

Wiric Corporation's COVID-19 ERP (Emergency Response Plan)

General

The following COVID-19 preparedness & response plan has been established for *Wiric Corporation* in accordance with the requirements from MIOSHA for COVID-19, the OSHA Guidance on Preparing Workplaces for COVID-19, and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

MIOSHA/OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. Megan Blancke has read these guidance documents carefully, found the safeguards appropriate to Wiric Corporation based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, MIOSHA and CDC guidance are periodically updated. Megan Blancke will be responsible for visiting the MIOSHA webpage and CDC guidance webpage regularly for the latest information and for revising the plan as necessary. This plan reflects the guidance of the CDC and MIOSHA as of 11/6/2020.

Wiric Corporation has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) are Tyler Weston, Michael Wetzel, Rosalind Handley, Gayle Parker and Shenita Jones. These supervisors will remain on-site when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made available via wiric.com

Exposure Determination

Wiric Corporation has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Megan Blancke was responsible for the exposure determination.

Wiric Corporation has determined that its employees' jobs fall into the medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Megan Blancke verifies that *Wiric Corporation* has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Megan Blancke (HR Manager) will be responsible for seeing that the correct administrative controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for *Wiric Corporation*:

<u>Job/Task</u>	<u>Administrative Control</u>
All employees	Maintain at least six feet from everyone on the worksite when possible (if not possible, employees will be required to wear their face masks)
	Promote remote work to the fullest extent possible.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
	Restrict the number of customers in the establishment at any given time.
	Minimize the sharing of tools, equipment, and items.
	Provide employees with non-medical grade face coverings (cloth face coverings).
	Require employees to wear cloth face coverings while working
	Require customers and the public to wear cloth face coverings.
	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

Megan Blancke will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. When handwashing facilities are not available, *Wiric Corporation* shall provide employees with antiseptic hand sanitizers or towelettes. *Wiric Corporation* will provide time for employees to wash hands frequently and to use hand sanitizer.

Disinfection of Environmental Surfaces

Wiric Corporation will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces, paying special attention to shared equipment. *Wiric Corporation* will make cleaning supplies available to employees throughout the worksite.

Supervisors will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Door Handles	EPA Approved sanitizing wipes	Multiple times daily
Counter Tops	Wiric Disinfectant Cleaner	Multiple times daily
Desks	Wiric Disinfectant Cleaner	Multiple times daily
Tools/Equipment	EPA Approved sanitizing wipes	Multiple times daily

Wiric Corporation will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. Employees will be sent home and facility will be disinfected. Megan Blancke (HR Manager) will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

- At the end of every workday, the entire facility will be disinfected with a fogging machine.

Personal Protective Equipment (PPE)

Wiric Corporation will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest guidance.

All types of PPE are to be:

- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Wiric Corporation will provide non-medical grade face coverings (cloth face coverings) to employees. (Cloth face coverings are technically not considered PPE.) *Wiric Corporation* will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. *Wiric Corporation* will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

All Employees	PPE
	Face Shields
	Face Masks

Health Surveillance

Wiric Corporation has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. Megan Blancke (HR Manager) will be responsible for ensuring that all required health surveillance provisions are performed.

Prior to employees entering the workplace, *Wiric Corporation* will have employees self-screen for COVID-19. *Wiric Corporation* will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Megan Blancke before and during the work shift. *Wiric Corporation* has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- Notify Megan (HR Manager) at (586) 785 – 9300

Wiric Corporation will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Wiric Corporation will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, Megan Blancke (HR Manager) will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, *Wiric Corporation* will not reveal the name or identity of the confirmed case.

Wiric Corporation will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

Training

Megan Blancke (HR Manager) shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Wiric Corporation will train workers on, at a minimum:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Workplace infection-control practices.
5. The proper use of PPE, including the steps for putting it on and taking it off.
6. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
7. How to report unsafe working conditions.

Wiric Corporation shall create a record of the training. The record will list the names of the employees trained, the training date, name of trainer, and content of training.

Recordkeeping

Wiric Corporation will maintain the following records as they relate to the COVID-19 preparedness and response plan:

1. Training records.
2. A record of daily entry self-screening results for all employees or contractors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.