

## General Pacific, Inc.

### COVID-19 (CoronaVirus) Preparedness Plan

The following policy outlines General Pacific's plan for the COVID-19 virus currently circulating in the population. General Pacific will continue to operate under normal business circumstances with the following guidelines in place.

All employees are encouraged to practice cough and sneeze etiquette and healthy hand hygiene. This include but are not limited to:

- Covering your mouth and nose with a tissue when coughing or sneezing
- Disposing of used tissues in the waste basket
- If tissues are unavailable, cough or sneeze into your upper sleeve, not your hands
- Wash your hands with soap and water regularly. Scrub your hands with soap for at least 20 seconds and rinse well with clean running water. See attached CDC poster for more information

#### **Sick Employees**

Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor if they need to stay home sick.

Any employee who has a sick family member living in their home should be monitoring themselves for illness regularly per CDC guidelines. CDC guidelines for risk assessment can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>. Employees who have been exposed via a sick family member are encouraged to work from home until the symptoms have ceased per the guidelines in the above paragraph.

Management encourages employees to err on the side of caution when dealing with decisions regarding the above. Employees at the office showing signs of acute respiratory illness will be sent home by management.

Current policies regarding needing a doctor's note for employees to return to work are hereby suspended until further notice. Employees will only need to provide a doctor's note to return to work if required by their supervisor which will be determined on a case by case basis.

#### **Employee Travel**

Currently General Pacific has no plans to limit employee travel or access to meetings. Employees who are preparing for travel should check with their destination to ensure that meetings are still taking place and that customers/vendors are still accepting visitors before traveling.

## Employee Communications

Communications regarding employee risk will be relayed to employees using email, phone, or GPStaff notifications.

***All employees are encouraged to check their BambooHR & GPStaff profiles to ensure updated and accurate information is being used to communicate with them.*** This includes addresses, personal email addresses, and phone numbers.

The GPStaff notification system will be tested regularly to ensure proper functionality. If you do not receive your notifications during one of the functionality tests, please revisit your settings to ensure that they are setup properly. Contact I.T. if you continue to have trouble.

## Office Cleaning

Employees are encouraged to help keep the office and our common areas clean and tidy. If you make a mess or see a mess left by others, please assist us by helping to clean up the area needed. A clean and tidy work area helps keep everyone safer.

General Pacific has been in contact with the agency that provides our office cleaning services. The agency has informed us that they are changing their cleaning products to conform to the CDC requirement. The agency will also be spending more time focusing on cleaning higher risk areas while cleaning our office. These include but are not limited to:

- Community Areas (Meeting rooms & break rooms)
- Restrooms
- Appliances
- Copiers
- Doorknobs

The agency has also informed us that they are available to come in and perform deep cleaning of the entire facility in the event of a virus outbreak.

## Working from home

Specific equipment and services are needed to be able to work from home. Personal devices are allowed and encouraged if you need to work outside of the office. To work from home, you will need:

- Internet Access
- Laptop or Surface Tablet
- Web Browser

While working from home employees will have access to the following services:

- Email: <https://portal.office365.com>
- P21 Web: <https://p21web.generalpacific.com>
- Highfive: <https://generalpacific.highfive.com>

All these services are web based and should work on any computer with a modern web browser. ***If you do not have these items available at your home, please inform I.T. staff immediately.*** We will attempt

to have spare equipment on hand for individuals who do not have these items in case they are needed. Priority access to equipment will be given to employees based on the companies need for the employee's work function.

### **Office Quarantine**

If there is an outbreak of illness in the facility, management may decide to lock down the office and implement a quarantine. ***If a quarantine is implemented the staff will be notified of the quarantine via the GPStaff notification system.*** The following actions will take place during a quarantine:

- Any staff member not required to be in the office will work from home according to their normal work schedule.
- Warehouse staff and 1 I.T. staff member will be required to work from the office according to their normal work schedule.
- Other healthy staff members may be asked to work in the warehouse if the warehouse staff availability becomes limited.
- All office visits from suppliers or customers will be canceled.
- All meetings will take place via the Highfive conference system
- I.T. staff will be available to provide assistance via the support system at [support@generalpacific.com](mailto:support@generalpacific.com) and via the phone.
- Equipment deliveries will be made to employees requiring I.T. equipment upon equipment availability.

Any such quarantine will remain in effect until management determines that the threat of illness has subsided. Employees will be notified of this via the GPStaff notification system.

# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



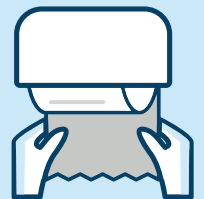
**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

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