



# Covid-19 Response Plan

## Workplace Safety precautions:

- **Wash your hands** frequently with soap and water for at least 20 seconds.
- Avoid close contact with people who are sick, and avoid touching your eyes, nose, and mouth. After touching your eyes, nose, or mouth, or after contact with people who may be sick, wash your hands.
- Cover your cough or sneeze with a tissue, then throw the used tissue in the trash and wash your hands. If you do not have a tissue, cough or sneeze into your elbow or shoulder and wash your hands.
- Perform routine cleaning in your work area when possible.
- **Any associate that has a temperature of over 100.4 Degrees Fahrenheit or any other symptoms related to Covid-19 should not come to work.** Please contact your personal healthcare provider and the TOA, USA HR Department for further instruction.
- **Wear a Mask:** TOA associates are to wear at minimum a reusable cloth face mask on the production floor and in all areas where social distancing cannot be maintained. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- **Social Distance:** Associates 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.
- TOA,USA will increase the frequency of cleaning commonly touched surfaces
- TOA associates should be physically distanced when taking breaks together. We will have staggered breaks and we ask that you please don't share food or utensils.

## Regular Monitoring

- We encourage all associates to self-monitor for fever and signs/symptoms of Covid-19 on a daily basis prior to coming to work. CDC information. <https://www.cdc.gov/coronavirus/2019ncov/symptomstesting/symptoms>



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## **Employee Illness and Quarantine Reporting**

- If you feel sick, stay home and do not report to work. Associates who feel sick should stay home and follow your attendance call in procedures. In particular, if you are experiencing fever (100.4°F/ 38°C or higher), cough, shortness of breath, or other symptoms that are indicative of COVID-19, you should notify your medical professional and follow their directions. Stay home and please contact the TOA, USA HR Department for further instruction.
- If you are not sick but have a sick family member at home who has been diagnosed with COVID-19 or may have been exposed to COVID-19, you should notify the TOA, USA Human Resources Department of your potential exposure. Please do not report to work until you receive further instruction.
- If you are placed in quarantine, home restrictions, or are advised to take any other precautions by applicable public health authorities, comply with all such instructions. We ask that you please notify the TOA, USA. Human Resources Department

## **Positive Covid-19 test within the facility**

TOA, USA will evaluate COVID-19 exposure in the workplace in accordance with the public health department's recommendations. If there is a suspected or confirmed COVID-19 exposure at TOA, USA, we will coordinate with appropriate public health officials to help determine the appropriate steps to be taken. This may include but is not limited to:

- Isolating and sending home anyone suspected of having COVID-19 based on signs/symptoms and potentially direct or indirect exposure.
- We will be cleaning and disinfecting potential areas of exposure and seeking guidance from public health officials.
- If TOA, USA has a confirmed Covid-19 case we will consult with the public health department and when necessary inform associates who are working in close proximity with the infected individual of their potential exposure. All workplace exposures will remain confidential.
- Associates returning to work following a positive Covid-19 test will be required to have a medical release from your healthcare provider. If you have any questions about please contact the TOA, USA HR Department.



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## Travel Guidelines:

- We ask associates to follow all CDC travel guidelines.
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- CDC's Definition for Travel:

## Travel

### Level 3 Travel Health Notice: Widespread ongoing transmission without restrictions on entry to the United States

CDC recommends that travelers avoid all nonessential travel to all global destinations:

- [Global Pandemic Notice](#)

### Level 2 Travel Health Notice: Ongoing community transmission

CDC recommends that older adults and people of any age with serious chronic medical conditions should consider postponing nonessential travel to most global destinations.

### Level 1 Travel Health Notice: Limited community transmission

CDC recommends travelers practice usual health precautions recommended for their destination.

- Please contact the TOA, USA HR Department if you have traveled to or plan to travel to any Level 3 travel notice locations prior to returning to work.
- For any questions regarding attendance or PTO in relation to Covid-19 please contact the TOA, USA HR Department.