

Roysons Corporation

Infectious Disease Preparedness and Response Plan

Updated May 2020 in response to SARS-CoV-2, the virus that causes COVID-19

Hope Ritchie

Roysons Corporation

40 Vanderhoof Avenue

Rockaway, NJ 07866



Overview

Roysons Corporation is committed to the safety and wellbeing of our employees. This Preparedness and Response Plan will help guide protective actions against COVID-19 and other infectious diseases in the workplace. This Plan was developed in coordination with state and local health officials using OSHA and CDC guidelines and will be revised as necessary to ensure that timely and accurate information will guide appropriate responses.

Purpose

This plan is based on what is currently known about the coronavirus disease 2019 (COVID-19) and will be updated as additional information becomes available. COVID-19 is a respiratory illness that can spread from person to person. This plan is designed to help prevent workplace exposures and decrease the spread of COVID-19 and other infectious diseases. As this is an unprecedented and evolving pandemic, Roysons will respond and adapt as new information and recommendations arise.

Communication

Roysons Corporation will maintain a transparent approach to providing timely information to all employees regarding policy changes and procedures related to COVID-19. In addition to being posted in the building, all communications will be sent via email or will be provided at the website address: <https://www.roysons.com/covid/>

Plan Administrator and Supervisors

Hope Ritchie, Environmental and Safety Coordinator, will serve as Plan Administrator for this COVID-19 Infectious Disease Preparedness and Response Plan and may be reached at hritchie@roysons.com for questions and comments.

Curt Hammaren and Tom Connelly will serve as Supervisors to implement and enforce all procedures related to protecting employees from exposure to COVID-19.

Safety Committee and COVID-19 Related Supply Chain Meetings

This plan will be evaluated daily at the 10:00 am teleconference meeting of the Roysons Safety Committee consisting of: Hope Ritchie, Roy Ritchie Jr, Bill Reilly, Howard Levy, Curt Hammaren, Tom Connelly.

PPE, cleaning and disinfectant supplies, safety barriers and other related equipment will be evaluated every Tuesday and Friday at the teleconference of the COVID-19 related supply chain meeting. The participants will be Pat Byle, Bill Reilly, Roy Ritchie Jr., Hope Ritchie, Curt Hammaren, Tom Connelly, Mussie Isaac, Kathy Geddings, and Vipul Bosmiya

Sick Employees

I. Sick employees should not come to work

Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their healthcare provider and stay home.

Sick employees should follow CDC recommended steps and 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 should notify their supervisor and follow CDC recommended precautions.

All employees should consult the Families First Coronavirus Response Act at:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

II. Separating sick employees at work

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees and sent home to seek immediate care from a medical professional.

If an Employee Tests Positive for COVID-19

Employees must inform Roysons personnel if they test positive for COVID-19. Email hritchie@roysons.com or call 201 230 5535. All information will remain confidential as required by the Americans with Disabilities Act (ADA) and any other applicable laws. An employee that has

tested positive may not return to work until they have been cleared by a medical professional and can provide documentation.

Notifying fellow employees of a positive COVID-19 employee

At this time, we are unaware of any Roysons employee who has tested positive for COVID-19. If an employee tests positive for COVID-19, Roysons Corporation will inform fellow employees of their possible exposure to COVID-19 in the workplace but will maintain confidentiality as required by the Americans with Disabilities Act (ADA) and any other applicable laws. Roysons Corporation will instruct fellow employees on how to proceed based on the current CDC Public Health Recommendations for Community-Related Exposure. Found at:

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Reduce the spread of COVID-19 at Roysons

Follow all CDC and OSHA guidelines for preventing the spread of disease

- Wear masks and gloves.
- Practice social distancing by maintaining distance (approximately 6 feet or 2 meters) from others when possible.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- 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 your 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.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, 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, 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.
- Do not engage in social interactions such as hand shakes or high fives. Maintain social distance of 6 feet or 2 meters.
- All meetings should be held by teleconference whenever possible to avoid gathering of employees.
- Employee arrival and departure times may be staggered to reduce the chance of interaction.

Roysons Corporation Cleaning and Disinfection

The facility will be cleaned and disinfected on a regular basis to prevent the spread of disease. All cleaning products will meet EPA's criteria for use against SARS-CoV-2. Cleaning products, hand sanitizer and personal protective equipment (PPE) will be readily available to employees.

Locker rooms, bathrooms, the cafeteria room and other common areas will be given top priority for cleaning and will receive cleaning often throughout the day. In order to maintain social distancing, limits will be placed on how many employees may enter any common area.

Gradual Return To Normal Activity

Roysons Corporation is tentatively beginning to reopen for business after nearly a month of closure due to the COVID-19 pandemic. Access to the facility is extremely limited and controlled. The facility has been disinfected and cleaned. Employees will be called and may voluntarily return to work in a limited capacity.

Curt Hamaren and Tom Connelly will monitor all employees once they return to work. They will check in each employee, provide PPE, instruct employees on daily changes to the facility. They will also monitor and enforce social distancing procedures created to protect employees from exposure to COVID-19.

Roysons Corporation has designated certain levels of activity that will activate procedures for the gradual and systematic introduction of more employees to the building until we return to normal production. There is no timeline for reaching normal activity and these activity levels may change at any time. The levels are as follow:

Level	Number of Employees			Highest Building	Summary of Activity
	Office	Day Shift	Night Shift	Population	
0	1	0	0	1	Lowest amount of activity
1	1	4	0	5	Simple Shipping and Receiving
2	2	8	0	10	Add some finishing
3	2	9	0	11	Maximize Finishing
4	2	14	0	16	1 Production Machines
5	3	24	7	27	2 Production Machines
6	3	33	9	36	3 Production Machines
7	3	42	9	45	4 Production Machines
8	17	47	9	64	5 Production Machines

9 27 57 11 84 Normal Activity


Return To Work Procedures

After an employee agrees voluntarily to return to work, they must observe the following rules:

1. Do not report to work if you were not asked to do so by either Howard Levy, Bill Reilly or Roy Ritchie Jr. You will not be permitted into the building if you are not scheduled to work.
2. You must not have a fever or any COVID 19 related illness symptoms. If you have had any COVID 19 symptoms, please contact a healthcare professional for treatment immediately and do not report to work.
3. If you begin to feel ill while at work, promptly separate yourself from coworkers, alert your supervisor, go home and seek treatment from a healthcare professional.
4. You must follow all hygiene practices including frequent handwashing, social distancing and wearing personal protective equipment (PPE).
5. All current New Jersey guidelines for social distancing and PPE will be followed to protect employees from exposure to COVID-19. All employees must adhere to new guidelines or they will be asked to leave the building.

Upon arrival at the facility, employees must follow these procedures:

1. All employees will enter the building through the door closest to the HD Walls section of the building. No other entrances may be used. The door will be opened before your scheduled shift and will remain open so that you do not have to touch the door handle to enter.
2. Do not enter the building without a face covering. You must use your own face covering or mask to enter the building if you have not been issued a mask. You will be issued proper PPE at the check in table.
3. Upon entrance, follow all signs to check in for work. Do not use time clocks.
4. Stand in line on the designated spots on the floor to ensure 6 feet of distance from others.
5. Check in at the designated table and receive required PPE. If you prefer to wear your own mask while working, please show the mask to either Curt Hammaren or Tom Connelly for approval.
6. In addition to all existing PPE requirements, you are required to wear a mask at all times while in the building.
7. Your temperature will be taken with a no contact thermometer. If you have a fever, you will be asked to leave the building immediately and seek medical treatment.
8. Provide a cell phone number for better communication.
9. Once you report to your work station, inspect the area for new safety barriers. In order to maintain a safe distance between employees, some areas have been altered. Do not remove or alter any barriers as they were carefully placed for your protection.
10. Observe all posted rules for cafeteria use. No more than 2 employees per table and no more than 5 employees may enter the cafeteria room at one time. Please use provided Lysol wipes and spray to disinfect your eating area before and after use. Roysons personnel will be cleaning and disinfecting the cafeteria regularly.
11. Forklift operators will clean and disinfect their vehicle before and after each use.
12. No sharing of tools, equipment, and machinery
13. Start times and break times will be staggered to limit interactions.

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14. In order to maintain social distance:
 - a. No more than 3 employees may enter the men's locker room at the same time.
 - b. No more than 3 employees may enter the men's locker room bathroom at the same time.
 - c. No more than 2 employees may enter the women's locker room bathroom at the same time.
 - d. No more than 1 employee may use the office men's bathrooms at the same time.
 - e. No more than 1 employee may use the office women's bathroom at the same time.
 15. No outside food deliveries will be permitted. You may either go out for lunch or bring your own food.
 16. Bathroom use will be divided among employees to reduce the number of employees using each bathroom. When you check in for work you will be instructed which bathroom to use.
 17. Respect all social distancing guidelines and maintain 6 feet of distance between other coworkers at all times. Do not engage in any social activities such as hand shaking, hugs or "high fives".
 18. Practice good hygiene. Wash hands often with soap and water for at least 20 seconds.
 19. At the end of your shift, check out with either Tom or Curt at the check-in table.

Alterations to the Facility for Safety and Protection

In order to protect employees and maintain social distancing in the facility, several modifications have been made. Wherever possible, Roysons Corporation attempted to systematically remove workplace hazards. In combination with administrative and PPE controls, physical barriers have been placed throughout the facility to ensure social distance between individuals. All safety procedures have been reviewed by the Safety Committee daily and will be modified as necessary to ensure the safety of all employees.

Alternate Work Schedules and Work from Home

Office employees shall stage work schedules to allow the fewest number of employees in the office space. Work from home will be permitted as much as possible. Employees will also alternate days in the office. Thoughtful scheduling will keep employees at a safe distance and reduce the chance of virus transmission. Each department will be responsible for creating a schedule that provides the safest office environment. Department schedules will be reviewed and approved by either Bill Reilly, Roy Ritchie Jr or Howard Levy.

Travel

All business related travel is suspended until further notice.

Visitors

No guests, delivery drivers, customers, vendors, or suppliers may enter the building until further notice. Only designated employees may enter the building.



Procedures for Shipping and Receiving

Truck drivers may not enter the facility beyond the designated area defined by the barriers and signage. Drivers may not use bathrooms, vending machines or cafeteria.

Truck drivers will announce their arrival to the shipping personnel from the door closest to the overhead door where they have parked their truck. A physical barrier has been placed in front of the door so the driver can not enter the building beyond the designated zone, which is a small area just inside the entry door. Communication will take place from a safe distance and the driver will return to his/her vehicle or wait in the designated area while the truck is loaded or unloaded by Roysons personnel.

Signage

Signs are posted throughout the facility to remind employees of new procedures and guidelines.

Conclusion

Roysons Corporation looks forward to the return of normal production but would like to do so in a safe and calculated manner. Proper planning will reduce the spread of the virus should it somehow be introduced to the facility. Each employee will play a vital role in maintaining a clean, safe and orderly environment. Employee safety is the first concern and remains so as we slowly increase production.