

# RETURN TO WORKPLACE PROTOCOL

COVID-19 Guidelines for Employees

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Dear Middough Employees,

In preparation for reopening offices for daily work, Middough has invested a lot of time reviewing government recommendations, planning for safe work practices and safe distancing, disinfecting, cleaning, procuring significant quantities of PPE, and working with the landlords of each of our offices. We have altered some of the employee seating layouts, reduced allowable restroom and conference room occupancy, developed new signage, revised kitchen-specific rules. All of the efforts that have already been or are being made are intended to do the best job possible at keeping us healthy and safe.

Returning to work in our offices will not be business as usual. It will require significant thought, behavioral change, and patience from all of us to be successful. Keeping Middough employees healthy requires diligence on the part of individual employees both at work and at home, accommodations by Middough and building owners, and a genuine willingness to communicate at all levels to be responsible to each other in our working environments.

As you read, reference, learn and train the protocol please keep in mind that all the efforts to answer questions and provide written information will not do anywhere near as much as we can as individuals. We cannot run our behavior later through a group of quality checks or peer reviews. Later is too late. This is about self-check. By demonstrating safe behavior and protecting ourselves, we do the most to protect our fellow employees, family, friends and loved ones.

Thank you all for your efforts at home to stay well and thank you to the many people who have participated in preparing this protocol to help us through this pandemic. As we return to the workplace together, let us all embrace the changes necessary and continue to build our culture of being **Safe By Choice**.

Sincerely,

*Ron*

Ron Ledin  
Chairman and CEO



# Crisis Core Team

**The team depicted hereafter is responsible for planning, preparation, and managing the process as we reengage in the workplace together. The Middough Executive Leadership Team has led the development of the strategy and resulting protocols for the company overall.**

Middough General Managers are responsible for leading the implementation for their respective offices in concert with HR, EHS Champions, local administrative support, and their correlating landlords.

EHS Manager Tom Sexton and HR Director Mike Hill have primary leadership roles.

## **Project Manager**

Tom Sexton

## **Executive Sponsors**

Ron Ledin

Carl Wendell

Dan O'Connor

Richard Hayes

Dan Lowry

Jim Volk

## **Core Team**

Tom Blair

Steve Bogaert

Brenda Cherney

Bob Davidson

Mike Hill

Paula Stoneman

Tracie Taylor

## **EHS Champions**

Jim Carns

Mike Enders

Joe Jaracz

Larry Krakovsky

Mike Trione

Mike Uttech

Bill Zato

## Communications

All Corporate communications will be published through the Middough Human Resources department. Group messaging will be housed and available through the Middough Connect portal.

Periodic employee updates and client communications are produced by the Middough Executive Leadership Team to keep the Middough business community aware of our health status, processes, progress, and protocol.

If you see it, say it. There will undoubtedly be a condition or situation that even after all our preparatory thoughts and measures, will prompt a need for change.

If an employee has a recommendation or suggestion for consideration, they are encouraged to notify their supervisor promptly and to memorialize it through our usual **Safe By Choice**, safety observation program.

## Communications

All office employees and visitors must review, respect and comply with all office postings and signage.

This protocol is effective per the date of the document and is subject to change as required.

In the event this Middough protocol does not cover a particular subject or guideline, reference the CDC guidelines for consideration and resolution: [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Enforcement of compliance with this protocol must be handled at the local office level and shall be the responsibility of the residing General Manager or Office Director.

# Training

**Employees will receive various levels of training on the controls, procedures, protocols and safety requirements being used to prevent the spread of COVID-19.**

Depending on an individual's job, the following training will be made available in individual on-line training, small groups, emails, and in some cases by video conferencing:

## **Return to work protocol orientation includes:**

Return to Work - Training and Quiz - Middough Learning Center



### **STOP COVID-19**

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- ✓ Policies to reduce the spread of COVID-19
- ✓ General Hygiene
- ✓ Symptoms/what to do if sick
- ✓ Cleaning and disinfecting
- ✓ Safe work practices
- ✓ Cloth face covers
- ✓ Social distancing

# Workplace Pre- Occupancy Readiness

**A lot of work has gone into readying the office environments for return to work. Listed hereafter are preparatory measures taken.**

- ✓ All office common areas will be deep cleaned before the offices are re-opened for full-time use.
- ✓ Landlords have assured that all ventilation systems are operating properly.
- ✓ Drinking water systems have been confirmed to be flushed if facilities were dormant.
- ✓ Sanitizing stations and have been added.
- ✓ Social distancing measures have been analyzed and Middough adjusted seating layouts where necessary. Individual offices have floor plans identifying signage, seating layouts, conference room revisions, and the establishment of an isolation room.
- ✓ Infrared temperature scanners have been added at entrances.
- ✓ Individual office protocols have been developed, publicized, and will be trained during phases of re-occupancy.
- ✓ Signage has been added.

A close-up photograph of a hand wearing a bright blue nitrile glove. The hand is holding a white, textured paper towel and is in the process of cleaning a laptop keyboard. The keyboard keys are dark grey and some are visible, including the '0', '9', and '6' keys. The background is a soft, out-of-focus light grey.

# Cleaning and Disinfecting

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What you should know before  
returning to the office

# Cleaning and Disinfecting Protocols

1. Wash your hands after entering Middough facilities, before and after eating or drinking, before and after the use of restrooms, after performing any cleaning or disinfecting, before you leave Middough facilities, and any other time you believe you may have been in contact with surfaces touched by others.
2. Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting your work area.
3. Cleaning of high traffic areas, conference rooms, kitchens, door handles, restrooms, wall mounted light switches, plotters, scanners, and printers will be performed regularly by local office service providers.
4. Employees are responsible for cleaning and disinfecting their own work surfaces in their work areas, cubicles, and offices daily. Middough will endeavor to provide an ample supply of necessary cleaning supplies. Employees are allowed and encouraged to obtain, maintain, and utilize their own as they deem appropriate.
5. Hand sanitizing stations have been added to offices. Employees are encouraged to use them often and to report any restocking needs that may arise to the responsible EHS Champion or associated PA.



## **In case of potential illness, follow the three-point plan below for cleaning and disinfecting according to urgency.**

### **1. Employee not feeling well.**

- Employee has already left the facility or did not report to work.
  - Office cleaning contractor is equipped for cleaning and sanitizing of stations at this level.
  - Gloves and mask worn at all times while cleaning and gloves carefully removed after cleaning so as not to touch outside of gloves. Person cleaning shall wash hands thoroughly and for 20 seconds using soap and water.
- 

### **2. Employee has one or more COVID-19 symptoms.**

- Employee left for home, is in the Isolation Room or called in sick.
- Office cleaning contractor equipped for cleaning and sanitizing of stations. Follow CDC guidelines for length of time to wait before cleaning begins.
- Commonly touched areas are immediately sanitized; conference rooms visited closed until sanitized and proper waiting time to reopen based on manufacturer recommendations for access after use of sanitizing products. Restrooms visited by affected person closed for thorough sanitizing.
- Gloves and mask worn at all times while cleaning and gloves carefully removed after cleaning so as not to touch outside of gloves. Person cleaning shall wash hands thoroughly and for 20 seconds using soap and water.

# Three-point plan for cleaning and disinfecting (*continued*)

## 3. Employee tests positive.

- Employee is already in quarantine and steps 1 or 2 may have already been completed.
- All employees within close contact have already been removed and asked to work from home.
- Remediation specialist to come in and completely sanitize all building common areas visited by person, including elevators and restrooms. Management may decide to immediately send all employees home.
- Note: Remediation specialist in some cases may be the same as office cleaning contractor. CDC guidelines followed for the cleaning and remediation of the facility, including required PPE.



# Health Information

## Symptoms, Sickness and Exposure

### 1. **Employees or visitors of any sort must stay home if:**

- a) their body temperatures exceed 100.4° F
- b) they have a cough
- c) they have an unusual shortness of breath.

***No one shall enter Middough offices with these conditions.***

- 2. Middough will provide self-scanning temperature-checking equipment (no-touch infrared thermal imaging) for employee use at office entries. That equipment is currently on order and until it is installed and available, employees and visitors must utilize their self-checking process at their homes.
- 3. Recorded temperature information will be kept confidential by the Human Resources department.
- 4. Employees may utilize the Middough temperature scanning devices at any time as available during the day for self-checks. If a Middough HR representative or an EHS Champion requests a random temperature scan, employees must comply.
- 5. Information about an employee's health condition or diagnosis is confidential. We ask that employees never share medical information that may be learned about other employees.



## Symptoms, Sickness and Exposure (*continued*)

6. If an employee becomes sick at the office with the COVID-19 virus symptoms, they will be required to cooperate with Middough by returning to their home or medical facility and to follow state and locally required government dictated healthcare protocol. (*See Appendix for "Sickness and Isolation Protocol"*)
7. Middough will not make determinations of risk based on race or country of origin and will maintain confidentiality of each individual's medical status and history.
8. Middough has established a temporary isolation room location for people who are exhibiting symptoms of COVID-19 or feeling ill to wait while arrangements are being made for transportation and the COVID-19 Case Form is being completed.
9. If an employee contracts the COVID-19 virus or exhibits symptoms of such, employees must cooperate by participating with our Human Resources representative in the "contact tracing" process relating to personnel with whom the sick employee has been engaged.
10. If an employee is confirmed sick from the COVID-19 virus, the entire office will be deep cleaned and disinfected.
11. Middough is following guidance provided by the Society for Human Resources Management, the Department of Labor, FFCRA, and the EEOC. For the foreseeable future, Middough will maintain a flexible leave policy that permits eligible employees to stay home to care for themselves, a sick family member, or to care for children due to school and childcare closures as a result of COVID-19.

***We encourage those with specific risks or concerns to reach out to both your supervisor as well as Human Resources to discuss possible options, should they be necessary. (See Middough Connect for further information regarding our current leave and benefit policies.)***

# Personal Protective Equipment (PPE)

**Middough will endeavor to provide an ample supply of necessary PPE. There is a shortage of face protection, hand sanitizer, gloves and the like so employees are allowed and encouraged to obtain, maintain, and utilize their own PPE.**

All employees will be required to wear protective face coverings while on, or traveling into, Middough or client properties, facilities or vehicles, subject to any applicable, documented exceptions compliant with applicable orders.

Face coverings may be removed while working alone in cubicles and private offices as long as the six (6) foot safe distancing requirement is maintained.

PPE inventory and distribution will continue to be controlled per the local office protocol already established.



# Preparing to Return to the Office

- Middough's flexible work hour policy will continue.
- Staggering start and finish times may be implemented as necessary.
- Occupancy limitations will be based on government requirements.
- Employees will be notified by their General Manager or Office Director about planned phasing for return to work and work hours.
- Employees will be required to complete a "COVID-19 Self Certification to Return to Office Work" form. (See Appendix.) This self-certification will be required only once upon return to the office, unless the employee contracts COVID-19 and/or a quarantine is required.
- Employees and visitors will be required to complete a daily health questionnaire to self-certify that within the past 14 days they have not:
  - had any symptoms of COVID-19;
  - had close contact with anyone diagnosed with COVID-19; and
  - traveled to a COVID-19 "hot spot."
- Electronics transported for remote work must be returned for use in Middough offices. Refer to the checklist provided by IT.
- Notify your supervisor of your planned return date and coordinate timing.

# Preparing to Return to the Office *(continued)*

- At home, check your body temperature to make sure it is not above 100.4° F. Your temperature must be below 100.4° F without the use of fever-reducing medications to safely return to Middough's offices.
- Sanitize the surfaces in the vehicle you will be using to return to work.
- Obtain and wear your preferred PPE. Every employee will be required to wear a facial covering while working in the office, unless subject to exception. (See page 15 PPE.)
- Ready yourself for daily nutrition.
  - Lunch rules and outside delivery protocol have changed.
  - Middough recommends bringing your lunch and snacks from home.
  - Middough discourages going out for lunch during this pandemic period.
  - Outside restaurants will be allowed to make drop off deliveries but may not enter Middough office areas during this period.



# Daily Access

- Staggering times of access and the number of personnel allowed will be coordinated on an office by office basis.
- Stay at home if you are sick.
- Employees will be required to take and record their own temperatures upon arrival.
- Wear your PPE in and out of Middough facilities.
- Abide by building signage and directional requirements of Middough and the landlords.
- Wash or disinfect your hands after entering the office and before leaving the office.

# Elevators and Stairways

- Employees are encouraged to use the stairways for access instead of elevators for vertical access into the building. Depending on landlord requirements, stairways may be altered temporarily for single use up or down. Local conditions for Middough facilities will dictate requirements.
- Elevator occupancy is restricted to the landlord posted requirement. In absence of a landlord requirement, no more than two (2) people shall occupy it at a time.
- All Middough personnel must be wearing masks and wearing gloves.
- If others are in the elevator without masks and appropriate PPE, Middough employees shall not enter.

# Visitors, Vendors and Contractors

**Client / vendor meetings held in Middough offices are permitted on a limited, business-critical basis only. General Managers must pre-approve on-site meetings and regularly scheduled supplier access.**

## **All visitors must:**

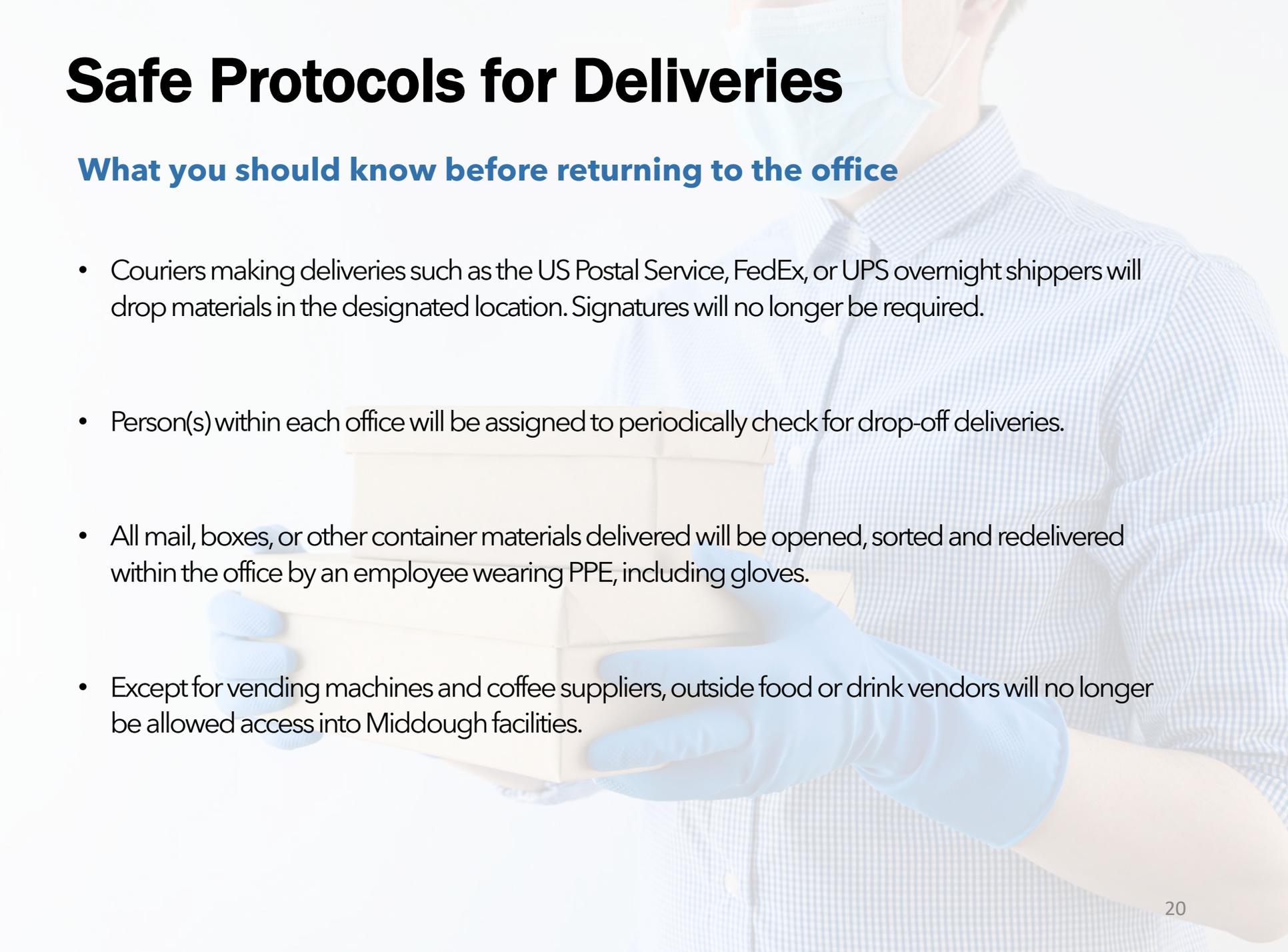
- Complete the “*Visitor Pre-access Survey*” and comply with Middough office protocol. (See *appendix*.)
- Be equipped with their own PPE or will not be granted access without it.
- Be escorted by a Middough employee.

## **Middough escorts are required and responsible for:**

- Assuring that the “*Visitor Pre-access Survey*” is completed and signed by the visitor and placed in safekeeping at the Middough lobby area “front desk” per local office protocol.
- Communicating with and keeping the visitor behavior in compliance with Middough protocol.

**Middough employees are encouraged to help each other with the necessary behavioral changes and assist any essential visitors that may be within the office.**

# Safe Protocols for Deliveries



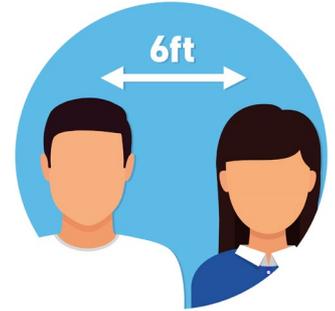
## What you should know before returning to the office

- Couriers making deliveries such as the US Postal Service, FedEx, or UPS overnight shippers will drop materials in the designated location. Signatures will no longer be required.
- Person(s) within each office will be assigned to periodically check for drop-off deliveries.
- All mail, boxes, or other container materials delivered will be opened, sorted and redelivered within the office by an employee wearing PPE, including gloves.
- Except for vending machines and coffee suppliers, outside food or drink vendors will no longer be allowed access into Middough facilities.

# Distancing and Occupancy in Office Areas

## LOBBY

- Maintain visitor access restrictions and requirements.
- Do not congregate. Maintain social distancing of six (6) feet and zero contact.
- Do not shake hands.
- Lobby area seating shall be spaced according to safe distancing requirements.



## RESTROOMS

- No more than three (3) people allowed in a restroom at one time.
- Personnel shall check occupancy verbally.
- Offices with hearing impaired employees shall develop a visual signage system for managing occupancy.



## CUBICLES AND OFFICES

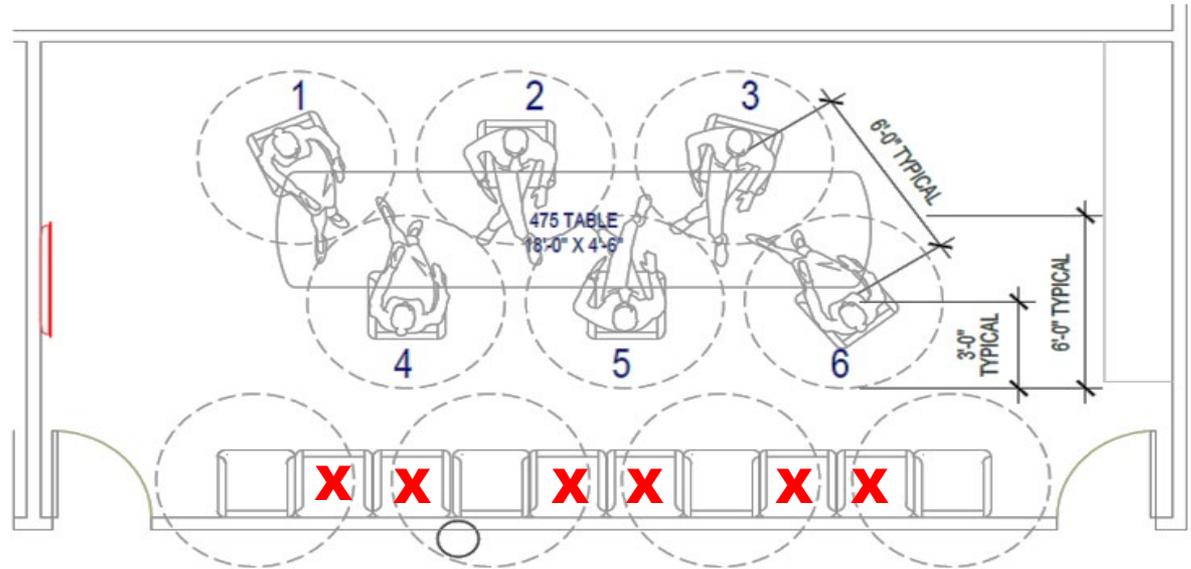
- Clean, organize, and dispose of unnecessary paperwork, combustibles and materials.
- Disinfect surfaces daily.
- No congregating in cubicles. One person in a cubicle at a time.
- No congregating in offices. Two (2) people are permitted in an office at a time unless the 6 feet safe distancing requirement cannot be accomplished, then the meeting must be held elsewhere where it is achievable.
- Clean your coffee cup, food and drink receptacles, and other utensils daily. Bring them to and from your home for cleaning each day.



# Distancing and Occupancy

## CONFERENCE ROOMS

- Meetings should be conducted virtually whenever possible using team collaboration software, even after return to the office. In-person meetings will of course be necessary, but fewer of them is the goal.
- No food or drink is allowed in conference rooms.
- Allowable occupancy will be altered to accommodate safe distancing of at least 6 feet apart.
- Signage reflecting recommended occupancy will be posted. Lesser amounts of personnel will be permitted for conference room use than “maximum allowable” by code.
- Please do not add seating. If the meeting is too large for a conference room, the meeting leader should organize and utilize a virtual meeting process.
- Second row seating is allowed in conference rooms, but personnel must be diagonal to attendees in front to accommodate safe distancing. See typical layout.
- Conference rooms will be cleaned at night including disinfecting of surfaces.



# Distancing and Occupancy

## KITCHEN and BREAK AREAS

- Lunch schedules may be established locally to reduce the number of employees in kitchens or other common areas at any one time.
- No congregating in the kitchen. Maintain safe distancing.
- No eating or drinking in the kitchen or break areas.
- Wash your hands with soap and water before and after use.
- Use gloves to handle your containers and utensils.
- Wipe up dribbles, drops, crumbs and spills.
- To eliminate unnecessary potential for cross contamination, dishwashers are no longer allowed to be utilized for personal dishwashing.
- Individual plastic silverware will no longer be provided.
- All utensils for food and drink will be the responsibility of the individual employee to clean and disinfect them daily outside of the office.



## KITCHENS and BREAK AREAS *(continued)*

- Sinks can be used for rinsing dishes and glassware. Washing dishes is not allowed.
- Dishes left unattended in sinks after work hours will be disposed.
- Microwave ovens will remain available.
- Food can be stored temporarily in refrigerators and freezers but must not be left over the weekend.
- Ice makers can continue to be used. Do not pick up ice with your hands or even a glove. Use a scoop. Wash the ice scoop before and after use.
- Wash your hands after touching appliances and faucets.
- The handles of appliances will be wiped down each evening by cleaning staff, but all are encouraged to participate in the same practice during the workday.
- Vending machines will remain in service. Employees should wear their PPE when using vending machines and disinfect the food/beverage packaging before opening.



# Distancing and Occupancy

## PRIVATE ROOMS and ISOLATION ROOMS

- Rooms designated for special purposes such as mother's rooms, or project confidentiality, shall be reviewed before use for cleanliness and wiped down by the employee user with disinfectant.
- After use, the room and surfaces shall be restored to a clean state and disinfected by the user.
- The user will notify the local responsible party after completing use so that it can be cleaned later by the cleaning service.
- The Isolation room is reserved for any employee showing signs and symptoms of COVID-19 or otherwise feeling ill to wait to discuss their situation with the Isolation Coordinator.
- The Isolation room can also be used when that person is waiting for transportation home or to a medical facility. The Isolation room should be near a main exit of the building accessible to emergency responders, should be equipped with a telephone and should have a door.

## EXTERIOR OFFICE AREAS

- Personnel walking through parking lots and entering the building shall wear face protection and practice safe distancing.
- Exterior activities of any sort, such as eating in picnic type areas or remote smoking areas, shall comply with safe distancing and PPE as required by local law.

# Safe Protocols for Travel

## BUSINESS and PERSONAL TRAVEL

- Business travel will be addressed on a case by case basis. Travel requirements must be coordinated with your supervisor and approved by the local General Manager.
- Business essential air travel is permitted on a case by case basis.
- During this pandemic period employees are discouraged from unnecessary personal travel. Those who elect to travel out of the country, or to an out of state location that is known to currently be a COVID-19 hotspot shall be required to self-quarantine for fourteen (14) days prior to return to the office. The employee shall be afforded the ability to work at home, if possible, during the self- quarantine.

## VEHICLE SAFETY

- Disinfect the surfaces within company, rental or client vehicles before and after use. Notify the person responsible for the fleet within the respective office of sanitizing material needs.
- One vehicle for two (2) persons. Passengers must sit in the rear seat diagonally from the driver and wear PPE during travel.
- It is recommended that the windows remain opened or vented when possible to allow outside air to circulate the vehicle.
- Business essential taxi or rideshare use is allowed. Passengers must sit in the rear seat diagonally from the driver and wear PPE during travel.
- If an employee travels via public transportation, please practice social distancing, wearing of a mask, and disinfecting. Wash hands prior or immediately after entering the workplace.

## Return to Office Work (ROW) Phasing Plan

***Please note that the dates in our plan are subject to change. State and local requirements, federal recommendations, and what Middough learns as we progress may drive altering our timing and protocol for the company and individual offices.***



## COVID-19: EMPLOYEE SELF-CERTIFICATION TO RETURN TO OFFICE WORK

Employees must complete this form prior to returning to the office. The information provided will be used to determine, based on the current CDC guidelines, if it is safe for an employee to return to the office and/or client site. Completed forms submitted to Human Resources will be placed in a separate, confidential medical file with restricted access.

<b>Employee Name:</b> _____	<b>Location:</b> -Select Office Location-								
<b>Please answer the following questions below:</b>									
<p>1. I have been provided with, read, and will comply with Middough's COVID-19 Period Office Work Protocol. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Have you had any flu-like symptoms over the past 14 days. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If <b>YES</b>, please indicate your symptoms below:</p> <p>Date symptoms began: _____</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> fever (100.4° F [37.8° C] or above)</td> <td><input type="checkbox"/> chills/shaking with chills</td> </tr> <tr> <td><input type="checkbox"/> sore throat</td> <td><input type="checkbox"/> cough</td> </tr> <tr> <td><input type="checkbox"/> headache</td> <td><input type="checkbox"/> muscle pain</td> </tr> <tr> <td><input type="checkbox"/> shortness of breath or difficulty breathing</td> <td><input type="checkbox"/> "new" loss of taste or smell</td> </tr> </table> <p>3. I or someone that I have been in close contact with (6 feet or less) has been diagnosed with COVID-19 or are presumed to have COVID-19 within the past 14 days. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. I have traveled out of the country, or to a state which has state, local or municipal emergency orders in place related to COVID-19 within the past 14 days. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<input type="checkbox"/> fever (100.4° F [37.8° C] or above)	<input type="checkbox"/> chills/shaking with chills	<input type="checkbox"/> sore throat	<input type="checkbox"/> cough	<input type="checkbox"/> headache	<input type="checkbox"/> muscle pain	<input type="checkbox"/> shortness of breath or difficulty breathing	<input type="checkbox"/> "new" loss of taste or smell
<input type="checkbox"/> fever (100.4° F [37.8° C] or above)	<input type="checkbox"/> chills/shaking with chills								
<input type="checkbox"/> sore throat	<input type="checkbox"/> cough								
<input type="checkbox"/> headache	<input type="checkbox"/> muscle pain								
<input type="checkbox"/> shortness of breath or difficulty breathing	<input type="checkbox"/> "new" loss of taste or smell								
<b>Instructions:</b>									
<b>If you answered YES to Items 2, 3, and/or 4, please acknowledge your next steps by checking the appropriate box below:</b>									
<p><input type="checkbox"/> YES to Question 2 ONLY: Stay out of work for 3 full days with no fever (and without fever reducing medications) AND 7 days from the start of your symptoms. We recommend contacting your healthcare provider.</p> <p><input type="checkbox"/> YES to Question 3 ONLY: Stay home and self-isolate for 14 days.</p> <p><input type="checkbox"/> YES to Questions 3 AND 4: Stay home and self-isolate for 14 days. Before returning, provide medical documentation from a healthcare provider stating that you are not considered to be a threat to others in the office related to a COVID-19 transmission.</p>									

**My signature below certifies that the above information is accurate and complete, and I will follow the instructions provided.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form to Human Resources at [Help-HR@middough.com](mailto:Help-HR@middough.com) for processing.





## MIDDOUGH EMPLOYEE DAILY HEALTH QUESTIONNAIRE

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ a.m.

### IN THE PAST 24 HOURS, HAVE YOU EXPERIENCED:

Subjective fever (felt feverish/chills):  Yes  No

Current temperature (if known): \_\_\_\_\_

New or worsening cough:  Yes  No

Shortness of breath:  Yes  No

Sore throat:  Yes  No

New loss of taste or smell:  Yes  No

If you answered "yes" to any of the symptoms listed above, or if your temperature is 100.4°F or higher, please leave the building and return home. Self-isolate at home and contact your health care provider for additional direction.

By continuing and logging on to the Middough system, I acknowledge that my responses above are accurate to the best of my knowledge.



COVID-19: MIDDOUGH VISITOR PROTOCOL

**AS A VISITOR, VENDOR, OR CONTRACTOR ENTERING MIDDOUGH'S PROPERTY OR RIDING IN A MIDDOUGH VEHICLE, I AGREE TO COMPLY WITH THE FOLLOWING MIDDOUGH COVID-19 PROTOCOL.**

**I WILL:**

- NOT ENTER THE PREMISES IF I FEEL SICK**, have a fever or have spent time in an area with ongoing spread of the virus as depicted on the CDC website.
- TAKE MY TEMPERATURE BEFORE ENTERING THE PREMISES** if it is 100. 4°F or greater I will not enter, and I will go home and call my healthcare provider.
- NOT ENTER THE PREMISES IF I HAVE TRAVELED INTERNATIONALLY ANYWHERE IN THE PAST 30 DAYS.**
- NOT ENTER THE PREMISES IF I HAVE KNOWINGLY BEEN EXPOSED TO SOMEONE WITH COVID-19 IN THE PAST 14 DAYS.**
- KEEP A SAFE DISTANCE AND HAVE NO PHYSICAL CONTACT WHATSOEVER WITH OTHER PERSONNEL.**
- WEAR A MASK AT ALL TIMES IN THE BUILDING.**
- COVER MY COUGH OR SNEEZE** with a flexed elbow or tissue and dispose of used tissues immediately.
- WASH MY HANDS** with soap and water frequently, and/or use hand sanitizer.
- USE DISINFECTANT TO WIPE DOWN** frequently touched surfaces and any equipment before and after servicing such as printers, vending machines, etc.
- REPORT ALL ENVIRONMENT, HEALTH, and SAFETY (EHS) CONCERNS** to my Middough contact before leaving the premises.
- SIGN IN AND OUT** from Middough premises and return all appropriate badges.
- REMAIN WITH MY MIDDOUGH ESCORT** while in the Middough office.
- COOPERATE AND COMPLY** with any other Middough EHS requirements.

PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

COMPANY EMPLOYED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



COVID-19 Case Form

Name:		Date:
<input type="checkbox"/> Visitor	<input type="checkbox"/> Employee	Job Title:
Middough Location: Ashland		
Home Address:		
City:	State:	Zip:
<b>Symptoms</b>		
<input type="checkbox"/> Fever (temp. > 100.4°F)	<input type="checkbox"/> Muscle pain	
<input type="checkbox"/> Shortness of breath, difficulty breathing	<input type="checkbox"/> Sore throat	
<input type="checkbox"/> Cough	<input type="checkbox"/> New loss of taste or smell	
<input type="checkbox"/> Headache		
Time of fever on-set:	a.m.	Time of isolation: a.m.
<b>Action Taken</b>		
Where referred to:		
Notes:		
<b>Reporter Details</b>		
Name:	Job Title:	
Phone number:		



# Appendix

## Hierarchy of Controls Table

Example Controls to Prevent the Spread of COVID-19 in Work Environments		
Engineering	Administrative	Personal Protective Equipment (PPE)
<p><b>Facilities and Equipment</b></p> <ul style="list-style-type: none"> <li>Assess job hazards for feasibility of engineering controls</li> <li>Ensure ventilation and water systems operate properly</li> <li>Alter workspaces to maintain social distancing. Examples include:               <ul style="list-style-type: none"> <li>Configure partitions as a barrier shield</li> <li>Use verbal announcements, signage, and visual cues to promote social distancing</li> <li>Remove/rearrange furniture</li> </ul> </li> </ul>	<p><b>Management and Communications</b></p> <ul style="list-style-type: none"> <li>Monitor state and local public health communications about COVID-19</li> <li>Encourage sick workers to report symptoms, stay home, and follow CDC guidance</li> <li>Develop strategies to:               <ul style="list-style-type: none"> <li>manage worker concerns</li> <li>communicate with workers</li> </ul> </li> <li>Remind workers of available support services</li> <li>Communicate to partners, suppliers, other contractors on policies and practices</li> <li>Encourage social distancing and the use of cloth face coverings (if appropriate) in the workplace</li> <li>Use technology to promote social distancing (e.g., telework and virtual meetings)</li> <li>Cancel group events</li> <li>Close/limit use of shared spaces</li> <li>Ask customers who are ill to stay home</li> <li>Consider policies that encourage flexible sick leave and alternative work schedules.</li> </ul> <p><b>Cleaning and Disinfection</b></p> <ul style="list-style-type: none"> <li>Clean and disinfect frequently touched surfaces, (e.g., counters, shelving, displays)</li> <li>Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19</li> </ul> <p><b>Training</b></p> <p>Provide employees with training on:</p> <ul style="list-style-type: none"> <li>Pre-access screening</li> <li>Policies to reduce the spread of COVID-19</li> <li>General hygiene</li> <li>Symptoms, what to do if sick</li> <li>Cleaning and disinfection</li> <li>Cloth face covers</li> <li>Social distancing</li> <li>Use of PPE</li> <li>Safe work practices</li> </ul>	<p><b>PPE</b></p> <ul style="list-style-type: none"> <li>Conduct workplace hazard assessment</li> <li>Determine what PPE is needed for their workers' specific job duties based on hazards and other controls present.</li> <li>Select and provide appropriate PPE.</li> </ul>



# Appendix **Sickness and Isolation Protocol (1 of 4)**

If an employee becomes sick at the office with the COVID-19 virus symptoms, Middough will follow the existing guidance provided by the Centers for Disease Control & Prevention (CDC). The CDC's guidance focuses on the following two directives:

1. Separate Sick Employees
2. Actions Required If An Employee Is Suspected Or Confirmed To Have COVID-19 Infection

For your reference, we have created links to the appropriate web sites (CDC, ADA, EPA, etc.) by simply hitting "CTRL + Click" on the word or phrase in blue font. Also, at the end of this section, we have provided a list of all links referenced below.

## **1. Separate sick employees:**

Employees who appear to have [symptoms](#)<sup>1</sup> upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors.

## **2. Action required if an employee is exhibiting symptoms, or confirmed by testing to have COVID-19 infection:**

When a person tests positive the result of the test is sent to the governing health organization in that area for tracing. They will look for information from the employee, anyone they have been in contact with and potentially the employer.

In most cases, Middough will not need to shut down the office. This is dependent on the severity of exposures and on the number of cases throughout the office. If it has been less than seven (7) days since the sick employee has been in the office, Middough's EHS Champion will close off any areas used for prolonged periods of time by the sick person:

- a) Cleaning personnel will wait twenty-four (24) hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, Middough will wait as long as possible before cleaning and disinfecting.

# Appendix **Sickness and Isolation Protocol (2 of 4)**

- b) During this waiting period, we will open outside doors and windows (if possible) to increase air circulation in these areas.
- c) If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Cleaning personnel will continue routine cleaning and disinfect all high-touch surfaces in the facility.
- d) Middough will follow the CDC [cleaning and disinfection recommendations](#)<sup>2</sup>:
  - Cleaning personnel will clean dirty surfaces with soap and water before disinfecting them.
  - To disinfect surfaces, cleaning personnel will use [products that meet EPA criteria for use against SARS-Cov-2](#)<sup>external icon</sup><sup>3</sup>, the virus that causes COVID-19, and are appropriate for the surface.
  - Cleaning personnel will always wear gloves and gowns appropriate for the chemicals being used when they are cleaning and disinfecting.
  - Cleaning personnel may need to wear additional PPE depending on the setting and disinfectant product they are using. For each product to be used, they will consult and follow the manufacturer's instructions for use.
  - HR will follow the [Public Health Recommendations for Community-Related Exposure](#)<sup>5</sup> and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#)<sup>6</sup>.
  - As a company, we have an obligation to manage potentially exposed workers' return to work in ways that best protect the health of those workers, their co-workers, and the general public.

## **Isolation Protocol for employees who become ill at work:**

Advise employees if a person feels ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at work, they are to contact an Isolation Coordinator as determined by each location.

Telephone communications are preferable, so the Isolation Coordinator can wear the appropriate PPE prior to aiding an ill employee. If the Isolation Coordinator is directly contacted by an employee with a suspected infection, they must ask the employee to go directly to the designated Isolation Room by the most direct route.

Isolation Coordinators should be selected from the following employees: Safety Champion, HR Manager, Supervisor, Office Managers, and COVID-19 Core Team members.

# Appendix **Sickness and Isolation Protocol (3 of 4)**

## Procedure:

1. When possible any interaction between the individual in the isolation room and the isolation coordinator shall be done by phone.
2. Once the suspected infected employee arrives in the Isolation Room, immediately provide them with a mask and gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
3. The Isolation Coordinator or employee must complete a Suspected COVID-19 Case Form (*see Appendix*) and call 911 if transportation is needed.
4. The Isolation Coordinator and any others should also wear a protective mask and gloves while working with the suspected infected person.

The Isolation Coordinator should direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used. If the infected person is well enough to drive their own vehicle, ask them to use it.

The Isolation Coordinator, along with Human Resources (HR) and Safety, must:

1. Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
2. Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the HR department.
3. Advise ill employee to contact a health care provider to obtain medical clearance to return to work.
4. Ensure that both the isolation area and suspected employee's workstation or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable gloves and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

# Appendix **Sickness and Isolation Protocol (4 of 4)**

## Location:

Where possible, the Isolation Room should be an exterior room near an exit. If not, then an enclosed area away from the general population can be used.

The Isolation room shall be set up with the following items:

- Table or desk
- Two chairs at least 6 feet apart
- Telephone
- Contact Information for office primary and secondary Isolation Coordinator
- Suspected COVID-19 case form
- CDC Instruction on “What to do if you are sick”
- Several pens
- Two sets of a mask and pair of gloves in a zip lock bag
- Hand sanitizer
- Disinfection wipes

## PPE:

Although isolation workers are not expected to touch the patient, Masks are required, and nitrile gloves are recommended if a non-touchless scenario occurs.

## **CDC Guidance Links:**

<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<sup>3</sup> <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

<sup>4</sup> <https://www.ada.gov/>

<sup>5</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

<sup>6</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

# Appendix

## Office signage examples.



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**PREVENT THE SPREAD OF COVID-19**  
How to protect yourself and others

-  Always wear a mask, except when alone at your desk and avoid touching your face.
-  Frequently wash your hands with soap and water for at least 20 seconds.
-  Maintain safe distancing of at least 6 feet.
-  Clean high-touch surfaces daily.
-  Stay home when you are sick.

COVID-19 POSTER #001



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**WASH YOUR HANDS**  
For your safety and ours

**Why wash your hands?**

- Handwashing helps prevent infections
- Germs from unwashed hands can be transferred to other objects, such as door knobs, tables, and office equipment and transferred to another person's hands

**How to wash your hands**

- Wet your hands with clean running water and apply soap
- Lather your hands by rubbing them together with soap
- Scrub your hands, fingers and under your nails for 20 seconds
- Rinse your hands under clean, running water
- Dry your hands using a clean towel or air dry them

**When to wash your hands**

- Before, during and after preparing and eating food
- Before and after caring for someone who is sick or treating a wound
- After using the bathroom
- After blowing your nose, coughing or sneezing
- After touching garbage

COVID-19 POSTER #006



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**STOP**  
THERMAL TEMPERATURE SCAN REQUIRED

#332

Your participation is key to the success of our COVID-19 prevention plan.

-  Step in front of the kiosk thermo camera
-  Look for the mirror image of your face in the screen
-  Position your head in the silhouette on the screen
-  If outline turns green proceed to complete the assessment survey
-  If the outline turns red, please proceed to the Isolation Room to prepare to leave the building
-  Wash or sanitize your hands before proceeding to your desk

COVID-19 POSTER #002

The full list of signs can be found here: ["S:\Env Health & Safety\2020 COVID-19 EHS Program\Signage"](#)

# Appendix "Safe by Design, Safe by Choice" Sample office layout (CLE)



- SIGNAGE TYPE**
1. OPEN OFFICE GUIDELINES CDC SIGN (LARGE)
  2. KIOSK TEMPERATURE PROCEDURE SIGN (LARGE)
  3. DO NOT ENTER WITHOUT PRE-SCREEN (SMALL)
  4. VISITOR ESCORT REQUIRED FRONT DESK (SMALL)
  5. FACE COVERING REQUIRED BEYOND THIS POINT (SMALL)
  6. FACE COVERING GUIDELINES (LARGE)
  7. DISTANCING GUIDELINES (LARGE)
  8. HAND WASHING (LARGE)
    - A. HAND WASHING (SMALL FOR RESTROOM)
    - B. HAND WASHING (SMALL FOR KITCHEN)
  9. KITCHEN RULES (LARGE)
    - A. KITCHEN RULES FOR REFRIGERATOR (SMALL)
  10. RESTROOM OCCUPANCY AND RULES (SMALL)
  11. DIRECTIONAL ARROWS FOR DISTANCING
  12. CONFERENCE ROOM RULES (LARGE)
    - A. CONFERENCE ROOM LAMINATED FOR TABLE (SMALL)
    - B. CONFERENCE ROOM LAMINATED FOR DOOR (SMALL)
  13. ISOLATION ROOM RULES (SMALL)

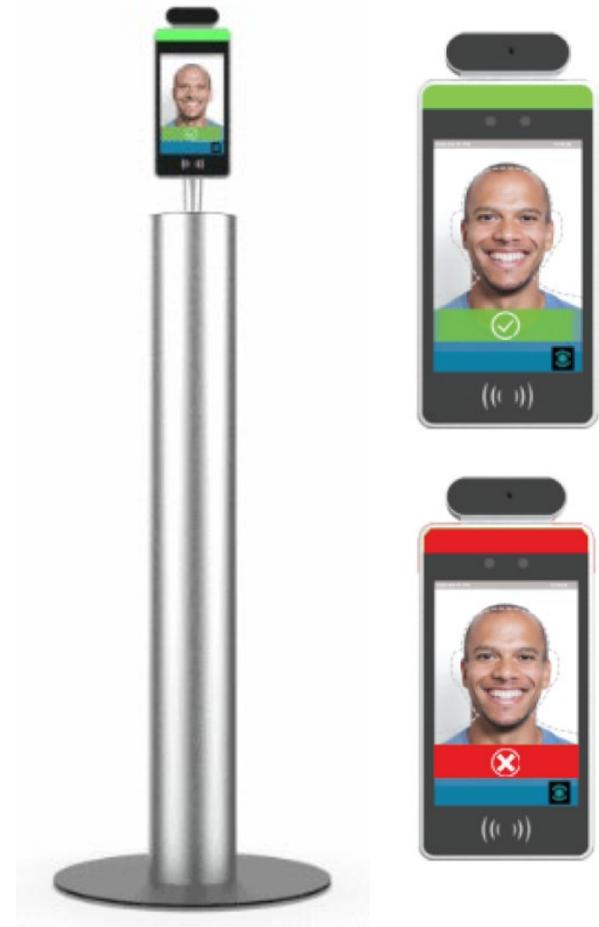
# Appendix

## Thermal Scanning Temperature Kiosk

**Your participation is key to the success of our COVID-19 prevention plan.**

Instructions for use:

1. Step in front of the kiosk thermal camera.
2. Look for the mirror image of your face in the screen.
3. Position your head in the silhouette on the screen.
4. If outline turns green, proceed to complete the assessment survey.
5. If the outline turns red, please proceed to the Isolation Room to prepare to leave the building.
6. Wash or sanitize your hands before proceeding to your desk.



# Appendix

## Facemask Basics (1 of 3)

*Your cloth face covering may protect them. Their cloth face covering may protect you.*

**CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.**

### **Face Mask Basic Usage Guidelines:**

- Clean hands with soap and water or an alcohol-based hand sanitizer before and after donning/doffing, touching or adjusting the mask.
- Do not touch the front of your mask where the breathing zone is located. If you need to adjust your mask, do so from the edges.
- Do not let others handle or come in direct contact with your mask
- Do not mark up or draw on the masks in any way
- Discard any mask that is obviously contaminated, damaged or becomes hard to breathe through
- Return your mask to your paper storage bag when not in use and at the end of your work shift and follow good handwashing and hygiene practices
- Store your mask in your paper bag in a secure location where it cannot be accessed by other individuals when you are not using it.

### **The following guidelines are precautions when wearing masks.**

- Even though cloth face masks are not tight-fitting masks, users must be aware that any face covering may cause added stress on the respiratory system of some individuals. If at any time when using a mask you begin to feel tightness in your chest, resistance to your breathing or dizziness/faintness, take off the mask and contact your supervisor or medical professional.
- Be aware of the potential for facial hair to interfere with the use of a face mask. Loose fitting face masks can be affected by extreme facial hair.
- The regular and extended use of masks on the face may lead some individuals with sensitive skin to develop contact dermatitis. Reduce use if possible, replace mask, use proper lotion.

# Appendix

## Facemask Basics (2 of 3)



### Donning:

Wash your hands prior to putting on the mask. Most face masks have a white and a colored side. The white side goes against your face and the colored side faces outward. Loop the elastic bands or rope loops around both ears. Position the mask over the nose and mouth, with the band with the metal piece at the nose and the other band at the chin. Pull down to expand the pleats for better airflow. Pinch the band around the nose to fit. If eating or drinking, unhook one side, or return to your paper storage bag, and then replace the mask once complete following proper hand hygiene.

### Doffing:

Remove loop from one ear and hold side to pull off the other ear. Try to avoid touching the front of the mask. Place mask directly in your paper storage bag. Do not place on work surface or other equipment or materials. Wash your hands after removing the mask.

# Appendix **Facemask Basics (3 of 3)**

## **N-95 Masks**

The N-95 respirator is a respiratory protective device is designed to achieve a very close facial fit and filtration of airborne particles. It protects the wearer.

If an N-95 respirator is required by your employer to protect you from harmful airborne particles then OSHA requires you to have fit test, training, medical evaluation and a written respirator program.

If used voluntarily as a respirator, then employees must receive the information found within OSHA Appendix D. This appendix covers the use, limitations, cleaning, and storing of respirators. When the user achieves a tight seal between the face and the respirator (by performing a user seal check) the wearer can reduce their exposure to particles, including small particle aerosols, and large droplets.

The N-95 mask can also be used as a face covering or mask in the battle against spreading the COVID - 19 virus to others much like a cloth face covering or surgical type mask. Caution must be taken as many of the N-95 masks have an exhalation port that allows the users breath to pass through without any filtering. This type does nothing to protect others around you. This can easily be checked by looking inside the mask and seeing if there is filtering material over the inside of the exhalation port area or from the outside carefully reach in the plastic cover and lift the rubber flapper valve to see if you can see through the mask. There are N-95 respirators that do not have the exhalation port and can be used as a face covering/mask to protect others from your exhalation.

**N-95  
Face  
Masks**





# Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

## Appendix

### COVID-19 Basics

All workplaces can take the following infection prevention measures to protect workers:

- 1** Encourage workers to stay home if sick.
- 2** Encourage respiratory etiquette, including covering coughs and sneezes.
- 3** Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4** Limit worksite access to only essential workers, if possible.
- 5** Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6** Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7** Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8** Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9** Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10** Encourage workers to report any safety and health concerns.

For more information, visit [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) or call 1-800-321-OSHA (6742).