

ABC Moving Services, Inc. COVID-19 Control Plan

Work Plan:

- To educate and train all employees about general precautions and regularly communicate plans to limit the spread of COVID-19.

Current Information Suggests COVID-19 is Spread Through:

- Close personal contact, such as touching or shaking hands, followed by touching the mouth, nose or eyes.
- Airborne respiratory droplets expelled during regular talking and breathing as well as coughing and sneezing.
- Touching a contaminated surface or object, then touching the mouth, nose or eyes.
- Be aware that some employees may be at higher risk for serious illness - consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors.
- **Please refer to the [CDC.gov](https://www.cdc.gov) for additional guidance due to the changing information known about the virus.**

Actively Encourage Sick Employees to Stay Home:

- **There is a zero tolerance for sick workers reporting to work.**
- Employees who have symptoms (i.e., fever, cough, shortness of breath, loss of taste or smell) must notify their supervisor and stay home.
- If employees are exhibiting any of the symptoms noted, employees are to report this immediately to their supervisor (via phone, text or email) and leave the job/project site or stay home. If employees notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the job/project site immediately.
- 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.
- Employees who are well but who have a sick family member at home with COVID-19 must notify their supervisor and follow CDC recommended precautions.

EACH Employee Will Self-Certify to Their Supervisor That They:

- Have no flu-like symptoms, no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or shortness of breath within the past 48 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19 or exhibiting flu-like symptoms in the past 48 hours.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Have been cleared by a Medical Professional to return to work if any COVID-19 symptoms were experienced.

Employees exhibiting symptoms or unable to self-certify will be directed to leave work and seek medical attention and applicable testing by their health care provider. They are not to return to work until cleared by a medical professional.

General Guidance to Prevent Exposure & Limit the Transmission of the Virus:

1. No handshaking.
2. Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
3. While on the job, a "**No Congregation**" policy is in effect for safety purposes; individuals must implement social/physical distancing by maintaining a minimum distance of 6-feet from other individuals. This provision is in no way meant to limit the employee's rights under section 7 of the NLRA.
4. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
5. All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
6. Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing.
7. Avoid touching eyes, nose, and mouth with your hand.

Work Site Risk Prevention Practices:

- **At all times**, employees will be required to wear a standard face mask provided by ABC Moving Services or their own solid color, ear loop face mask approved by ABC Moving Services.
 - Bandanas, scarves, etc. will not be acceptable forms of face covering.
- In addition to the standard face mask, employees will be required to wear surgical gloves provided by ABC Moving Services, Inc. while in the field.
 - Bandanas, scarves, etc. will not be acceptable forms of face covering.
 - Employees may opt to wear their work gloves in place of surgical gloves while in the field.
- If additional PPE is required for a project, ABC Moving Services, Inc. will provide the necessary protection.
- All employees will remain inside their personal vehicle until 15 minutes prior to the start of their scheduled shift. Employees who arrive at ABC via public transportation will be allowed inside the building upon arrival.
- Employees will be required to wash their hands immediately upon entering the building.
- Only 10 employees (remaining 6-feet apart) will be allowed in the break room at any given time.
 - Additional seating will be placed throughout the warehouse.
 - Employees will be encouraged to take breaks inside their personal vehicle, if possible.
- Move teams will be responsible for disinfecting the cab of their vehicle upon returning to ABC.
 - Disinfectant and wipes, provided by ABC, will be in the cab of each vehicle.
- Plastic moving crates returned to ABC will be held in isolation for a period of 7 days before being sanitized and returned to circulation.

ABC Moving Services, Inc. will continue to monitor and respond to federal, state and local health authorities to protect our employees and serve our customers safely, and will adjust or add precautions as required.