

White Brothers Auto Parts – COVID-19 Response Plan



Updated: 8/1/2020

White Brothers Auto Parts is proud to be designated as a 'critical infrastructure' business as we continue to support and serve our local communities during the COVID-19 pandemic. White Brothers is committed to providing a safe work environment for all employees. The purpose of this plan is to provide guidance for all White Brothers employees to maintain a safe work environment in response to the COVID-19 pandemic. If you feel that these guidelines and requirements are inadequate, need additional clarification, or feel your location is not adequately following the requirements herein, then please contact Human Resources immediately (hr@whitebros.net).

Daily Temperature Checks

All locations must **performing daily temperature checks on all employees** before they start work for the day. Please follow the guidelines below:

1. Purchase a "contact-free" infrared thermometer. You can find them at a local pharmacy or online for about \$70.
2. Create a simple checklist with the date at the top and two columns:
 - employee name
 - temperature
3. Check each employee's temperature before they start work for the day, and record their temperature on the checklist. The person taking the temperature should wear a mask.
4. Any employee with a temperature of 100.4 degrees or higher must be sent home immediately. Managers must
5. encourage the employee to consult their doctor before returning to work.
6. File the completed temperature checklist in a secure file only accessible by management (as it contains employee health information).

Important: **We must follow EEOC and HIPAA requirements.** Every employee must be tested every day, and we cannot share temperature results with other employees.

Mask Requirements

All White Brothers employees are required to wear a mask while

- Conducting business on behalf of White Brothers outside of our buildings or delivery vehicles (examples: delivering parts inside a customer's facility, making sales calls, picking up office supplies from a local retail store)
- Working in close proximity (less than 6 feet) to other employees or visitors
- Taking a break in close proximity (less than 6 feet) to other employees or visitors

Many employees have voiced concerns that it is not practical to wear a mask in certain conditions (example: working in non-climate controlled warehouse, talking on phone for extended periods of time), which is why we do not require employees to wear masks at all times. However, White Brothers **STRONGLY ENCOURAGES ALL EMPLOYEES TO WEAR A MASK AT ALL TIMES** while at work.

Daily Sanitization Checklist

A daily sanitization checklist is on the next page. Employees must use Bioesque or other commercial grade cleaning products approved by the CDC for killing the COVID-19 virus to disinfect common areas. Managers must ensure that the daily sanitization checklist is completed each day, and kept on file in a secure location.

Daily Cleaning & Sanitizing Checklist

Location: _____

| Location | Time | MON | TUE | WED | THU | FRI | SAT |
|--------------|-------|-----|-----|-----|-----|-----|-----|
| Bathroom | 8:00 | | | | | | |
| | 12:00 | | | | | | |
| | 4:00 | | | | | | |
| Counters | 8:00 | | | | | | |
| | 12:00 | | | | | | |
| | 4:00 | | | | | | |
| Printers | 8:00 | | | | | | |
| | 12:00 | | | | | | |
| | 4:00 | | | | | | |
| Timeclock | 8:00 | | | | | | |
| | 12:00 | | | | | | |
| | 4:00 | | | | | | |
| CC Machine | 8:00 | | | | | | |
| | 12:00 | | | | | | |
| | 4:00 | | | | | | |
| Computers | 8:00 | | | | | | |
| | 12:00 | | | | | | |
| | 4:00 | | | | | | |
| Door Handles | 8:00 | | | | | | |
| | 12:00 | | | | | | |
| | 4:00 | | | | | | |
| | 8:00 | | | | | | |
| | 12:00 | | | | | | |
| | 4:00 | | | | | | |
| | 8:00 | | | | | | |
| | 12:00 | | | | | | |
| | 4:00 | | | | | | |

Date: _____

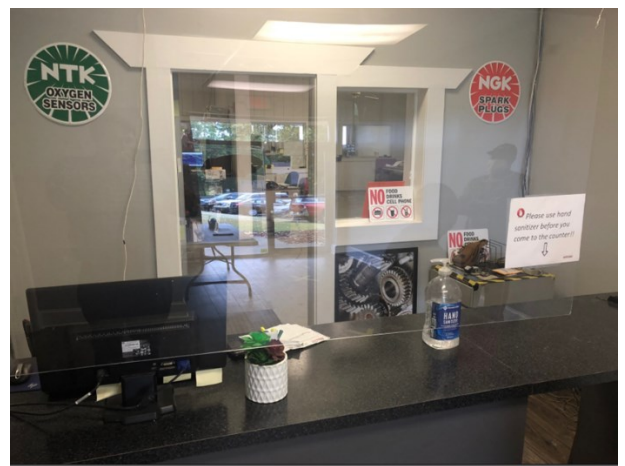
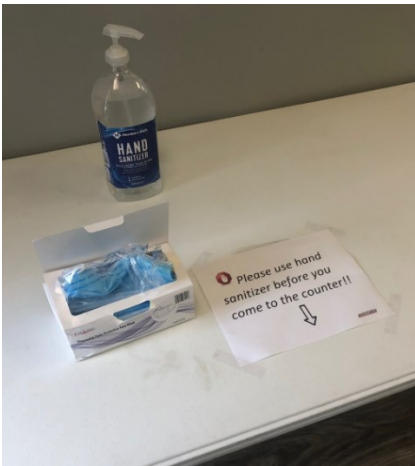
Manager Initials: _____

Notes:

Additional Requirements for Maintaining a Safe Work Environment

Walk-In Customer Requirements

- Place a small table by the door with
 - Hand sanitizer
 - Sign that says “Please use hand sanitizer upon entry” (attached is a sign you can print)
- Place a sign on the entrance door that states “All visitors are required to wear a mask”
- Make sure customers use hand sanitizer when they walk in
- Install plexiglass “sneeze guard” in front of retail counter terminals. You can find smaller ones that stand up or large ones that can be hung from the ceiling (example below)
- Enforce 6-foot social distancing by marking spots on the floor with stickers on an “X” with tape.
- Limit customer occupancy to the number of X marks on your floor.



General Employee Safety Requirements

- Place dispensers of hand sanitizer in high traffic areas and encourage employees to use it regularly.
- Provide disposable masks to employees at work as needed.
- Place a dispenser of hand sanitizer next to uAttend time clock and require all employees to disinfect their hands after clocking in/out
- Where possible, prop doors open to minimize contact points
- Take practical measures to increase air exchange in the building (purchase additional fans if necessary)

What do I do when an employee tests positive for COVID-19?

1. Instruct the employee to return home, self-quarantine and follow CDC guidelines.
2. Contact Human Resources immediately (HR will ensure we are following current CDC guidelines, and ensure the employee qualifies for and receives paid time off under the Families First Act or any other relevant legislation).
3. If the employee recently operated a vehicle, then disinfect the employee's vehicle with Bioesque and do not operate the vehicle for 24 hours
4. Disinfect all work areas immediately with Bioesque per CDC guidelines. Focus on areas where the employee worked, took breaks, etc.
5. Notify your entire staff immediately that an employee tested positive. Allow anyone who doesn't feel comfortable coming to work to take leave (contact Human Resources to explore leave options based on each employee's circumstances)
6. Require all employees to wear a mask at all times while at work for the next 21 days. Issue a warning to anyone not wearing a mask, and then send the person home for the day upon the second offense. Repeat offenders should be written-up and terminated if they refuse to comply. Provide all employees with sufficient masks.
7. Review EliteEXTRA and identify customers visited by the employee. Give each customer a courtesy call to let them know what happened.
8. Check-in with the sick employee daily. Let them know we are here to support them and answer questions.

What do I do if multiple employees at my location test positive for COVID-19?

1. Contact Human Resources immediately (hr@whitebros.net). Your leadership team will assess the situation and assess the need to hire a third-party to disinfect work areas, review temporarily closing operations, etc.
2. Follow the steps above for 'What do I do when an employee tests positive for COVID-19?'

When can an employee who tested positive return to work?

Per CDC guidelines, White Brothers is adopting a symptom-based return to work strategy. The employee who tested positive for COVID-19 can return to work after:

1. 3 days with no fever **and**
2. Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
3. 10 days since symptoms first appeared

All three of the criteria above must be met.

What do I do if an employee notifies me that they were in close contact with someone outside of work who tested positive for COVID-19.

Per CDC guidelines: Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift.

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

IMPORTANT: A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.