



Infectious Disease Outbreak Response Plan

This Response Plan is intended to protect workers and ensure continuity of operations in case of an infectious outbreak specifically at this time, COVID-19.

It is critical that all sick employees not come to work and while at work, healthy workers should utilize good personal hygiene habits to prevent the spread of this virus. Of particular concern is coughing etiquette, and handwashing practices. (*Please see Code of Safe Practice for Hand Hygiene*) Coughing etiquette should include covering all coughs, ideally with a disposable tissue, and if not available, cough into your elbow. Shared services tools such as door and drawer handles, keyboards etc., should be routinely cleaned to prevent cross-contamination and spread of the virus.

1. This infectious disease outbreak response plan is a living document and as such, will need to be adjusted for new findings and facts for each specific location. This includes facilities in Skillset Group and affiliates.
2. Each geographic area will need to utilize the current management supervisory structure of the company to get feedback and give communication concerning this plan, and the online email discussion will be utilized to identify gaps and share best practices amongst the sites.
3. The plan will be shared with all employees using electronic means /paycheck insert, to reduce the potential for exposure.
4. Skillset Group intends to coordinate and share this plan with supply chain business associates, other businesses in proximity, and organizations who would benefit by coordinating with Safety Dept. This will be completed by management and assigned personnel at each location.
5. It is critical to identify potential workplace exposures. A workplace exposure can occur due to any contact with an infected person, or by cross contact with the virus from any object that has been contaminated. It is also important to comply with correct personal hygiene practices.
6. Human resource policies are intended to be flexible to allow limited personal contact and exposure, in particular when personnel are assessed to be in the high or medium risk ranking (see risk assessment summary based on CDC document).
7. Flexible work locations, work hours, and attention to physical proximity to others. Remote work if any symptoms are present. Symptoms include fever, coughing, and or difficulty breathing. Testing information technology capabilities before they are needed is important to business continuity Assigned medical provider will test these capabilities at the appropriate location before they are needed.
8. Skillset Group Safety Dept will review supply chain and critical business needs to identify potential weaknesses, particularly associated with absent employees. Each site should monitor/review the workflow and establish where weaknesses lie and mitigate these areas.
9. Skillset Group Safety Dept will set up triggers and procedures for activating and terminating the Infectious Disease Outbreak Response Plan including the altering of or closing of operations in affected

areas. Critical business knowledge will be shared with key employees, and each site will work closely with local health officials to identify when the plan needs to be triggered.

10. Skillset Group Safety Dept will minimize exposure between employees and the public if public health officials call for social distancing.

11. The response plan information will be communicated to employees and business partners and updated early and often to alleviate employee fear, anxiety, rumors, and misinformation. Skillset Group will plan to minimize hysteria and overreaction to this critical situation.

12. Some locations and sites will have employees whose children or family members will need to be cared for at home and Skillset Group will work to have flexible work from home policies.

13. Each location will have local public health officials who are creating community level strategies. Safety Dept /Cesar Pelaez will take the time to learn about the plans in each community where they have locations. This will be coordinated by employee, management, and supervisory personnel at each location.

14. Nonessential business travel to countries where evidence of a COVID-19 outbreak is occurring will be canceled when possible.

15. Local and state health department will be accessed for communication and information concerning this outbreak. Management at each site will coordinate or delegate calls or emails to local health department officials.

The following are Skillset Group procedures for handling COVID-19 exposures:

In the event that an employee of Skillset Group test positive for COVID-19 our procedure will be:

- The IDENTITY of the infected employee will not be shared with anyone, as this may risk a violation of confidentiality laws.
- If possible, HR Representative will speak with the infected employee to ask them to identify all individuals who worked in close proximity (within six feet) for prolonged period of time (more than fifteen minutes) with them in the previous few days. This will ensure that we have a full list of those who should be sent home.
- All employees that worked closely with the infected employee will be sent home to ensure that the infection does not spread. These employees will be advised to self-quarantine and self-monitor for symptoms (fever, cough, shortness of breath).
- Employees should consult and follow the advice of their healthcare provider or public health department regarding the length of time they should self-quarantine. If those resources are not available, the employee should remain home for 10 days unless they produce a negative COVID-19 test.
- Employees who develop symptoms may be required to remain away from work for up to 10 days unless they produce a negative COVID-19 test.

In the event that an employee of Skillset Group self-reports that they have come into contact with someone who has a presumptive positive case of COVID-19:

- We will treat this situation as if the suspected case is a confirmed case for the purposes of sending home potentially infected employees (those who have worked in close contact with the employee who came into contact with the presumptive positive person).
- These employees will be informed that someone is asymptomatic for the virus and we are just acting out of the abundance of caution.
- The IDENTITY of the employee will not be shared.
- All employees that worked closely with the employee will be sent home to ensure that the infection does not spread. These employees will be advised to self-quarantine and self-monitor for symptoms (fever, cough, shortness of breath).
- Employees should consult and follow the advice of their healthcare provider or public health department regarding the length of time they should self-quarantine. If those resources are not available, the employee should remain home for 10 days unless they produce a negative COVID-19 test.
- Employees who develop symptoms may be required to remain away from work for up to 10 days unless they produce a negative COVID-19 test.

In the event that an employee of Skillset Group shows symptoms of COVID-19 (fever, cough, shortness of breath) while at work:

- We ask that employees who are exhibiting symptoms of influenza like illness remain home.
- If there is an employee who are exhibiting symptoms at work, they will be asked to leave the workplace and seek medical attention.
- We will determine if the employee has been in contact with any other employees and treat this situation as if the symptomatic employee was a confirmed case.
- All employees that worked closely with the employee will be sent home to ensure that the infection does not spread. These employees will be advised to self-quarantine and self-monitor for symptoms (fever, cough, shortness of breath).
- Employees should consult and follow the advice of their healthcare provider or public health department regarding the length of time they should self-quarantine. If those resources are not available, the employee should remain home for 10 days unless they produce a negative COVID-19 test.
- Employees who develop symptoms may be required to remain away from work for up to 10 days unless they produce a negative COVID-19 test.

In the event that an employee of Skillset Group has been exposed to COVID-19 and has interacted with clients/customers:

- The employee, and those employees who have been in contact with the exposed employee will be sent home to ensure that the infection does not spread.
- Employees should consult and follow the advice of their healthcare provider or public health department regarding the length of time they should self-quarantine. If those resources are not available, the employee should remain home for 10 days unless they produce a negative COVID-19 test.
- Employees who develop symptoms may be required to remain away from work for up to 10 days unless they produce a negative COVID-19 test.
- We will communicate with the client/customer that encountered the employees to let them know about the potential of a suspected case.
- We will also ask our clients/customers to inform us if any of their employees test positive or have been exposed to COVID-19 that have had contact with any of Skillset Group employees. We will treat these employees as if they have been exposed.

Thank you for reviewing and giving feedback on this important infectious disease outbreak response plan.

Management (SkillsetGroup)