



COVID-19 SAFETY PLAN

Premier is committed to ensuring the health and well-being of our employees and their families. Therefore, we have developed a COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all our facilities.

Management and all Supervisors must be familiar with this Plan and be ready to answer questions from employees, customers, and trade partners. All employees must always follow this Plan. This involves practicing good personal hygiene and workplace safety practices to prevent the spread of the virus. Management and Supervisors must encourage this same behavior from all visitors to our facilities and trade partners.

A. Management & Employee Responsibilities

Premier has implemented various housekeeping, social distancing, and other best practices at our facilities. All employees must follow these directives. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below.

As of the date of this publication, and subject to change, the Centers for Disease Control and Prevention (CDC) advise that People with COVID-19 have symptoms ranging from mild to severe illness. These symptoms may appear **2-14 days after exposure to the virus:**

- | | | |
|-----------------------|-----------------------|--------------------------|
| • Fever | • Chills | • Headache |
| • Cough | • Shaking with Chills | • Sore Throat |
| • Shortness of Breath | • Muscle Pain | • Loss of taste or smell |

The CDC and OSHA have provided the following control and preventative guidance to all workers, 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 your mouth and nose or using the inside of your elbow for coughs and sneezes.
- Avoid close contact with people who are sick.

If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor.

B. Facility Protective Measures

Premier has instituted the following protective measures.



General Safety Policies & Rules

- All in-person meetings will be limited to only those deemed essential. To the extent possible, meetings will be conducted by video conferencing or telephone. All in-person meetings shall be limited to less than ten (10) people.
- During any in-person meeting, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Maximum of two workers allowed in a bus at one time and must maintain social distancing.
- Employees must avoid physical contact with others and direct employees, supervisors, and visitors to increase personal space to at least six (6) feet, where possible. For office visits, only necessary employees should enter the office and all employees should maintain social distancing while inside the office.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Facilities shall establish permanent hand washing stations with running water.
- Employees should limit the use of co-worker's tools, equipment, computers, phones, and shared office equipment. The extent these items must be shared, the Company will provide alcohol-based wipes to clean them before and after use. When cleaning tools, equipment, computers, phones, and shared office equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Premier will adjust work schedules, when possible and if needed, so workers can maintain social distancing to at least 6 feet, where possible.
- Premier shall limit one passenger (driver) for all company vehicles.
- In lieu of using a common source of drinking water, employees should use individual water bottles.
- Employees failing to adhere to these protective measures could be subject to disciplinary action, up to and including, removal from our facilities.
- During the workday, employees must sanitize their work areas upon arrival, throughout the workday, and immediately prior to departure. Premier will provide alcohol-based wipes or other cleaning materials for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing work.

C. Facility Visitors

- Premier's facilities shall limit visitors to only those deemed essential.
- All visitors will be screened in advance of entering our facilities. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to access the building.



- Have you traveled to an area with known local or international spread of COVID-19 in the past 14 days?
- Have you, or anyone in your residence, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID-19 diagnosis in the past 14 days either at home or in the workplace?
- Are you experiencing any respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days?
- Are you experiencing a fever above 100.4 F, or have you in the last 24 hours?
- Deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols.

D. Facilities Cleaning & Disinfecting

Premier has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools, equipment, office equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Offices and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves and gown, as recommend by the CDC.
- Any trash collected from the facilities must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Implement and maintain a keep it clean, keep it safe housekeeping program to reduce the potential for contamination
- Premier will ensure that hand sanitizer dispensers are always filled.
- Frequently touched items (i.e. – door pulls and toilet seats) will be disinfected frequently
- Vehicles, tools, and office equipment should be cleaned at least once per day and before a change in operator.
- Premier will maintain disinfectant supplies at the facilities. Examples of these are:
 - Common EPA-registered household disinfectants
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (these can be used if appropriate for the surface).
- Premier will maintain Safety Data Sheets of all disinfectants used on site.

E. Facilities Exposure Control Situations

If someone at one of our facilities is believed to have been exposed to COVID-19, or demonstrates symptoms of the virus, that location must follow the actions outlined below:



- Subject should remove themselves immediately from the facility to limit exposure to other personnel.
- Remain Calm. It is important to avoid overreacting in order to prevent panic in the workplace.
- Report potential contamination via the phone immediately to the following:
 - Onsite Manager or Supervisor
 - Direct Company Supervisor
 - Safety Director
- Subject to other direction from those listed above, the individual should contact their local medical provider or their county health department hotline for further guidance. In addition, you should identify any other individuals they had prolonged contact too and was within 6 feet of that affected individual and send those individuals home until further notice.
- Wage compensation of potentially affected employee(s) will be evaluated by the company's Chief Operating Officer and Legal.

Employees Exhibiting COVID-19 Symptoms

- If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom-free for 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Premier will similarly require an employee that reports to work with symptoms to return home until they are symptom-free for 24 hours. 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

- Report immediately via phone to the following:
 - Onsite Manager or Supervisor
 - Direct Company Supervisor
 - Safety Director
- All potential areas of exposure should be immediately isolated.
- Once information is gathered and recommendations tendered, onsite manager will create and implement a cleaning protocol for the specific situation, which may involve contacting a qualified local cleaning provider. Ensure the cleaning or disinfection protocol is aligned with current recommendations from the CDC and the World Health Organization (WHO). The following spaces should be included in the assessment.
 - All common areas



- Meeting spaces, bathrooms, kitchen and break areas, entry and exit points, copy and production spaces, employee's immediate work area and adjacent work areas.
- Other spaces identified as "touch points" throughout the facility
- Air conditioning systems should have the filters replaced.
- Issue an internal communication detailing the following:
 - Notify personnel of the case and their potential exposure without revealing the affected employee's name
 - Detail what actions have been taken including SDS's for cleaning products
 - Detail what actions will be taken
 - Reiterate professional responsibilities for limiting exposure
 - Provide a point of contact for internal inquiries
- An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and who have stayed home (home isolated) can return to work under the following conditions provided by the CDC.
 - ***If the employee will not have a test*** to determine if they are still contagious, they can return to work after these three things have happened:
 - The employee has had no fever for at least 72 hours (that is three full days of no fever without the use of medication that reduces fevers
AND
 - Other symptoms have improved (for example, when a cough or shortness of breath have improved)
AND
 - At least 7 days have passed since the symptoms first appeared.
 - ***If the employee will be tested*** to determine if they are still contagious, they can return to work after these three things have happened:
 - The employee no longer has a fever (without the use of medicine that reduces fevers)
AND
 - Other symptoms have improved (for example, when a cough or shortness of breath have improved)
AND
 - The employee has received two negative tests in a row, 24 hours apart.



- In all cases, employees will be instructed to follow the guidance of their healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

If Premier learns that an employee has tested positive, Premier will investigate which co-workers may have had close contact with the confirmed positive employee in the prior 14 days.

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

- Employees that have come in close contact with 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 long period of time.
- 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.

F. Essential Industry

The State of Tennessee and several surrounding States and localities have issued orders that prohibit work and travel, except for essential businesses. In general, companies such as Premier that provide public transportation have been deemed essential. If upon your travel to and from the workplace, you are concerned about being stopped by State or local authorities, you can be provided a letter to show the authorities indicating that you are employed in an “essential” industry and are commuting to and from work. To request this letter, please contact our Safety Director, Scott Henderson.

G. Confidentiality/Privacy

Except for circumstances in which Premier 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 the employee and to detect situations where the potential for transmission may increase. A sample notice to employees may be requested from our Safety Director, Scott Henderson. Premier 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.

Employee Signature

Date