



Return-to-Work Safely

Return to Work Policies, Post-Pandemic

In order to safely resume our full in-office workforce operations, we have implemented plans, policies and procedures inclusive of a workplace safety plan, proactive infection plan, and a safety communication and training plan. We have also identified key points of contact for plan communication and implementation. This information is articulated in detail below.

Workplace Safety Plan

Per OSHA guidance on preparing workplaces for COVID-19, our companies are categorized as a lower-exposure risk with the exception of Farmington's building 1 front desk and all transaction areas. Per OSHA guidelines, no additional engineering controls are recommended at this level of risk. That said, we will be taking additional measures to ensure the safety of our employees. The following administrative and engineering controls have been put firmly in place to protect our team members as we resume our full in-office workforce operations.

- Upon entry into the workplace, employees will be required to immediately wash their hands, or use hand sanitizer stands if in place.
- In accordance with a checklist based on [CDC guidelines](#), restrooms and common areas (conference and training rooms, kitchens, driver's lounge, break rooms) are to be cleaned and disinfected by cleaning crew or staff at least once per day, as are door handles, commonly used surfaces and other elements in the workplace. All employees are encouraged to wipe down your work area with disinfectant at the start and end of each day.
- Employees must adhere to social distancing (6' of separation) while at the office, warehouses or shops, paying close attention to entry and exit points and other tight quarters (hallways, offices, break rooms, other small common areas dependent on your building, etc.) We will install markings on the floors in common areas (e.g. breakrooms) to show 6' of separation.
- To decrease contact between employees, we may make temporary changes to physical workspace or desk locations. We also may install physical barriers, such as clear plastic sneeze guards or cubicle walls, when social distancing cannot be properly maintained between workspaces. In certain instances, we may also need to change or modify work schedules to ensure social distancing is maintained. **Any reasonable request to make the employee feel more comfortable will be considered.**
- We highly discourage workers from sharing phones, desks, offices, or other work tools and equipment, when possible.

- We will continue to minimize contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications as much as possible.
- We encourage anyone who is feeling ill to stay home. Supervisors will inquire as to how employees are feeling daily and will ask anyone who is not feeling well to return home. Our PTO program accounts for both planned and unplanned absences (illness). Managers and supervisors will insist that if an employee is not feeling well they need to use their PTO and stay (or return) home.
- Personal protective equipment (PPE) such as gloves or masks will be provided to all. Employees can use this PPE as they feel comfortable in their workspaces/desks and are required to use face coverings in common areas when 6' of separation cannot be maintained. Public-facing roles will be required to wear masks at all times when interacting with the public.
- We require regular handwashing or using of alcohol-based hand sanitizer. Hand-washing signs are posted in all restrooms.
- We require respiratory etiquette, including covering coughs and sneezes.
- All visitors and vendors (with the exception of Crickler, Shred-It, Cintas, Aramark, and shipping vendors, e.g. FedEx and UPS) are prohibited from entering our buildings; Johnson Equipment customers may only enter main lobby areas when conducting business. Vendors who are allowed admittance must wear masks and should be accompanied by an employee.
- Business travel restrictions will stay in place until lifted by the Executive Leadership Team.

On-the-job and/or at one of our facilities: Any employee who does not adhere to the newly-established administrative controls outlined above will be reminded first, warned on the second infraction, and provided with written warning for a third instance. Any further disciplinary action required (up to and including termination) will be at the discretion of the supervisor.

Off-the-job and/or outside the workplace: We strongly advise you to follow social distancing regulations for your state when outside the office. We also strongly encourage you to avoid all nonessential personal travel. For your protection and safety, and that of your coworkers, please check your state regulations and the recommendations provided at [CDC.gov](https://www.cdc.gov) often and adhere to all guidelines.

Proactive Infection Plan

We will take proactive action to prevent the spread of infection within our workspaces as outlined below.

- Employees will be encouraged to stay home if they are not feeling well. If they do not have sufficient PTO to use for an unplanned absence, an employee will be able to borrow up to 15 days of PTO from next year's PTO balance if they are in good standing (not currently in a performance improvement plan or, in the case of a driver, no written warnings or further disciplinary action within the last six months). This policy will conclude on 12/31/20. This borrowed PTO cannot be paid out in a lump sum. If the employee is not feeling well, but feels well enough (and has the proper tools) to work from home, his or her supervisor and the employee can make that decision together.
- If an employee exhibits symptoms of COVID-19 in the workplace, they will be sent home immediately and encouraged to reach out to a health professional by phone or via telemedicine. His or her supervisor will continually follow up with the employee to ensure their well-being and status. If he/she does not have sufficient PTO to use for an unplanned absence, an employee will be able to borrow up to 15 days of PTO from next year's PTO balance. if they are in good standing (not currently in a performance improvement plan or, in the case of a driver, no written warnings or further disciplinary action within the last six months). This policy will conclude on 12/31/20. This borrowed PTO cannot be paid out in a lump sum. If the employee is not feeling well, but feels well enough (and has the proper tools) to work from home, his or her supervisor and the employee can make that decision together.
- If an employee tests positive for COVID-19, he or she will be quarantined at home and prohibited from entering any of our workspaces or vehicles for 14 days **or** when he or she has been fever-free without medication for 72 hours **and** symptoms have fully resolved (whichever is longer). If he/she does not have sufficient PTO to use for an unplanned absence, an employee will be able to borrow up to 15 days of PTO from next year's PTO balance. if they are in good standing (not currently in a performance improvement plan or, in the case of a driver, no written warnings or further disciplinary action within the last six months). This policy will conclude on 12/31/20. This borrowed PTO cannot be paid out in a lump sum. If the employee is not feeling well, but feels well enough (and has the proper tools) to work from home, his or her supervisor and the employee can make that decision together.
- If an employee is exposed to someone who tests positive to COVID-19, he or she will be quarantined at home and prohibited from entering any of our workspaces or vehicles for 14 days. If he/she does not have sufficient PTO to use for an unplanned absence, an employee will be able to borrow up to 15 days of PTO from next year's PTO balance. if they are in good standing (not currently in a performance improvement plan or, in the case of a driver, no written warnings or further disciplinary action within the last six months). This policy will conclude on 12/31/20. This borrowed PTO cannot be paid out in a lump sum. If the employee is healthy and has the proper tools to work from home, his or her supervisor and the employee can make that decision together.
- An employee can return to work after testing positive for COVID-19 when 14 days have passed since the initial onset of symptoms **or** when he or she has been fever-free without medication for 72 hours **and** symptoms have fully resolved (whichever is longer).

Safety Communication and Training Plan

Our workplace safety and proactive infection plans are only effective if fully communicated, properly executed, adhered to, and enforced. Thus, all supervisors will undergo training on the plans outlined above and the plans will be communicated via email and driver portal to all employees. Further details on communication and training to these plans is outlined below.

- Our COVID-19 return-to-work team (main points of contact):
 - Internal and external communication and updates: Ken Johnson, CEO
 - Return-to-Work policies: Kyle Johnson, CFO
 - Implementation of return-to-work safety plans: Bill O’Hanlon, VP of Finance and Kyle Johnson, CFO
 - Supervisor and staff training on new policies: Shannon Struzik, VP of People & Development
 - HR-related issues, leave policies, and legal compliance: Deb Uhl, Director of Human Resources
 - IT-related issues: Keith Henderson, Director of IT
- We have implemented an emergency communications plan, including a forum for answering workers' concerns.
 - We will continue to provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE) through our weekly company-wide updates via email and Omnitracs. If deemed necessary by the COVID-19 return-to-work team, the frequency of these communications will increase.
 - Employees have a direct line to Ken Johnson, CEO, to voice any concerns; Ken will respond to all concerns promptly or engage the appropriate personnel to respond. In addition, employees, as always, have direct access to all members of HR & Team Engagement department and their direct supervisors to voice any concerns or ask questions.
 - Employee concerns will be kept confidential within the COVID-19 return-to-work team unless different personnel are required to address the issue. Confidentiality will then extend to those persons as well.
 - Per OSHA document entitled, “Guidance on Preparing Workplaces for COVID-19,” we are considered part of the “low exposure risk group” and no engineering controls are recommended. The above said, we are taking measures to supplement some of the physical barriers where assigned workspaces are less than 6’ apart and individuals are facing each other. If any employee has a concern with their assigned workspace situation, they should bring the issue up with their immediate supervisor. If not addressed to their satisfaction, the employee should take their issue to Bill O’Hanlon and/or Kyle Johnson.

- Should we need to cease operations or clear any of our buildings due to infection, the COVID-19 team will inform impacted teams and help to facilitate the transfer of any required equipment or tools in conjunction with the team supervisors.
- We will train workers who need to use PPE how to put it on, how to use/wear it, and how take it off correctly.
- Updates to this document will be communicated to all employees via email and, if significant, to all supervisors via a virtual training session.

The health and safety of our employees is our number one priority. We encourage our employees to openly express any concerns or ideas to the COVID-19 return-to-work team at any time.