



COVID 19 -PREPAREDNESS AND RESPONSE PLAN

SAS takes the health and safety of our employees seriously. Certain SAS employees continue to perform in-person work, because they are critical infrastructure workers, they are needed to conduct minimum basic operations, or they perform work for other critical infrastructure businesses who have designated our Company as an essential supplier. SAS is committed to minimizing the risk of exposure to COVID-19 in all work activities, and to providing a healthy and safe workplace for our employees.

This Plan is based on information and guidance from the CDC and OSHA that was current at the time the Plan was developed. The Plan is subject to change based on further information provided by the CDC, OSHA, or other public officials. The Company may also amend this Plan based on operational needs and whenever we find an opportunity for improvement. We will rely on the experts.

IDENTIFICATION OF POTENTIAL COVID-19 WORKPLACE RISKS

We have identified the following potential sources of possible spread COVID-19 in the workplace:

- Co-workers
- Customers/general public
- Vendors/visitors

Our employees fall into the following categories:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public). This would apply to our office and warehouse team members.
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission). This would include delivery drivers and sales team members.

COVID-19 WORKPLACE COORDINATOR

We have designed the following individual as our COVID-19 Workplace Coordinator: Jason Tilley. The Coordinator is responsible for staying abreast of federal, state, and local guidance and incorporating those recommendations into the Company's workplace. The Coordinator is also

responsible for reviewing human resources policies and practices to make sure that they are consistent with this Plan and existing federal, state, and local requirements.

- Jason Tilley can be reached at the following:
 - Phone number: 616-453-6358 ext. 6323
 - Email address: jason.tilley@sasinc.com

Additional COVID-19 control strategy managers:

- Bob Palmer
 - Phone number: 616-453-6358 ext. 6224
- Matt Miller
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RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

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 jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

RESPONSIBILITIES OF EMPLOYEES

SAS 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 worksite(s), everyone must play their part. As set forth below, we are instituting various housekeeping, social distancing, and other best practices at our workplace(s) to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees must follow these best practices at all times for them to be effective. Beyond these best practices, we require employees to report immediately to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this Plan or COVID-19, they should ask their manager or supervisor or contact the Human Resources Department.

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.

- While COVID-19 is a pandemic, maintain appropriate social distance of six feet to the greatest extent possible.

In addition, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Shortness of breath or difficulty breathing; and

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If employees develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not to report to work, notify their supervisor immediately, and consult their healthcare provider. Likewise, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. The Company also will work to identify any employees who have close contact with individuals with COVID-19 symptoms.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time;” or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

There is no precise definition of “prolonged period of time.” CDC estimates range from 10 to 30 minutes. To protect employees, we are using the lower end of this range and consider a prolonged period to be 10 or more minutes of exposure.

WORKSITE PREVENTATIVE MEASURES

Minimizing exposure from co-workers. The Company will take the following steps to minimize exposure from co-workers to COVID-19:

- Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including the following:
 - Employees are informed of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer

that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.

- Questionnaire at every door with questions that need to be answered prior to entry.
 - Employees are encouraged to use hand sanitizers stations placed all around the workplace.
 - Discourage handshaking and instead encourage the use of other noncontact methods of greeting.
 - Avoid other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use.
 - No sharing of food utensils and food with other employees.
 - We encourage social distancing to the greatest extent possible while in the workplace.
 - We encourage employees to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
 - Use of masks, gloves and other PPE.
 - Disabled drinking fountains to reduce touch points.
 - Weekly disinfectant spraying of office and DC's.
 - Limited the number people in the breakroom at one time.
 - Food safe disinfectant was also placed in the breakroom for cleaning.
 - Face masks required in hallways and bathrooms.
 - Visual indicators marked at entrance of building for 6 feet of distance.
 - Staggered start times with dedicated doors for certain employees.
- Social Distancing Practices
 - Limit in-person meetings. Never more than 2 people at time.
 - Restricted the number of workers present on-site to no more than necessary. 50% of office workers are required to work from home.
 - Staggered break times.
 - Employees are restricted from reporting to the workplace if they display symptoms of COVID-19
 - Temperature checks for all those entering our facility.
 - Those with symptoms will immediately be separated from any other individuals and will be sent home.
 - Sick employees are required to stay home
 - SAS will follow all state and federal guidance for return to work dates.
 - SAS will follow CDC protocol for return to work after symptoms of COVID-19.
 - Confirmed case of COVID-19
 - Positive employee will be quarantined for a minimum of 14 days.

- Any employees who were in direct contact with that employee will be required to stay home for at least 7-14 days to ensure symptoms don't develop.
 - To return to work employee must be fever and symptom free for 72 hours without the use of medication.
 - All areas the employees worked in will be cleaned and disinfected.
- Increased routine environmental cleaning and disinfection
 - Employees are instructed to sanitize the work areas upon arrival, throughout the workday, and immediately before departure.
 - Employees are asked to routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Disposable wipes are provided so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
 - Safety Data Sheets maintained for all disinfectants used on site.
 - Eliminated all non-essential employee travel.
 - Employees at a higher risk for serious illness due to COVID-19 should reach out to HR to discuss their options.
 - If you are having trouble with any issues due to COVID-19 please remember our employee assistance program is available for you. Encompass can be reached at 800-788-8630.

Minimizing exposure from customers/general public

- Drivers and sales are to maintain proper social distancing at customer sites.
- Require drivers and sales to use PPE including masks and gloves.

Minimizing exposure from vendors/visitors

- All outside drivers will be temperature checked before entering our facility.
- Personal visitors are not to enter the facility.