

## COVID-19 PREPAREDNESS PLAN FOR LEVEL365 HOLDINGS LLC (LEVEL365)

Level365 is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Level365 managers have full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Level365. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by coordinating return to work schedules and allowing flexibility in work from home schedules. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Indiana Department of Health guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-26, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## SCREENING AND POLICIES FOR EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

**If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home. If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.**

Level365 has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. 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:

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);

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave regardless of existing PTO will be provided through December 31st, 2020. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented to allow work from home (teleworking) accommodations.

## TELEWORKING

Work from home (teleworking) requests will be reviewed on a case by case basis. The following examples would be considered for teleworking:

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

## HANDWASHING

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Hand sanitizer stations and bottles are located throughout the office.

## RESPIRATORY ETIQUETTE

Employees are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. When leaving your desk, please wear provided surgical masks in all general areas of the Level365 office.

## SOCIAL DISTANCING

Social distancing is being implemented in the workplace through the following engineering and administrative controls: We have spaced desks at a minimum of 6 feet apart. Employees are prohibited from gathering in groups of more than 10 employees. Workers and visitors are prohibited from gathering in confined areas, including kitchen and bathrooms, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

## HOUSEKEEPING

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces. Disinfecting wipes are distributed throughout the office and employees are encouraged to wipe down their work area at the end of each workday.

## VISITORS

Outside visitors are currently prohibited in the Level365 offices. Essential services, water delivery, cleaning, will be allowed with the effort of reducing office traffic. Customer drop-offs and pickups should be coordinated and left outside, or just inside the entrances.

**This Preparedness Plan was communicated via email to all employees on May, 26, 2020.**