



# **Return to**

# **Work**

# **Action Plan**

Provided by Coleman Oil Company

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## Introduction

At Coleman Oil, it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our business. This return to work action plan details how we plan to reopen our business and still keep all of our employees safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA) and State guidance, highlights the responsibilities of managers and employees, and outlines the steps Coleman Oil is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. By releasing this return to work action plan, Coleman Oil hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to the office.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternate arrangements, should they be necessary.

## Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. Coleman Oil will continue to monitor applicable state and local guidance and determine next steps for reopening the office.

At this time, we’ve created a tentative phased approach for asking our employees to return to work consistent with state guidance.

### Phase - Essential workers Only

At this stage state and local guidance prohibits gatherings of 10 or more people. At this time, our office remains open to only essential workers deemed necessary to work on site. Employees who are able to work remotely are asked to continue doing so until further notice.

### Phase One

Under Phase One, the office may reopen to a minimum number of employees. Social distancing protocols will continue in place and should be followed. However, any other employees who are able to do so should continue to remain home and work remotely. Under Phase One guidance from the government, nonessential travel should be avoided. Business-related travel will not resume under Phase One.

All vulnerable employees should continue to self-quarantine. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not always possible, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

### Phase Two

Under Phase Two, the office may reopen to more employees but still a limited number. Similar to Phase One, employees who are able to work from home should continue to do so.

Should we reopen our office in this limited capacity, social distancing protocols will continue to be in place and workplace modifications will continue to ensure social distancing can be maintained throughout the workday. The following protocols may be put in place to promote social distancing efforts:

- **Staggered and monitored schedules**—Coleman Oil may implement rotating schedules until all restrictions are lifted to minimize employee contact.
- **Work area modifications**—Coleman Oil may modify the layout of the lunch room, meeting rooms and desk/seating arrangements to create at least 6 feet of distance between employees. Until all social distancing requirements are lifted employees should limit in-person meetings and instead conduct virtual meetings.
- **Gatherings** - Employees who are in the office should avoid gathering in groups.
- **Masks** – masks must be worn if you are within 6 feet of another individual (recommendation: keep your mask hanging around your neck for easy access).

In addition to the protocols mentioned above, Coleman Oil may implement additional guidance during Phase Two that is designed to promote workplace safety.

During this phase we will follow governmental guidance regarding travel. Limited business-related travel may resume under Phase Two.

All vulnerable employees should continue to self-quarantine. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not always possible, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

## Phase Three

Under Phase Three, the office may reopen to more employees. At this phase, we may also consider resuming business-related travel and gatherings of no more than 50.

All vulnerable employees should continue to self-quarantine. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not always possible, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

## Phase Four

Under Phase Four all businesses can open and all worksites can be staffed as needed, while continuing to practice good physical distancing and personal hygiene. Non-essential travel may continue and social interactions with physical distancing may resume.

## Considerations

It's important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should an employee test positive for COVID-19 after the office reopens, our plan may change in an effort to protect our employees. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain open or close.

We recognize that each individual will need to make a personal decision as to when he or she is comfortable returning to the office based on individual circumstances. Please reach out to your supervisor, manager or HR to discuss your personal situation.

## Workplace Protocols to Follow When Returning to Work

Coleman Oil will implement various workplace protocols designed to preserve the health and safety of our employees as they return to work. This section further explains these protocols. For additional information, please reach out to your manager or supervisor.

### Employee Screening, Exposure and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we may create various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

#### *Employee Screening Protocols*

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Employee screening is implemented on a nondiscriminatory basis, and all information gleaned is treated as confidential medical information—



specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms is only to be shared with members of company management with a true need to know.

Coleman Oil employees may be asked to confirm the status of their health as part of working in the office. The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the office and as a response to a confirmed diagnosis.

### *COVID-19 Exposure and Confirmed Illness Protocol*

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

### *Reporting Transparency Protocol*

Any Coleman Oil employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR and their supervisor as soon as possible. The employee may be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, Coleman Oil may notify impacted employees if there is a confirmed case of COVID-19 in the workplace. Coleman Oil may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

### *Social Distancing Protocol*

Employees should follow social distancing best practices while at Coleman Oil's facilities, including but not limited to workstations, common areas and office spaces. Specifically, employees are asked to:

- Stay 6 feet away from others when working or on breaks.
- Where a minimum distance cannot be maintained, masks must be worn (covering mouth and nose) and engineering or administrative controls will be implemented.
- Avoid job tasks that require face-to-face work with others when possible.

- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick and advise their supervisor.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face, eyes, nose and mouth.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room.
- Avoid using common areas.
- Company may require a workplace health and safety checklist be completed.
- Complete appropriate training as assigned.

Coleman Oil may extend our social distancing guidelines after the office reopens. Please monitor your email and adhere to any additional guidance as it is provided.

## Employee Health and Safety Protocols

The success of our return to work action plan relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols may be implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a manager or supervisor immediately.

### *General Employee Health and Hygiene*

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes with your elbow or a tissue.
- Avoid touching your eyes, nose and mouth.

To help employees remain healthy, Coleman Oil will have hand sanitizer and disinfecting wipes available throughout the office. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. Additionally, the Care Committee will coordinate with employees in each of the locations and designate someone to disinfect high touch areas frequently.

Finally, employees who are feeling sick are asked to stay home from the office. Employees who have symptoms of acute respiratory illness, should immediately seek medical attention and follow the guidance of a health care provider. Employees with symptoms are required to work remotely or take PTO (talk to HR regarding the Emergency Paid Sick Leave to determine if you qualify). Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify HR.

### *Employee Mental Health Considerations*

Coleman Oil understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. Employees with concerns regarding their mental health should request additional resources from HR.

### *Cleaning and Disinfecting Protocol*

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by Coleman Oil based on availability. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Coleman Oil requests that employees assist with the cleaning of common areas and other frequently touched surfaces throughout the day. The frequency of this cleaning may change depending on the situation.

### *Office Procedures*

In addition to the guidance outlined above, Coleman Oil may implement the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**—Coleman Oil may set up contactless drop zones for all deliveries, including mail and packages. Employees ordering food delivery service may need to instruct drivers to utilize drop off zones for contactless delivery.
- **Visitors**—Until further notice, all nonessential visitors are prohibited unless specifically invited. For business-critical visits (e.g., material deliveries), Coleman Oil may take the following steps to safeguard employees and visitors:
  - Require visitors to go directly to their assigned work area without unnecessarily interacting with employees.
  - Require visitors to practice social distancing and good hygiene while on-site.
  - Wear a mask while entering and exiting and if unable to maintain 6 foot social distancing.

Coleman Oil may add to this list of workplace procedures as employees return to work. Employees should monitor workplace communications to ensure they're up to date on all health and safety communications.



## Conclusion

Coleman Oil looks forward to the future of our employees returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees every step of the way as we consider reopening our doors.

We ask that employees be patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible of changes.

Employees should direct questions regarding the content of this action plan to their supervisor, a Care Committee member or HR.

