	W. Soule Safety Management System	Doc Identifier:	HR	
		Initial Issue Date:	3/1/20	
BUSINESS CONTINUITY – PANDEMIC PREPAREDNESS		Revision Date:	3/1/20	
		Revision No.:	1	
		Next Review Date:	3/1/21	
		Author: Human Resources	Authority: CEO	Issuing Dept: HR

The Department of Homeland Security has identified industries among 16 critical infrastructure industries that should continue responsible operations during a pandemic level containment situation. W. Soule would continue to carry out duties within sectors that has been designated as critical infrastructure. W. Soule's continued operation is vital for security, national economic security, national public health, and safety.


The Human Resource Department will monitor the World Health Organization (WHO) and the Centers for Disease Controls (CDC) for any updates that may have negative health impacts on our organization. As a company we will continue to take proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations in the event of a pandemic. W. Soule has planned contingencies in the event of significant absenteeism so that business operations may be maintained to the best of our ability.

The Human Resource department will be responsible for managing disease issues and their impact at the workplace. This may include contacting local health department and health care providers in advance and developing and implementing protocols for response to ill individuals. In addition, this department will serve as the resource for communications and employee questions. The HR department can be reached at (269) 324-7001.

In the event an outbreak has impacted our ability to perform services members of W. Soule Management Team will notify key contacts including, financial advisors, insurance carriers, customers, subcontractors, suppliers and others. This notification will include communication around the impact of the outbreak and it's impact on our ability to perform, how our service will be impacted, what support is needed, and when operations may feasibly resume if we are not able to perform.

Our Management Team consists of the following individuals:

- Gary Cline – President & CEO
- Brett Walters – COO
- Howard Dembs – CFO
- Kevin Waterstradt – VP – Operations
- Don Jackson – Corporate Safety Director

	W. Soule Safety Management System	Doc Identifier:	HR	
		Initial Issue Date	3/1/20	
BUSINESS CONTINUITY – PANDEMIC PREPAREDNESS		Revision Date:	3/1/20	
		Revision No.	1	
		Next Review Date:	3/1/21	
		Author: Human Resources	Authority: CEO	Issuing Dept: HR

Disease Minimization and Worker Safety


Employees will be trained on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations will be shared with employees if necessary. All communications to non-English speaking employees or those with disabilities will be considered.

There are common-sense steps you can take to help safeguard your health from a variety of viruses:

- Wash your hands frequently and thoroughly with soap for 20 seconds, particularly after coughing or sneezing. If hand washing is not available, then alcohol-based cleanser is effective.
- Avoid touching your face, particularly your eyes or mouth, to avoid the spread of germs.
- Use a facial tissue to cover your cough or sneeze rather than using your hands, or cough or sneeze into your elbow. Dispose of used facial tissue carefully - don't leave them lying around. And then be sure to wash your hands or use hand sanitizer.
- Avoid close contact with people you know to be sick whenever possible.
- Use disinfectant wipes to clean items that are touched often, such as telephones and computers, especially if you are not the only one using the desk.
- Stay up to date on immunizations

W. Soule will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. In addition, focus will be given on the cleanliness of all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) periodically and when visibly soiled. Work surfaces should also be cleaned frequently using normal cleaning products. Tooling coming into and leaving our warehouse areas to and from jobsites will be sanitized upon receipt and prior to being sent back out to jobsites. Captive tools on jobsites will be sanitized daily as part of our work processes.

Social distancing is encouraged by all employees and is accomplished by using telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. Communications will be made to our vendor and supplier partners to inform them that all communication will need to be maintained through email and phone call. Visits to our offices will

	W. Soule Safety Management System	Doc Identifier:	HR
		Initial Issue Date:	3/1/20
BUSINESS CONTINUITY – PANDEMIC PREPAREDNESS		Revision Date:	3/1/20
		Revision No.:	1
		Next Review Date:	3/1/21
		Page:	Page 3 of 3
Author: Human Resources	Authority: CEO	Issuing Dept: HR	

be discouraged during these times. In addition, employees should contact HR prior to attending any conferences or areas where large gathering of people are likely.

It is critical that employees do not report to work while they are experiencing illness or respiratory symptoms that may include fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness, child or family concerns. Employees who report to work ill will be sent home in accordance with these health guidelines.

Information Technology and Remote Worker

During these times the W. Soule Management Team will make determination on those positions which are deemed essential to continued operations. Where possible mobile technology will be made available and employees may be required to work from home. Where employee's are deemed essential, actions will be taken to support social distancing, staggered work schedules, and other actions that will support business continuity, disease minimization and worker safety.

The pandemic preparedness plan will be reviewed annually to ensure its effectiveness. Supplies will be maintained and the process, if warranted, will be tested for continuity. Following a pandemic event, the Human Resource department will review the events and identify any learning opportunities so that action items and corrective actions can be implemented.