Follow Your Bliss Catering Co. takes the health and safety of our employees and clients very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our facilities. The Company has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

The Responsibilities of Management

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and facility safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

The Responsibilities of Staff

Follow Your Bliss is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our facilities, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our facilities. All employees must follow these. 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. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact Chef Roberto Cruz (727)313-3760.
OSHA and the CDC have provided the following control and preventative guidance for 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 for coughs and sneezes.

- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;

- Fever

- Shortness of breath, difficulty breathing; and

- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.
Facility Protective Measures

The Company has instituted the following protective measures at all facilities.

A. General Safety Policies and Rules

• Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the facility and return home.

• Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the Supervisor / Manager will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.

• Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.

• All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.

• 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.

• If access to running water and soap for hand washing is impractical, FYB will provide, if available, alcohol-based hand sanitizers and/or wipes.

• Employees should limit the use of co-worker’s tools and equipment. To the extent tools must be shared, Follow Your Bliss will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
• Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.

• FYB will divide staff into multiple groups where possible so that work can continue effectively in the event that one of the divided teams is required to quarantine.

• As part of the division of staff, Follow Your Bliss will divide employees into dedicated shifts, at which point employees will remain with their dedicated shifts until further notice. If there is a legitimate reason for an employee to change shifts, FYB will have sole discretion in making that alteration.

• Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.

• If practicable, each employee should use the same tools or piece of equipment every shift.

• In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

[Additional Jobsite Safety Precautions Include: Additional Precautions that May be Appropriate for Specific Companies, Business Operations or Projects].

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B. Facility Visitors

• The number of visitors to the facility, including manufacturing area or office, will be limited to only those necessary for the work.

• All visitors will be screened in advance of arriving at the facility. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the facility:

  o Have you been confirmed positive for COVID-19?
o Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?

o Have you been in close contact with any persons who has been confirmed positive for COVID-19?

o Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

• Deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

C. Personal Protective Equipment and Work Practice Controls

• In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the Company will also provide:

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  o Gloves: Gloves should be worn at all times while working, unless the use of gloves will cause further hazard to the employee. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.

  o Eye protection: Eye protection should be worn at all times while working.

  o NOTE: The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by the work and if available.

• Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:

  o Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
Limit exposure time to the extent practicable.

Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.

• Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

Cleaning & Disinfecting

Follow Your Bliss Catering Co. has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

Equipment/tools should be cleaned at least once per day and before change in operator.

• OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, FYB will clean those areas of the facility that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.

• FYB will ensure that any disinfection shall be conducted using one of the following:

  o Common EPA-registered household disinfectant;
  o Alcohol solution with at least 60% alcohol; or

https://www.osha.gov/SLTC/covid-19/controlprevention.html
**Exposure Situations**

- **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). FYB will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). 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**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; 3 and (2) at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee to provide documentation clearing his or her return to work.

- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If the FYB learns that an employee has tested positive, Follow Your Bliss will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, Follow Your Bliss will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. 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
3 Recovery is defined as: (1) resolution of fever without the use of fever-reducing medications and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath). manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

Confidentiality/Privacy

Except for circumstances in which Follow Your Bliss 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 that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Follow Your Bliss reserves the right to inform other employees that an unnamed co-worker 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. Follow Your Bliss also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

General Questions

Given the fast-developing nature of the COVID-19 outbreak, Follow Your Bliss may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Chef Roberto Cruz (727)313-3760
COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

• Coughing, fever, shortness of breath, and difficulty breathing.

• Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities

• Develop a COVID-19 Exposure Action Plan.

• Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The supervisor will track attendance verbally rather than having employees sign an attendance sheet.

• Access to the facility will be limited to only those necessary for the work.

• All visitors will be pre-screened to ensure they are not exhibiting symptoms.

• Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.

• Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.

• Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

Employee Responsibilities

• Become familiar with the Exposure Action Plan and follow all elements of the Plan.

• Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Facilities and Other Protective Measures

• Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the facility where possible. Employees should regularly do the same in their assigned work areas.

• Clean shared spaces such as break/lunchrooms at least once per day.

• Disinfect shared surfaces (door handles, equipment controls, etc.) on a regular basis.

• Avoid sharing tools with co-workers. If not, disinfect before and after each use.

• Trash collected from the jobsite must be changed frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls
• Provide and wear the proper PPE.

• Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.