



## **COVID-19 Preparedness and Response Plan**

In accordance with Executive Order 2020-114, Pincanna (the “Company”) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

Pincanna aims to protect its workforce by enacting all appropriate prevention efforts. The Company is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

The COVID-19 Preparedness Plan is administered by Philip Hedden, Holland Bailey and Francine Whu. Together, they will maintain the overall authority and responsibility for the plan at each respective workplace location.

Employees with questions or concerns are encouraged to contact Human Resources at [HR@pincanna.com](mailto:HR@pincanna.com)

### **1. Prevention Efforts and Workplace Controls**

#### **a. Cleanliness and Social Distancing**

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with pre-approved telework arrangements.

Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, the Company abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings of over four people are minimized whenever possible; if a large gathering is necessary, employees shall maintain at least 6 feet of distance to the maximum extent possible;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- To the maximum extent possible, employee workstations should be no fewer than six feet apart;
- Company may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- Employees’ interactions with the general public are modified to allow for additional physical space between parties;
- The Company will continue to provide face coverings for employees; and
- Non-essential business travel is postponed or cancelled.



In addition, Company is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations regularly;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 30 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Company premises;
- Complying with Company's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Informing the Company immediately if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

**b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms**

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 will be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, the Company will:

- Inform all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure; and
- Temporary close the parts of the worksite that may have been exposed to COVID-19 in the past 14 days to allow for deep cleaning.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days. Should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined in 1(d).



**c. Supplemental Measures Upon Notification of Employee’s Sustained Close Proximity to an Individual with COVID-19 Diagnosis**

Any employee who learns that they have been in sustained, close proximity to another individual who has received a COVID-19 diagnosis should immediately inform their manager and remove themselves from the worksite.

An employee who has been in sustained, close proximity to another individual who has received a COVID-19 diagnosis may not report on-site until all return-to-work requirements are met, defined below.

**d. Return-to-Work Requirements**

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Company may accept written statements from employees confirming all the factors supporting their release.



#### **e. Employees' Self-Monitoring**

The following employees should **not** report to work and, upon notification to Company, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined in part (c).

#### **f. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Company screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you **currently** suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. If a touchless thermometer is available, temperature checks are performed.
  - b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you travelled via airplane internationally or domestically in the last 14 days?
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.



## **2. Plan Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, the Company will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by Company and in accordance with guidance from local, state, and federal health officials.