



COVID-19
Exposure Prevention
and Response Plan

8.28.20 Revised

Overview

Belden Brick & Supply takes the health and safety of our employees and company visitors 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. In order to be safe and maintain operations, we have developed this Plan to be implemented for all our company locations. 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, the State of Michigan, and other public officials. Belden Brick & Supply has and may continue to amend this Plan based on administrative and operational needs.

COVID-19 Workplace Coordinator

Belden Brick & Supply has designated the following individual as its COVID-19 Workplace Coordinator: Rhonda Belden. The Coordinator is responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the workplace. The Coordinator is also responsible for reviewing human resources policies and practices to make sure that they are consistent with this Plan and existing federal, state and local requirements. The Coordinator can be reached at the following:

Phone numbers: office/616.459.8367 ext 101 or cell/616.893.4559

Email address: rbelden@beldenbrickandsupply.com

Responsibilities of Managers & Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must 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. Managers and supervisors must encourage this same behavior from all employees and are responsible for monitoring and enforcing social distancing and other COVID Best Practices (as herein defined) from employees.

Responsibilities of Employees

We are asking for everyone’s help with the proper prevention efforts. In order to minimize the spread of COVID-19, we all must play our part. As set forth below, Belden Brick & Supply has instituted various housekeeping, social distancing, and other best practices (“COVID Best Practices”) at all our locations and ask our employees and visitors to follow these guidelines. In addition, employees *must* report to their manager if they are experiencing any of the signs or symptoms of COVID-19, as described below.

COVID Best Practices

OSHA and the CDC have provided the following control and preventative guidance, 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.

- 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.
- Stay home if sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.
- Wear a cloth face mask over your nose and mouth while in public.
- Frequently clean and disinfectant frequently touched surfaces, objects, and spaces.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include, but may not be limited to:

- Any one of the following not explained by a known medical or physical condition:
 - Fever
 - An uncontrolled cough
 - Shortness of breath

OR

- At least two of the following not explained by a known medical or physical condition:
 - Loss of taste or smell
 - Muscle aches (“myalgia”)
 - Sore throat
 - Severe headache
 - Diarrhea
 - Vomiting
 - Abdominal pain

Some people are asymptomatic and experience no symptoms at all. Symptoms of COVID-19 may appear in as few as 2 days or as many as 14 days after exposure. The virus is thought to spread primarily from person-to-person, including people who are in close contact with each other (i.e. within about 6 feet), and through respiratory droplets produced when an infected person coughs or sneezes.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK, notify your supervisor immediately and contact your healthcare provider right away. If these symptoms appear while already at the worksite, you must notify your supervisor immediately (via email or at least 6 feet distance, if possible) and promptly leave work and contact your healthcare provider. If you are unable to immediately leave the worksite for some reason, you must be isolated alone in an area with closeable doors until you can be removed from the worksite. No one should enter the isolation area until absolutely necessary. Likewise, if you come into close contact with someone showing these symptoms, you must notify your supervisor immediately and consult your healthcare provider. Belden Brick & Supply will also work to identify any employees who have close contact with individuals

with COVID-19 symptoms. “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time;” or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

There is no precise definition of “prolonged period of time.” CDC estimates range from 10 to 30 minutes. To protect employees, the Company uses the lower end of this range and considers a prolonged period to be 10 to 15 minutes of exposure.

Workplace Protective Measures

Belden Brick & Supply has instituted the following protective measures.

General Safety Policies and Rules

- CDC Preventative Guidelines and Best Practices signage are posted throughout our facilities as a reminder to our employees and company visitors.
- A copy of this Response Plan (as amended) and Safety training will be provided to our employees as necessary so they are aware of the new company policies pertaining to the current situation.
- Employees and visitors, those who are entering our buildings or who are unable to follow the six (6) ft social distancing outside, are required to fill out a daily entry screening questionnaire covering symptoms and exposure to people with possible COVID-19.
- Masks will be required in accordance with the Governor’s Executive Order(s), which requirements may be reevaluated from time to time as the discretion of Belden Brick & Supply.
- If any employee or company visitor show symptoms of COVID-19, they will be asked to leave the Belden Brick & Supply location and return home.
- Organized meetings will be evaluated on a case by case basis and in-person meetings limited as much as possible. It is recommended meetings occur via telephone or computer program conferencing. During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- If able, Belden Brick & Supply employees will continue to work remotely as business is gradually phased back.
- Employees must avoid physical contact with others and direct employee and company visitors to increase personal space to at least six (6) feet, where possible. No shaking of hands or hugging or other unnecessary touching.
- Entry into Company buildings will be limited.
- Belden Brick & Supply will provide access to running water for hand washing and if not available, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.

- Belden Brick & Supply has instituted policies pertaining to day-to-day business operations to help with the prevention of COVID-19. These policies are described below.

Employees and Workplace Areas

Since our Company is open to the public throughout the day, this presents unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19 and use good judgement when handling their day to day work in accordance with the policies and procedures outlined in this Plan.

- Employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The company will provide alcohol-based wipes and cleaners for this purpose.
- Employees should limit the use of co-workers' and visitor's tools and equipment. To the extent tools must be shared, Belden Brick & Supply will provide alcohol-based wipes or disinfectant cleaners to clean tools before *and* after use. This also includes office equipment such as pens, keyboards, calculators, rulers, phones. Employees are asked to clean often and when cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Avoid sharing food or food utensils with other employees.
- If practicable, employees should use/drive the same truck or piece of equipment each day.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the amount of people in break rooms at one time.
- When visitors are present, employees should ensure to keep a personal distance of six (6) feet at a minimum. Belden Brick & Supply has provided proper safety shields at their sales counter areas as prevention.
- Workers should wash or sanitize hands before and after working with any material provided by visitors following the proper guidelines.
- Proper safety measures should be taken when processing orders and payment transactions with use of shared items such as credit cards, cash, etc.
- Shared sources of beverages are to be removed (i.e. community coffee pot, water coolers, etc.). Any other "shared" items such as microwave, refrigerator, dishwasher, faucets, printers/copiers we ask the employee wipe them down after use.

Company Visitors

When visiting Belden Brick & Supply's buildings, including the showroom, offices, yard or warehouse, we ask certain precautions be taken.

- Visits are to be scheduled in advance, as much as possible. This is to ensure your visit is conducted efficiently with quality and safety in mind. Scheduled visits can be made by phone or email.

- Our showrooms and offices are currently open on a limited basis, requiring appointments for Showroom visits. This is because those visits often require extended time with a salesperson, and indoor capacity will be managed. Visits to the outdoor showroom without a salesperson involved can be done at any time. Contact and other important information is available on our website or welcome to call any of our locations.
- All visitors will be screened in advance before entering Company buildings.
- Freight deliveries will be permitted but should be properly coordinated in line with minimal contact. Delivery personnel should remain in their vehicles if at all possible. No equipment will be shared by freight carrier and Belden Brick & Supply team. We ask that all drivers open their own doors and unstrap their own loads. Please instruct your drivers to leave ALL copies of the paperwork on their trailer in a place easy to see and accessible by our staff. This includes any electronic signing devices. Your drivers are to remain inside of their vehicles while our staff unloads. After being unloaded, our staff will return the drivers copies and or electronic signing devices to the same place. Our staff will alert the drivers when they are clear to leave.
- Customers picking up material from our yards will be permitted but should be properly coordinated in line with minimal contact. Curbside pick-up and delivery is highly suggested. We ask orders be called in advance with proper timing allowed for our team to prepare the order. No paper will be exchanged between the parties. Instead, our team will ask customers for key information to verify purchase and will then load the product in customer's vehicle while customer remains in their vehicle. Customers are asked to secure their loads after product is loaded. Waits may occur at time of pick up as we are managing the number of visitors in the yard at one time.
- Our Contractor's Office is open however masks are required for entry and those who wish to enter are required to fill out a daily entry screening questionnaire. These questionnaire is available on our website, www.beldenbrickandsupply.com, and at the entrance.
- Public restrooms are unavailable. We will provide portable toilets at our Grand Rapids facility.
- Public coffee and water stations are unavailable.
- Sample boards are to be returned to a designated area and will be sanitized before entering the building.

Personal Protective Equipment and Work Practice Controls

Belden Brick & Supply will provide their employees with the following protective gear. We ask they take the proper safety precaution by using good judgement throughout the day and wear the proper PPE available to them. The availability of PPE will be dictated by market demand and may fluctuate.

- Gloves: Gloves are not required but should be worn while working in common areas and in situations considered unsafe such as cleaning. 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. Employees should avoid sharing gloves.
- Eye protection: Eye protection should be worn when applicable.

- Face masks: Face masks *must* be worn at all times in all areas open to the public, whether or not customers are present, as well as while in common areas of the office and when social distancing (i.e. 6 feet) is not possible.
- Other necessary safety protection supplies will be available such as hand sanitizer, facial tissue, disinfectant cleaners and wipes for use throughout the day.

Workplace 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 work environment, where possible. Employees must regularly do the same in their assigned work areas as described above.
- Workplace common areas, break/lunchroom and bathroom areas will be cleaned at least once a week. The professional cleaning company or employees performing cleaning will be issued proper personal protective equipment (“PPE”) and supplies.
- Any trash collected from the workplace must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable toilets will be cleaned by the leasing company once per week and disinfected on the inside.
- Belden Brick & Supply will ensure that hand sanitizer dispensers are always filled.
- Frequently touched items (i.e. door pulls and toilet seats) will be disinfected often.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- If an employee has tested positive for COVID-19, Belden Brick & Supply will clean those areas of the workspace that a confirmed-positive individual may have come into contact with before employees can access that workspace again.
- Belden Brick & Supply will ensure that any disinfection shall be conducted using one of the following:
 1. Common EPA-registered household disinfectant;
 2. Alcohol solution with at least 60% alcohol; or
 3. Diluted household bleach solutions (these can be used if appropriate for the surface).
- Belden Brick & Supply will maintain Safety Data Sheets of all disinfectants used on site, if available.
- Belden Brick & Supply will continue with its hired cleaning company to visit once per week to fully clean and disinfect all areas.

Workplace Exposure Situations

Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until cleared by his or her healthcare provider, but at least until he or she is symptom free for 24 hours (1 full day) or as

directed by their manager without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Belden Brick & Supply will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 24 hours (1 full days) or as directed by their manager. To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least ten (10) days have passed since the date of his or her first positive test and have not had subsequent symptoms. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 24 hours (1 full day) have passed since recovery;¹ and (2) at least ten (10) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. Belden Brick & Supply will require an employee to provide documentation clearing their return to work.

Employee Has Close Contact with a Tested Positive COVID-19 Individual

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker 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.

If Belden Brick & Supply learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, 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.

Confidentiality/Privacy

Except for circumstances in which Belden Brick & Supply is legally required to report workplace occurrences 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 an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of

¹ 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).

the employee and to detect situations where the potential for transmission may increase. Belden Brick & Supply reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

General Questions

Given the fast-developing nature of the COVID-19 outbreak, Belden Brick & Supply may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the COVID-19 Workplace Coordinator Rhonda Belden, General Manager/HR Representative.

COVID-19

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention ("CDC"), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.