



Duperon Corporation

2020 Pandemic Return to Work Guidebook

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Preparedness and Response Plan

Employee Guide

To our Work Family...who dare to make a difference....

I want to acknowledge each and every one of you for the resiliency and agility with which you have responded to the pandemic. I want to thank also our leadership team for working diligently to understand these requirements but even more so, in assuring that we remain viable, a team, and safe.

In the language of our safety and quality program:

KNOW. This guide reflects CDC & OSHA, guidelines and are enforceable requirements by OSHA. COVID is especially problematic as you may have come into contact with someone unknowingly transmitting COVID and may unknowingly transmit it to others. This is where sanitation and social distance comes in. We know that the bug is weak enough to die under disinfection, that it takes prolonged exposure and that it is much more difficult to transmit if socially distant by 6 feet.

CARE. What we are really asking here is for you to help us care for each other – to assure that we do not bring illness to one another or our homes.

SEE. We are asking that you pay attention to the details – washing hands, 6 feet of distance, not touching your face, using a face mask. We are asking for your diligence.

BELIEVE. We know that some of us are strained by what we may believe are unnecessary precautions and others, who may have medical vulnerabilities themselves or within their home, may be particularly vigilant, sensitive and fearful. Please be generous. We cannot know what people are going through. Let us not unintentionally add to another's suffering. We can react to these constraints or someone reminding us of unsafe behaviors, or we can be all actively ONE TEAM, causing the safest workplace we know how.

What you can count on is that we will be doing the best we can in caring for each other as we try to bring our business, team and stakeholders to the other side of COVID.

Thankfully,
Tammy Bernier
Chief Executive Officer

Duperon Team:

We developed this Employee Guide to help you learn about steps we are taking to keep everyone safe in the workplace. Your safety is our first priority. If, after reviewing this guidebook, you have questions or concerns, please let your Manager know immediately. Our plan to address the potential spread of Covid-19 will continue to be modified, as the situation evolves. Our intention is to remain in compliance with the most up-to-date guidance and to apply common sense in our effort to keep each other safe.

Even the best safety program will not work without your active participation. Please follow these safe work practices and communicate any unsafe condition in your work space. Thank you for creating and maintaining a workplace that promotes health and safety for us all.

Mark Turpin
President

DuPeron Corporation Covid-19 Preparedness and Response Plan

In accordance with Executive Orders 2020-97, 2020-100 and 2020-110 DUPERON CORPORATION (DC) institutes this COVID-19 Preparedness and Response Plan (Plan).

For the health, safety and well-being of our employees, DC aims to protect its workforce by enacting all appropriate prevention efforts. DC is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate. This Plan is written according to the guidance given us by our Governor, OSHA and the CDC.

Employees with questions or concerns are encouraged to contact Human Resources via phone at 989-401-7135 and/or email at llerche@duperon.com.

Each Executive Manager has been designated to assure compliance and enforcement of this plan. At least one Executive Manager will be present at the facility when employees are scheduled to work.

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements or as otherwise directed by a return to on-site work. All telework arrangements must be pre-approved by your Manager.

For all those working at the headquarters, DC will abide by the recommended social distancing and other safety measures and establishes the following:

- We will refrain from any large gatherings within our office. Meetings, including huddles, will be conducted through Microsoft Teams, conference calls or other on-line programs that allow people to attend remotely;
- Employees are encouraged to maintain six ft. physical distance while eating lunch, getting coffee, making copies, as well as before and after working hours, restrooms as appropriate.
- Entering the building requires everyone to wear a mask – fully covering nose and mouth.
- Entrance to the building will be restricted as follows:
 - Office employees will enter the building at the front entrance, where guests typically enter. Only one person will be allowed to be in the vestibule at a time. While in the vestibule, you will be asked health screening questions and have your temperature taken. If you can answer NO to all of the questions you will be allowed to enter the building. If you do not, you will be

asked to leave and call your manager.

- Assembly and R&D will enter the building by the employee lockers, wearing a mask, answer screening questions and have your temperature taken. If you can answer NO to all the questions you will be allowed to enter the building. If you do not, you will be asked to leave and call your manager.

- Employees are required to maintain six feet physical distance when reporting to work, waiting for health screening or leaving working. (Six foot spacing indicators are marked outside the building by the use of poles by the sidewalks.)
- Employees' will be scheduled on teams that will work alternating schedules so that occupied work stations are at least six feet apart or have a barrier between them; (Excludes those who are assigned to other types of schedules)
- DC may utilize flexible work hours or other means wherever possible, to limit the number of employees simultaneously working on-site;
- Employees' interactions with the general public are limited and/or modified to allow for additional physical space between parties; and
- Non-essential travel is postponed or cancelled. Travel by vehicle will be the preferred method when it makes sense to do so;
- Visitors and vendors will be limited to those who are essential for production and/or contractual agreements and with prior management approval. Managers will need to inform visitors ahead of time of the screening requirements and meet them at the entrance.
- All visitors will need to pass the same health screening as our employees and will be required to wear a mask while in the building.
- Engineering Control: Per CDC and OSHA Guidance we will be increasing the flow of outside air coming in to the building. Air Conditioning will be used during warm weather, but it will be shut off at night to allow for more fresh air exchange. The Building Coordinator will monitor thermostats, please do not make adjustments. The Executive Managers will turn the system to full fresh air exchange each night.
- The CDC recommends no personal fans be used as it may cause aerosolized particles to travel further than further than 6ft. Fans used to circulate air in the shop, should not be continually directed at a person(s). When working in the shop when a fan is being used, we recommend you do not work downwind of another person.

DC will provide employees with 3 non-medical grade face coverings. You may wear your own face covering as long as it provides the proper coverage as stated by the CDC. These face coverings are in addition to the regular PPE requirements for specific roles such as service techs, assembly etc. We have some "ear guards" available at the front desk, if the elastic on the mask is uncomfortable.

In addition, DC is instituting the following cleanliness measures:

- We will prop open doors within the office that do not alarm, to minimize touch points;
- Building Coordinator will perform daily routine cleaning and disinfection, especially of

common areas per a set schedule that has been established.

- DC will provide hand sanitizers for each work station and throughout the office.
- Desk areas will be sanitized at the end of each day or prior to your next shift by an Executive Manager; and
- Cleaning wipes and/or sprays will be available to use if an employee needs to clean or disinfect an area for any reason.

Employees are expected to minimize COVID-19 exposure by:

- Entering the building at the assigned entrance. (Signage is posted at each door);
- Cleaning workstation as needed during their shift;
- Cleaning and sanitizing all tables, chairs etc. used during a lunch break.
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment. If a conference room phone is used, please clean and sanitize after use.
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Wear a mask or face covering when entering a space, outside of your designated work area or coming into contact with anyone not assigned to your work area. (Work area is defined as the regular schedule you are assigned to and the work space assigned to your team.)
- Do not use a conference room for multiple people if you cannot maintain six feet of distance for all in the room. If possible, please keep door open when meeting is in progress.
- The Discovery room will now be an isolation room. Do not use the Discovery Room for any reason other than to isolate yourself if you become sick while at work and can't leave. If you become ill at work and need someone to drive you home or to a doctor, please wait here until assistance arrives. Exception would be in the case of an emergency in which case paramedics would be called.
- An additional Isolation area has been established in the shop outside the South end of the controls room. If you become ill at work and need someone to drive you home or to a doctor, please wait here until assistance arrives. Exception would be in the case of an emergency in which case paramedics would be called.
- Anyone from outside the company who is required to enter will be required to wear a mask and all employees who are in the same work area will need to wear a face covering while that person(s) are present in the area.
- Avoid touching your face with unwashed hands;
- Avoid handshakes or other physical contact;
- When working with another person and unable to maintain six feet distance, both employees will wear a face covering;
- When working with anyone outside of your team, a face covering must be worn by both parties.

- Employees are asked to stay at home when they are sick and/or experiencing any symptoms related to Covid-19. Please follow normal DC call in procedure.
- Avoid close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes with sleeve, tissue or inside of your elbow; this is important as aerosolized molecules can travel up to **six feet** if not contained.
- Immediately reporting unsafe or unsanitary conditions on DC premises to an Executive Manager;
- Complying with DC's daily health screening process;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders which may be issued by local, state or Federal agencies.
- **Travel:** Unless changes are made by the CDC, OSHA, Local Health Department or other governing body, the following will be our practice through the month of August. In August we will revisit this practice and revise as needed per recommendations at that time.
 - Service Technicians and Regional Sales Managers (RSM) have jobs that require them to travel on a regular basis. These team members are on a separate team that has them continue to work from home when they are not traveling.
 - If a Service Technician or RSM must come to the office or shop, they will be health screened and will need to wear a mask while in the building and practice physical distancing measures.
 - All others who may be required to travel on behalf of Duperon, are required to follow all Trip Guidance requirements no matter the type of travel. When they return from their trip, if they are able to telework effectively, we ask that you continue to do so for 14 days. If you cannot effectively work from home, you may work in the office/shop and wear a mask for 14 days and follow the six foot physical distancing practice.
 - Following these practices will promote a healthy work environment for our team and create workability so that our employees can continue to work and provide for their families after they have traveled.

b. Supplemental Measures upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee who begins to feel ill and/or displays symptoms consistent with COVID-19 while at work, should put on their mask and immediately leave the building if they are not in physical distress. Please call your Manager or HR Manager to discuss your symptoms as soon as you arrive home.

If you are in medical distress, notify the closest person to you to call for help.

If you need someone to take you home, please put your mask on and proceed to the isolation room for your area. Call your manager or HR manager.

In non-emergency situations, your Manager or HR Manager will discuss your symptoms with you and will ask who you have worked closely with in the last 48 – 72 hours as well as where you have traveled in the building. We suggest you contact your medical provider to assure you properly treat your symptoms.

In response to a confirmed diagnosis or display of COVID-19 symptoms, DC will:

- Via your Manager, inform all employees with and near whom the diagnosed/symptomatic employee worked of a potential or confirmed exposure;
- Keep confidential the identity of the diagnosed/symptomatic employee; and
- The Executive Manager has the option to send some or all people home if they worked in close proximity with the symptomatic employee. (Close proximity is defined as working closer than six feet without a mask for 10 minutes or more)
- The Executive Manager will assure all areas that the employee came into contact with are disinfected immediately and/or closed off from use, to be cleaned and sanitized later by the Building Coordinator. The isolation room will be disinfected and closed until cleaned by the Building Coordinator.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee will be encouraged to get tested and/or call their medical provider for guidance. Employees who are not experiencing any symptoms, may continue to work with a mask and keep six foot of distance between themselves and another person.

If you begin to experience any symptoms while at work, please follow the process outlined above under “Employees are expected to minimize COVID-19 exposure by”. If you are at home and experience any symptoms please stay home and follow normal call-in procedures.

You may continue to work from home if telework is permissible by your role; however, should any employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report back to work until all return-to-work requirements are met, as defined below.

DC completes an OSHA Form 300, as well as a Form 301, “if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness”. If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

c. Worker Exposure Classification

Employees who regularly work at the office or in the shop are classified as lower risk by the Occupational Safety and Health Administration’s guidance because they do not frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers.

Given this classification, no additional controls are recommended or required by OSHA at this time.

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

d. Employees' Self-Monitoring

Employee experiencing symptoms:

The following employees should **not** report to work if you are experiencing the following symptoms and need to notify your Manager:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;

Employee exposure:

If you are exposed to another person who is experiencing Covid-19 symptoms or you are informed by person who has a confirmed diagnosis, you may continue to work as follows:

- Employees can continue to work, however they must wear a mask for 14 days while they are in the building and must practice six ft. physical distancing.
- If you cannot maintain physical distancing requirement and you cannot telework, please discuss possible options with your manager.
- If your role allows you to work effectively from home, you may do so with management approval for 14 days.

Employee Travel:

Employees who travel outside the state of Michigan should self-report it. If the travel is for vacation, please let your manager know prior to your vacation. Although we believe that everyone will be cautious where you travel, we also know that areas can later be labeled "hot-spots" although the contagions were spreading prior to that time.

When returning from out of state travel, we ask that those who can telework to please do so for 14 days and for those whose role does not allow them to telework, that they wear a mask for 14 days while at work. We believe these precautions will help us maintain a healthy and safe work force and not negatively impact people to continue to work and provide for their families.

If you are teleworking after traveling out of state and find that you need to come to the office within 14 days of returning, you must wear a mask the entire time you are in the office and practice six ft. physical distancing.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

e. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, DC will screen employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. If the answer is yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - a. If it is an employee and they answer is **YES and NOT EXPERIENCING ANY SYMPTOMS** – They are allowed to enter but must wear a mask and practice six feet physical distancing with other employees.
 - b. If they are experiencing any symptoms, they cannot enter the building.
3. Have you traveled via airplane internationally in the last 14 days?
 - a. If the answer is yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.
4. If a touchless thermometer is available, a temperature check is performed.
 - a. If the temperature is 100.4 or higher the employee will be advised to return home and call their manager. If there is any question with the reading, employee may be isolated and temperature taken again with a different thermometer.

f. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and

laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular test for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 10 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may continue to work and will be required to wear a mask and practice six feet physical distancing. Telework may be available for those whose job requirements allow that type of work and it can be performed effectively.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, DC will accept a written statement from an employee confirming all the factors supporting their release. (Employees can obtain a form at [P/Corporate/Forms/Covid-19](#) or see link below)

Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

DC understands and supports the requirements to self-quarantine and that time spent self-quarantining will not reflect negatively upon their attendance record. We believe in creating workability for the company and our employees and will promote and accommodate the ability to work within the guidance given to us.

In addition, employees who cannot work, may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to utilize available paid-time off provided under DC policy concurrently with or to supplement any approved leave. If you do not qualify for paid leaves under the Families First Coronavirus Response Act, you will be required to use paid time off per our regular DC policy.

a. FFCRA

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee’s regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to 12 weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

b. Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

c. Unemployment Compensation Benefits

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
4. Needing to care for someone with a confirmed COVID-19 diagnosis; and
5. Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

a. FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

DC is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then DC engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

4. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, DC will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by DC and in accordance with guidance from local, state, and federal health officials.

This plan while in effect will supersede Handbook policies; specifically those regarding attendance, short-term disability, teleworking and time off requirements for two weeks’ notice to use PPT/PTO time.

ADDITIONAL RESOURCES:

We understand that this is a new way to work and wearing a face covering can be uncomfortable or fog up your glasses or safety glasses. Here are some suggestions for stopping the fogging of your glasses.

Fog Prevention Techniques:

If your glasses or safety glasses fog up while wearing a face mask, try the solutions below. Each of us will need to find the technique that works best.

Soap and Water:

Soap helps prevent water droplets from sticking to lenses.

1. Wash lenses with soap and water
2. Rinse and shake off excess water
3. Air-dry or use a tissue to dry

Folding Face Mask:

Folding the face mask and fitting in under glasses can prevent fogging.

1. Adjust the mask to fit your face
2. Fold the top of the face mask down to crease it
3. Ensure it fits perfectly over bridge of the nose
4. Loop the elastic ear loops to create a figure-eight if mask is loose

Folded Tissue:

A folded tissue added to the mask can prevent fogging.

1. Fold a tissue
2. Insert near the top of the mask
3. Ensure it fits perfectly over bridge of the nose

To assure that face coverings are properly worn please follow these guidelines.

How to Wear a Face Mask:

1. Wash or sanitize hands before handling face mask
2. Put fingers through the ear loops and position the mask over your nose and mouth.
3. Place the ear loops around your ears and pull the mask from top and bottom to open the folds
4. Adjust the mask around your face, then gently fit the thin metal strip over the bridge of your nose, if your mask has that. See graphic below to show proper coverage.

WHAT TO DO WITH YOUR FACE MASK AFTER WORK

If you bring your face mask home from work, store it in a lunch-size paper bag. This allows the mask to dry and protects others from coming into contact with the possibly contaminated surface. Using a dryer on hot for 5 minutes can sanitize your mask. (NOTE: Do not put masks in microwave if they have a metal strip in them.)

Forms:

<P:\Corporate\FORMS\Covid-19\Coronavirus self certification return to work.docx>

<P:\Corporate\FORMS\Human Resource\2020 Leave Request\FFCRA Leave Request Form.doc>

<P:\Corporate\FORMS\Covid-19\Isolation Room Questionnaire.docx>

<P:\Corporate\FORMS\Covid-19\2020.6.25 Travel Guidance during the Covid.docx>

Training Documents/Resources:

<P:\Corporate\CORP PROGRAMS\Corp Safety\1. SAFETY MANUAL\3. Interim guidance- Covid outbreak\PPE Instruction.docx>

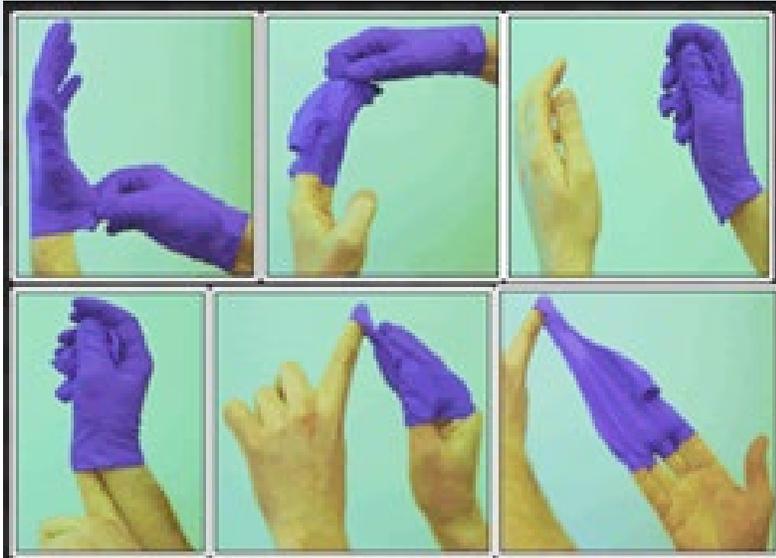
How to safely remove gloves:

https://youtu.be/_JOzNxUZT0Q

Proper Handwashing:

<https://youtu.be/yU92ZbkKPV4>

Graphic for how to remove gloves safely:



Graphic for proper placement of face mask. If it has a metal strip, gently bend around nose.



