



COVID-19 Preparedness and Response Plan

REVISION 1

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General

The following COVID-19 preparedness & response plan has been established for Cardinal Systems Integration in accordance with OSHA Emergency Rules for Coronavirus disease 2020 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. The emergency rules have been read carefully and safeguards have been developed appropriate to Cardinal Systems Integration based on its type of business or operation and has incorporated those safeguards into this COVID-19 preparedness and response plan.

The plan will be made readily available to our employees and upon request by clients.

Signs and Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list.

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Exposure Determination

Cardinal Systems Integration 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.

Cardinal Systems Integration has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **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.

Cardinal Systems Integration verifies that there are no high-risk exposure jobs within the company. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Health, Safety and Environment (HSE) Committee 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 Cardinal Systems Integration:

Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
Maintain at least six feet from everyone on the worksite.
Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
Promote remote work (telecommuting) to the fullest extent possible.
Restrict business-related travel for employees to essential travel only.
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 when they cannot consistently maintain six feet of separation from other individuals in the workplace.
Require customers and the public to wear cloth face coverings.
Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
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

Cardinal Systems Integration will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2.

Cardinal Systems Integration shall promote frequent and thorough hand washing, including by providing workers and customers with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

Cardinal Systems Integration will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Cardinal Systems Integration will make cleaning supplies available to employees upon entry.

Our HSE Committee will be responsible for seeing that environmental surfaces 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, Cardinal Systems Integration will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to. Cardinal Systems Integration will perform enhanced cleaning and disinfection after persons confirmed to

have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated.

Personal Protective Equipment (PPE)

Cardinal Systems Integration will provide employees with the types of personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- 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.

Cardinal Systems Integration will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Cardinal Systems Integration will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.

Health Surveillance

Cardinal Systems Integration employees will conduct a daily entry self-screening protocol for all employees or clients entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

As workers enter the place of employment at the start of each work shift, Cardinal Systems Integration will have employees self-screen for COVID-19 covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. Cardinal Systems Integration will similarly screen clients, suppliers, and any other individuals entering the workplace.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to management before and during the workday.

Cardinal Systems Integration 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.

Cardinal Systems Integration 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, Cardinal Systems Integration will notify the local public health department immediately, and any co-workers, clients, 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, clients, and suppliers, Cardinal Systems Integration will not reveal the name or identity of the confirmed case.

Cardinal Systems Integration 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.

In new guidance, the CDC said people exposed to COVID-19 who are asymptomatic can quarantine for 10 **days** instead of 14, and for **7 days** if they receive a **negative test result**. Previous guidance said all people exposed to an infected person should quarantine for 14 **days**

When work is required at a customer facility all employees will continue to follow the guidelines set forth by Cardinal Systems Integration, including self-administered COVID-19 evaluation prior to working at a remote location for a customer. In addition, all Cardinal Systems Integration employees will follow guidelines set forth by the client such as, written COVID-19 questionnaires, temperature screenings, required PPE, etc. If an employee is suspected to have COVID-19 or have been confirmed as having COVID-19, while working at a remote customer location, the employee shall notify management and management shall notify the proper representatives of the client. Proper isolation protocols, as recommended by the CDC, will then be executed by the employee.

Training

Cardinal Systems Integration shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Cardinal Systems Integration will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

The HSE Committee shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.