

# COVID-19 Preparedness and Response Plan for Vanguard Fire & Security Systems, Inc.

In response to Governor Whitmer's latest Executive Order 2020-97, all operating businesses are required to establish a COVID-19 Preparedness and Response Plan. Our current COVID-19 Preparedness and Response Plan is hereby updated to reflect the new directives.

Vanguard Fire & Security Systems, Inc. is committed to providing a safe and healthy workplace for all our employees, customers, and visitors. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, families, and communities. That requires full cooperation among our employees, managers, customers, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

All employees are responsible for complying with all aspects of this COVID-19 Preparedness and Response Plan. Vanguard managers and supervisors have the company's full support in enforcing the provisions of this policy.

Employees are our most important asset. We are serious about safety and health and keeping our employees working at Vanguard. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by addressing employee's concerns, suggestions, and feedback; thereby integrating this into the development of the plan. Our COVID-19 Preparedness Plan follows the Center for Disease Control and Prevention (CDC), the World Health Organization (WHO), Federal OSHA standards related to COVID-19, MIOSHA standards related to COVID-19, the Michigan Department of Health (MDHHS) guidelines, and Michigan Executive Orders, including the latest 2020-97.

## Daily Screening Protocol

The Human Resources Department has implemented and will monitor and report on the COVID-19 control strategies in compliance with subsection 1(b) of Executive Order 2020-97. A designated supervisor will remain onsite at all times when employees are present. Onsite employees may be the designated person by their manager to perform the supervisory role.

Workers have been informed to self-monitor for signs and symptoms of COVID-19 using the "Employee Health Screening Checklist" distributed via email to all employees on May 27<sup>th</sup>, 2020. The following policies and procedures are to assess workers' health status prior to entering the workplace and for

workers to report when they are sick or experiencing symptoms to their immediate supervisor who will inform Human Resources for follow-up and recording purposes.

Customers and visitors should not enter Vanguard buildings unless it is essential. They are also advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Essential customers and visitors must complete a health screening checklist also. This is obtained from the reception area of the main building entrance at each location. The form is then evaluated for symptoms that would prevent entrance to the Vanguard facility by the designated site supervisor.

## **Employees Exhibiting Signs and Symptoms of COVID-19**

If an employee experiences symptoms while working they need to report those symptoms to their immediate supervisor and leave the workplace as soon as possible, limiting contact with other employees and using a facial mask as a precaution as they exit.

Other employees in the direct area of the symptomatic person may be asked to leave the area until it is cleaned and disinfected with COVID-19 effective products, depending on the distance from other employees. Barrier tape will be used as an added measure for keeping others from that specific area until it is cleaned and disinfected.

In compliance with Executive Order 2020-36, and subsequent executive orders that follow, no employee will be discharged, disciplined, or retaliated against for staying at home or leaving work when they are at a particular risk of infecting others with COVID-19.

Vanguard will inform employees, customers, and/or visitors if they have been exposed to a confirmed COVID-19 employee, customer, or visitor at our workplace. Employees will be required to quarantine for the required amount of time according to the Center for Disease Control (CDC).

Vanguard will protect the privacy of everyone's health status and health information. All managers and human resources personnel will follow all HIPPA policies with regards to protecting employees' personal information when communicating about confirmed or symptomatic employees, customers, and/or visitors.

If an employee is identified with a confirmed case of COVID-19, employees may be sent home for temporary closure of all or part of the worksite, allowing for deep cleaning measures. The local public health department will be contacted within 24 hours in conjunction with any co-workers, customers, and/or visitors who may have come in contact with the person with the confirmed case of COVID-19.

An employee with a confirmed or suspected case of COVID-19 can return to the workplace only after they are no longer infectious according to the most up-to-date guidelines from the Centers for Disease Control and Prevention (CDC).

Vanguard has 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. We follow all government regulations regarding the Family Medical Leave Act (FMLA) and the Families First Coronavirus Response Act (FFCRA). Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

## **Personal Hygiene**

Signs are posted throughout the buildings as reminders about the importance of practicing good personal hygiene as a means of prevention from COVID-19 as well as other contagious germs. Basic infection prevention measures are continually being implemented at our workplaces and jobsites to protect everyone but personal hygiene is a must.

- **Handwashing**

Hand sanitizer and/or soap is provided for use at building entry locations, in restrooms, and in common areas. 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 workday, prior to any mealtimes and after using the restroom facilities. Employees are in no way prohibited to perform handwashing/sanitizing to meet this precaution.

All employees, customers and visitors to the workplace will be required to wash or sanitize their hands immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations throughout the workplace. Hand sanitizer is available to all employees for use at jobsites, as well as in company vehicles to maintain hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees are in no way prohibited to perform handwashing/sanitizing to meet this precaution.

Handwashing and/or sanitizing facilities are provided, supplied, and maintained by Vanguard personnel and available upon request by employees to any HR/EHS employee.

- **Respiratory Etiquette: Cover your cough or sneeze**

Employees, customers, 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 provided trash receptacles and wash or sanitize their hands immediately afterwards. Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available to all employees, customers, and visitors at multiple locations. Additionally, respiratory posters are attached in this email communication for review and training purposes.

## Personal Protective Equipment

Vanguard supplies all personal protective equipment appropriate for the activity being performed. This includes but is not limited to gloves, goggles, face coverings, and face shields. Use gloves where appropriate to prevent skin contact with contaminated surfaces. Face coverings should be worn when social distancing of six feet cannot be maintained or as an added layer of protection. Attached are instructions for the proper usage of personal protective equipment.

All PPE can be obtained by contacting any HR/EHS employee or your direct supervisor. Soiled disposable gloves and face coverings should be disposed of by placing them in plastic bags within trash receptacles. Non-disposable face coverings can be put in plastic bags to transport and machine-wash at home with laundry detergent and hot water.

## Social Distancing

Social distancing of six feet continues to be implemented and maintained between employees, customers, and visitors through the use of engineering and administrative controls. Physical workplace modifications have been made to increase distance between work areas. Tables, chairs, etc. have been arranged and eliminated in some areas to promote social distancing. Plexi-glass barriers have been installed to protect workers where spacing cannot be increased or social distancing consistently maintained. Signs give instructions regarding social distancing as well as floor markings serving as reminders for employees, visitors, and customers to maintain social distancing.

Building occupancy has been reduced. Remote working from home has been established to the fullest, reasonable extent possible for office staff, keeping the number of employees at our onsite facilities to a minimum. Employees working onsite have varying start times. All employees should use the entrance closest to their workstation and should go immediately to their workspace, reducing the possibility of congestion at entrances. Visual indicators remind employees of appropriate spacing in areas outside the building.

Non-essential common areas are taped off with posted signs "Not Available for Use until Further Notice". Floor markings guide the flow of movement through buildings, especially at choke points and where employees have more potential to stand near one another, to accomplish social distancing between employees, customers and/or visitors.

Jobsite distancing should be six feet from one another to the maximum extent possible. Jobsite supervisors may need to use ground markings, signs, and physical barriers if appropriate to the worksite. If employees cannot consistently maintain six feet of separation from other individuals on the jobsite they should request face shields as an extra layer of protection from their site supervisor.

## Company Deliveries

All deliveries are brought to the warehouse delivery entrance. All delivery drivers should wear a face covering upon entering the facility to pick-up or drop-off shipments. The deliveries are not handled by Vanguard employees for 24 hours. Gloves are worn when the delivered items are unpackaged.

## Gatherings

Employees, customers, and visitors are prohibited from gathering and meeting in common areas and confined areas that do not allow for social distancing and/or create unnecessary movement through office areas. Face coverings are required in shared spaces, where social distancing cannot occur. These areas include, but are not limited to in-person communication areas, walking through hallways, etc. Online meeting platforms are now utilized to the maximum extent possible to avoid in-person contact. Signs are posted at building entrances stating, all non-essential visitors are not allowed to enter the buildings.

## Workspaces, Company and Personal Property

All items, tools, etc. as well as touched surfaces need to be frequently and thoroughly cleaned and disinfected depending on use. Minimize shared contact with items in the workplace such as tools, equipment, office supplies, etc. These items should only be shared in necessary situations. If items are used by more than one person they need to be cleaned and disinfected before and after transfer to other users. Workstations will only on occasion be shared between employees and disinfected between users. Disinfecting supplies are readily available in multiple locations throughout Vanguard facilities for easy accessibility. All workers who travel throughout the workday have the needed disinfecting supplies with them. Refills are made readily available from their direct supervisor or HR/EHS staff.

## Company Vehicles

Most employees drive separate vehicles to the jobsite. When this is not possible, face coverings will need to be worn. Disinfectant and hand sanitizer should be part of each employee's vehicle inventory and used multiple times daily on touch surfaces.

## Travel

Only essential travel is allowed. Other business-related travel for employees, such as conferences, events, etc. is restricted at this time. Managers are scheduling to prevent unnecessary movement between project sites when possible. Infection rates should be reviewed by managers/employees as travel is scheduled at <https://wwwnc.cdc.gov/travel>. Based on the data, additional safe practices may need to be implemented. Employees should always use the proper PPE and hand sanitizer when using public transportation, including airplanes, taxi services, rental cars, etc.

## Cleaning and Disinfection

Housekeeping practices are done on a regular basis. All office personnel should wipe down their work areas at least twice daily. Each employee is responsible to clean and disinfect their workspaces and their work property such as keyboards, phones, desks, and any other touch points with cleaners and disinfectants, effective against the COVID-19 virus. These cleaners are labeled and available at all branch locations in common areas as well as available to all field employees through the branch offices or their direct supervisor. Any employee needing replenishing of cleaning/disinfecting products can contact their supervisor or resource them from any Vanguard office.

Vanguard's corporate facility, is cleaned by a professional cleaning company that cleans and disinfects bi-weekly with Vindicator, which is FDA approved and EPA certified, recommended by the CDC to kill viruses, including COVID-19. They do routine cleaning of all common areas, including restrooms, work surfaces, and especially high-touch surfaces. Daily cleaning and disinfecting is conducted in common, high-touch areas in each Vanguard building by a designated person also.

If an employee tests positive for COVID-19 and has been in a Vanguard facility, the area in which they circulated will be closed for decontamination and employees will be notified of the temporary displacement. Professional cleaning services will use an electrostatic machine, Clorox 360 to deep clean the affected areas.

Appropriate and effective cleaning and disinfectant supplies are available for use in accordance with product labels, safety data sheets, and manufacturer specifications. They are to be used with required personal protective equipment for the product. Any HR/EHS employee will provide disinfecting supplies that are effective for killing viruses, including COVID-19.

## Ventilation

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly utilized. They are maintained by licensed heating and cooling companies. Steps are also being taken to minimize air flow moving across people from other occupied work areas by the reduction of utilized building space.

## Communications and Training

This revised COVID-19 Preparedness and Response Plan was communicated via email to all employees on June 1st, 2020. The necessary training is provided via this communication. Additional communication and training will be ongoing via email communications, web-based platforms, and managerial instructions. Management and employees are to work through this new program together and training will be updated as necessary. Additional information and training are noted in Appendix "A" and OSHA recommended for employees' review.

Instructions are communicated to customers and visitors via this communication on Vanguard's website or via request to [kinosencio@vanguard-fire.com](mailto:kinosencio@vanguard-fire.com). More in-depth computer-based training regarding workplace infection control and personal protective equipment is available by request to the employee's manager or by contacting:

Jennifer Roe at [jroe@vanguard-fire.com](mailto:jroe@vanguard-fire.com) or 800-444-8719, x114

Robin Rett at [rrett@vanguard-fire.com](mailto:rrett@vanguard-fire.com) or 800-444-8719, x155

This COVID-19 Preparedness and Response Plan has been certified by Vanguard's executive management, distributed to each employee, posted throughout the workplace, and will appear on Vanguard's website. Managers and supervisors are to monitor how effective the program has been implemented through feedback and review. It will be updated as necessary.

Employee, customer, and visitor questions and concerns, as well as reporting of any unsafe working conditions, should be directed to Karen Inosencio at 800-444-8719, x122 or [kinosencio@vanguard-fire.com](mailto:kinosencio@vanguard-fire.com).

Sincerely,  
Karen Inosencio  
Director of HR and EHS

## Appendix A – Additional Resources

### General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019nCoV](http://www.cdc.gov/coronavirus/2019nCoV)

### Employees Exhibiting Signs and Symptoms of COVID-19

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

### Handwashing

World Health Organization (WHO): Handwashing video - <https://www.youtube.com/watch?v=3PmVJQUCm4E>

### Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Social Distancing

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html)

### Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### Training

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)