

HydroCorp COVID-19 Preparedness and Response Plan

Pandemic Response Plan

Purpose

An outbreak of COVID-19 can have severe consequences on human health and economic wellbeing. HydroCorp is committed to advance planning and preparedness that are critical in mitigating the impact of COVID-19 on the organization and our employees. This plan outlines the specific steps taken by HydroCorp to ensure the safety of our employees and business continuity within the organization.

HydroCorp will continue to review and evaluate federal, state, regional, county and city requirements and communicate them to employees and revise this plan as deemed necessary.

This HydroCorp Pandemic Response Plan includes the following sections:

- COVID-19 Task Force/Workforce Coordinator
- Monitoring “Medical” Guidelines/Practices
- Return to Work
- Company Environment
- Training
- Communication
- PPE Training Policies/Posters
- Health Risk Assessment Location/Job/Person
- Cleaning & Disinfecting
- Screening – Employees/Visitors/Travel
- Social Distancing
- Symptoms
- Exposure
- Contact Tracing
- Isolation Guidelines
- Response for Concern
- Wellness

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COVID-19 Task Force

To further HydroCorp's effort to maintain employee safety and health while also maintaining operation, HydroCorp has established a management team to prepare and monitor reestablishing business operations and reopening the Corporate office in Troy, Michigan. This team consists of:

Mark Martin
Owner/CFO
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Glenn Adamus
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David Cardinal
VP of Operations
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Administration Manager
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Rana Gillespie
Human Resources
248-250-5023
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This team will be responsible for HydroCorp's effort to coordinate safety activity, employee and customer communications, facility management, and other pandemic related policies and practices HydroCorp must address to maintain safe operations.

In addition, HydroCorp has designated the following staff as its COVID-19 Workplace Coordinators that will be at the Troy Corporate office during hours of operation.

Mark Martin
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Glenn Adamus
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Rana Gillespie
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Task Force Members and Workplace Coordinators will be responsible for but not limited to:

Monitoring Medical Guidelines/Practices

- Monitoring updates on COVID-19 using EPA, CDC, WHO, federal government, and state government resources.
- Incorporating those recommendations into our workplace.
- Frequent or appropriate communication of updates and determination of necessary changes within the business.
- Training our workforce on control practices, proper use of personal protective equipment, actions required to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- Be prepared to answer any employee questions or concerns.
- Reviewing policies and practices to ensure they are consistent with this plan and existing local, state, and federal requirements.

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Notice of Pandemic Plan

HydroCorp will promptly notify all internal and external stakeholders about the change in operations due to pandemic outbreak. This notice will be communicated clearly and conspicuously and will include information about the next steps of action and the anticipated length, as well as information on available alternative information services, facilities, and infectious disease guides.

- All managers/supervisors must be familiar with this plan and be prepared to answer questions from employees.
- All managers/supervisors will set a good example by following this plan.
- Employees are expected to abide by this plan and regular guidelines and leave policies.

Plan Ownership and Maintenance

This policy and contacts are maintained and updated by Rana Gillespie, Human Resources. For any questions, concerns, or comments, employees are encouraged to speak to any of the Task Force Managers or to contact us by email or telephone.

Return to Work

Upon return to work after a closure due to COVID-19 or when a group of employees have been away from work due to exposure to COVID-19, HydroCorp will require a transition plan, communication, and training for all employees deemed necessary.

Prior to returning to the workplace, HydroCorp will need to address specific logistics related to the worksite or employees including, but not limited to, the checklist below.

Role	Activity	Details
Administration	Establish a Task Force	See section <i>COVID-19 Task Force</i>
	Response Plan – Per Executive Order 2020-92 and acting under the Michigan Constitution of 1963 and Michigan law, develop a COVID-19 preparedness and response plan	By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business' or operation's plan must be made readily available to employee, labor unions, and customers, whether via website, internal network, or by hard copy.
	Worksite Coordinator – Per Executive Order 2020-92 and acting under the Michigan Constitution of 1963 and Michigan law, develop a COVID-19 preparedness and response plan	Designate one or more worksite supervisors to implement, monitor and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

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	Establish daily reports as deemed necessary	Health Screening Reports Employee Attendance Cleaning Status Customer Impacts Supplier Impacts Local and Federal Updates
	Identify staffing opportunities	Review skill sets, cross train workers
	Identify any planned travel of staff	Review latest CDC guidelines Assess to ensure it is essential Review all travel policies and procedures
	Identify any staff already traveling	Review latest CDC guidelines Review travel advisories Assess their health and safety Review all travel policies and procedures to assist them while traveling Ensure they have information for contacting for help while traveling (Travel Insurer)
	Work Environment	Review activity to determine essential business functions
	Continue to update and develop response plan	Continue to review and evaluate federal, state, regional, county, and city requirements
Management	Establish new safety protocols and a communication plan	Review handbook policies, procedures, training needs and workplace signage
	Conduct a risk assessment of environment	Workplace design and safe distancing guidelines
	Establish workplace cleaning protocols	Review CDC guidelines
	Establish testing and screening protocols	Review CDC guidelines
	Review and adapt policies and procedures	
	Assessment of PPE and cleaning supplies	Inventory cleaning supplies, PPE, and 3 rd party vendor needs
	Gather all CDC and governmental requirements and guidelines	See Additional Resources
	Determine who will return to work and who will continue to work remotely	See Return to Work section in Response Plan
	Develop, communicate a return to work policy/procedure	See Additional Resources
	Develop training for returning workforce	See Training Section and Additional Resources
	Develop an Onboarding Plan for first day back	See Additional Resources
	Develop policies and procedures for prompt identification and isolation of ill employees	See Additional Resources
	Determine any key recommendations to leadership as they arise	
	Post any new procedures and appropriate state and federal guidelines	

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Human Resources/Safety and Health	Monitor local, state, and federal trends in cases diagnosis and have a preparedness plan for various infection points	See Additional Resources for sites
	Update policies and procedures to address any additions or revisions to benefits (e.g. guidelines around use of sick days, coming to work sick, work-at-home policies, use of vacation/personal time, FMLA, etc.)	See Additional Resources
	Post new state and/or federal guidelines as required by law	See Additional Resources
	Update employee handbook/manual with items specific to the COVID-19 pandemic, storms, or other significant workplace impacts	See Additional Resources
	Review with, educate and monitor staff personnel activity for EEO, ADA, OSHA, NLRA and Wage and Hour compliance	See Additional Resources
	Conduct or monitor staff conducting training and first day back orientations	See section on Training
	Communicate Employee Assistance Plan (EAP)	See section on Communication

Company Environment

HydroCorp has conducted a risk assessment of the Troy Corporate office considering federal and state guidance and has made changes that will reduce possible exposure to COVID-19. Some changes include the following:

Building/Office Entry

- Building maintenance has initiated additional sanitizing protocols to ensure common entrances and exits are properly disinfected.
- Limited personnel are authorized to enter the Corporate office.
- Proper hygiene, sanitation, and social distancing procedures are posted throughout the office and must be followed by any employees, visitors, contractors, etc. entering the office space.
- Visitors are allowed by appointment only.

Health Screening Employees

- Office employees will be required to have their temperature taken upon arrival.
- Field staff will be required to take their own temperature before beginning their workday.

Hygiene

- Hand sanitizer as well as disinfecting wipes have been placed throughout the office facility.
- Employees entering the office must follow posted hygiene instructions.
- Hand soap and paper towels are supplied in breakroom and bathroom areas.
- All field employees will be provided hand sanitizer and disinfecting wipes.

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Common Areas

- Common areas such as breakrooms and copy/mail rooms are to be used on an as needed basis with occupation being limited to one- (1) individual.
- Hand sanitizer is to be used before and after using any equipment in common areas.
- Equipment must be sanitized with disinfecting wipes before and after each use.

Health Risk Assessment Materials Location/Job/Person

HydroCorp has made cleaning supplies and PPE available to all employees and will provide time for employees to wash/sanitize hands frequently and disinfect all equipment. The following list of items will be ordered, and a minimum supply as indicated will be properly stored by Human Resources.

Item	Specification	Quantity
Masks	Cloth, reusable, machine washable/dryable; N95 based on business needs; Disposable (1-day use) based on business needs	5 per field employee; 1 per field employee; Minimum 30-day supply
Mask Carbon Filters	Disposable (1-day use)	Minimum 30-day supply
Gloves	Nitrile gloves	Minimum 30-day supply
Infrared Thermometer	Medical infrared thermometer	2 per 50 employees
Digital Thermometer	Medical oral thermometer	1 per field employee
Disinfectant Wipes	Minimum 60% alcohol solution	Minimum 30-day supply
Hand Sanitizer	Minimum 60% alcohol solution	Minimum 30-day supply
Hand Soap	Hand Soap	Minimum 30-day supply
Paper Towels	Paper towel rolls	Minimum 30-day supply
Face Shields	Full face shields based on business needs in addition to masks	1 per field employee

Cleaning and Disinfecting Facilities

HydroCorp has conducted a risk assessment considering federal and state guidance and has made changes that will reduce possible exposure to COVID-19. The Troy Corporate office will be thoroughly cleaned and disinfected routinely and prior to re-opening after exposure from an employee who is symptomatic or tested positive for COVID-19 using EPA and CDC recommended products and procedures.

Area	Details	Frequency	Solution	Method
Office Area	Desks, Chairs, Conference Rooms	After each use	Disinfecting wipes/spray	Use designated wipes or spray
Work Cell Common Surfaces	Control buttons, tools, and other surfaces	Start and end of each shift the area is used (minimum)	Disinfecting wipes/spray	Use designated wipes or spray

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High Touch Surfaces	Door handles, phones, copier, kitchen, entrances	Continuously on a routine basis or after use if necessary	Disinfecting wipes/spray	Use designated wipes or spray
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Symptoms of COVID-19

HydroCorp has taken the steps to minimize exposure of COVID-19 by providing training and educating employees on protective behaviors that reduce the spread of COVID-19. Part of our education is learning the symptoms of COVID-19.

Beyond these best practices, we required employees to report to their managers or Human Resources immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions regarding this plan or COVID-19, they should ask their manager, Human Resources or contact a Task Force Member.

Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

COVID-19 Exposure and Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table on the next page are met:

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Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. • Seven days have passed since they first experienced symptoms. 	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They no longer have a fever. • Coughs and other symptoms have improved. • They have received two negative COVID-19 tests in a row.

When an employee who has visited the office worksite tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Contact Tracing

If an employee has tested positive with COVID-19 they will be asked to complete a Contact Screening Form with a member of management. The procedure will help ensure safe, sustainable, and effective quarantine of contacts to prevent additional transmission. The procedure will include but is not limited to:

- Trace and monitor contacts of infected people.
- Notify them of their exposure.

Social Distancing

HydroCorp has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and visitors by implementing social distancing at our Corporate office and throughout our employee’s workday. Social distancing will include, but is not limited to:

- Restricting the number of workers present on premises to no more than is strictly necessary to perform the business’s critical infrastructure functions.
- Promoting remote work to the fullest extent possible.
- Keeping workers, clients, and customers at least six feet from one another to the maximum extent possible.
- Increasing standards of cleaning and disinfecting to limit employee, client, and customer exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopting policies to prevent workers from entering the premises or reporting to work if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.
- Encourage employees to use personal protective equipment, hand sanitizer, and disinfecting wipes.

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Screening Employees and Visitors

HydroCorp has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and visitors. Temperature and health screenings will be implemented at the Corporate office and with all field staff.

Employees: Daily self-screening procedures are in place to prevent sick or symptomatic employees from leaving their homes and decrease the likelihood of spreading infection at work. HydroCorp has done the following:

- Distribute daily self-screening protocol to all employees.
- Prepare the HR department to receive reports of symptomatic employees.
- Review and understand protocol and adjust as necessary for local, legal, and cultural guidelines.
- Conduct a daily self-screening protocol for all employees or contractor entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.

Self-Quarantine Guidelines

HydroCorp has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure. If an employee must self-quarantine the following guidelines must be followed.

Employees should avoid leaving home if possible, but if necessary, should practice exceedingly good hygiene and social distancing. Social distancing is staying a minimum of 6 feet away from any other person. Working from home is expected to continue when possible.

Employees are requested to remain off company property and/or not report for work for 14 days if they have:

- COVID-19 symptoms
- Been directly exposed to COVID-19
- A positive test result

Guidance for employees while at home:

- Stay away from other people in your home as much as possible.
- Do not allow any visitors.
- If you need medical attention, call ahead to ensure you are going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a visit to the doctor's office.
- When you cough/sneeze, cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash you hands with soap and water for at least 20 seconds and if that is not available, clean with a hand sanitizer that has at least 60% alcohol.

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- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding. Wash these items thoroughly after using.
- Clean high touch surfaces daily using a household cleaner or wipe. According to the CDC, these include counters, tabletops, doorknobs, bathrooms fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean surfaces that may be contaminated with blood, stool, or bodily fluids.
- Use an air conditioner or open window to provide good airflow in shared spaces.
- Continue monitoring for any symptoms. If they worsen, such as if you begin to have difficulty breathing, call your healthcare provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, inform health care providers of any medications you will need, so they can arrange drop-off of prescriptions. If you do not have laundry machines at home, ask health care providers to help with these services.

Return to Work after Self-Quarantine

Employees who have been under home self-quarantine can return to work under the following conditions, consistent with WHO/CDC guidelines:

If you will NOT be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- At least 10 days have passed since your symptoms first appeared.

If you WILL be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use of medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- You received two negative tests in a row, 24 hours apart. Your doctor will follow local health authority or CDC guidelines.

Please contact your Human Resource department prior to returning to work to confirm you have met one of the above for your return and discuss documentation that may be required before your return to work.

Classifying Worker Exposure

HydroCorp has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure.

HydroCorp workers' risk of occupational exposure to coronavirus, the virus that causes COVID-19 during an outbreak may vary from very high to high, medium, or low risk. The level of risk depends on the area of the building they work, the type of work performed, and contact with others or shared equipment.

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Employees	Risk	Potential Exposure	Mitigation
All	Medium	Entrance, Kitchen, Bathrooms, Copiers, Conference Rooms	Limited use of kitchens, water coolers, and coffee makers; Wipes and hand sanitizer available in all common areas; limit occupancy on office premises; ban use of conference room for in-person meetings; maintain social distancing at all times; increase cleaning
Field Staff	Medium	In-person contact with Clients and Customers	PPE deemed necessary at all times while performing work functions; follow safety and proper sanitation policies

Exposure

HydroCorp has taken the steps to minimize exposure of COVID-19 by providing training and educating employees on protective behaviors that reduce the spread of COVID-19. Part of our education is understanding the exposure of COVID-19.

Infected people can spread COVID-19 to other individuals. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- By touching a surface or object that has COVID-19 on it and then touching their own mouth, nose or possibly their eyes.
- People are most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath).
- Spread is also possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus.
- The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html

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Training

HydroCorp employees will receive various levels of training on the controls, procedures, protocols, and safety requirements being used to prevent spreading COVID-19 throughout the company. Our plan ensures employees receive the training and information they need to stay safe while at work.

Training can be made available in small groups, emails and in some cases by video.

Training Topic	
PPE	Use, disposal, storage, or cleaning of PPE
Screening Procedures	Determine procedure and post
Social Distancing	Follow CDC guidelines of 6' at all times
Handwashing/Hand Sanitizer Procedures	Follow CDC guidelines, post where appropriate and communicate to employees
Transmissibility of COVID-19 on surfaces or in specific environments	See Additional Resources in this Plan
Symptoms of COVID-19	See Additional Links for OSHA Guide
How COVID-19 Spreads	See Additional Links for OSHA Guide
Steps All Employees can take to Reduce the Risk of Exposure	See Additional Links for OSHA Guide
Changes in Work Environment	Remote work; Use of office space; Common Areas; Travel
Cleaning Methods	Follow CDC guidelines, post where appropriate and communicate to employees
Policy Changes	Review new company policies prior to returning to work
Exposure Control Plan	Follow CDC guidelines, post where appropriate and communicate to employees
Workers' Right and Protections	

Communication

HydroCorp has created a communication guide to keep in contact with our employees, clients, and customers at this time.

Type of Communication	Activity	Details
Determine Communication Plan During Emergency for Employees	Remote Work Technology Leadership/Management Meetings Communication to Employees on Next Steps	Use of TEAMS, RingCentral, etc. for virtual meetings
Determine Communication Plan for Customers	Statement regarding Preparedness and Response Plan availability communicated in client monthly newsletter and posted on company website	Preparedness and Response Plan document available upon request to customers, clients, and employees from Human Resources

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Update Company Website	Add statement regarding availability of Preparedness and Response Plan	Preparedness and Response Plan will be available upon request to customers, clients, and employees from Human Resources
Determine any signage for employees	Follow CDC and DOL guidelines for postings	TBD
Determine Pre-start Communication prior to Return to Work	Communication to employees through email, phone, and/or virtual meetings	Management and Human Resources will communicate with each employee individually regarding new processes and expectations
Determine First Day Back Communication	Distribute Return to Work Action Plan to returning employees	Distribution of Return to Work Action Plan will be distributed by Human Resources to all returning employees

Response to Concerns

HydroCorp expect employees to have questions and concerns upon their return to work. We will do everything we can to ensure that their concerns can be dealt with effectively and efficiently.

Employees should direct all concerns related to COVID-19, new PPE procedures, new company policies, filing complaints, requesting reasonable accommodations, etc. to their direct manager or Human Resources immediately.

Wellness

HydroCorp promotes the use of the Employee Assistance Program (EAP). This benefit available to all full-time employees provides health and wellness benefits such as counseling, work/life balance coaching, financial coaching and more. To receive more information regarding the use of the EAP, please contact Human Resources.

Additional Resources

- [Contact Traceability Questionnaire](#)
- [Employee Screening Questions.pdf](#)
- [Employee Screening Record.pdf](#)
- [Michigan Safe Start Plan](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [OSHA Poster – Reducing Risk in the Workplace](#)
- [Michigan Unemployment Fact Sheet](#)
- [CDC/EPA Cleaning & Disinfecting Guidance](#)
- [Michigan.gov](#)
- [CDC](#)
- [OSHA](#)