



Schewels Home

Infectious Disease (COVID-19) Preparedness and Response Plan

I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

II. Responsibilities

Schewels Home has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

Health Officer(s)			
Name	Title	Department	Phone Number
Stuart Whetsell	Director of HR	Human Resources	434-522-0206
Matt Schewel	Director of Store Ops	Store Operations	434-522-0279
Laura Deem	Risk Manager	Safety	434-610-1995

For the purpose of ensuring compliance with the most recent safety and health requirements, Stuart Whetsell, Director of Human Resources, is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

III. Determination of Exposure Risk by Job Duty

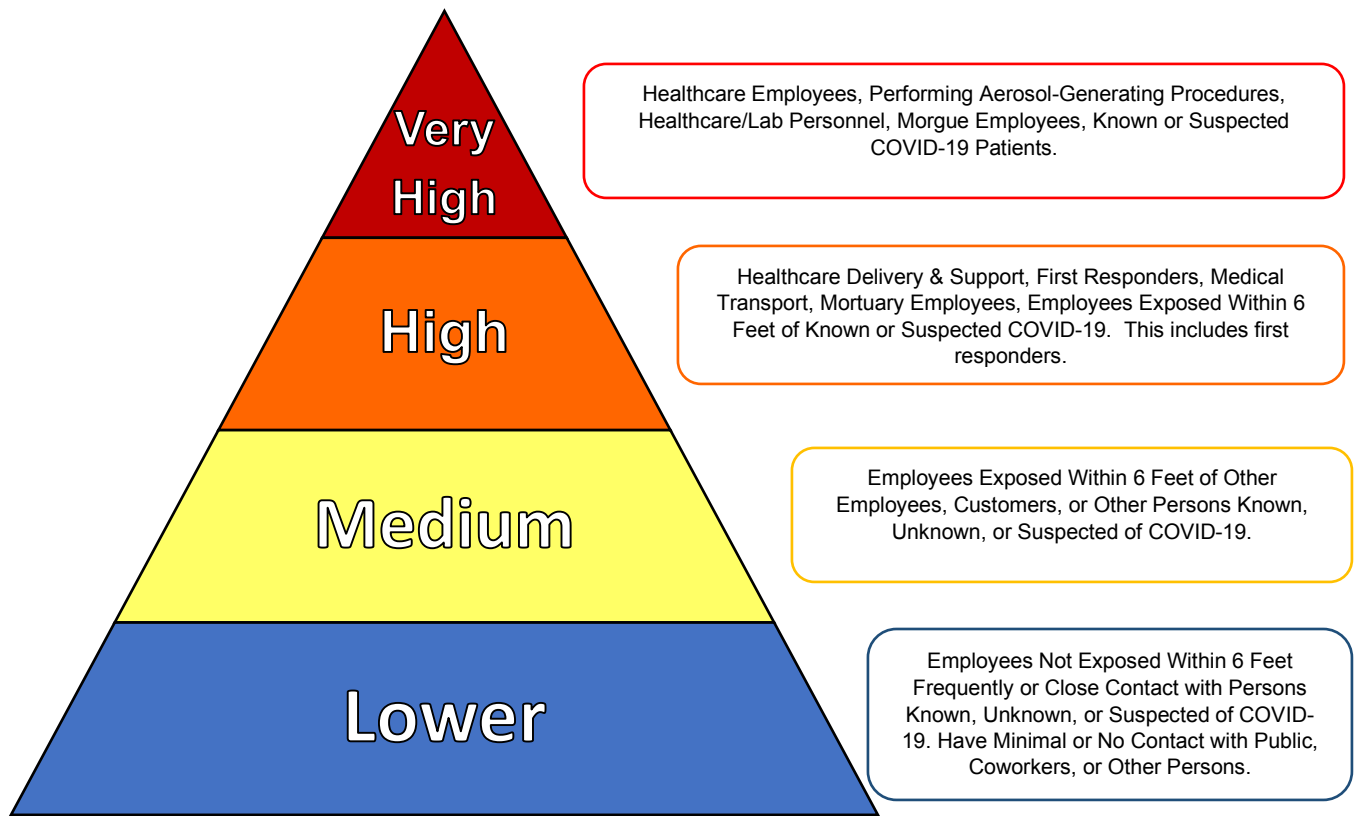
We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees’ safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: “Very High”, “High”, “Medium”, and “Lower”.

1. **“Very High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

2. **“High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).
3. **“Medium”** exposure risk hazards or job tasks that are not labeled as “very high” or “high” (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).
4. **“Lower”** exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors (Example: No Public Contact, Public Contact)
Sales	Sales/Customer Service	Lower	Physical Distancing, minimal contact, open spaces
Office	Retail Customer Service	Lower	Physical Distancing, minimal contact, open spaces
Store Management	Retail Customer Service	Lower	Physical Distancing, minimal contact, open spaces
Corporate Offices	Office Work	Lower	Physical Distancing, minimal contact, separate offices
Central Warehouse	Warehouse distribution	Lower	Physical Distancing, minimal contact, open spaces

Store Warehouse	Warehouse distribution	Lower	Physical Distancing, minimal contact, open spaces
Store Warehouse Delivery	Delivery to customer's homes, service calls, repossessions, etc.	Medium	Entering customer's homes, and contact with general public

IV. Contingency Plan in the Event of an Infectious Disease Outbreak

In the event that an outbreak or pandemic due to an infectious disease, **Schewels Home** has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak. These plans are as follows:

1. Store Closure and Cleaning – immediately following a positive case, the work site will be closed if necessary and a disinfecting will be performed as soon as administratively feasible.
2. Testing – testing will be made available to all employees who have had close contact with the positive case, or have high-risk health and/or pre-existing conditions.
3. Staffing – corporate leadership will work with store management to determine the staffing needs of the store, and if necessary close the store for a period of time. Help may be pulled from the corporate office, or a neighboring store for the period of quarantine that may affect store operations.
4. PPE – personal protective equipment is always made readily available to all employees. To include masks, gloves, hand sanitizer, etc. These will continue to be made available.
5. Telework – in the event telework is possible, employees may be allowed to work remotely during the quarantine period.
6. Adherence to guidelines – Schewels Home will follow all state and federal guidance to provide a safe working environment to employees. The Director of HR will be in constant communication with local health department officials for additional guidance.
7. Deliveries – customer home delivery methods may be altered to minimize employee and customer interaction.

V. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). Individuals responsible for disinfecting each worksite will be held at the Store level. All Safety Data Sheets are available in every worksite, as well as accessible via ADP. Personal Protective Equipment is supplied and required as mandated by the individual Safety Data Sheet.

Additional precautions and actions **Schewels Home is taking:**

- Masks and/or Face Coverings are required to be worn at all times while on company property;
 - Face shields may be made available to those individuals who have difficulty wearing a mask due to a medical condition.
- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- 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;
- Employee work stations are greater than six feet apart when administratively feasible;

- Schewels Home may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and
- Employee interactions with the general public are modified to allow for additional physical space between parties.

VI. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

1. Employee Self-Monitoring

The following employees should **not** report to work and, upon notification to **Schewels Home**, 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.

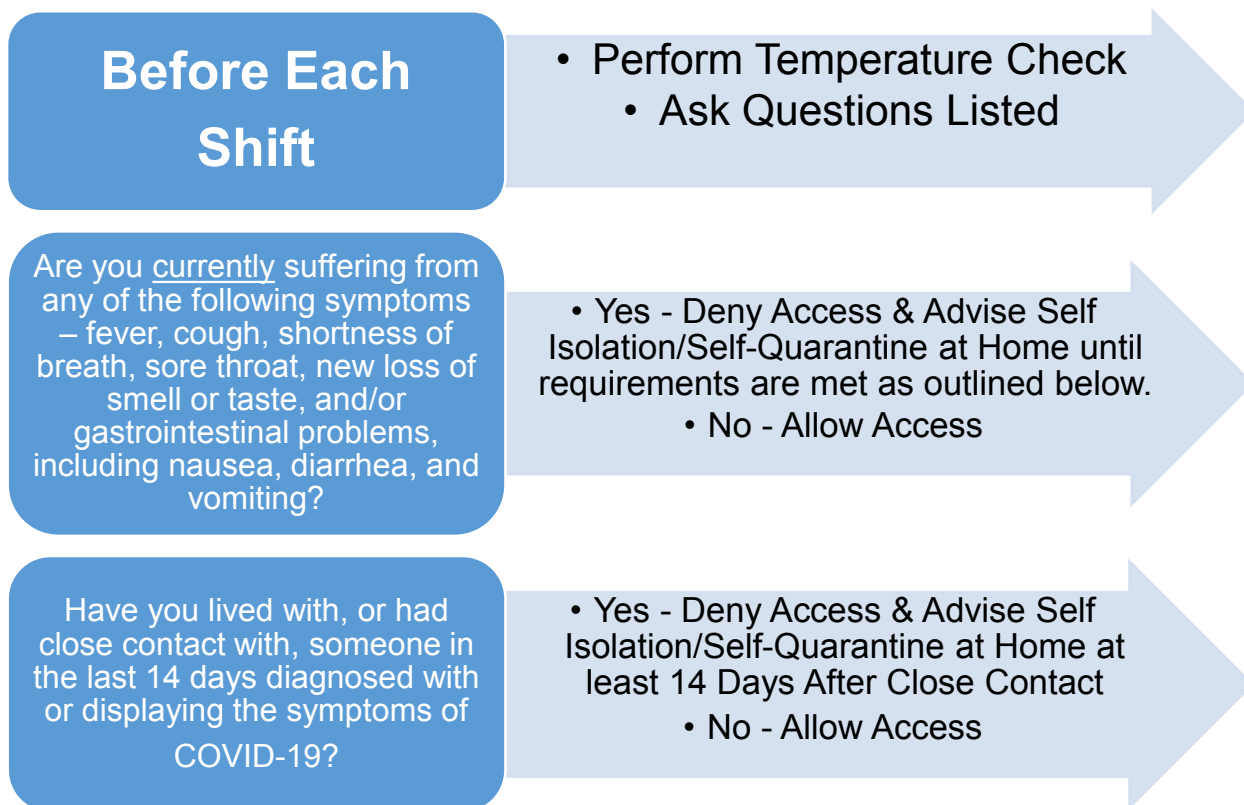
Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, **Schewels Home** screens employees when deemed necessary. Employees may be 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 may be 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.

A reference chart of the above daily screening questions is listed below.



Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

3. *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 symptom-based strategy. Under the symptom-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 1 day (24 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 10 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after 14 days have passed since

the last close contact with the diagnosed and/or symptomatic individual. If necessary, this may include the diagnosed and/or symptomatic individual receiving a negative COVID-19 test.

As an essential business as defined by Governor Northam's Executive Order 63, and by CISA guidelines (from the U.S. Department of Homeland Security) regarding Critical Infrastructure Workers, **Schewels Home** may be allowed to let employees who have been in close contact with a positive case come back earlier than the 14-day quarantine period if needed to maintain the essential function of the business. If this decision is made by Schewels Home's corporate office, those employees will be required to produce a negative COVID-19 test and adhere to the following guidelines until their recommended 14-day "quarantine" period is over:

- Take your temperature before work.
- Wear a face mask at all times.
- Practice social distancing in the workplace as work duties permit.
- Don't stay at work if you become sick.
- Don't share headsets or objects used near face.
- Don't congregate in the break room or other crowded places.

As the employer, **Schewels Home** will adhere to the following:

- Take employee's temperature and assess symptoms prior to their starting work.
- If an employee becomes sick during the day, send them home immediately.
- Test the use of face masks to ensure they do not interfere with workflow.
- Increase air exchange in the building.
- Increase the frequency of cleaning commonly touched surfaces.

These situations will be evaluated on a case by case basis, whereas the decision will be made by the Director of Human Resources in consultation with the Director of Store Operations.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, **Schewels Home** may accept written statements from employees confirming all the factors supporting their release. If further safety concerns present themselves, Schewels Home reserves the right to require employees to stay out longer, and/or produce a negative COVID-19 test in order to return to work. All employees being required to quarantine for any of the aforementioned reasons will be required to use their Paid Time Off (PTO) or be unpaid for their period of quarantine.

VII. Procedures for Minimizing Exposure from Outside of Workplace

Schewels Home business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices to be observed:
 - 6-foot distances are marked in areas where customers might gather/wait
 - In person meetings are to be made by appointments only
 - Limit the number of customers allowed into workplace
 - Minimize face to face contact

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19. Any individual entering one of **Schewels Home** facilities may have their temperature checked and/or a questionnaire completed prior to entry.

To minimize exposure from visitors or vendors:

- All business partners that work within **Schewels Home** have been provided this Plan.
- When possible, **Schewels Home** will limit the number of visitors in the facility.
- Any individual entering one of the **Schewels Home** facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks will be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.

- Delivery procedures will be altered if necessary, to further protect customers and employees.

Minimizing exposure from the general public:

- Social distancing practices to be observed:
 - 6-foot distances are marked in areas where individuals might gather/wait.
 - Potential limiting of number of individuals allowed into workplace.
 - Minimize face to face contact:
 - Computer workstations positioned at least 6 feet apart when possible.
- Information is posted at **Schewels Home's** facility educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering **Schewels Home** may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between **Schewels Home** employees and the public will be considered in high impact areas where social distancing is not possible.
- Masks will be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

VIII. Training

All employees at **Schewels Home** will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Standard.
- CDC applicable guidelines not listed in the Emergency Standard.
- Awareness of pre-symptomatic and asymptomatic persons to transmit the disease.

- Anti-discrimination provision.
- A summary of the Infections Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
 - When PPE is required
 - What PPE is required
 - How to properly wear PPE
 - Limitations of PPE
 - Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements:

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer

Retention of training records must be retained in employee files. These records are located electronically in ADP employee files. The most recent training records will be maintained.

Industry Specific Guidelines

Retail Store Regulations

Retail stores that are open for in-store sales must:

- a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.
- b) Establish positions and floor markings for patrons to enable them to stand at least six feet apart from one another while waiting.
- c) Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.
- d) Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.
- e) Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.
- f) Install physical barriers at checkout or other service points that require interaction including Plexiglas barriers, tape markers, or tables as appropriate.
- g) Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, and other surfaces.
- h) Train employees on:
 - Appropriate cleaning procedures including training for office employees on cleaning between customer transactions.
 - How to manage symptomatic customers upon entry or in the store.
- i) Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.
- j) Limit staffing to the minimum number necessary to operate.

Office Regulations

- a) Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b) Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c) Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- d) Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., breakrooms).
- e) Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- f) Provide disinfecting supplies so employees can wipe down their workstations as needed.
- g) Post signs about the importance of personal hygiene.
- h) Disinfect high-touch surfaces in offices (e.g., breakrooms, restrooms, handles) and minimize shared items when possible (e.g., pens, clipboards, computers, etc.).
- i) Institute cleaning and communications protocols when employees are sent home with symptoms.
- j) Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- k) Suspend all nonessential visitors.
- l) Restrict all non-essential travel, including in-person conference events.