



COVID-19 PREPAREDNESS AND RESPONSE PLAN

Lumbermen's Inc

4433 STAFFORD AVE SW GRAND RAPIDS, MI 49548 | REVISED 5/10/2021

Lumbermen's takes the health and safety of our employee owners extremely seriously. With the spread of COVID-19 and the need for certain employee owners to continue in-person work, we are committed to reducing the risk of exposure to COVID-19 on the job and to promoting healthy and safe workplace practices for all employee owners.

This Plan is based on information and guidance from the CDC, OSHA and the State of Michigan at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. We are following the experts and are committed to following all legal requirements and to implementing best practices to protect our employee owners.

We recognize that employee owners, customers, vendors, and other visitors are all potential sources of the possible spread of COVID-19 in the workplace. Based on criteria established by the CDC, our employee owners fall into the lower exposure risk category as 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.

COVID-19 WORKPLACE COORDINATOR AND ONSITE COORDINATOR

We have designated Laura Longstreet as our COVID-19 Workplace Coordinator. As Coordinator, Laura is responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into our facilities. She 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. Laura can be reached by phone at 616-261-3224 or by e-mail at lauralongstreet@lumbermens-inc.com.

As required by MI Executive Order, we have also designated one or more onsite coordinators to implement, monitor, and report on COVID-19 control strategies contained in this Plan for MI locations. There will be an onsite coordinator present or available by phone at all times when employee owners are onsite. Each division has a posting of the list of trained onsite coordinators.

RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

We have worked with managers and supervisors in the development of this document and they are prepared to answer questions as they arise. We are asking managers and supervisors to lead by example by following this Plan at all times. This involves practicing good personal hygiene and workplace safety practices to prevent the spread of the virus. Managers and supervisors will encourage this same behavior from all employee owners.

RESPONSIBILITIES OF EMPLOYEE OWNERS

Every one of our employee owners is expected to help with our prevention efforts while at work, in their homes, and in the community. To minimize the spread of COVID-19, everyone must play their part. As set forth below, we have instituted various housekeeping, social distancing, and

other best practices at our locations to minimize exposure to COVID-19 and prevent its spread in the workplace. We ask that all employee owners follow these best practices at all times for them to be effective. Beyond these best practices, we require employee owners to report immediately to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employee owners have a specific question about this Plan, they should ask their manager or supervisor or contact the Human Resources Department. If employee owners have concerns about their working conditions or safety, they should contact the Human Resources Department, the COVID-19 Workplace Coordinator, or their Onsite Coordinator designated to remain onsite to implement, monitor, and report on the rules and measures contained in this Plan.

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.

SIGNS AND SYMPTOMS OF COVID-19

Employee owners must familiarize themselves with the symptoms and exposure risks of COVID-19. People with COVID-19 have had a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Fever (feeling feverish or an elevated temperature)
- Shortness of breath or difficulty breathing; and

Individuals may have COVID-19 if they are experiencing at least two of the following symptoms: muscle aches, severe headache, sore throat, new loss of taste or smell, diarrhea, vomiting, or abdominal pain.

Lumbermen's will continue to provide paid time off to those with COVID-19 qualifying reasons for their absence until further notice. We will follow Michigan Executive Order 2020-36 and other relevant executive order consistent with applicable law.

POTENTIAL COVID-19 EXPOSURE SCENARIOS

IF AN EMPLOYEE OWNER IS EXHIBITING COVID-19 SYMPTOMS:

If an employee owner develops symptoms as outlined above, they must do the following:

- **Do not report to work**
- Notify your supervisor immediately (following company policy)
- Consult your healthcare provider

Employee owners exhibiting fever symptoms must remain home until they are fever-free for 24 hours without the use of fever-reducing or other symptom-altering medicines (i.e. cough suppressants). If you are experiencing other symptoms associated with COVID-19, please contact your supervisor or COVID Coordinator to determine next steps before returning to work.

IF AN EMPLOYEE OWNER DEVELOPS SYMPTOMS WHILE AT WORK:

If an employee develops symptoms while at work, he/she must leave work and **notify their supervisor immediately after leaving the premises**. They should then contact their healthcare provider.

IF AN EMPLOYEE OWNER HAS HAD CLOSE CONTACT WITH AN INDIVIDUAL WITH A POSITIVE COVID-19 RESULT:

If an employee owner has been in close contact with a confirmed-positive COVID-19 individual (coworker or otherwise), they should:

- Self-report to their supervisor as soon as possible after contact with a confirmed/suspected case (following company policy). Wherever possible, this should be done **WITHOUT** coming into the facility.
- Contact their healthcare provider.
- Follow protocols for self-quarantine (10-14 days from last close prolonged contact with suspected/confirmed case – determined by COVID Coordinator) and communication with their supervisor during this time.

Lumbermen's will work to identify any employee owners who have close contact with individuals with COVID-19 symptoms. Individuals deemed to have been in close, prolonged contact with a positive COVID-19 case will be notified, isolated, and quarantined per the above guidelines. Lumbermen's will notify any coworkers or other individuals, as well as the local health department, within 24 hours of learning of the positive case.

"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 six feet of a COVID-19 infected person for a cumulative total of 15 minutes or more (at one time or a combined total), 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).

IF AN EMPLOYEE OWNER TESTS POSITIVE FOR COVID-19:

If an employee owner tests positive for COVID-19, they will be directed to self-quarantine. They may return to work when they are no longer infectious according to the most recent CDC guidance. This guidance currently states that individuals must:

- Be fever-free for at least 24 hours without the use of any symptom-altering medication
 - Other symptoms have improved
- AND**
- At least ten (10) days have passed since onset of symptoms (provided they have not had a subsequent illness).
 - Employee owners that have been hospitalized may return to work when released to do so by their health care provider. Documentation clearing the employee owner's return to work will be required.

Lumbermen's will maintain a log of symptomatic employee owners, employee owners who test positive for COVID-19, notification of health department and all individuals who came in close contact with the infected employee owner.

If an employee owner tests positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, Lumbermen's will clean affected areas of the jobsite if it is deemed necessary. As needed:

- Lumbermen's will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if deemed appropriate for the surface being cleaned)
- **Close off** areas worked in or used by the ill person in the previous two weeks for as long as practical, so that other employee owners do not access the area (if possible, wait up to 24 hours before beginning cleaning and disinfection);
- **Open outside doors and windows in the area** to increase air circulation; and
- **Clean/disinfect** the affected areas per the following CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>

- Inform employee owners of their possible exposure to COVID-19 (maintaining confidentiality) and request that they self-quarantine for the designated period and self-monitor for symptoms (fever, cough, shortness of breath).

WORKPLACE CLEANING PROTOCOLS

MAY 2021 UPDATE: Based on guidance from the CDC, Lumbermen’s has discontinued formal cleaning schedules for disinfection. Cleaning supplies remain available to all employee owners to perform cleaning and disinfection as needed.

PREVENTATIVE MEASURES

Lumbermen’s is taking the following steps to minimize exposure, educate employee owners on protective behaviors that reduce the spread of COVID-19, and provide employee owners with the necessary tools to model these protective behaviors to reduce the spread of COVID-19:

- Posting CDC information, including recommendations on risk factors at home and in the community.
- Training all employee owners on the workplace infection-control practices in place, the proper use of personal protective equipment (PPE), the steps employee owners must take to notify Lumbermen’s if they experience any symptoms of COVID-19 or a suspected/confirmed case of COVID-19, and how to report unsafe working conditions (including available reporting avenues). Lumbermen’s will maintain a log of all employee owners who received training.
- Posting Lumbermen’s COVID-19 Workplace Protocols in highly visible locations in all facilities (see page 8).
- Daily completion of health questionnaires by all employee owners in all locations prior to entry to workplace (see form on page 13). This is completed by going to <https://www.lumbermens-inc.com/COVID-19/> from a computer or mobile device.
 - Again, employee owners should report any symptoms to their supervisor as soon as possible per company guidelines and should NOT come in to work.
 - Lumbermen’s will maintain a record of completion of this daily protocol.
- Providing all employee owners with non-medical grade face coverings to wear while at work (**required** when employee owners cannot maintain 6 feet of separation from other individuals).
- Ensuring adequate supply of soap, hand sanitizer, cleaning products, tissues, and PPE (gloves, masks, etc.) throughout our facilities and to our remote teams.
- Informing employee owners of the importance of good hand hygiene and proper hand washing protocols and providing time for employee owners to wash their hands as this is one of the most effective ways to minimize exposure to COVID-19.
- Discouraging handshaking and, instead, encouraging the use of other noncontact methods of greeting.

- Continually reminding employee owners to avoid other employee owners' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, cleaning and disinfecting them before and after use.
- Reminding employee owners not to share food or food utensils with other employee owners.
- Encouraging and requiring social distancing to the greatest extent possible while in the workplace.
 - Evaluating scenarios where employee owners work within 6 feet of one another and determining options to increase distance.
 - Limiting in-person meetings and ensuring adequate distancing during the meeting.
 - Implementing off-shifts as applicable.
 - Staggering break and lunch times to minimize employee owners in break rooms at any given time.
 - Promoting remote work where applicable.
 - Suspending all non-essential in-person visits.
- Encouraging employee owners to minimize ride-sharing. While in vehicles, employee owners must ensure adequate ventilation and are encouraged to use PPE (i.e. face masks) and hand sanitizer when riding with other employee owners or using public transportation.
- Reminding employee owners of the required mandatory use of masks when it is not possible to maintain 6 feet of distance from other employee owners.
- Prohibiting all non-essential business travel and air travel until further notice.
- Continually evaluating options for employee owners at a higher risk for serious illness due to COVID-19. Revised protocols have been established and implemented in the following areas:
 - Lumbermen's Transportation Drivers (see page 9).
 - Counter Solutions Template Technicians and Installers (see page 10).
 - Offsite jobsite guidelines and requirements (see page 11).
 - Outside Sales (see page 12).

More information on how COVID-19 spreads can be reference here:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

MINIMIZING EXPOSURE FROM VISITORS

We have and will continue to be mindful of visitors in our facilities. In the event that a visitor is permitted into one of our facilities, the following protocols will be followed:

- The visit will need to be arranged in advance.
- The visitor must complete a health questionnaire prior to being allowed into our facility.
- The visitor must wear a mask while in our facility.
- The visitor's access will be limited to locations applicable to their visit.

CONFIDENTIALITY/PRIVACY

Except for circumstances in which Lumbermen's 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 of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee owner and to detect situations where the potential for transmission may increase. A sample notice to employee owners is on page 14. Lumbermen's reserves the right to inform other employee owners that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employee owner(s) might have been exposed to the disease so that the employee owner(s) may take measures to protect their own health.

GENERAL QUESTIONS

Given the fast-developing nature of the COVID-19 outbreak, Lumbermen's may modify this Plan on a case-by-case basis. If you have any questions concerning this Plan, please contact your supervisor or the Human Resource Department.

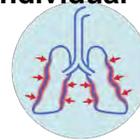
Workplace Protocols for COVID-19

Primary Methods of COVID-19 Transmission

1. Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
2. Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.

Know the Common Symptoms

Symptoms and severity will vary by individual



PRIMARY - Fever - Uncontrolled cough - Shortness of breath

SECONDARY (two or more present) - Loss of taste or smell - Muscle aches - Sore throat
- Severe headache - Diarrhea - Vomiting - Abdominal pain



STAY HOME AND CONTACT YOUR SUPERVISOR IF:

- You are experiencing symptoms of COVID-19 that are not related to seasonal allergies or other chronic conditions
- If you have had close personal contact with someone who has a confirmed case of COVID-19

STOP THE SPREAD OF GERMS

- **Wash Hands frequently:** Wash your hands regularly with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer.
- **Respiratory Hygiene:** Cover your mouth and nose whenever you cough or sneeze. Dispose of any used tissue immediately.
- **Avoid touching eyes, nose, & mouth:** Hands touch many surfaces and can pick up viruses. Avoid touching your eyes, nose, and mouth where possible.
- **Disinfect common surfaces:** Cleaning supplies are available to clean and disinfect surfaces and equipment as needed).

SOCIAL DISTANCING GUIDELINES

- **Avoid Close Contact:** Keep 6 feet apart from others whenever possible. Do not congregate in work rooms, copier rooms, or other areas where people socialize. Stay in your specific work area and avoid unnecessary contact with other areas (offices, shop, etc.)
- **Entrances:** All visitors are currently restricted from entering Lumbermen's facilities - this includes anyone who is not a current Lumbermen's employee owner. Entrances should be clearly marked with instructions and should be locked from outside access where possible (see visitor protocol on page 6 and customer pick up protocol on page 13 of the Preparedness Plan).
- **Breakrooms:** Breakroom capacity should be limited to around 25% of normal capacity and breaks should be staggered when possible. Breakrooms should be configured to eliminate face-to-face seating. Office employees should eat lunch at their desk.
- **Meetings:** Avoid in-person meetings by using online conferencing, email, or phone calls when possible. Limit in-person travel between buildings or locations if possible.
- **Masks:** Cloth masks must be worn by employee owners in work situations where keeping a constant distancing of 6 feet is not possible.
- **Limit exposure outside of work:** Follow state and local guidelines to limit your exposure outside of work, thus minimizing any potential risks to fellow employee owners.



Please contact your immediate supervisor with any concerns or questions.

COVID-19 PROCEDURES FOR LUMBERMEN'S TRANSPORTATION DRIVERS

Drivers, you fill a key role at Lumbermen's as you interact daily with our customers, acting as the face of Lumbermen's to them. As you make your deliveries during this Coronavirus threat, we ask that you follow the following procedures to help minimize the potential spread of COVID-19.

1. Follow all established COVID-19 protocols being implemented by our customers
2. Stay outside of our customer's facilities if at all possible.
3. Limit your close contact with others as much as possible, staying clear of physical contact (handshakes, etc.).
4. Do not allow others in the cab of your truck and keep the touch surfaces of your truck sanitized with disinfectant wipes. (We will provide more of these once we can find them)
5. Use latex or work gloves while unloading materials and interacting with customers. (Please see your supervisor if you need more).
6. Wash your hands with soap and hot water for 20 seconds often and immediately after any skin to skin contact, contact with a person that is ill or after touching publicly used surfaces.
7. Do not touch your eyes, mouth or face, especially when hand washing is not possible.
8. **CHANGE IN PROCEDURE:** When delivering material to our customers, please **do not** have the customer touch or sign the paperwork that you keep. Ask the receiver for their name and then you write this on our paperwork rather than having them sign. Most of our customers are doing this on their end as well so it will be acceptable.
9. Please do your best to avoid public restrooms at rest stops and restaurants. We understand that you may have no choice in some circumstances but ask that you use disinfectant wipes and hand sanitizer when in such areas. Take a lunch from home if at all possible rather than stopping at a restaurant to eat.
10. If you have a fever, the flu or other serious ailment, please stay home until you have been fever and symptom free for 24 hours without medication. Monitor your health closely and be on the side of caution.

In general, please use commonsense in regard to any potential spread of COVID-19, understanding that it is respiratory in nature but can also be spread by touch. Be on the lookout for any surfaces or items that are touched by others and for any person that is coughing, sneezing or looks feverish. Try to avoid contact with these surfaces and with people who appear to be ill, abiding by the 20 second hand wash rule if you happen to have contact. As you encounter these situations, please refrain from any comments or behavior that may be offensive to others remembering that you are representing the Lumbermen's MVP. Thanks to all of you for your extra efforts to help protect yourself, your families, your coworkers and our customers during this difficult time. Anything that you can do to limit the spread of the Coronavirus would be appreciated.

Employee Jobsite Protocols for COVID-19

In addition to the standard Lumbermen's workplace protocols, the additional following measures need to be followed for external jobsites:

- Keep the minimum number of Counter Solutions employees on site. Extra personnel should not be sent to a jobsite or should remain in the vehicle if not explicitly needed on the jobsite. If additional personnel are needed, they should leave the site immediately once their assistance is no longer necessary. Keep driver/passenger roles consistent throughout the day.
- If the customer is on site, call upon your arrival and ask if there is a preferred entry point they would like you to use. After ringing the doorbell or knocking, step back to observe social distancing practices. When the customer responds at the door, avoid physical contact with the customer and practice social distancing. An alternative to shaking hands is to politely wave with a warm, friendly greeting.
- Inform the customer that the following precautionary measures will be taken to protect both yourself and the customer: maintaining 6' distance, using personal protective equipment, wiping down work area with disinfectant wipes, washing/sanitizing hands and other control measures as appropriate.
- All Counter Solutions employees must wear a cloth face cover (mask) while on a jobsite or in a shared vehicle. The cloth face cover is meant to protect other people in case a person is unknowingly infected. The cloth face cover is not a substitute for social distancing or other safety measures. Gloves have been made a requirement for many jobsites. OSHA guidelines will supersede facial coverings, boot covers and glove mandates.
- Avoid entering unnecessary areas of the jobsite or touching any unnecessary objects. Place any tools or other objects on a mat to limit any contact with jobsite surfaces. Do not use disinfectant wipes or harsh cleaners on jobsite surfaces that may become damaged (wood surfaces, cabinets, etc. may be damaged by harsh chemicals).
- Signatures are temporarily not to be requested or required on site. When the appointment is complete, you should obtain verbal confirmation from the customer and notate customer approval. Make sure to remove all waste and other applicable objects from the jobsite. Disinfect any objects that you had to contact while on the jobsite before leaving. Wash or sanitize your hands before re-entering your vehicle.
- Upon returning to the shop, discard any waste from your vehicle each night. Use disinfectant to wipe down your vehicle each night. After disinfecting your vehicle, wash or sanitize your hands.

Exercise judgment: If there is a legitimate reason for concern about a jobsite, please politely return to your vehicle and call your manager with your concerns.





These best practices are currently in place to ensure the safety of our customers and employees. Please familiarize yourself with these items prior to your appointment:

- **Pre-Screening:** Our customer service team will be calling prior to your appointment to ask several screening questions—ensuring that the jobsite will be safe and that nobody has exhibited symptoms or been exposed to someone with symptoms. If you have any questions, please feel free to ask!
- **Prepare the jobsite:** Please make sure there is a clear path to the necessary areas of the jobsite and remove any unnecessary objects. Prior to installation, please clear out any open cabinets and remove the top drawers. Please sanitize all surfaces the workers may have to contact prior to the appointment. At the end of the appointment, we will sanitize any surfaces we have contacted before we leave.
- **Arrival:** The technician will call upon their arrival to the jobsite and discuss their entrance to the jobsite. Our technicians will be wearing masks while on site.
- **Practice social distancing:** Maintain at least a six-foot distance from the technicians at all times. If the technicians have any questions, they will work to communicate with you from at least six feet away. Otherwise, we ask that all people present on the jobsite remain in a different room (or leave the jobsite if possible).
- **Other Trades:** Please do not schedule other trades or workers to be on site during your countertop appointment. Limiting the number of people on site improves the safety for all.

If our installers have concerns while at the job site, we have asked them to return to their vehicle and contact the office so we can work with you to provide the best and safest environment for everyone.

In addition to these jobsite specific protocols, we have put into place further measures as recommended by the CDC to protect our employees and customers, including:

- Making sure employees with any symptoms or exposure stay home
- Following CDC guidance for health and hygiene
- Increased cleaning of our facilities, tools, and vehicles and limiting contact between employees at our facilities.

Thank you for your understanding and working with us to complete your appointment! Please call 616-261-3239 with any concerns or questions.





Outside Sales Rules of the Road

(Getting Back to Work as an Outside Salesperson)

Strategic Best Practices:

Pre-call contact – Make contact with all of your customers to identify whether or not they are receiving visitors at this time. If yes, what expectations do they have around interacting with their employees as well as entering their workplace. Express empathy when listening to their feedback and be prepared to hear a wide array of what is considered "acceptable".

Use technology! – During this time, we have seen the benefit of using technology to our advantage. Not all your customers will be comfortable with in-person visits which means your travel schedule will not be filled with five full days for the foreseeable future. However, getting creative using technology such as FaceTime or Zoom to ensure your customers see your face will be important during these times. Set up a virtual happy hour or virtual product training. Make sure to stay connected even to those who may not be ready to invite you into their locations.

Adapt your normal rhythm – Shorter visits, different days, prioritizing your A, B accounts. This strategy may allow you to see more customers throughout the day. Considering they haven't seen you in 8+ weeks, it is important to use your time very wisely the first couple weeks back out on the road.

Have a reason to be present – Be prepared ahead of time to have a meaningful interaction. Every customer will react differently when beginning to re-engage with the work society so it is important we are adding value when we are present.

Keep your eye on the prize – Remember where you left off with that customer. Sales call continuity is important during this time. Before everything stopped abruptly, you may have been in the middle of scheduling a product training or gaining a stocking position or a conversion opportunity. Stay focused on where you left off and keep your eye on the prize.

Be empathetic – Understand that this has affected everyone differently. Remember that this relationship is about them, not us. So be prepared to express empathy when possible.

****If you or someone you have been in contact with are experiencing any symptoms of COVID19 – please do not travel, stay home, and notify your Regional Manager immediately.**

Tactical Best Practices:

Personal protective equipment – This should always be readily available. You have been provided a mask (washable), and we strongly encourage you to lean on the side of using it vs. not using it when there is a question. Inquire with the customer during your pre-call on what is acceptable for them. You should also have access to disposable gloves. If you need some, please contact your Regional Manager. Although you may not feel the need to use these during every interaction, your customers may require them to be used in order to enter their buildings.

Hand sanitizer – Use hand sanitizer frequently throughout the day. If you need some, please let your Regional Manager know.

Avoid handshakes – Find new and creative ways to greet your customers. Most (if not all) will understand that this is a step we are taking for their safety and ours.

Social distancing – Do your best to stay a minimum of 6 ft. away from whomever you are interacting with. Especially when you are having face-to-face conversations.

Personal hygiene behaviors – Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash immediately. Avoid touching your face, if possible. Wash your travel clothes before wearing them again. Wash your hands frequently throughout the day for at least 20 seconds with soap and water.

Phone/Tablets – Wipe down your phone with a sanitizing wipe frequently. A good rule of thumb is to wipe your phone as often as you use hand sanitizer or wash your hands.

Notebooks/Note-taking – Be aware of what you are bringing in with you to log notes. Ensure it is a device that can be wiped down. If possible, wipe it down with a sanitizing wipe after every visit.

Lunches/Food – Until further instructed by your Regional Manager, avoid taking customers to lunch or entertainment. If possible, pack lunches or snacks ahead of time to avoid unnecessary interaction with other people while preparing food.

Vehicle – Clean the interior of your vehicle more regularly. This can be as simple as a sanitary wipe-down to eliminate the spread of germs.

As we begin to see our customers again and travel out into the field, it is important that we are traveling only for the essential reasons needed to continue to support and maintain our customers' ability to remain open for business. Please use some of the following examples as reasons that could be deemed essential in this regard.

- **Selling Tools** – Continue to support and maintain samples and literature. This may include new and updated product displays.
- **Training** – Support requests from our customers who require additional training on new and existing products. If possible, offer the option of virtual training.
- **Promotional Updates** – Review and showcase promotional products that are essential to the current season of business.
- **Inventory Management** – Support customers with their existing inventory that they have purchased from us and are attempting to sell through. This also may include reviewing returns.
- **Relationships** – If the other items don't bring you into a customer at least a couple times a month, it would be considered essential to stop in from a pure relationship standpoint.
- **Open Orders and Quotes** – Review current activity that is in the pipeline to ensure it is processed and handled correctly.

EMPLOYEE OWNER HEALTH SCREENING FORM

The form below is available at <https://www.lumbermens-inc.com/covid-19> or by scanning this QR Code with the camera on your phone:



COVID-19

EMPLOYEE OWNER HEALTH SCREENING FORM

As of 5/07/2020, it is required that each individual entering the facility acknowledge the following items. You must verify that neither your spouse, child(ren) or self is experiencing any of the following symptoms. If a person is experiencing any of these symptoms, they will not be permitted into the facility.

Verification is required prior to arrival

Check Yes If You Are Experiencing Any One of the Following Primary Symptoms Not Explained By a Known Medical or Physical Condition:

- Fever
- Uncontrolled Cough
- Shortness of Breath

Check Yes if You Are Experiencing Two or More of the Following Secondary Symptoms Not Explained By a Known Medical or Physical Condition:

- Loss of Taste or Smell
- Muscle Aches (myalgia)
- Sore Throat
- Severe Headache
- Diarrhea
- Vomiting
- Abdominal Pain

Check Yes If You Have:

- Traveled in the Last 14 Days (Air Travel or Hotel Stays)
- Traveled To or Been in Contact With Anyone Who Has Traveled to an Area with a Sudden Rise in COVID-19 Cases
- I Am Not Experiencing Any of The Above Symptoms

First Name

Required Field

Last Name

Required Field

Division

Required Field

Date

Required Field

Submit

Employee Notification

DATE: [DATE]

TO: [CLOSE CONTACT EMPLOYEE OWNER]

FROM: Laura Longstreet

We have been informed by one of our [employee owners/customer/vendor/etc] working at [SITE] that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [DATE]. Per company policy, this individual has been directed to self-quarantine until permitted to return to work.

We are alerting you to this development because, based on our investigation, we believe that you may have come into contact with the confirmed-positive case, on or about [DATE]. Based on Company policy we are directing you not to report to work (i.e., self-quarantine) until you are cleared to return based on current CDC and MDHHS guidance. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [DATE], you may return to work. However, please inform Laura Longstreet if any of the following occur during your self-quarantine: you experience symptoms or you test positive for COVID-19.

We are committed to providing a safe environment for all of our employee owners and exceptional service to our customers. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that, consistent with MVP, we are committed to those who count on us. We will treat information regarding the identity of employee owners with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Company policy, we will not tolerate harassment of, or discrimination or retaliation against, employee owners or other constituents.

Please contact Laura Longstreet, our COVID-19 Workplace Coordinator, at 616-261-3224 if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at:
<http://www.cdc.gov/coronavirus/2019-ncov/index.html>