
Pandemic Preparedness Policy

1. Introduction

A. Midwest Motor Express (MME) strives to provide a safe and healthy workplace for all employees, visitors, customers and contractors. This policy outlines our overall response to a pandemic outbreak, our emergency preparedness and business continuity plan.

2. Committee. Upon an outbreak of a pandemic designated by the World Health Organization (WHO), MME will enact a pandemic committee. This committee will meet weekly in order to mitigate applicable risks and hazards associated with the outbreak.

A. After each committee meeting the notes will be made available and communicated with updates and changes to this pandemic policy.

3. Personnel. Each local facility must identify and designate essential personnel who jobs are vitally important to our continued operation during emergencies.

A. If essential staffing is unavailable in certain locations, designated team members from other locations must be put on notice that they may fill those positions if deemed essential to the business operations.

B. Approved vendors and staffing agencies must be put on notice that they may be utilized to fulfill essential roles within the company to uphold the service commitments of the organization.

4. Infection Control Measures. MME takes the following steps to mitigate the hazards and risks associated with the spread of infection in the workplace:

A. Sick employees must stay home: °Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

B. Sick employees must be separated from others: °Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- C. Conducting respiratory etiquette and hand hygiene by all employees:** Tissues and no-touch disposal receptacles will be provided for use by employees. Employees must clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- D. Perform routine environmental cleaning:** Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- E. Additional Measures:** Employees who are well but who have a sick family member at home with a respiratory illness should notify their supervisor for further guidance.
- F. Quarantined.** If an employee has been quarantined or is known to have been around someone who has become ill to the pandemic, MME requests the employee be tested and cleared via a physician's note before returning back to work.
- G. Exposure.** If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

5. Training & Communication.

- A.** Pandemic training will be available and required for every employee to take on the company Learning Management System (LMS).
- B.** Each terminal location will additionally be required to hold safety meetings that discuss this policy, the facts about the pandemic and actions that each individual can take to help maintain the integrity of business operations.
- C.** Posters will be made available that must be posted in each location regarding the facts of the outbreak and techniques of how to mitigate exposure in the workplace.

6. Visitors, Contractors and Customers Screening.

- A.** Non employee's must be met by front office and/or dispatch personnel and asked the following health screening questions. If there are any "yes" answers we must notify management and kindly ask that person to return to their vehicle to be assisted further.

- Have you been to a different country within the last 14 days?
- Have you had symptoms of a respiratory illness in the last 14 days?
- Have you been around someone who has been diagnosed with a respiratory illness in the last 14 days?

7. Contact Information and Reporting.

A. Any questions, reports and information regarding this pandemic please send to safety@mmeinc.com.

B. For purchasing and resource allocation associated with this policy please use purchasing@mmeinc.com.