

COVID-19 Exposure Prevention, Preparedness, and Response Plan for Food Share

The purpose of this plan is to outline the steps that every employer and volunteer can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent volunteer exposure to coronavirus, protective measures to be taken on the jobsite, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a volunteer becomes sick.¹

Policy/Plan:

Food Share takes the health and safety of our volunteers very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the service industry, which has been deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all of our work locations. Volunteer Management will be updated when the U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) provides updates and guidance on the virus.

This Plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs or other ordinances as events surrounding the pandemic continue to evolve and change.

I. Responsibilities of Managers and Supervisors

Volunteer management will be familiar with this Plan and be ready to answer questions from volunteers. Food Share Management will set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Management will encourage this same behavior from all volunteers.

II. Responsibilities of Volunteers

We are asking every one of our volunteers to help with our prevention efforts while volunteering. In order to minimize the spread of COVID-19 at our organization, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our company. All volunteers must follow these. In addition, volunteers are expected to report to the Director of Volunteer Services or any member of Company management if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask the Director of Volunteer Services. If they cannot answer the question, please contact **Human Resources**.

OSHA and the CDC have provided the following control and preventative guidance to all volunteers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol (located throughout the facility and lobbies).
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, volunteers must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT COME IN TO VOLUNTEER** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

III. Protective Measures While Volunteering at Food Share

The Company has instituted the following protective measures at all jobsites.

A. General Safety Policies and Rules

- Any volunteer/contractor/visitor showing symptoms of COVID-19 will be asked to leave the premises and return home.
- Safety meetings will be adhered to social distancing guidelines. If safety meetings are conducted in-person, attendance will be collected verbally, and the Director of Volunteer Services or the Facility and Food Safety Supervisor will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Volunteers must avoid physical contact with each other and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited.
- Volunteers will be required to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Volunteers should limit the use of other volunteers' tools or computers. To the extent work equipment must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Volunteers are required to use face covering while in the Food Share's warehouse and common areas.
- The Company will ensure that a minimum of 6 feet distance is maintained at all times.
- Volunteers are encouraged to minimize ridesharing. While in vehicle, volunteers must wear a mask or face covering and ensure there is adequate ventilation.

- In lieu of using a common source of drinking water, such as a cooler, volunteers should use individual water bottles. Water bottles will be provided in the coolers for volunteers to take and consume.

Additional Work Site Safety Precautions Include: Taking Volunteers Temperature

Centers for Disease Control and Prevention (CDC) and state and local health authorities have acknowledged community spread of COVID-19, the respiratory illness caused by the coronavirus, and have issued related precautions, "employers may measure volunteers' body temperature. If influenza is widespread in a community, temperature taking will be job-related and consistent with business necessity and therefore allowed.

- Food Share will be taking the temperature of all volunteers during volunteering hours. Volunteers having temperatures of 100.4F/ 38°C. will be sent home. Please visit the link below for further instructions. If you have other conditions covered under ADA, please inform a manager or Human Resources.

https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf

B. Volunteers in Building

- The Company will provide cleaning materials to volunteers if they would like to clean any additional volunteering areas on their own. Volunteers should communicate their request to the Director of Volunteer Services or the Facility and Food Safety Supervisor.
- Volunteers should ask other volunteers to keep a personal distance of six (6) feet at a minimum. Volunteers should wash or sanitize hands immediately before starting and after completing the volunteering shift.

C. Job Site Visitors

- The number of visitors to the job site, including office, will be limited to only those necessary for the work.
- All visitors and volunteers will be screened upon arrival to Food Share. If the visitor or volunteer answers "yes" to any of the following questions, he/she should not be permitted to access the jobsite:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?

- Are you experiencing any muscle pains or loss of taste and smell?
- Have you been in close contact with any persons who has been confirmed positive for COVID-19?

D. Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for volunteers engaged in various tasks, employers will also provide:
 - Gloves: Gloves should be worn at all times while inside the warehouse. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Volunteers should avoid sharing gloves.
 - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. However, volunteers are required to wear face coverings. If you don't have your own face covering at the time of arrival, one will be provided for you.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed.
- Institute a rigorous housekeeping program to reduce risk of spreading the viruses

IV. Job Site Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the volunteer environment, where possible. Volunteers should regularly do the same in their assigned volunteering areas.

- Buildings and break/lunchroom areas will be cleaned at least once per day. Volunteers performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves, as recommended by the CDC.
- Any trash collected from the Company must be changed at least once daily by someone wearing nitrile, latex, or vinyl gloves.

- The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider, and upon return of the vehicles to the company.
- If a volunteer has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of the environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas of the volunteer environment that a confirmed-positive individual may have come into contact with before volunteers can access that work space again.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (these can be used if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

V. Volunteer Environment Exposure Situations

- **Volunteer Exhibiting COVID-19 Symptoms**

If a volunteer exhibits COVID-19 symptoms, the volunteer must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company may similarly require a volunteer that reports to volunteer services with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, volunteers may be asked to provide documentation clearing them to return to volunteer services if they suffered from COVID like symptoms.

- **Volunteer Tests Positive for COVID-19**

A volunteer that tests positive for COVID-19 will be directed to self-quarantine away from the volunteer environment. Volunteers that test positive and are symptom free may return to

volunteer when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Volunteers that test positive and are directed to care for themselves at home may return to volunteer when: (1) at least 72 hours (3 full days) have passed since recovery;² and (2) at least seven (7) days have passed since symptoms first appeared. Volunteers that test positive and have been hospitalized may return to volunteer when directed to do so by their medical care provider. The Company may require a volunteer to provide documentation clearing their return to volunteer.

- **Volunteer Has Close Contact with a Tested Positive COVID-19 Individual**

Volunteers that have come into close contact with a confirmed-positive COVID-19 individual (Food Share employee or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time. (15 minutes of close exposure can be used as an operational definition)

If the Company learns that an volunteer has tested positive, the Company will conduct an investigation into Food Share employees that may have had close contact with the confirmed-positive volunteer in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive volunteer to self-quarantine for 14 days from the last date of close contact with the carrier. If a volunteer learns that he or she has come into close contact with a confirmed-positive individual outside of Food Share, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

VII. “Essential” Industry

Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, Food Share has been deemed essential and the Company is committed to continuing operations safely. If upon your travel to and from Food Share, you are stopped by State or local authorities, please contact **Director of Volunteer Services via email: volunteer@foodshare.com or phone: (805) 983-7100 x104.**

VIII. Confidentiality/Privacy

² Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

Except for circumstances in which the Company is legally required to report workplace occurrences that happen while volunteering, of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of a volunteer's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the volunteer and to detect situations where the potential for transmission may increase. The Company reserves the right to inform other volunteers that a volunteer (without disclosing the person's name) has been diagnosed with COVID-19 if the other volunteers might have been exposed to the disease so the volunteers may take measures to protect their own health.

IX. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact **Director of Volunteer Services via email: volunteer@foodshare.com or phone: (805) 983-7100 x104.**