



**Advantage Telecom, Inc.**

*Your Networking, Cabling, Voice Communications Company*

## **COVID-19 Preparedness Plan**

Advantage Telecom, Inc. (hereafter referred to as ATI) is committed to providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

All employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace(s) and requires the full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan.

The employees of ATI are our most important assets. We are serious about safety and health and keeping our workers working at ATI. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Maryland Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette.
- Engineering and administrative controls for social distancing
- Housekeeping – cleaning, disinfecting and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

### **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. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Procedures for notification and monitoring of health status:

**P.O. Box 1154 • Emmitsburg, MD • 21727-1154 • Toll Free 1-877-705-0500 • Fax 301-447-2006**

- Daily, all employees will be required to fill out or have filled out the COVID-19 Symptom Monitoring Checklist (Appendix A)
- If an employee becomes ill at the office or while working in the field, and experiencing COVID-19 symptoms, they will contact their immediate supervisor and follow the procedures in Appendix B.
- If an employee becomes ill at home and experiencing COVID-19 symptoms, they should contact their immediate supervisor, not report to work, self-isolate and seek medical attention. Employees should not report to work until they have been tested and cleared to return to work.

ATI has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

ATI's Family Medical Leave Act (FMLA) policy consists of the following:

- Employees can use Paid Time Off (PTO) for personal illness or family illness as appropriate with approval.
- Employees may also with approval and if appropriate based on job function be allowed to work from home if quarantining.

ATI has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace (either office or job site) and requiring them to quarantine for the required amount of time. ATI will notify staff if an employee has been exposed to COVID-19 and will encourage staff members at their discretion to seek medical attention/testing advise.

At all times, ATI will follow HIPAA guidelines, with regard to workers' health status and health information.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplace 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 their shift, prior to any mealtimes and after using the toilet. All visitors are encouraged to use the onsite hand sanitizers upon entering and when leaving. ATI utilizes hand sanitizers containing at least 60% alcohol.

## **Community Protection and High-Touch Surface Cleaning**

ATI will ensure that all workers are provided with face coverings and disinfection supplies identified for COVID-19 exposure controls and ensure that workers will use face coverings and disinfection supplies at the appropriate times. Face coverings will be used when entering,

when inside, and when leaving facilities in which they are working as mandated by the appropriated governmental agency.

Employees will also use appropriate face coverings in designated areas and in outdoor public spaces when physical distancing of 6 feet or more cannot be maintained.

ATI employees will clean and disinfect high-touch surfaces used by personnel in carrying out their work as needed based on customer specifications. After conducting work, or during regular intervals throughout the day. High touch areas include, but are not limited to, elevator buttons, doorknobs/handles, stairwell railings, light switches, equipment and chairs.

Disinfectants used will comply with EPA List N Disinfectants for Use Against SARS-COV-2 for disinfecting surfaces touched or otherwise used by employees while conducting work at the customer site.

## **Respiratory etiquette: Cover your cough or sneeze**

Workers 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 the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Workers and visitors are discouraged from gathering in groups and confined areas, including elevators without appropriate personal protective equipment and maintaining the maximum amount of distance given available in the area. Workers and visitors are prohibited from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment unless it has been appropriately sanitized.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, breakrooms, lunchrooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.

## Communications and training

This Preparedness Plan was communicated via written copy and verbally to all workers on November 9, 2020 and necessary training was provided. Additional communication and training will be ongoing with discussions at company meetings and provided to all workers who did not receive the initial training. Management is to monitor how effective the program has been implemented by observation and random worker inquiry. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by ATI management and was posted throughout the workplace November 9, 2020. It will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read "William Eyster", with a stylized flourish at the end.

William Eyster  
Operations Director

Revision Date:  
November 2, 2020

## Appendix A

### COVID-19 Symptom Monitoring Checklist

Do not check "Yes" if a symptom is related to a long-term health condition

Employee Name	Signature	Date

	YES	NO
Temperature of 100.4F or higher		
Chills		
New onset cough		
Trouble Breathing		
Sore throat		
Unusual sinus pain		
New loss of taste or smell		
Nausea or vomiting		
Headache		
Muscle or body aches		
Excessive fatigue		
Diarrhea		
Are you waiting for results of a COVID-19 test you had because you had symptoms or were exposed?		
Are you caring for someone with COVID-19 or possible COVID-19 infection?		
Have you been to an area with a high incidence of COVID-19 infections		

Note: This symptom monitoring checklist is provided for information only. Employee health or symptom information will be maintained in ATI confidential files.

## **Appendix B**

### **COVID-19 Offsite Symptom Procedures**

Should an employee of ATI become ill and start displaying symptoms of COVID-19 while on the jobsite or office during the work period, the worker and their co-worker if applicable will take the following steps:

#### **Jobsite**

- They will immediately exit the facility at the job site.
- Upon exiting the job site facility, they will immediately notify their supervisor.
- The employee that is ill along with the co-worker if appropriate will bring the work van back to the office maintaining as much social distancing as possible and will wear a face covering while in the vehicle.
- Upon arriving at the office, the ill employee will immediately leave the area without entering the office.
- The ill employee will seek medical attention at their earliest convenience for evaluation and possible testing at the direction of the medical authority.
- The co-worker will seek medical attention as a possible COVID-19 exposure.
- ATI will contact a professional service company to sanitize the work van and areas of the office that may be affected based on the employees' activities.
- ATI will notify the customer of the possible COVID-19 exposure while maintaining the employees' HIPAA privacy.

#### **Office**

- The employee that is displaying COVID-19 symptoms will immediately notify their supervisor
- They will upon notification of their supervisor exit the facility
- The ill employee will seek medical attention and testing at the direction of the medical professional
- Other employees that have had a possible exposure are encouraged to seek medical attention and testing.
- ATI will contact a professional service company to sanitize the work van and areas of the office that may be affected based on the employees' activities.