

Davis Cartage Company

COVID-19 Preparedness & Response Plan

✔ General

The following COVID-19 preparedness & response plan has been established for Davis Cartage Company in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. The Safety Coordinator has read these emergency rules carefully, developed the safeguards appropriate to Davis Cartage Company based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan. The plan will be made readily available to our employees.

✔ Exposure Determination

Davis Cartage Company has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Safety Coordinator, with the consultation of Management, is responsible for the continual exposure determination.

Davis Cartage Company has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The Safety Coordinator verifies, with the consultation of Management, that Davis Cartage Company has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities.

Davis Cartage Company has categorized its Medium Exposure Risk Tasks as follows:

TABLE 1: MEDIUM EXPOSURE RISK TASKS DAVIS CARTAGE COMPANY	
POTENTIAL CONTAMINANTS	TASKS
Public (In-house)	<ul style="list-style-type: none"> ✓ Visitors ✓ Job Interviews ✓ Sales Calls ✓ Deliveries (Lunch, Parts, Supplies, Etc...) ✓ Repairs
Customers/CDL Delivery/Partners/Inspectors (In-house)	<ul style="list-style-type: none"> ✓ Truck Load/LTL Deliveries – Check-In/Check-out ✓ Meetings with designated personnel ✓ Inspections
Employees	General movement
Customers/CDL Delivery/Partners/Inspectors (External)	<ul style="list-style-type: none"> ✓ Deliveries – Check-In/Check-out ✓ Pickups – Check-In/Check-out ✓ DOT Inspections ✓ Sales Meetings
Public (External)	<ul style="list-style-type: none"> ✓ Purchasing Supplies ✓ Fueling (External) ✓ Truck Stops/Rest areas ✓ Tractor/Trailer repair/tow

✓ Engineering Controls

Davis Cartage Company has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. These types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls implemented include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a walk-up window (with physical barriers in some cases such as clear plastic sneeze guards) for customer service.
- Installing a speaker-based system at customer entrances.
- Increasing the amount of ventilation in the building. (Warehouse #7)
- Isolating between areas within buildings to minimize potential exposures between employees by locking non-fire exit doors.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Customers/CDL Delivery/Partners/Inspectors (In-house) Visitors	Plexiglass between Truck Load/LTL Deliveries – Check-In/Check-out Increased ventilation (Warehouse)
Customers/CDL Delivery/Partners/Inspectors (In-house) Visitors Sales Deliveries (Lunch, Parts, Supplies, Etc...) Repairs	Locking Glass Front Door with Speaker and Remote Controlled Entry
Employees of different departments	Locking Kitchen Door
Customers/CDL Delivery/Partners/Inspectors (In-house) Visitors Sales Deliveries (Lunch, Parts, Supplies, Etc...) Repairs	StepnPull device on exterior doors to prevent hand contamination from doorknobs https://www.stepnpull.com/shop

✔ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Safety Coordinator, in coordination with Management and Human Resources will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Davis Cartage Company:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite. (See Appendix: Social Distancing Policy)
Customers/CDL Delivery/Partners/Inspectors (In-house) Visitors	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
Sales Calls Sales Meetings Meetings with Business Partners	Minimize business-related travel for employees to essential travel only.
Meetings	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
Tractors Equipment	Minimize the sharing of tools, equipment, and items.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All employees	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All	Require customers and the public to wear cloth face coverings.
Signage	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use drive-through services, curbside pickup, or home delivery.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.

☑ Hand Hygiene

The Safety Coordinator will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to contaminants. When handwashing facilities are not available, Davis Cartage Company will provide employees with antiseptic hand sanitizers or towelettes. Davis Cartage Company will provide time for employees to wash hands frequently and to use hand sanitizer.

Davis Cartage Company will promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, Davis Cartage Company will provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Proper Sequence of Hand Washing:

1. Roll down/Make accessible drying material (Paper towels, etc...)
2. Start water
3. Get soap
4. Mix Soap and Water and rub together for 20 secs, making sure to cover entire hands
5. Rinse
6. Use Drying material (Paper Towels), without touching any other surface
7. Use Drying material to turn off water and wipe any surface touched and to open exit door
8. Throw Drying material away and leave Rest Room

☑ Disinfection of Environmental Surfaces

Davis Cartage Company will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Davis Cartage Company will make cleaning supplies available to employees upon entry and at the worksite.

The Safety Coordinator will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Davis Cartage Company will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Doorknobs	Disinfectant/Cleaner	Daily
Rest Room Touch Surfaces	Disinfectant/Cleaner	Daily
Kitchen Touch Surfaces	Disinfectant/Cleaner	Daily
Interior Office Surfaces	Disinfectant/Cleaner	Daily
All Building Interiors	Enhanced Disinfecting	Weekly/*COVID Suspicion
Tractor Cabs	Enhanced Disinfecting	Weekly/*COVID Suspicion
Forklifts	Disinfectant/Cleaner	Daily/*COVID Suspicion

Davis Cartage Company will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19, or may have been exposed to COVID-19 positive person(s), that have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The Safety Coordinator will be responsible for seeing that this protocol is followed.

See Appendix for the methods used for enhanced cleaning and disinfection

[Weekly Sanitation Checklist.xlsx](#)

[Handheld-Electro-Static Sprayer-Manual-08042020.pdf](#)

Personal Protective Equipment (PPE)

Davis Cartage Company will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. Davis Cartage Company will follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Davis Cartage Company has, and will continue, to provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Davis Cartage Company has, and will continue, to require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Davis Cartage Company has, and will continue, to provide face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace. Face coverings

and Face Shields may be worn together for a higher level of protection.

The following type(s) of PPE have been selected for use:

Employees/Visitors	PPE
ALL Employees	Cloth Coverings (Masks)
Visitors	Disposable Coverings (Masks)
ALL Employees	Face Shields
ALL Employees	Disposable Gloves
Visitors (Requested)	Face Shields

Health Surveillance

Davis Cartage Company will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19 as recommended by the Michigan Department of Health & Human Services. Employees will be asked to sign into the application and fill the form out daily. If an employee does not have access to the online form, hard copies of the screening will be provided and will be gathered daily and provided to the Safety Coordinator for review and record keeping purposes. This will be done in conjunction with, if possible, a temperature screening with a no-touch thermometer. Davis Cartage Company will similarly screen contractors, suppliers, and any other individuals entering the worksite. The Safety Coordinator is responsible for ensuring that all required health surveillance provisions are performed.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Human Resources before and/or during the work shift. Davis Cartage Company has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- All employees who receive a positive test or are experiencing symptoms of COVID-19 must report this to their Supervisor and/or Human Resources immediately.
- Once reported, employees must self-isolate/stay home.
- Employees will not be allowed to return to work until home isolation criteria is met **per CDC guidelines.**

Davis Cartage Company will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases home where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Davis Cartage Company will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

[SEE COVID - 19 Leave Rights](#)

When an employee is identified with a confirmed case of COVID-19, Human Resources will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, Davis Cartage Company will not reveal the name or identity of the confirmed case.

Davis Cartage Company will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and the Shiawassee County Health Department. SEE APPENDIX

Training

The Safety Coordinator will coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Davis Cartage Company will train workers on, at a minimum:

- What is COVID-19 including signs and symptoms - Safety
- Workplace infection-control practices. - Safety
- The proper use of personal protective equipment. - Safety
- Steps the employee must take to notify Davis Cartage of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19. - HR
- How to report unsafe working conditions. – Safety/HR

The Safety Coordinator will keep a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Recordkeeping

Davis Cartage Company will maintain records of the following requirements:

- Training. The Safety Department will maintain a record of all COVID-19 employee training. [DAVIS CARTAGE TRAINING RECORD ON COVID 19.xlsx](#)
- Screening protocols. The Safety Department will maintain a record of temperature screening for each employee or visitor entering the workplace. SEE: [DAVIS CARTAGE RECORD OF TEMP COVID \(Appendix\)](#)
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19. Human Resources will ensure that the records are kept. [DAVIS CARTAGE RECORD ON POSITIVE - POTENTIAL EXPOSURE - COVID 19](#)

APPENDIX

April 06, 2020

Social Distancing Policy

Due to the rapid spread of the Corona19 Virus, it has become company policy for employees to adhere to social distancing practices. Here at Davis Cartage Company, the safety of your fellow employees should be of the utmost importance. Therefore, all employees are required to make every effort to comply with Social Distancing Practices. Social distancing includes, but is not limited to, keeping a distance of at least six feet from fellow employees. When holding a span of six feet from fellow employees is not possible, the covering of your mouth and nose is required, by any of the following: a scarf, bandana, homemade face mask, regular face mask or a Kleenex in your hand cupped over allowing the covering of your mouth and nose. For inquiries regarding acceptable mouth and nose covertures not included in the prior list, contact the Human Resources department. Employees found in violation of the above policy will be subject to disciplinary action up to and including termination. Violations will be reviewed on a case by case basis.

Method of Enhanced Cleaning and Disinfection

PROFESSIONAL CORDLESS ELECTROSTATIC HANDHELD SPRAYER



Coats up to 2,800 square feet on a single tank of fluid. Combined with an electrostatic charge, this allows application and even coating on all surfaces.

- Applies chemicals faster
- Uses less solution
- More complete and consistent coverage

Victory Sprayers' patented technology provides an electrical charge to solutions, allowing them to wrap conductive surfaces with an effective and even coverage. Double-charged particles envelope all conductive surfaces – shadowed, vertical, and underneath.

KEY FEATURES

Patented electrostatic charge penetrates chemical providing a thin even spray pattern on all surfaces

Weighs only 5.9 lbs. with a full tank

Cordless convenience allows for effortless movement room to room

3-in-1 nozzle lets you set the spray particle size to match your application

Easy Fill HDPE 33.8oz refillable tank allows you coat up to 2800 sq. ft. on 40 micron setting

Optimum Spray Distance	2 - 3ft
Tank Capacity	33.8 oz.
Run Time	4 hours
Nozzle Spray Sizes	40 micron full cone, 80 micron full cone, 110 micron 120° fan
Charge Time	90 Minutes
Flow Rate	40 micron / 3.1 oz per minute 80 micron / 3.8 oz. per minute 110 micron / 10.5 oz. per minute

[Handheld-Electro-Static Sprayer-Manual-08042020.pdf](#)

Weekly Sanitation Checklists

- ✓ [Vehicle/Equipment List \(attached\)](#)
- ✓ [Office & Warehouse Sanitization Checklist \(attached\)](#)

[illegible]

DAVIS CARTAGE CO

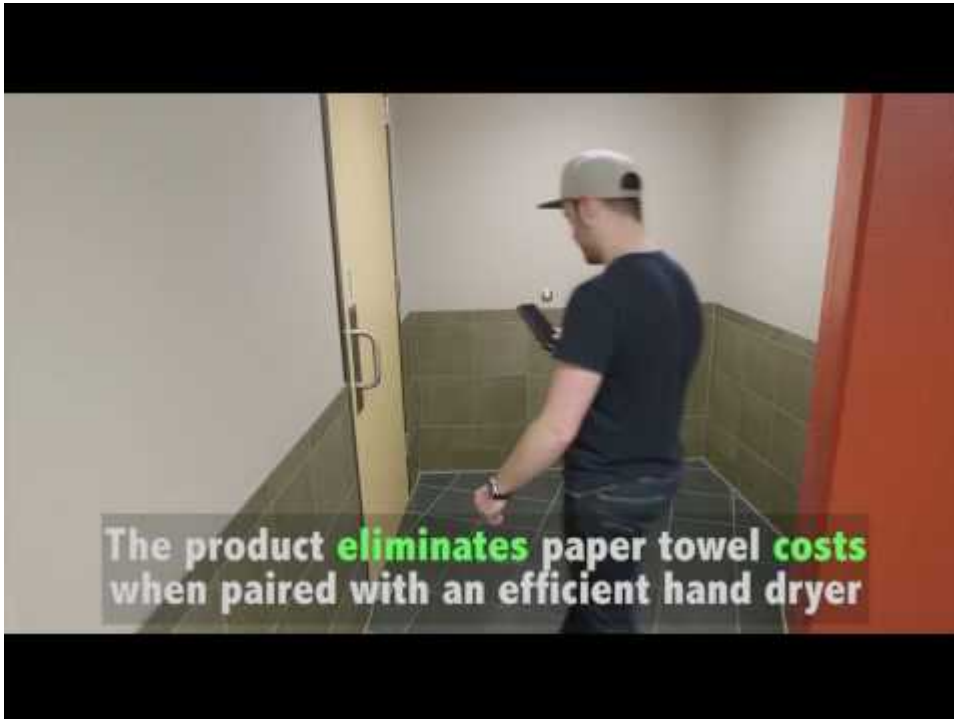
VISITOR LOG

Date	Name/ Employee ID	Rep for?	Visiting Whom? OR PHONE NUMBER	Time In	Time Out	Temp.

DAVIS CARTAGE RECORD OF TEMP

[illegible]

StepNpull Devices



About this device

- Hands-free and foot-operated door opener
- Avoid common points-of-contact, open the door when your hands are full, reduce paper towel costs
- Do-it-yourself (DIY) installation | 5 minutes or less
- Made with 70% recycled aluminum
- American Disability Act (ADA) Compliant

POSTERS

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

IF YOU TEST POSITIVE FOR COVID-19



With the increase in COVID-19 cases in our area, you might not hear from the health department right away. We ask everyone to follow these steps to help stop the spread.

1. Start isolating yourself right away.

- Stay home except for medical care.
- Stay away from everyone else in your household (stay in a different room, use separate bathroom if possible, etc.)
- Let your employer/school know you have COVID-19.

2. Notify your close contacts so they can start to quarantine themselves.

- Close contacts include anyone that was within 6 feet for more than 15 minutes over a 24 hour period while contagious.
- Contagious starts 2 days before symptoms appear (or 2 days before positive test, if no symptoms), through the end of the isolation period.
- Example: John started showing symptoms on Saturday. John was contagious Thursday and Friday. John must think of all "close contacts" from Thursday, Friday and Saturday and notify them.

3. You can resume normal activities when:

- 10 days have passed since symptoms started (or test date if no symptoms),
- you are fever-free for 24 hours, **AND**
- your symptoms have improved.



If you need an isolation or quarantine letter for your employer, you can call the health department at (989)743-2460, and leave a message.



SHIAWASSEE COUNTY
HEALTH DEPARTMENT
Promoting Wellness. Protecting Health.

CLOSE CONTACTS: QUARANTINE INSTRUCTIONS

Start quarantining right away if you are told you are a close contact.

- Stay home except to get medical care.
- Close contacts of a positive case (<6 feet, 15+ minutes total) need to quarantine for 14 days from your last contact to COVID+ person while they were considered contagious and monitor for symptoms.
- If you develop symptoms, get tested.

You cannot test your way out of quarantine, however, because the incubation period of this virus is long, close contacts need to stay home 14 days from your last contact, even if you receive a negative test result.

Created 11/9/2020. Information is subject to change at any time.

IF YOU'RE A CLOSE CONTACT OF A COVID-19 CASE



With the increase in COVID-19 cases in our area, you might not hear from the health department right away. We ask everyone to follow these steps to help stop the spread.

Start quarantining yourself right away. Stay home except for medical care. Let your employer know you have been in close contact with someone that has tested positive for COVID-19 and get tested if you develop symptoms. Do not leave your home to go to the store, visit with family/friends, pick-up dinner, etc.

Does my whole family need to quarantine if only I've been exposed? No. Your family does not need to quarantine unless you start to develop symptoms. Only people with direct contact to the positive COVID-19 case need to quarantine.

Who is considered a close contact? If you were within <6 feet for 15 minutes of the COVID-19 positive case, masks or no masks, you are a close contact.

How long do I stay quarantined? Close contacts must quarantine for 14 days past their last day of exposure to the positive COVID-19 case.

If I get a negative test, do I still need to quarantine? Yes. A negative COVID-19 test is not a "ticket" to end quarantine early. Because the incubation period of this virus is long, close contacts need to stay home for 14 days from your last contact with a positive case, even if you receive a negative test result.

What kind of symptoms should I monitor for? If you develop any of the following, get tested:

- Fever
- Cough
- Chest pain, difficulty breathing, wheezing
- Chills, rigors, muscle aches
- Runny nose/congestion
- Headaches, vomiting, nausea
- Diarrhea (more than 3 days)
- Fatigue/weakness
- Loss of taste or smell



SHIAWASSEE COUNTY
HEALTH DEPARTMENT
Promoting Wellness. Protecting Health.



If you need an isolation or quarantine letter for your employer, you can call the health department at (989)743-2460, and leave a message.

Created 11/9/2020. Information is subject to change at any time.

(Not to scale)



Attention:

Face masks/coverings required.

Do not enter if you are sick!
(Fever, cough, shortness of breath)



DO YOUR PART
WEAR A MASK



IT'S THE LAW



