

COVID-19 WORKPLACE SAFETY AND HEALTH POLICY

Mount Laurel Animal Hospital

About This Policy

This is Mount Laurel Animal Hospital's COVID-19 Workplace Safety and Health Policy ("Policy"). It is applicable to every MLAH employee who physically reports to work at a MLAH location. This Policy is not applicable to MLAH employees working from home or other remote locations, although other protocols may be applicable to employees in those settings.

This Policy is also applicable to every visitor who physically enters a MLAH location.

This Policy is based upon guidance from the U.S. Centers for Disease Control and Prevention (CDC) and other public health authorities, applicable state or local orders, and any directives or guidance from the federal Occupational Safety and Health Administration (OSHA) and the Equal Employment Opportunity Commission (EEOC).

This Policy may be updated in the future based upon modified guidance or directives from the CDC or other authorities, new or newly available technology or supplies, or changed circumstances.

All of the protocols in this Policy are subject to the applicable State Minimum Protocols as attached hereto. To the extent there is a conflict between this Policy and an applicable State Minimum Protocol, the State Minimum Protocol will control. A State Minimum Protocol is applicable only to workplaces within that state.

We value your input. If you identify additional practices that could contribute to a safe and healthy workplace, please inform MLAH's Pandemic Safety Officer, Krista McDermott at kmcdermott@mlahvet.com (the "PSO") of your suggestion. Likewise, if you identify more practical ways to achieve our workplace safety and health goals, inform the PSO.

If you believe you need an accommodation concerning the practices described in this Policy, please contact the PSO or Human Resources with your request.

Keep in mind, as you review and follow this Policy, that you and your co-workers are the primary beneficiaries of this Policy and these practices. If any

employee fails to follow the practices outlined in this Policy, that employee may be jeopardizing not only their own health and safety, but also their co-workers' health and safety. Also, be mindful that your co-workers may have a need to avoid COVID-19 exposure that you may not have, such as living with a family member with a pre-existing respiratory impairment, an immuno-compromised individual, an elderly parent, or other family member with one or more co-morbidities.

Follow Social Distancing Protocols in the Workplace

Employees should maintain social distancing to the greatest extent possible, which generally means avoiding gatherings with other people and maintaining a distance of at least six (6) feet from any other person where the workspace permits. Employees must follow all social distancing protocols implemented at a MLAH facility, which include:

- Increased physical space between employees at the worksite
- Increased physical space or the use of physical barriers between employees and customers (e.g., curbside check in, partitions, etc)
- Flexible meeting and travel options (e.g., postpone non-essential meetings or events and limit essential in-person meetings to only a few employees)
- Restricted movement within and use of specific zones of a facility
- Alternative delivery and pickup procedures.

Utilize Personal Protective Equipment and Other Supplies

MLAH will have appropriate personal protective equipment (PPE) available and in adequate supply. MLAH will also have adequate supplies of items that are not technically considered PPE but that may help prevent the spread of infection in the workplace, including:

- non-medical masks, including cloth face coverings
- face shields (only if requested)
- disposable gloves
- disinfectant spray¹
- disinfecting wipes
- spray bottles
- hand sanitizer
- hand soap
- paper towels
- safety glasses

¹ For disinfection of work areas, MLAH will use products that meet the EPA's criteria for use against SARS-CoV-2 and are appropriate for the surface.

Practices When Not at the MLAH Workplace

Your behaviors when you are not in a MLAH facility will affect the safety and health of your co-workers when you are in a MLAH facility, so even if only out of concern for your co-workers, please follow safe practices when you are not at work.

Everyone has a role to play in helping to fight the COVID-19 pandemic. We strongly encourage you to stay up to date on the latest government and public health authority guidance in your area. The CDC has some helpful recommendations on steps everyone should take, which we strongly recommend employees follow both at work and outside of the workplace.

Based on the CDC guidance, we recommend you:

- Do not come to work if you feel sick. If you are experiencing symptoms or feel sick, stay home and contact our PSO and notify Human Resources.
- Wash hands often with soap and water for at least 20 seconds, especially after being in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet of distance between you and the sick person(s).
- Wherever possible, stay at least 6 feet away from other people, and avoid gathering in groups or other crowded places.
- Consider wearing a cloth face cover if you have to go out in public, such as to the grocery store.
- If you are not wearing a cloth face covering, cover your mouth and nose with a tissue when you cough or sneeze, or cover with your elbow if a tissue is not available. Throw used tissues away, and immediately wash your hands after a cough or sneeze.
- Whenever hand washing is not available, use hand sanitizer in lieu of hand washing.
- Clean and disinfect frequently touched surfaces daily, such as tables, doorknobs, light switches, phones, keyboards, toilets, faucets, and sinks.

Self-Report COVID-19 Symptoms

As part of MLAH's infection control precautions during the COVID-19 pandemic, you should stay home and notify the HR or the PSO in the event you begin to experience any of the symptoms the CDC indicates are associated with COVID-19, which currently include:

- fever (100.4°F or higher);

- cough;
- shortness of breath;
- difficulty breathing;
- chills;
- muscle pain;
- sore throat, and/or
- new loss of taste or smell.

Practices Applicable to Visitors

Customers, vendors, independent contractors, and any other visitors seeking entry into MLAH facilities may be required to certify to MLAH's satisfaction that such individuals are not experiencing COVID-19-related symptoms and have not been exposed to the virus in the preceding 14 days, or may otherwise be asked to submit to some or all of MLAH's employee screening measures as a condition of entry.

These practices are fully applicable to employees of staffing companies entering MLAH premises. In addition, MLAH will communicate with those staffing companies about the importance of sick employees staying home and encourage them to develop appropriate leave policies and their own safety protocols.

Addressing Employee Conditions

1. *Employee tests positive for COVID-19.*

- If an employee tests positive, the employee will generally be sent home or directed to appropriate medical care and denied access to the workplace.
- If the employee has been in the workplace while experiencing symptoms, or is known to have had close contact with others in the workplace up to 48 hours before the employee began experiencing symptoms, MLAH will make reasonable efforts to determine those who potentially had close contact with the employee and will give notice to such individuals of a potential exposure, while taking all required steps to maintain the confidentiality of the infected employee. Those individuals the MLAH determines may have been in close contact with the infected employee will be notified and may be placed on a leave of absence or permitted, where appropriate, to work remotely while monitoring for symptoms for an appropriate period of time (generally, 14 days following potential exposure).

2. *Employee does not have a fever (100.4° F or higher) and has not disclosed any other COVID-19-related symptoms or exposure.*

- The employee will generally be permitted to enter the worksite, unless there is some other indication that the employee may have been exposed or poses a direct threat to the employee or others, subject to the employee following all other MLAH safety precautions.

3. *Employee has a fever (100.4° F or higher) on the thermometer.*

- The employee will be immediately isolated from others and sent home.
- The employee should consider seeking medical care or guidance as appropriate.

4. *Employee does not have a fever but discloses other COVID-19 related symptoms.*

- The employee will be denied access to the MLAH facility.

5. *Employee refuses to cooperate with the entrance screening.*

- The employee will be denied access to the MLAH facility and will be referred to Human Resources for further inquiry and discussion via email and/or telephone.

In all cases where an employee is denied access to the workplace based on having COVID-19 symptoms, a fever, a positive COVID-19 test, or a potential exposure, the employee should remain home and self-monitor for symptoms, seeking appropriate medical care based on the employee's illness. The employee will not be permitted to return to work until either:

- The employee is released to work by a healthcare provider or a public health authority;
- The employee meets the criteria in the CDC's guidance on the discontinuation of home isolation. Specifically, the following is an excerpt from the CDC guidance advising that persons who have had COVID-19 symptoms may discontinue isolation under 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 **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - At least 10 days have passed *since symptoms first appeared*.

Collection and Maintenance of Screening and Other Records

In order to fight the spread of COVID-19, which is caused by the novel coronavirus (SARS-CoV-2), we are collecting your health information as indicated in the screening procedures outlined above. The information we collect will be used for the purposes of reducing the risk of COVID-19 transmission in the workplace. It will not be shared with anyone beyond those who need it to effectuate our COVID-19 response and workplace safety policies or as required by law. This information will be stored securely and confidentially. We will retain this information only as long as needed for these purposes or as required by law.

Questions and Requests for Accommodations

If you have any questions regarding the screening procedures or this Policy, about when you are permitted to return to work, or to request accommodations to this Policy due to a medical condition, disability, or religious belief, please contact Human Resources.

Name:

Parent of Guardian if under 18:

Date:

Signature: