



Re: Worker Safety Measures Taken to Protect and Keep Our Employees Safe

Dear Employees,

Cool Rite Refrigeration Inc. has reviewed applicable federal, state, and local orders and guidance and are dedicated to follow them while in operations. We are writing to inform you of a number of safety measures we have taken to protect you as we run our day to day business. We appreciate your loyalty during these difficult times and want to ensure you that Cool Rite Refrigeration Inc. is committed to maintaining a safe and healthy workplace.

To prioritize your safety, we are implementing the following safety measures at our facilities:

We have implemented an infectious disease preparedness and response plan to protect our employees and our clients/customers/vendors from COVID-19 following the recommendations and guidance of the CDC, OSHA, HHS, and other applicable federal, state, and local health authorities. These plans include specific steps to follow if an employee gets COVID-19 and protocols for isolating employees who become ill at work. If any employee is confirmed to have COVID-19, the company will address and isolate employees working near the infected co-worker.

INFECTION CONTROL/PREVENTION

We have implemented the following preventive measures:

- Intensifying cleaning, disinfection (including deep disinfection prior to employees returning to work).
- Providing a place and supplies to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- Restricting the use of shared space and items (e.g. tools, equipment, workstations, etc.).
- Limiting worksite access to only essential workers, if possible.
- Utilizing proper ventilation.
- Restricting visitors on our premises.
- Training all staff in COVID-19 related safety actions.
- Sick employees stay home as appropriate.
- Encouraging workers to report any safety and health concerns.

Additional Measures

1. Training
 - a. Symptoms of COVID-19
 - b. How COVID-19 spreads
 - c. OSHA 3990
2. Location or possible locations where they might come in contact with COVID-19
 - a. N/A
3. Individual and community risk factors, e.g. age, etc.
4. Precautions
 - a. Handwashing (at least 20 seconds)
 - b. NO CARPOOLING
 - c. Not sharing equipment, phones, desks, etc.
 - d. NO SHARED MICROWAVES
 - e. NO SHARED FOOD
 - f. Symptomatic worker are not allowed at work
 - g. EPA registered disinfectant for cleaning
 - h. Ventilation (if applicable)
 - i. Will shift times be modified?
5. Response to exposure/possible exposure
 - a. Company communication to Stanford University (Project Manager) is staff member becomes infected
 - b. Daily Log of campus locations visited, who staff came in contact with, were both parties practicing social distancing, were face coverings worn.
6. Classify workplace exposure to COVID-19 per OSHA 3990
 - a. Minimal Exposure Risk
7. Conducting mandated employee training and providing employees a copy of the County's social distancing protocol
8. Our Company will provide information to Stanford on a daily basis relating to employees of the company who have tested positive for COVID-19, are experiencing COVID-19 symptoms, or have been exposed to someone who has tested positive for COVID-19, to enable Stanford to perform the contact tracing and disinfecting of impacted work areas
9. CDC guidelines for return to work of employee with positive COVID test

Symptom-based strategy. Exclude from work until

- a. At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- b. At least 10 days have passed *since symptoms first appeared*

Test-based strategy. Exclude from work until:

- a. Resolution of fever without the use of fever-reducing medications **and**
- b. Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- c. Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)^[1]. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus \(2019-nCoV\)](#). Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

EMPLOYEE HEALTH SCREENING:

We have established routine, daily visual health checks which include seeing if any employee exhibits visible symptoms of illness consistent with COVID-19, then followed by a temperature check and if temperature is 100.4°F or higher the employee will be asked to leave work and return home to self-quarantine.

HEALTHY HYGIENE PRACTICES:

We encourage all employees to use respiratory etiquette (including covering coughs and sneezes). We encourage all employees to exercise proper and frequent handwashing and to properly dispose of items such as used tissues, paper towels, etc.

PHYSICAL DISTANCING:

We encourage all employees to properly distance from others while working and while on breaks (leaving at least six feet between themselves and others).

CLEANING/DISINFECTION:

We are regularly cleaning and disinfecting surfaces, equipment, and other elements of the work environment, especially high-touch areas.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Based on your job tasks, we are asking you to use the following PPE: face masks, face shields, gloves, goggles, and respiratory protection.

EARLY REPORTING:

We have established an Early Reporting Policy, where all employees need to immediately report any COVID-19-type symptoms (such as fever, coughing, shortness of breath, difficulty breathing, etc.) to their supervisor or HR. If you develop any of these symptoms related to COVID-19, you will be asked to stay (or return) home and to call your healthcare provider right away.

Your employment continues to be subject to all company policies.

The actions the company continues to take during this unprecedented time are based on the best information currently available and we are currently monitoring the situation and will inform you of any other changes if needed. We very much appreciate all your contributions to the organization.

Please contact **Manny** with any questions or if you need additional information.

Best Regards,

Cool Rite Refrigeration Inc.