INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

Overview. This Infectious Disease Preparedness and Response Plan ("Plan") is being designed to help guide Habitat for Humanity of Kent County, Inc. ("Company") in the event of an infectious disease pandemic, such as COVID-19. The Company will stay abreast of guidance from federal, state, and local health agencies in developing workplace specific protocols, including those related to the development of contingency plans for situations that may arise as circumstances change regarding the spread of COVID-19.

The Plan will consider and address:

- Where, how and to what sources of infectious diseases workers might be exposed to, including:
  - The general public, customers and coworkers.
  - Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) infectious disease transmission, healthcare workers who have had unprotected exposure to people known to have, or suspected of having, an infectious disease).
- Non-occupational risk factors at home and in community settings.
- Workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).
- Controls necessary to address those risks.

Response Team. The COVID-19 response team is a cross-functional work team consisting of the following individuals: Executive Director and Senior Construction Project Manager. The Executive Director is responsible for the overall development and implementation of the Plan.

Basic Infection Prevention Measures. As appropriate, the Company will implement good hygiene and infection control measures. Such measures include:

- Promoting frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, the Company will provide alcohol-based hand rubs containing at least 60% alcohol.
- Encouraging workers to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Providing customers and the public with tissues and trash receptacles, where applicable.
- Exploring whether the Company can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if recommended by applicable governmental authorities.
- Requiring employees to disinfect shared work tools and equipment prior to and after using such tools or equipment.
- Maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. The products used for cleaning will be appropriate to kill COVID-19 (consult information on EPA-approved labels) and the manufacturers' instructions for use, including concentration and Personal Protective Equipment (PPE), etc., will be followed.

Based on the current COVID-19 pandemic, the Company has implemented the attached Coronavirus Protocols. In addition, the Company will return volunteers, employees, and leadership to the Company's premises in phases, based upon the criteria outlined by federal, state, and local health officials. Those phases are:

> *Phase 3: Executive Director, Finance Director, Community Development Director, ReStore General Manager, Senior Construction Project Manager, ReHab Project Manager, Warehouse Manager, Site Supervisors*
> *Rotating on schedule no full department: Warehouse Supervisor/Specialist/Coordinator*
>
> *Phase 4: Daily: All of the above; ReStore Managers/Associates; Material Recovery, Distribution Center*
> *Rotating on schedule no full department: Finance, Fund Development, Communications, Mission Impact, Community Development*
>
> *Phase 4: Volunteers*

Procedures for Prompt Identification and Isolation of Sick People, if Appropriate. To limit the potential spread of an infectious disease, prompt identification and isolation of potentially infectious individuals are critical to protect workers, customers, visitors and others in the workplace. Therefore, the Company has implemented measures to:

- Inform and encourage employees to self-monitor for signs and symptoms of infectious diseases if they suspect possible exposure.
- Develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
- If appropriate, develop policies and procedures for immediately isolating people who have signs and/or symptoms of an infectious disease, and train workers to implement them. Such procedures will address moving infectious people to a location away from workers, customers and other visitors and if possible, moving individuals to designated areas with closable doors or an isolation area until the potentially sick people can be removed from the worksite and providing the individual with a mask to wear, if tolerated until removed from the work environment.

Based on the COVID-19 situation, the Company has implemented those measures set forth in its Coronavirus Protocols.

Development, Implementation and Communication about Workplace Flexibilities and Protections. The Company will review its current practices and policies and consider implementing measures to:

- Actively encourage sick employees to stay home.
- Ensure that sick leave policies are flexible and consistent with public health guidance and the employees are aware of these policies.
- Communicate with subcontractors that provide workers about the importance of sick workers staying home and encouraging them to develop non-punitive leave policies.

- Communicate with volunteers about the importance of staying home if they are sick and complying with the Company's Coronavirus Protocols when they are on any of the Company's worksites.
- Recognize and maintain flexible leave policies that permit employees to stay home to care for a sick family member.
- Address employees' concerns about pay, leave, safety, health and other issues that may arise during infectious disease outbreaks; and provide appropriate training, education and informational materials about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).
- Work with insurance companies (e.g., those providing employee health benefits) and state and local agencies to provide information to workers, if applicable, about medical care in the event of a COVID-19 outbreak.

Based on the COVID-19 situation, the Company has implemented those measures set forth in its Coronavirus Protocols.

Workplace Controls. The Company's current in-person operations involve jobs that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. Employees who report to work to perform these jobs either have frequent contact with the general public (e.g., high-population-density work environments or high-volume retail settings) in areas where there is ongoing community transmission.

The Company has ensured that necessary workplace controls are in place to protect its workers from the spread of COVID-19 given their current risk of exposure.

Engineering Controls. Based on workers' current risk of occupational exposure to COVID-19, the Company has determined that in addition to its current engineering controls, the Company will, where feasible, install physical barriers, such as clear plastic sneeze guards to protect workers from the spread of COVID-19.

Administrative Controls. The Company will consider and implement, if feasible, the following administrative controls:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite workweek.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. The Human Resources Department will regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.
- Developing emergency communication plans, including a way to answer employees' questions and Internet-based communications, if feasible.
- Providing employees with up-to-date training on COVID-19 risk factors and protective behaviors (e.g., respiratory etiquette).

- Monitoring public health communications about COVID-19 recommendations and ensuring the workers have access to that information. The Human Resources Department will frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- The Company will offer non-medical grade face coverings to workers and visitors to contain respiratory secretions until they are able to leave the workplace. In the event of a shortage of masks, the Company may provide a reusable face shield that can be decontaminated.
- The Company will keep visitors informed about symptoms of COVID-19 and ask sick visitors to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in locations where sick visitors may visit or including COVID-19 information in automated messages, as appropriate.
- Where appropriate, the Company will limit visitors' and the public's access to the worksite, or restrict access to only certain workplace areas.
- The Company will communicate the availability of medical screening or other worker health resources (e.g., telemedicine services).

Further, the Company has designated an effective means of communicating important COVID-19 information. The method being used by the Company is company-wide email.

Safe Work Practices. The Company will promote safe work practices by implementing the following measures:

- Providing resources and a work environment that promotes personal hygiene. For example, providing tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60% alcohol, disinfectants and disposable towels for workers to clean their work surfaces.
- Encouraging regular hand washing. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Posting handwashing signs in restrooms.

Based on the current COVID-19 pandemic, the Company has implemented the attached Coronavirus Protocols to encourage safe work practices.

Personal Protective Equipment (PPE). The Company will continue to require employees to use the PPE that they would ordinarily use for their job tasks. In addition, based on workers' current risk of occupational exposure to COVID-19, the Company has reviewed whether additional PPE should be provided to employees. Based on its review, the Company has provided employees the following additional items of PPE: non-medical grade face coverings for employees who do not perform construction work and gloves for employees who interact frequently with the general public. For employees who work in construction sites, the Company has provided employees gloves and eye protection. The Company has also modified its workplace controls for construction employees to limit the need for N-95 respirators, as set forth in its Coronavirus Protocols.

The Company will provide workers with up-to-date education and training regarding the use and care of the PPE. The Company also will ensure that the additional PPE identified above is properly fitted and periodically refitted (as applicable); consistently and properly worn when required; regularly inspected, maintained, and replaced, as necessary; and properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Modification. The Company will review and modify this Plan as determined by the Company, in its sole discretion.

Wash Hands or Use Hand Sanitizer immediately before putting on PPE.

Putting on a cloth face mask
- Don't touch the part of the mask that will touch your face, handle it by the ear loops
- Place the ear loops around the ears
- Pull the mask from the top and bottom to ensure full coverage
- If the mask has a nose piece gently form the nose wire over the bridge of the nose

How to Wear a Cloth Face Covering
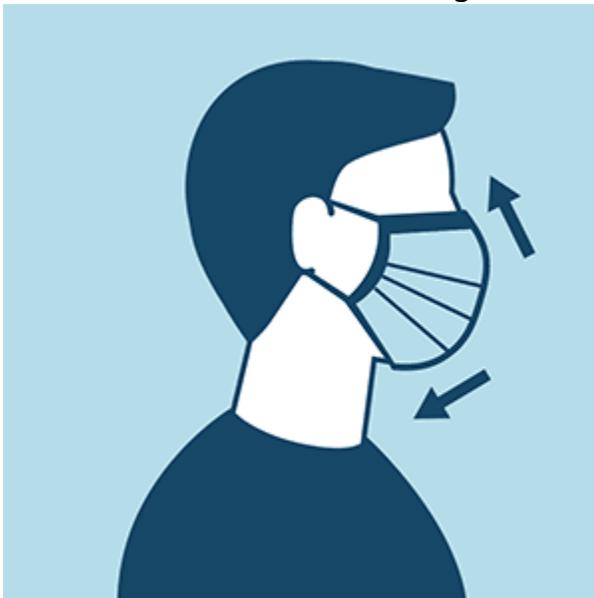
Cloth face coverings should—
- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings
CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
Yes. They should be routinely washed depending on the frequency of use. If it is a disposable mask, throw it away after use.

How does one safely sterilize/clean a cloth face covering?
A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth face covering?
DO NOT TOUCH the front of the mask.

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Wash hands or use hand sanitizer immediately after removing mask.