

SARS-CoV-2 Preparedness & Response Plan

General

The following SARS-CoV-2 Preparedness & Response Plan has been established for Weber's Inc. in accordance with the requirements in the most recent Executive Order (EO) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 as referenced by EO.

This program must be available at the company or at the worksite. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program shall be provided to employees upon their request. Refer to the EO and referenced Guidance on Preparing Workplaces for COVID-19 therein for specific requirements.

Exposure Determination

Weber's will evaluate 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. Michael Weber will be responsible for seeing that exposure determination is performed.

An employer shall categorize all its employees' jobs into the following risk categories:

Lower exposure risk jobs. These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 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.

Medium exposure risk jobs. These jobs include those that require frequent and/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. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (for example, schools, high-population-density work environments, high-volume retail settings).

Weber's has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).

(NOTE: Some employers may have more than one type of exposure determination in the workplace depending on the evaluation of each positions/jobs/tasks in the workplace. Likewise, employees may perform tasks that have differing exposure determinations depending on assignment or need.)

Positions/job/task	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)
Hotel Front Office	Medium	Public contact, coworker contact
Housekeeping	Medium	Public contact, coworker contact
Maintenance	Medium	Public contact, coworker contact
Restaurant	Medium	Public contact, coworker contact
Kitchen	Medium	Public contact, coworker contact
Banquet	Medium	Public contact, coworker contact
Sales	Medium	Public contact, coworker contact

Engineering controls

Weber's has implemented feasible engineering controls to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls for SARS-CoV-2 include:

- Installing physical barriers, such as clear plastic sneeze guards.
- Implementing contactless ordering and payments were possible
- Implementing contactless delivery of services were possible

NOTE: Additional engineering controls are not recommended for low exposure risk employees. Michael Weber will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented.

Positions/job/task	Engineering Control
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Hotel Front Office	Plastic sneeze guards
Housekeeping	Contactless delivery of items to rooms
Sales	Cubical offices, Plastic sneeze guards
Restaurant	Plastic sneeze guards, contactless payments
Kitchen	Plastic sneeze guards
Maintenance	Plastic sneeze guards

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Michael Weber will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

Examples of administrative controls for SARS-CoV-2 in medium risk groups include:

1. Face masks will be supplied to all employees
2. Keep customers informed about symptoms of COVID-19 and ask sick customers to not enter the business
3. Pool and recreation areas will be closed until further notice. Restaurant will operate and 50% capacity
4. Remote meeting when possible, contactless payments when possible, contactless delivery of services where possible
5. Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).
6. Remote work when possible

The following administrative controls have been established for Weber's

Positions/job/task	Administrative Control Type (workplace distancing, remote work, notifying customers)
Front Desk	1, 2, 3, 4, 5
Housekeeping	1, 2, 3, 4, 5
Maintenance	1, 2, 3, 4, 5
Restaurant	1, 2, 3, 4, 5
Kitchen	1, 2, 3, 4, 5
Sales	1, 2, 3, 4, 5, 6
Banquets	1, 2, 3, 4, 5

Hand Hygiene & Disinfection of Environmental Surfaces

Michael Weber 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 employee’s hands are potentially exposed to SARS-CoV2-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

Michael Weber 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-CoV2-19. When choosing cleaning chemicals, Weber’s 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.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. Michael Weber will be responsible for seeing that such a cleaning and disinfection is performed as required.

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

Surface	Method/Disinfectant Used	Schedule/Frequency
Phones	Ecolab #14 Antibacterial All Purpose Cleaner	Hourly
Counter tops	Ecolab #14 Antibacterial All Purpose Cleaner	Hourly
Bathrooms	Ecolab #14 Antibacterial All Purpose Cleaner	Four times daily
Door Handles	Ecolab #14 Antibacterial All Purpose Cleaner	Hourly
Hand rails	Ecolab #14 Antibacterial All Purpose Cleaner	Hourly
Tables and chairs	Ecolab #14 Antibacterial All Purpose Cleaner	After each seating
Elevator buttons	Ecolab #14 Antibacterial All Purpose Cleaner	Hourly

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

Electrostatic spray with hydrogen peroxide solution

Personal Protective Equipment (PPE)

Weber’s will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with latest EO..

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 when required.
- 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.
- *Require masks to be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.*

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

Positions/job/task	PPE
Front Desk	Cloth face masks, vinyl gloves
Housekeeping	Cloth face masks, full suit, face shield, vinyl gloves
Restaurant	Cloth face masks, vinyl gloves
Maintenance	Cloth face masks, vinyl gloves
Kitchen	Cloth face masks, vinyl gloves
Sales	Cloth face masks, vinyl gloves
Banquets	Cloth face masks, vinyl gloves

Health Surveillance

Weber’s 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. Michael Weber will be responsible for ensuring that all required health surveillance provisions are performed as required.

At the beginning of each day at the start of each work shift Weber’s will screen employees for signs and symptoms COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to specific department head or designated supervisor before and during the work shift and have provided employees with instructions for how to make such a report to the employer.

Facilities must also conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening as soon as no-touch thermometers can be obtained.

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

If you experience symptoms during your shift, you must immediately report them to your department head or designated supervisor.

Weber's 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:

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

When an employee is identified with a confirmed case of COVID-19, within 24 hours we will notify both the local public health department, and any co-workers, contractors, and suppliers who may have come into contact with the person with a confirmed case of COVID-19.

If there is a confirmed infection the facility will be closed for cleaning with an electrostatic sprayer and hydrogen peroxide solution.

Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;

- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Company may accept written statements from employees confirming all the factors supporting their release.

Training

Michael Weber shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Train workers on, at a minimum:

- A. Routes by which the virus causing COVID-19 is transmitted from person to person.
- B. Distance that the virus can travel in the air (six feet is considered a safe distance to mitigate virus transmission), as well as the time it remains viable in the air (up to three hours) and on environmental surfaces (A recent study found that the COVID-19 coronavirus can survive up to four hours on copper, up to 24 hours on cardboard, and up to two to three days on plastic and stainless steel.)
- C. Symptoms of COVID-19: fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- D. 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. Workers should immediately notify their department head or designated supervisor. Email, verbal, phone calls are all acceptable communication methods.
- E. Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under the most recent EO.
- F. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- G. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

Employees are expected to minimize COVID-19 exposure by:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;

- Employees' work stations are no fewer than six feet apart;
- Company may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- Employees' interactions with the general public are modified to allow for additional physical space between parties; and
- Non-essential travel is postponed or cancelled.
- Cleaning work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Company premises;
- Complying with Company's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.
- Use personal protective equipment and hand sanitizer on public transportation.

Recordkeeping

Michael Weber shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

1. Required training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19.