

COVID-19 Preparedness Plan for CSI Ergonomics

CSI Ergonomics is committed to providing a safe and healthy workplace for all our employees and customers. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

All CSI employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.

Our employees are our most important assets. We are serious about safety and health and keeping our workers working at **CSI Ergonomics**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process through meetings and training sessions. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to all employees; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and deliveries;
- protections and controls for Comfort Zone visits;
- communications and instructions for customers.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Employees are to report when they are sick or experiencing symptoms. **CSI Ergonomics** will also inform employees if they have been exposed to a person with COVID-19 at their workplace and will require them to quarantine for the required amount of time.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of the day, prior to any meals and after using the bathroom. All customers and visitors to the workplace will be required to sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Workers, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace and onsite at a customer location. No guests or employees should enter private employee offices. Only one employee or visitor at a time in the bathrooms and lunchroom.

Cleaning and disinfection

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, delivery vehicles and areas in the work environment, including restrooms, lunchrooms, conference rooms, and dock area. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, door handles, copy machines, delivery equipment, etc.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Communications and training

This COVID-19 Preparedness Plan was communicated to all workers and necessary training was provided. CSI Ergonomics has an additional plan outlining the policies and procedures in place to welcome visitors into our Comfort Zone (showroom). Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and Comfort Zone visits will be conducted to ensure social distancing between the customers and workers; required hygiene practices such as customers and visitors use face masks when visiting the Comfort Zone. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Management and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **CSI Ergonomics** management and was posted in the workplace. It will be updated as necessary.