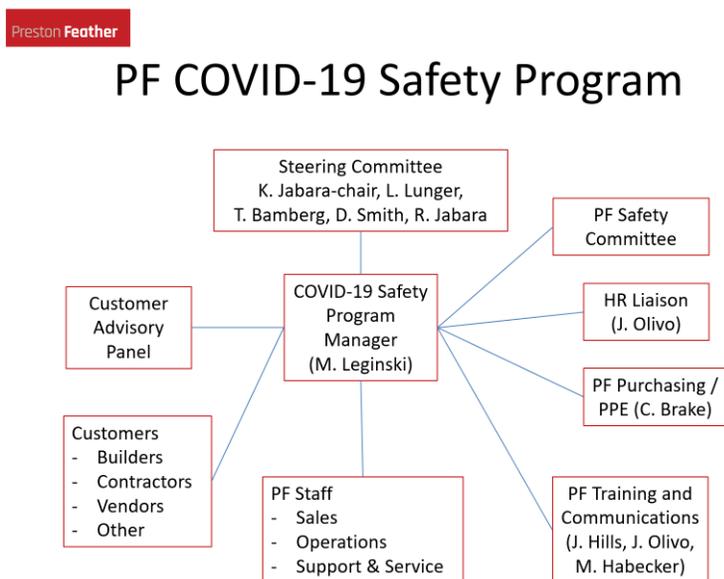
Our COVID-19 Preparedness and Response Plan

This Plan outlines the steps that Preston Feather and its employees will take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker, customer and supply chain partner exposure to coronavirus, protective measures to be taken at our facilities and at jobsites, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick.

Preston Feather takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak.

This is particularly true for the construction industry, which involves a complex supply chain including (for example) architects, designer, builders, subcontractors, inspectors, materials providers, distributors and manufacturers. The construction process involves a job site, but also involves other offices, shops, contractor centers and retail showrooms. Preston Feather provides materials to professional building contractors and homeowners, operating 4 retail showrooms and building materials yards in Northwest Michigan. About 80% of materials sales are delivered to job sites and sold on a credit account basis to contractors, who in turn invoice the property owner for payment.

In order to be safe and maintain operations, we have developed this COVID-19 Exposure and Response Plan to be implemented throughout the Company and at all of our locations. We have also identified a COVID-19 Safety Team of employees and Steering Committee to help us lead implementation of the plan, as depicted in the following graphic:



This Plan is based on currently available information from the Northwest Michigan Health Department (<http://nwhealth.org/covid19.html>), the Grand Traverse County Health Department (<https://gtcountycovid19.com/>), the CDC and OSHA. . The Company may also amend this Plan based on operational needs and guidance from health officials.

The Plan is based on 5 simple, common-sense COVID-19 safety principles:

1. *Minimize group sizes and contact opportunities.*
2. *Minimize material (products, paper, tools and equipment) contact opportunities.*
3. *Provide education on symptoms, PPE and cleaning habits.*
4. *Control physical access to our facilities*
5. *Communicate and coordinate safety practices with our supply chain partners.*

We will use these principles help focus our efforts and simplify how we implement the plan.

We will also ask customers to provide copies of their safety plans or procedures so we may adapt accordingly.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and workplace safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our facilities and customer jobsites. All employees must follow these.

In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact Lori Lunger, Human Resources Manager, or Kirk Jabara, President.

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. [See new CDC symptoms issued 4/28/20]

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK, notify your manager or supervisor, then call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, notify your manager or supervisor then call your healthcare provider right away.

III. Protective Measures At Our Facilities

The Company has instituted the following protective measures at all locations.

A. *General Safety Policies and Rules*

- Masks must be worn when it is not possible to stay at least six (6) feet apart from others. Examples include hallways, narrow common areas, and sales counters where there will be close interaction with customers and other employees.
- Any employee, customer, vendor, or visitor showing symptoms of COVID-19 will be asked to leave our facilities and return home.
- All employees must complete a daily health screening form before entering facilities.
- All meetings will be by electronic means (conference or video call), if possible. If meetings are conducted in-person, attendance will be collected verbally. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.

- Employees must avoid physical contact with others employees/customers/vendors/visitors and increase personal space separation to at least six (6) feet, where possible. Where work offices, dispatch areas or trailers are used, only necessary employees should enter and all employees should maintain social distancing while inside.
- When handling materials, employees should wear gloves and maintain social distance space of at least 6 feet, if possible, and minimize close contact with others for prolonged periods of time.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- The Company will provide access to running water and soap for hand washing. In situations where hand washing facilities are not available, the Company will provide alcohol-based hand sanitizers, wipes, or comparable cleaning supplies.
- Employees should limit the use of co-workers' supplies, tools and equipment. To the extent supplies, tools and equipment must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to minimize ride-sharing. While in vehicle, employees must ensure adequate ventilation.
- If practicable, employees should use/drive the same truck or piece of equipment every shift.

B. *Customer Interaction with Preston Feather*

- Personal Protective Equipment (PPE)
 - Preston Feather will ensure our on-site staff have appropriate PPE, including masks/face covering, gloves and eyewear as appropriate for task assignments.
 - PPE will be made available to our customers as supplies are accessible from our vendors.
- Building Materials Sales:
 - Jobsite visits will be limited and all safety precautions must be followed.
 - Will recommend utilizing our curbside pick-up and delivery scheduling.
 - In person contact between Preston Feather staff, vendors and customers will be limited.
 - Webex and similar video meeting tools will be used where possible.

- Cabinetry Sales / Kitchen & Bath Design:
 - Will provide “design from a distance” services with homeowners.
 - Jobsite visits will be limited and all safety precautions must be followed.
 - In person contact between Preston Feather staff, vendors and customers will be limited.
 - Webex and similar video meeting tools will be used where possible.

- Window & Door Sales:
 - Jobsite visits will be limited and all safety precautions must be followed.
 - In-person contact between Preston Feather staff, vendors and customers will be limited.
 - Webex and similar video meeting tools will be used where possible.

- Inside Sales & Sales Support:
 - Will recommend utilizing our curbside pick-up and delivery scheduling.
 - Will work on site, practicing safety precautions as outlined in this document, and following guidance from CDC and OSHA.

- Yard Staff & Drivers:
 - Will work on-site, practicing safety precautions as outlined in this document, and following guidance from CDC and OSHA.

- Estimators:
 - Will work on-site, practicing safety precautions as outlined in this document, and following guidance from CDC and OSHA.
 - Blueprints should be sent digitally.

- Window & Door Service
 - Service will be performed following all necessary safety procedures (including safe distancing and wearing appropriate PPE).

- Shared Services and Administrative Staff:
 - Meetings will be held via Webex.

- Stores & Showrooms Access

- Stores and Showrooms are open with all traffic being directed to maintain safe distancing, and where multiple entry points exist they will be limited to one point of entry/exit.
- Yard Access
 - Customers are permitted to enter our yards at this time, however, social distancing must be practiced. If that is not possible, masks must be worn. Customers should remain in their vehicle and allow PF staff to load material.
- Curbside Pick-Up
 - Call ahead at least 4 hours in advance to schedule curbside pick-ups.
 - Payment will be coordinated ahead of pick-up (refer to payment methods outlined below).
 - Depending on the order, customers will be directed to staging area in parking lot or yard.
 - Preston Feather staff will load vehicles; customer will be responsible for safely strapping down loads.
 - Safe distancing must be observed and proper PPE (mask and gloves at a minimum) must be worn at all times during pick-up.
- Payment methods
 - Payments on account may be mailed, left in red lockbox outside Petoskey showroom, or electronic payment methods may be available (contact arec@prestonfeather.com).
 - COD (Check on Delivery) will be discouraged at this time, and credit card payment ahead of delivery will be requested.
 - Proper PPE must be worn to accept cash payments safely.
- Training
 - Preston Feather will facilitate virtual product training sessions with Preston Feather and vendor representatives.
 - Training sessions covering safety and utilizing various electronic meeting software platforms tools will be made available; technical support by Preston Feather will be made available to our customers as needed.
- Electronic Tools to for Remote Work Practices
 - Lien waivers may be signed by Preston Feather electronically (contact arec@prestonfeather.com).

- Electronic statements and invoices are available, both through email and online through the Preston Feather customer portal.
- Preston Feather will provide tech support to facilitate virtual meetings with our customers.
- Other methods will be developed to facilitate effective communication and collaboration while maintaining safe distance spacing requirements.
- COVID-19 Exposure and Response
 - All staff will be trained on Preston Feather’s COVID-19 Exposure and Response Plan.
 - Our customers and vendors must notify us immediately if someone has been tested positive who has been in contact with a Preston Feather team member. We will support any and all efforts to slow the spread of the virus.
 - We have the ability to ship from multiple locations, with redundant materials and resources available.

C. *At Customer Job Site, Trailer or Office Locations*

- When employees are making deliveries or visiting with customers outside of Preston Feather facilities, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.
- The number of Preston Feather employees visiting a customer job site, office or trailer will be limited to only those necessary for the work.
- We expect customers managing job sites to screen all visitors in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who has been confirmed positive for COVID-19?

- Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Site deliveries will be coordinated in line with the Preston Feather’s minimal contact and cleaning protocols.
- Delivery Specifics
 - Require 24 hour notice for scheduling any delivery.
 - Payment will be coordinated ahead of delivery (refer to payment methods outlined below).
 - Driver will call the jobsite contact before delivery. Preston Feather must ensure compliance with jobsite safety procedures, review safe delivery instructions, and determine how many people are at the jobsite and whether anyone has exhibited COVID-19 symptoms.
 - Preston Feather reserves the right to refuse delivery to a jobsite which does not have safety practices in place or we cannot contact jobsite contacts regarding safe delivery.
 - Drivers must not enter buildings, except to stage material in an open garage.
 - Safe distancing must be observed and proper PPE (mask and gloves at a minimum) must be worn at all times during delivery.
 - If no forklift is required:
 - Driver will unstrap load and return to cab. Customer will unload material and maintain safe distances.
 - If the customer asks for assistance unloading product, the driver can use his or her discretion as to whether they can help. If multiple people are required to move product, all parties must wear proper PPE (gloves, masks). This should be coordinated during the initial phone call to the jobsite contact.
 - If no customers on site, follow normal offload procedure.
 - If forklift is required:
 - Employee will offload and stage material in an agreed upon location outside. Tarps may be made available to maintain product quality.
- Drop Shipments
 - Some products may be ordered for vendor drop ship delivery at jobsites. Preston Feather will communicate and require vendors to follow safety procedures outlined above for deliveries.
- Documents & Signatures
 - Delivery drivers will take picture of the order number and product delivered, which will replace the need for a signature on delivery.

- Signature for curbside pick-up will not be required at this time, but the name of the person picking up material may be added to the invoice as requested.

D. Vendors

- Receiving
 - Drivers will follow procedures posted on gate entrance.
 - Delivery personnel should remain in their vehicles if at all possible.
 - Delivery personnel will be advised to practice safe social distancing and minimize direct contact with materials.
- Vendor Communication
 - Vendors will be notified of revised policies related to COVID-19 safety.
- Vendor Sales Rep Visits
 - Scheduled in-person visits are permitted as long as our safety plan has been reviewed with the rep prior to arrival on-site.
 - Webex should still be the primary method of conducting meetings.
- Returns
 - Vendor returns will be staged in designated areas.

E. Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks, Preston Feather will also provide:
 - Face Masks: Non-medical grade masks will be available for all on-site Preston Feather staff. Employees may also provide their own cloth masks. Face masks should be worn in enclosed public spaces and when working in close proximity with others
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.

- Eye protection: Eye protection will be made available as necessary depending on activity being performed.

IV. Facilities Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Counters, meeting rooms and break/lunchrooms will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Printers and any other shared equipment must be cleaned regularly throughout the day.
- Bathrooms will be cleaned and disinfected at least twice weekly. The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that work space again.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (these can be used if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

V. Exposure Situations

- **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- **Employee Tests Positive for COVID-19**

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;¹ and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work.

- **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

I. OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The Company's assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

VIII. Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations

where the potential for transmission may increase. A sample notice to employees is attached to this Plan. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

IX. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Lori Lunger, Human Resources Manager, or Kirk Jabara, President.

Employee Notification

DATE: [DATE]

TO: [CLOSE CONTACT EMPLOYEE]

FROM: [COMPANY REP]

We have been informed by one of our [employees/customer/vendor/etc] working at [SITE] that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [DATE]. Per company policy, this [employee/customer/vendor/etc] has been directed to self-quarantine until permitted to return to work.

We are alerting you to this development because, based on the Company’s investigation, we believe that you may have come into contact with the confirmed-positive case, on or about [DATE]. Based on Company policy we are directing you not to report to work (i.e., self-quarantine) until, at least, [14 days from last contact with confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [14 days from last contact with confirmed case], you may return to work. However, please inform [COMPANY CONTACT] if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all of our employees and top quality service to our customers. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as a company is respect for and among our employees [or customers]. We will treat information regarding the identity of employees [or customers] with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Company policy, we will not tolerate harassment of, or discrimination or retaliation against, employees [or anyone].

Please contact [COMPANY CONTACT AWARE OF APPROPRIATE PROTOCOLS] at [PHONE NUMBER] if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at:
<http://www.cdc.gov/coronavirus/2019-ncov/index.html>

COVID-19 Checklist for Preston Feather and Employees**Know the Symptoms of COVID-19**

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Preston Feather Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the facilities will be limited to only those necessary for the work.
- All employees will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the facilities and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as counters, meeting rooms and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing supplies, tools and equipment with co-workers. If not, disinfect before and after each use.
- Clean and disinfect bathrooms daily.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls

- Provide and wear the proper PPE.

COVID-19 Toolbox Talk

[Distribute by handout, email, audio and video recording as appropriate prior to discussion]

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

COVID-19 Prevention and Work Practice Controls:

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

General Facilities / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, shared printers, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#)[external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used supplies, tools and equipment on a regular basis.
- Clean shared spaces such as conference rooms and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.

- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks, Preston Feather will also provide:
 - Face Masks: Non-medical grade masks will be available for all on-site Preston Feather staff. Employees may also provide their own cloth masks. Face masks should be worn in enclosed public spaces and when working in close proximity with others
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - Eye protection: Eye protection will be made available as necessary depending on activity being performed.