**CL Linfoot Co. COVID-19 Response Plan**

Throughout the process of dealing with the Coronavirus, COVID-19 outbreak, CL Linfoot will utilize the best practices recommended by the CDC, industry experts, and local/state governments to enact plans that ensure the health and safety of our employees and partners. The goals of the plan are to: (a) reduce transmission among employees, (b) protect people who are at higher risk for adverse health complications, and (c) maintain essential business operations. We have taken and will continue to take appropriate precautionary measures to prioritize everyone’s health and safety.

**Coronavirus, COVID-19 General Practices**

CL Linfoot will be following the CDC’s [Interim Guidance for Businesses and Employers](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) in response to the Coronavirus, COVID-19 outbreak.

1. **Screening for Illness:**
	1. Employees who are exhibiting signs of illness should stay home from work. It is also recommended that they review the [CDC Risk Assessment Screening Tool](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html) to determine their potential COVID-19 exposure. They should then speak with their manager to determine appropriate next steps.
	2. CL Linfoot will **not** require employees to provide a healthcare provider’s note (nor validate their illness) for employees to remain absent from work due to illness.
2. **Work Environment Cleaning:**
	1. CL Linfoot will follow the [CDC Environmental Cleaning and Disinfection Recommendations](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) in all work places.
	2. CL Linfoot is temporarily recommending social distancing. Employees are encouraged not to meet in group (5 or more people) settings, such as meetings, lunches, etc. while at work. This includes not meeting in a central place (such as an office or shop).
3. **Travel:**
	1. Any work-related travel should be discussed with an employee’s manager. CL Linfoot has temporarily asked employees to postpone or cancel travel for non-essential work-related reasons. Employees should work with their manager on canceling their travel plans. Employees are encouraged to reach out to their travel providers concerning cancellation policies.
	2. Employees who are traveling for personal reasons may be subject to restrictions upon return. CL Linfoot may request employees to stay home upon returning from personal travel. This could occur if the person has traveled where known cases of the COVID-19 are present, or if they have symptoms of a cold, flu, fever, or respiratory illness. Employees should communicate with their manager prior to returning to work after personal travel.
4. **Work from Home Arrangements:**
	1. If there are known local cases of COVID-19, CL Linfoot may request employees to work from home. The employee may also request to work from home. These requests will be handled on a case by case basis by working with an employee’s manager.
	2. Employees are encouraged to take their IT related hardware home with them to facilitate their work environment as best as possible.
5. **Paid Time Off:**
	1. If an employee is unable to work or a worksite is closed, regular status employees can use paid time off (PTO) to cover their time away from work. **CL Linfoot will temporarily allow employees to accrue a negative PTO balance if necessary.**
	2. Employees who are not eligible for PTO will receive time off unpaid. Information regarding government pay assistance programs and unemployment can be obtained from their local unemployment agency.
6. **Identifying Essential Functions & Resources:**
	1. CL Linfoot will implement plans to continue our essential business functions in the case the operation experiences higher than usual absenteeism.
	2. The local manager will work with their Director of Operations to identify business essential critical positions and begin instituting plans to ensure business continuity.
		1. This may include cross training other employees, utilizing other local resources (temp services or vendors), work from home arrangements, etc.
			1. Key positions may include those affecting the crop such as: irrigating, planting, spraying, harvesting, etc.
	3. Managers should identify external essential business functions and critical elements within the supply chain required to maintain business operations (e.g., raw materials, suppliers, subcontractor services/products, and logistics) and begin to make contingency plans for using these resources.

**Confirmed COVID-19 Case Response Plan**

1. **Confirmed Diagnosis:**
	1. If an employee is confirmed to have COVID-19, CL Linfoot will inform fellow employees of their possible exposure to COVID-19 in the workplace. CL Linfoot will maintain confidentiality to the extent possible as required by the Americans with Disabilities Act (ADA).
	2. Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html) of their potential exposure. CL Linfoot will work with local health officials to determine the next recommended steps, including if self-quarantining is appropriate.
	3. Employees who are well but who have a sick household member with COVID-19 are required to notify their manager. These employees will be asked to remain at home until all members of their household are medically cleared of the virus.
2. **Temporary Closure:**
	1. CL Linfoot will determine on a case by case basis through working with local health officials if a facility will need to temporarily close.
	2. CL Linfoot will work with its local public health agency to determine best practice steps for cleaning and disinfecting the worksite and work materials.
	3. The timing of the resumption of the business at a location will be handled on a case by case basis.

**General Everyday Good Practices**

1. **Employee Illness:**
	1. All employees should stay home if they are sick until at least 24 hours after their fever (temperature of 100 degrees Fahrenheit or higher) is gone. Temperature should be measured without the use of fever-reducing medicines (medicines that contains ibuprofen or acetaminophen).
	2. Note: Not everyone with influenza will have a fever. Individuals with suspected or confirmed influenza, who do not have a fever, should stay home from work at least 4-5 days after the onset of symptoms. Persons with influenza are most contagious during the first 3 days of their illness.
2. **Hygiene Best Practices:**
	1. CL Linfoot will supply soap and water, alcohol-based hand rubs, tissues and no-touch disposal receptacles in the workplace. CL Linfoot will ensure that adequate supplies are maintained.
	2. CL Linfoot requires employees to wash their hands with soap and water for at least 20 seconds after eating, drinking, smoking, coughing or sneezing, or using the restroom.
	3. Employees are encouraged to routinely clean all frequently touched surfaces in their immediate workspace, such as workstations, countertops, and doorknobs. Cleaning agents will be provided to be used in these areas and employees are instructed to follow the directions on the label.

-Increase supplies of sanitizer wipes

We’ll ensure the workplace has ample sanitizer wipes and ask that employees regularly wipe down their workstations.

Provide ample hand sanitizer and tissues around the office

Please cough and sneeze into tissues and immediately discard them. Use hand sanitizer after coughing, sneezing, touching your face, and regularly throughout the day.

Temporarily ban visitors and non-essential personnel from the property

This includes personal visitors and non-essential business visits from vendors, clients, suppliers and job applicants.

Take action if school and day care providers are cancelled

In the case of this event, the company will evaluate and take action.

Increase the frequency of cleanings

We’ll be increasing the frequency of our cleaning service from once per week to twice to ensure the workplace remains as hygienic as possible.

Consider remote work arrangements

While we don’t have a WFH policy currently in place, we will evaluate the option if the virus continues to spread. In the meantime, if you have concerns please contact HR and we will evaluate telework requests on a case-by-case basis.

Of all these measures, we cannot stress enough the importance of staying home when you’re sick. Please do your part to keep everyone safe and healthy by refraining from coming into work with symptoms even if you “feel fine.”

As always, please contact the HR departments with any questions or concerns.

Thanks for your continued support in this uncertain time.