

Levingston Group, LLC

Infectious Disease Preparedness and Response Plan

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Revision 1, March 20, 2020



President

Levingston Group, LLC

**Reference: Occupational Safety and Health Administration (OSHA) 3990-03 2020
Guidance on Preparing Workplaces for COVID-19**

Introduction

While this plan is developed for any infectious disease that our employees may be exposed, it has been specifically developed to address the Coronavirus Disease 2019 (COVID-19). The following information was taken from the OSHA reference document listed above:

Coronavirus Disease 2019(COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impact, outbreak conditions—including those rising to the level of a pandemic (COVID-19 outbreak was classified as a pandemic by the World Health Organization on March 11, 2020)—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

Purpose

To effectively identify basic steps to reduce the risk of worker exposure to Infectious Diseases, such as the common flu, SARS-CoV-2, the virus that causes COVID-19, and other infectious type diseases in the workplace.

To stay abreast of guidance from federal, state, local, tribal, and/or territorial health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans as relates to Infectious Disease preparedness and company responses.

Scope

This Preparedness and Response plan will go into effect upon a State Public Health Emergency Declaration as related to an infectious disease and continue until the Declaration of Emergency is removed.

This Preparedness and Response plan will assist employees with the following:

- 1) Identification of potential sources of infectious diseases, particularly, the Coronavirus Disease (COVID-19) caused by the SARS-CoV-2 virus.
- 2) Methods for infection prevention.
- 3) Identification of symptoms and employee reporting.
- 4) Company communication of risk levels.
- 5) Workplace Controls for the reduction and/or elimination of employee exposure.

Identification of Potential Disease Exposure

Person-to-Person Exposure

The COVID-19 virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet). It spreads through respiratory droplets produced when an infected person coughs or sneezes. The droplet can land in the mouth or nose of people who are nearby or possibly be inhaled into the lungs. People are thought to be most contagious when they are most symptomatic (the sickest). Some spread might be possible before people show symptoms; there have been reports of this occurring with the COVID-19 virus, but this is not thought to be the main way the virus spreads.

Contact with Infected Surfaces or Objects

It may be possible that a person can contract COVID-19 by touching a surface or object that has the virus on it, then touching their own mouth, nose or possibly their eyes, but this is not thought to be the main way the virus spreads.

Methods for Infection Prevention

Hand Washing

Levingston promotes frequent and thorough hand washing. We provide employees, visiting clients, and other visitors, with a place to wash their hands.

When washing hands, it is recommended to use soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and running water are not immediately available, we provide alcohol-based hand rubs containing at least 60% alcohol.

Avoidances and Precautionary Measures

Levingston recommends avoidance of close contact with people who are sick. We also recommend avoidance of touching irritated eyes, nose, and mouth.

If an employee is sick and displays any symptoms of the virus or infectious disease, Levingston requires that employees not report to work.

Employees should cover their mouth when coughing or sneezing with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces using a regular household disinfectant cleaning spray or wipe.

Identification of Symptoms and Employee Reporting

Identification of Symptoms

Levingston employees should monitor their own symptoms and promptly report to Levingston Human Resources at 337-313-1354 or neal.rider@levingston.com any symptoms of the COVID-19 which includes **fever, shortness of breath, coughing**. These symptoms may appear 2-14 days after employee exposure to the virus.

Human resources will assist in employee guidance once contact is made and based on the information provided.

Reporting a Suspected Illness

Any employee with a suspected respiratory illness which includes symptoms listed above should report such to their immediate supervisor and Levingston Human Resources. Further reporting will be evaluated based upon each employee situation.

Company Communications of Risk Levels

Employee Risk Levels

The OSHA 3990-03 2020 publication classifies and defines four levels of worker exposure to SARS-CoV-2. The levels vary from **very high** to **high, medium, or lower (caution)** risk. Based on definitions in this publication, Levingston

employees are classified as at lower exposure risk (caution) which means that our employees' jobs do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor have frequent close contact with the general public. Due to the OSHA risk level classification for Levingston workers, no additional PPE is required than ordinarily used for job tasks currently being performed.

Further guidelines as relates to public health control activities by level of COVID-19 community transmission have been published by the Center for Disease Control and Prevention (CDC) CS 315926-A 3/10/2020. These Levels of Community Transmission (CT) are as follows:

None/Minimal

Evidence of isolated cases or limited community transmission, case investigation underway, no evident of exposure in large communal setting, e.g., healthcare facility, school, mass gathering.

Moderate

Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings with potential for rapid increase in suspected cases.

Substantial

Large scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings etc.

Levingston will communicate community transmission levels in place throughout the activation period of this plan via company communications indicated below.

Company Communications

Levingston provides communications to any event of emergency related to our workplaces, this includes any infectious disease outbreak, especially the COVID-19 virus through our website: www.levingston.com under the Employee Center tab. Also, informational memorandums are submitted via companywide email with any pertinent updates as relates to changes.

Any questions or concerns about the disease can be addressed to the Levingston Human Resources department at neal.rider@levingston.com or donna.smith@levingston.com .

Workplace Controls

Levingston will implement the following workplace controls to reduce or minimize exposure to infectious diseases based on the following Levels of Community Transmission (CT) as indicated by the company via company communications:

None (preparedness phase)

- Provide employees with up-to-date education and training on COVID-19 risk factors and protection behaviors. Use safe work practices listed below.
- Require sick employees to not report to work.
- Clean and disinfect frequently touched surfaces daily.
- Provide and encourage use of hand hygiene supplies by employees and visitors.

Minimal to moderate

- Continue with workplace controls from None (preparedness phase) level.
- Implement social distancing measures:
 - Increasing physical space between workers at the worksite if in a communal setting.
 - Decrease social contacts in the workplace (e.g., limit in-person meetings, vendor lunch and learns, meeting for lunch in a break room, etc.)
- Limit large work-related gathers (e.g., staff meetings, after-work functions).
- Minimize face-to-face meetings with clients, vendors, and co-workers and replace interface with email or virtual communications when possible.
- Limit non-essential work travel.
- Consider regular health check (E.G., temperature and respiratory system screening) of staff and visitors entering buildings (where feasible)
- Request our employees discontinue travel to locations with ongoing COVID-19 outbreaks. Levingston and our employees should regularly check the CDC travel warning levels at: www.cdc.gov/coronavirus/2019-nCoV/travelers.

Substantial

- Continue with workplace controls from None (preparedness phase) and Minimal to Moderate levels.
- Implement extended telework arrangements, if feasible, for continued company operations.

- Enact flexible leave policies for staff who need to stay home due to school/childcare dismissals.
- Cancel non-essential work travel.
- Cancel work-sponsored conferences, tradeshow, etc.

Safe Work Practices

These safe work practices include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to infectious diseases such as SARS-CoV-2:

- Levingston provides a work environment that promotes personal hygiene. We provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Levingston requires regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing PPE.
- Levingston posts proper handwashing instructions in all bathrooms and locations where handwashing fixtures are present.

Visitors to Office

All visitors to the Levingston Office will be required to adhere to the Levingston Temporary Screening Plan when this plan is in effect.

Response to Community Identification of Virus

Once a case of the COVID-19 is identified in Southwest Louisiana (namely, Calcasieu, Cameron, Jeff Davis, Beauregard, and Allen Parish) the Community Transmission (CT) Level will change to Moderate.

Upon this change, office personnel will be required to answer a screening questionnaire daily, including a mandatory temperature screening prior to entering the office complex.

Individuals Returning to Work after Illness or Travel

- If a Levingston employee has visited a location known to have ongoing community transmission as described by the federal, state, or local agencies, Levingston is requiring that the employee stay away from work and perform a 72 hour “Self-Isolation” in which that employee will not be allowed at work and is required to provide medical evidence of no symptoms prior to return to work.
- If a Levingston employee exhibits any of the symptoms associated with the COVID-19 virus, Levingston is requiring that the employee stay away from work and perform

a 72 hour “Self-Isolation” in which that employee will not be allowed at work and is required to provide medical evidence of no symptoms prior to return to work.

- If a Levingston employee has been on a Cruise, when this plan is in effect, Levingston is requiring a mandatory self-quarantine for 14 days in which that employee will not be allowed at work while monitoring symptoms. That employee will be required to provide medical evidence of no symptoms prior to return to work.

Company Response to Employees that have tested positive for the COVID-19 virus

- If a Levingston employee has been medically diagnosed with the COVID-19 virus, they will be required to follow the recommendation of the diagnosing physician. Generally that will mean a mandatory self-quarantine for 14 days (in a medical facility or at home depending on severity). Upon completion of the quarantine, the employee should follow the recommendation of their physician to be retested or not. CDC recommends the following, in which Levingston will adhere:
 - If the employee **does not have a test to see if they are still contagious** then three (3) things should happen prior to return to work.
 - No fever has been present for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers),
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved).
 - At least 7 days have passed since your symptoms first appeared.
 - If the employee **does have a test to see if they are still contagious** then three (3) things should happen prior to return to work.
 - The employee no longer has a fever (without the use of medicine that reduces fever)
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved).
 - The employee receives two negative tests in a row, 24 hours apart. Your physician will follow CDC guidelines.

Documentation

Levingston Human Resources department will track and document all COVID-19 related incidents on an individual personnel basis. This information will include but not be limited to screening questionnaires, incident reports, and monitored status of each incident case.