

## **BOXED WATER IS BETTER, LLC INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN**

**Overview.** This Infectious Disease Preparedness and Response Plan (“Plan”) is being designed to help guide Boxed Water Is Better, LLC (“Boxed Water”) during the COVID-19 infectious disease pandemic. Boxed Water will stay abreast of guidance from federal, state, local, tribal and/or territorial health agencies in developing workplace specific protocols, including those related to the development of contingency plans for situations that may arise as a result of an outbreak.

The Plan will consider and address:

- Where, how and to what sources of infectious diseases workers might be exposed to, including:
  - The general public, customers and coworkers.
  - Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) infectious disease transmission, healthcare workers who have had unprotected exposure to people known to have, or suspected of having, an infectious disease).
- Non-occupational risk factors at home and in community settings.
- Workers’ individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).
- Controls necessary to address those risks.

**Basic Infection Prevention Measures.** Boxed Water has established good hygiene and infection control measures. Such measures include:

- Promoting frequent and thorough hand washing, including by providing workers on the premises with a place to wash their hands. Boxed Water will also provide alcohol-based hand rubs containing at least 60% alcohol and sanitizing wipes.
- Employees are required to wear a covering over their nose and mouth when in the common and production areas of the premises or any time social distancing is not maintainable.
- Encouraging workers to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Providing tissues and hands-free trash receptacles, where applicable.
- Utilize policies like flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts) as feasible, to increase the physical distance among employees and between employees and others.
- Discouraging employees from using other workers’ personal phones, desks, offices or other work tools and equipment, when possible.
- Establishing increased housekeeping practices to meet environmental cleaning guidelines set by the CDC, including by cleaning and disinfecting frequent touchpoints throughout the day. The products used for cleaning will be appropriate to kill the virus and/or bacteria in question (consult information on EPA-approved labels) and the manufacturer’s instructions for use, including concentration, Personal Protective Equipment (PPE), etc.) will be followed.

Based on the current COVID-19 pandemic, Boxed Water has implemented the attached COVID Prevention Policy.

**Procedures for Prompt Identification and Isolation of Sick People and Responsive Disinfection:** To limit the potential spread of an infectious disease, prompt identification and isolation of potentially infectious individuals is critical to protect workers, customers, visitors and others in the workplace.

- Boxed Water's COVID Prevention Policy requires workers, contractors, suppliers and any other individuals entering the manufacturing facility to complete a daily screening covering symptoms and suspected or confirmed exposure to people with possible COVID-19 together with temperature screening. All individuals will be required to enter the manufacturing facility through a dedicated entry point to prevent any individual entering the manufacturing facility who has not completed the screening.
- In the event an employee provides responses on the daily wellness screening indicating they are experiencing symptoms of COVID-19, have travelled outside their state of residence within the past fourteen (14) days, or had close contact with someone diagnosed with COVID-19 in the last fourteen (14) days, the wellness screening will direct the employee not to report to work and Boxed Water HR will follow up with the employee to determine the date and circumstances under which the employee can resume in-person work.
- Upon identification of a positive case of COVID-19 in the facility, Boxed Water, together with Windquest HR, will notify employees and other parties as directed by government requirements, send potentially exposed individuals home, and maintain a central log for symptomatic or confirmed COVID-19 positive workers.
- If an employee on the premises displays symptoms of COVID-19, Boxed Water together with Windquest HR will send that employee home immediately and shut off areas of the manufacturing facility for cleaning and disinfection, as necessary.
- Employees with a confirmed or suspected case of COVID-19 will be allowed to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

**Development, Implementation and Communication about Workplace Flexibilities and Protections.** Boxed Water will continue to review its current practices and policies in light of any newly issued or revised regulatory requirements and:

- Actively encourage sick employees to stay home.
- Ensure that sick leave policies are flexible and consistent with public health guidance and the employees are aware of these policies.
- Communicate with companies that provide temporary workers or contract workers about the importance of sick workers staying home and encouraging them to develop non-punitive leave policies.
- Recognize and maintain flexible leave policies that permit employees to stay home to care for a sick family member.
- Prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or leave work when they are at particular risk of infecting others with COVID-19.

- Address employee's concerns about pay, leave, safety, health and other issues that may arise during an infectious disease outbreaks; and provide appropriate training, education and informational materials about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).
- Work with insurance companies (e.g., those providing employee health benefits) and state and local agencies to provide information to workers and customers, if applicable, about medical care in the event of a COVID-19 outbreak.

**Workplace Controls.** Boxed Water has implemented the following workplace protocols:

- Boxed Water has implemented the attached COVID Prevention Policy.
- Each employee has been provided with at least one face mask.
- All employees will wear a mask covering over their nose and mouth when they cannot consistently maintain six feet of separation from other individuals in the workplace.
- All supervisors have been designated and trained on implementing, monitoring, and reporting on the COVID-19 control strategies in this Plan. One or more supervisors are on-site at all times when employees are present.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing revised production processes to allow workers to maintain distance from one another while working.
- Retrofitted or reassigned workspaces to ensure workspaces are at least six feet apart.
- Ensure that both employees and customers remain at least six feet apart to the maximum extent possible, including during employee breaks. Reduce congestion in common spaces wherever practicable including requiring employees to sit at least six feet from one another and placing markings on the floor. Barriers are in place between any cafeteria/break tables and workspaces.
- Assign a dedicated entry point for all employees.
- Consider implementing rotational shift schedules where possible to reduce the number of workers in the facility at the same time.
- Stagger start times and meal times.
- Create protocols for minimizing personal contact upon delivery of materials to the facility.
- Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible.
- Cleaning supplies are available to employees upon entry and at the worksite, and employees have been directed to wipe down workspaces at least twice daily.
- Frequently and thoroughly clean and disinfect high-touch surfaces, paying special attention to parts, products, and shared equipment.
- Provide employees access to handwashing facilities and allow employees sufficient break time to wash hands as needed, discontinue use of any hand dryers.
- Turn off any drinking water fountains.
- Using best efforts to provide employees access to alcohol-based hand sanitizer.
- Using best efforts to provide disinfecting wipes for employees.

- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. The Human Resources Department will regularly check CDC travel warning levels at: [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers).
- Developing emergency communication plans, including a way to answer employees' questions and internet-based communications, if feasible.
- Providing employees with up-to-date training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette).
- Monitoring public health communications about COVID-19 recommendations and ensuring the workers have access to that information. The Human Resources Department will frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).
- Provide training to all employees covering COVID-19 including routes by which the virus causing COVID-19 is transmitted from person to person, distance that the virus can travel in the air, the time the virus remains viable in the air and on environmental surfaces, workplace infection control practices, proper use of personal protective equipment including the proper steps for putting it on and taking it off, steps employees must take to notify HR of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions.
- All non-essential in-person visits are suspended, including tours.

**Safe Work Practices.** Boxed Water will promote safe work practices by implementing the following measures:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, hands-free trash cans, hand soap, alcohol-based hand rubs containing at least 60% alcohol, disinfectants and disposable towels for workers to clean their work surfaces.
- Encouraging regular hand washing or using of alcohol-based hand rubs. Workers should always wash hand when they are visibly soiled and after removing any PPE.
- Posting handwashing signs in restrooms.

Based on the current COVID-19 pandemic, Boxed Water has implemented the attached COVID Prevention Policy to encourage safe work practices.

**Personal Protective Equipment (PPE).** Boxed Water will continue to require employees to use the PPE that they would ordinarily use for their job tasks.

**Modification and Communication.** Boxed Water has adopted the above protocols for execution of Boxed Water's critical infrastructure functions or its minimum basic operations. If these protocols are altered, or if any additional change in the situation merits communication, Boxed Water will communicate with employees. Boxed Water will review and modify this Plan as needed.

