

SAFE WORK PLAYBOOK

Procedures for COVID-19 Pandemic Preparedness and Response



Purpose

This Playbook is to be used as a recommended practice guideline and aligns with the Centers for Disease Control (CDC) and guidance from the State of Wisconsin to the greatest extent possible. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

The Safe Work Playbook provides general recommendations for use in all facilities. Because there may be circumstances unique to a location, especially BSC locations, there may be some cases in which a facility must adapt the recommendations of the Playbook to address that facility's specific requirements. All facilities must comply with all applicable laws and Military Base Requirements. If there is a conflict between the recommendations in the Safe Work Playbook and the applicable law, the facility must follow the applicable law.

IBVI is deemed an essential business and will remain open even if a Safer at Home order is in effect.

Personal Hygiene

IBVI will have posters displayed throughout facilities reminding employees of important personal hygiene measures they can take to help prevent COVID-19:

- Wash hands often
- Cover coughs
- Avoid touching face

These will be displayed in bathrooms and hallways.

COVID-19 Screening

Employees/vendors will be required to be screened prior to entering the work area in IBVI's Wisconsin facilities. Any person with a fever of 100.4 or higher or exhibiting COVID-19 symptoms will not be allowed in the facility. Please see COVID-19 Screening Policy for more details.

IBVI has touchless thermometers available for managers to use if an individual comes to the facility after the official morning screening period has ended.

If a manager does the COVID-19 screening, they will follow the following protocol:

- Wear a mask
- Wear disposable gloves (wash or sanitize your hands before putting the gloves on and after)
- Be 5-8 centimeters (2-3 inches approx.) from the person's forehead to take the temperature
- Ask the screening questions (managers at facilities have questions; available at front desk in West Allis facility)

Personal Protective Equipment (PPE)

IBVI will have the following personal protective equipment available for all employees:

- Paper face masks
- Cloth neck gaiter (one/employee)
- Gloves
- Hand sanitizer

Masks and gloves are available from supervisors and/or placed in designated locations in each facility.

Hand sanitizer pumps are set up at various points on each floor of the facilities. Wall mounted sanitizers are available in high traffic areas. These include, bathrooms, frequently used conference rooms and frequently used doorways. The Director of Operations will occasionally hand out individual hand sanitizers to employees as they become available.

Cloth neck gaiters are available for employees. Inquire with HR if you haven't received one.

Disinfectant/Cleaning

IBVI will have enhanced cleaning protocols during the duration of the pandemic at Milwaukee area facilities. The nightly cleaning company will clean high touch surfaces, including door handles, toilet handles and railings.

Production managers/employees clean high touch surfaces in the morning, and as needed throughout the day. This includes, but is not limited to, tables, microwaves, door handles, etc.

Disinfectant cleaner, towels and disinfectant wipes will be available for all employees to use in common areas. These include, but are not limited to, lunch areas, copy areas, production areas.

Everyone is responsible to pitch in to help keep the workplace clean.

Social Distancing

IBVI has spaced production/warehouse workers out 6 feet or more.

In office areas, all workstations have high walls to protect individuals working in cubicles if they are not 6 feet apart.

A plexiglass barrier is on order for the front desk area. This will protect employees working at the front desk when individuals enter through the main door, register their visit in the logbook and speak with the employee.

Large meetings will be held virtually when under a Safer at Home order and as long as recommended by the CDC and/or local health department. When conference space is used for smaller meetings, individuals will socially distance.

IBVI is in the process of placing 6 foot markers in the production entrance way of the West Allis facility. This will help employees socially distance when waiting for their health screenings.

Managers will also assist to ensure that employees are socially distanced in the mornings and during breaks.

COVID-19 Protocols

Besides staying home if sick, IBVI has COVID-19 protocols it expects all employees to follow. These are written in a Q&A format. They are continuously being updated as information from the CDC website is updated.

The Q&A gives clear guidelines on what to do if you have COVID-19 symptoms, are around someone with COVID-19, are asked to self-quarantine, have traveled recently or have tested positive for COVID-19.

IBVI has relaxed its attendance policy as it relates to calling in sick. An employee will not receive an occurrence if they call in sick. IBVI encourages all employees to stay home if sick, and hope relaxing the attendance policy will aid in this effort.

If an IBVI employee tests positive for COVID-19, IBVI will follow all recommendations as outlined by the health department. These include, contact tracing, notifying potentially impacted employees to self-quarantine, and cleaning impacted area. IBVI will follow all HIPAA laws during this process.

IBVI is following the Families First Coronavirus Response Act as it pertains to paying employees when they are out due to COVID-19 reasons. Please see the Families Response First Coronavirus Response Act Policy for more information.

Vendors

During Safer at Home orders access to IBVI buildings is limited to essential vendors. All vendors must adhere to temperature screening protocols.

Remote Work

During Safer at Home orders, IBVI will allow remote work to be conducted if all or most of the position can be done remotely. Whether a position can be done remotely will be made at the discretion of management. Whether the employee can work completely remotely or partially remotely will be dependent on job responsibilities.

Many employees will not be able to work remotely and will be required to continue working on-site. During this timeframe, IBVI may pay their employees premium pay as outlined in the On-site Only Pay Policy.

Once the Safer at Home order is lifted, IBVI will transition the employees working remotely back to the office. The transition back to the office may vary for each work area and will dependent on which level we are on. Some work areas may fully transition back, while others transition more slowly. The transition plan will be created by the Senior Leadership Team in conjunction with their direct reports.

Levels

IBVI has levels 1-4 that outline the response plan, and the actions taken at each level. Please see chart below.

Communication

IBVI will communicate COVID-19 updates using a variety of formats to ensure all employees receive the information. These include:

- Email
- Paper copies (handed out or mailed)
- Text message blasts
- All Employee Meetings
- Internal hotline (*1234)

IBVI COVID-19 Response Chart

The chart below is a quick glance at IBVI's COVID-19 response during each level

Action	Level 1	Level 2	Level 3	Level 4
These are the actions that should be followed at each level	-Safer at Home in effect -Essential businesses are open -Barriers to employees coming into work are in effect (i.e. transportation, childcare)	-Safer at Home is lifted -Barriers to employees coming into work are in effect, some may be lifting (i.e. transportation, childcare)	-Safer at Home is lifted -Barriers to employees are lifted	-Safer at Home is lifted -Barriers to employees are lifted -Vaccine or medicine available
Wash hands often	Yes	Yes	Yes	Yes
Cover coughs	Yes	Yes	Yes	Yes
Avoid touching face	Yes	Yes	Yes	Yes
Physical distance to 6 feet when possible	Yes	Yes	Yes	No
IBVI will provide masks, gloves & hand sanitizer available to employees	Yes	Yes	Yes	Continue to provide hand sanitizer
IBVI will increase cleaning of high touch surfaces	Yes	Yes	Yes	Yes
Temperature checks/Screening when coming to building	Yes	Yes	No	No
Limit gatherings	Yes - Try to limit to less than 10 in a room	Yes - Try to limit to less than 10 in a room	No	No
If able to perform position remotely, encouraged to work from home	Yes	Yes, but slowly bring people back to work Example: Bring people back working 2-3 days per week for first month; if all of job cannot be done remote bring back 5 days per week.	No	No
Stay home if sick	Yes	Yes	Yes	Yes
Stay home if positive for COVID-19	Yes	Yes	Yes	Yes (but hopefully will be vaccinated)
All – Isolate if direct contact with someone with COVID-19	Yes	Yes	Yes	Yes
Premium Pay	Yes	No	No	No