



# SARS-CoV-2 Preparedness & Response Plan for Lion Labs Ltd.



## General

The following SARS-CoV-2 Preparedness & Response Plan has been established for Lion Labs Ltd in accordance w/ requirements in the most recent Executive Order (EO) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 as referenced by EO.

This program must be available at the company or at the worksite. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program shall be provided to employees upon their request. Refer to the EO and referenced Guidance on Preparing Workplaces for COVID-19 therein for specific requirements. **As of 6/1/20, the designated Covid-19 Worksite Supervisors for Lion Labs Ltd are Ryan Ratzloff, Erik Root, and Brock Ehlen.**

## Exposure Determination

Lion Labs Ltd will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The company President, COO, and/or Packaging Supervisor will be responsible for seeing that exposure determination is performed.

An employer shall categorize all its employees' jobs into the following risk categories:

***Lower exposure risk jobs.*** These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

***Medium exposure risk jobs.*** These jobs include those that require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (for example, schools, high-population-density work environments, high-volume retail settings).

Lion Labs Ltd has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).

<b>Positions/job/task</b>	<b>Determination</b>	<b>Qualifying Factors (i.e. no public contact, public contact, job task description)</b>
SG&A Office Staff	Low Exposure Risk	No/Limited Public Contact
Processing Engineer	Low Exposure Risk	No/Limited Public Contact
Packaging Technician	Low Exposure Risk	No/Limited Public Contact
Facility Maintenance	Low Exposure Risk	No/Limited Public Contact
Chef	Low Exposure Risk	No/Limited Public Contact

## **Engineering controls**

Lion Labs Ltd has implemented feasible engineering controls to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

NOTE: Additional engineering controls are not recommended for low exposure risk employees. Lion Labs Ltd will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented.

<b>Positions/job/task</b>	<b>Engineering Control</b>
SG&A Office Staff	Workspace updated for 6ft+ Social Distancing
Processing Engineer	Workspace updated for 6ft+ Social Distancing
Packaging Technician	Workspace updated for 6ft+ Social Distancing
Facility Maintenance	Workspace updated for 6ft+ Social Distancing
Chef	Workspace updated for 6ft+ Social Distancing

## **Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Lion Labs Ltd will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

Low exposure risk group employers should monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).

The following administrative controls have been established for Lion Labs Ltd.

<b>Positions/job/task</b>	<b>Administrative Control Type</b>
SG&A Office Staff	Facemask to be worn in facility and common spaces.
Processing Engineer	Facemask to be worn in facility and common spaces.

Packaging Technician	Facemask to be worn in facility and common spaces.
Facility Maintenance	Facemask to be worn in facility and common spaces.
Chef	Facemask to be worn in facility and common spaces.

## Hand Hygiene & Disinfection of Environmental Surfaces

Lion Labs Ltd will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employee's hands are potentially exposed to SARS-CoV2-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

Lion Labs Ltd will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV2-19. When choosing cleaning chemicals, Lion Labs Ltd will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. The Company President will be responsible for seeing that such a cleaning and disinfection is performed as required.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Door Handles	99% Isopropyl Alcohol	Daily, at minimum
Table tops (Packaging, Lab)	99% Isopropyl Alcohol	Daily, at minimum
Equipment Controls	99% Isopropyl Alcohol	Daily, at minimum
Bathroom surfaces	99% Isopropyl Alcohol	Daily, at minimum
Kitchen surfaces	99% Isopropyl Alcohol	Daily, at minimum

## Additional Hand Hygiene Guidance for Employees

Employees should wash their hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. If hands are visibly dirty, employees should use soap and water over hand sanitizer.

Key times for employees to clean their hands include:

- Before and after work shifts
- Before and after work breaks
- After blowing their nose, coughing, or sneezing

- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings

In the event that an employee needs to cough or sneeze, employees should cover their mouth and nose with a tissue or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

**Personal Protective Equipment (PPE)**

Lion Labs Ltd will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with latest EO..

All types of PPE are to be:

- *Selected based upon the hazard to the worker.*
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- *Require masks to be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.*

The following type(s) of PPE have been selected for use:

<b>Positions/job/task</b>	<b>PPE</b>
All roles	Disposable gloves, latex or non-latex upon availability
All roles	Non-medical grade Face mask or Face covering

**Health Surveillance**

Lion Labs Ltd has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. The Company President, COO, and/or Packaging Supervisor will be responsible for ensuring that all required health surveillance provisions are performed as required.

At the beginning of each day at the start of each work shift Lion Labs Ltd will screen employees for signs and symptoms COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to their DIRECT SUPERVISOR before and during the work shift and have provided employees with instructions for how to make such a report to the employer.

Manufacturing facilities must also conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening, recommend no-touch thermometers.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

*Please notify your supervisor if you have any symptoms, utilizing this guidance:*

*People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.*

*Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms MAY have COVID-19:*

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

*This list does not include all possible symptoms. CDC will continue to update this list.*

*When to Seek Emergency Medical Attention*

*If someone is showing any of these signs, seek emergency medical care immediately*

- *Trouble breathing*
- *Persistent pain or pressure in the chest*
- *New confusion*
- *Inability to wake or stay awake*
- *Bluish lips or face*

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.*

*Similarly, if anyone in your household is sick, or has a confirmed COVID-19 diagnosis, you should also notify your supervisor. We thank you in advance for your cooperation. Please contact Ryan Ratzloff or a member of management if you have any questions or concerns.*

Lion Labs Ltd will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- (a) Not allowing known or suspected cases to report to or remain at their work location.
- (b) Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- (c) Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Additionally, if a Case is Confirmed, Lion Labs Ltd, within 24 hours, will notify the Local Public Health Department as well as Co-workers, Contractors, and Suppliers with risk of contact.

### **Action to be Taken for Suspected or Confirmed COVID-19 infection:**

If it has been less than 7 days since the sick employee has been in the facility, areas used for prolonged periods of time by the sick person will be closed off:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, efforts will be taken to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2external icon, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Determine which employees may have been exposed to the virus and may need to take additional precautions:

- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Follow the Public Health Recommendations for Community-Related Exposure and instruct potential exposed employees to stay home for 14 days to monitor symptoms.

## **Training**

Lion Labs Ltd shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Train workers on, at a minimum:

- A. Routes by which the virus causing COVID-19 is transmitted from person to person.
- B. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- C. Symptoms of COVID-19.
- D. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- E. Measures that the facility is taking to prevent worker exposure to the virus, as described in this COVID-19 preparedness and response plan required under the most recent EO.
- F. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- G. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

## **Recordkeeping**

The Company President, COO, or Packaging Supervisor shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

1. Required training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19.

## **The Workplace Safety And Health Hotline**

The Michigan Occupational Safety and Health Administration (MIOSHA) launched a new hotline to help answer COVID-19 workplace guideline questions. The new toll-free number will provide additional support, utilizing experienced MIOSHA staff, to best answer questions from employers and workers to quickly respond to inquiries related to COVID-19 for all involved.

Employers and employees with questions regarding workplace safety and health may contact MIOSHA using the new hotline at 855-SAFEC19 (855-723-3219).

## **Safety and/or Health Hazards Complaints**

There are two ways to file an employee complaint if you believe your working conditions are unsafe or unhealthful. You can file a complaint online OR you can download the MIOSHA

Complaint Form, complete and sign the form, then mail or fax it to MIOSHA. Be sure to include your name, address, and telephone number so we can contact you if necessary. If you wish to have your name remain confidential, please indicate that in the box on the complaint form.

Complaints with the signature (which can be an electronic signature) of the employee or employee representative are more likely to result in an onsite inspection. Complaints without a signature are more likely to be addressed by MIOSHA calling or faxing the employer a letter asking for a response to the complaint allegations.

You may telephone MIOSHA at 800-866-4674 for the purposes of discussing your complaint and having MIOSHA staff respond to any questions you may have. Complaints are not accepted by telephone in non-emergency situations. An exception is that the Construction Safety and Health Division may accept construction-related complaints by telephone due to the temporary nature of construction work. If there is an emergency or the hazard is immediately life threatening, call MIOSHA at 800-866-4674 to report the situation.

It is unlawful to make any false statements, representations, or certification in any document filed pursuant to the Michigan Occupational Safety and Health Act of 1974, as amended. Violations can be punished by a fine of not more than \$10,000, or by imprisonment of not more than six months, or by both (Section 35(7)).

### **Discrimination Complaints**

File a discrimination complaint if your employer has discriminated against you for exercising any employee rights established under the MIOSHA Act or for refusing to work when faced with an imminent danger situation which could reasonably be expected to cause death or serious physical harm immediately or before the danger can be eliminated through enforcement procedures. You may file a discrimination complaint by letter or by calling MIOSHA Employee Discrimination Section within 30 days of the date of occurrence at 313-456-3109.