



# Daylight Foods Inc

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## ***INFECTIOUS DISEASE AND RESPONSE PLAN***

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## Daylight Foods Inc

30200 Whipple Road Union City CA 94587

### 1.OBJECTIVE

In order to help protect employee's health during the infectious disease outbreak of COVID-19 (SARS-CoV-2), Daylight Foods, Inc. has implemented this Infectious Disease and Response Plan. This plan shall be used in conjunction with all required OSHA programs and Daylight Foods safety program.

### 2. PROGRAM ADMINISTRATOR

Daylight Foods, Inc. has designated Swati Singh, HR Manager and Dr. Suheb Mohammed, QA Lead for the implementation and enforcement of the Infectious Disease and Response Plan.

They are also responsible for:

- a. Designating management and supervisory team members for assistance in overseeing compliance and enforcement of this plan; and
- b. Maintaining, reviewing, and updating the plan when necessary.

### 3 WHAT IS COVID-19

COVID-19 is an infectious respiratory disease caused by the most recently discovered corona virus or SARS-CoV-2/COVID-19. This new virus and disease were unknown before the outbreak in Wuhan, China, in December 2019.

### 4 HOW COVID-19 SPREADS

COVID-19 can be spread asymptotically from person to person through small droplets from the nose or mouth which are spread when an infected person coughs or sneezes. Droplets from an infected person can land on objects or surfaces, which can transfer the virus to others by people touching their eyes, nose, or mouths with unwashed hands. People may also contract the virus by breathing droplets that were released into the air by a cough or sneeze.

### 5 PANDEMIC RECOMMENDATIONS

Daylight Foods, Inc. will continue to monitor and implement procedures and recommendations as they are provided by local, state, and federal agencies such as the World Health Organization (WHO), the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA) and the California Department of Public Health (CDPH).

### 6 RISK ASSESSMENT

Due to how easily this disease can spread from person-to-person, managers and supervisors will use the provided form found on Appendix 1 to perform a risk assessment for the work environment. This risk assessment will be kept in accordance with Daylight Foods, Inc. recordkeeping policies. Managers and supervisors will ensure that all applicable policies and procedures are in place and being followed in accordance with the risk level as determined by the risk assessment. Based on the employee exposure to COVID-19 the Daylight classifies the employees in to three risk categories (Appendix 1).

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## 7 SICK LEAVE

All employees will be encouraged or required to review Daylight Foods; Inc. sick leave policies as stated in the employee handbook. Employees will be encouraged to ask their human resources personnel, managers, or supervisors about any questions that they may have about the policy.

Employee will also be informed about Families First Coronavirus Response Act: Employee Paid Leave Rights. Policy document is posted in breakroom for reference.

## 8 PROTECTING EMPLOYEES AND VISITORS FROM CONTRACTING COVID-19

### 8.1 Personal Hygiene and Health

Good hygiene and Health practices should be followed and promoted at all primary and off-site facility locations. The practices include:

- a. Frequent and thorough handwashing with E2 antibacterial soap for a minimum of 20-seconds. If soap and water are not readily available, employees should use hand sanitizer that contains at least 60% alcohol, installed at all work station and entrance points. Employees were required to wash or sanitize their hands as soon as they enter the workplace, after using restrooms, before taking meals, every two hours, etc.
- b. Avoid touching the eyes, mouth, nose, and other areas of the face with unwashed hands. Total face touching should be avoided when possible.
- c. Practicing respiratory etiquette by covering coughs and sneezes. Coughs and sneezes should with be covered by a tissue, which is thrown away after each use, or into the elbow. Employees will be encouraged to either wash or sanitize their hands after coughing or sneezing.
- d. Frequently sanitizing work stations, desktops, chairs, repacking tables, weighing scales, etc.
- e. Recommending that employees get the proper amount of rest and exercise.
- f. Encouraging employees to stay up to date on all required and optional vaccinations.
- g. Encourage employees to delay any unnecessary travel/International travels.

### 8.2 Personal Items and Work Items

- a. Employees will be discouraged from the sharing of personal items with co-workers. Personal items may include dishes, cups, utensils, towels, etc. Additionally, employees will be discouraged from using other employee's phones, employee locker in dine area, desks, work tools, and equipment.
- b. Employees are required to sanitize or clean shared work tools, e.g.- knife, baskets, bags etc.

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### 8.3 Social Distancing and Face Covering

- a. Where it is feasible/ work stations, social distancing of 6 feet will be encouraged or required for all employees and visitors. Employees were encouraged to follow physical distancing within and outside the Daylight Facility.
- b. Meetings will be conducted in well-ventilated rooms or areas or take place outdoors with a distance of 6 feet being maintained between all attendees.
- c. Employees will be encouraged or required to use an alternative to handshaking.
- d. Employees were required to cover their mouth and nose. a “Face Covering” means a covering made of cloth, fabric, or other soft or non-permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. Contact your supervisor if you are in need of mask.
- e. Mandatorily usage of mask before entering the facility, during operations and at work stations.

### 8.4 Housekeeping

Depending on the location, normal cleaning and sanitizing of objects and surfaces may be required to be completed more frequently. Objects and surfaces will be cleaned with soap and water prior to disinfection, as recommended by the Centers for Disease Control (CDC). For disinfection, employees will use either a diluted household bleach solution, alcohol solutions with at least 70% alcohol, or a common Environmental Protection Agency (EPA)-registered disinfectant. Cleaning staff will be provided with the appropriate personal protective equipment for the product they are using. Sanitation team refills the paper towels, E3 soap and E2/ 70% ethyl alcohol sanitizers frequently at every dispensary units on daily basis.

### 8.5 Employee and Visitors Temperature Check

Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions as of March 2020, Daylight Foods will measure employees' body temperature. As with all medical information, the fact that an employee had a fever or other symptoms would be subject to ADA confidentiality requirements.

- a. Temperature check will be done at the beginning of the shift or at employee entrance. Physical distance should be required while waiting in line to check.
- b. Employees showing higher temperatures (fever is 100.4°F/38°C or higher) will be sent home.
- c. Curbside deliveries to the customers upon request.
- d. Customer visits and audits were limited and not encouraged.
- e. Service providers were also shared with visitors and COVID-19 policies, make sure to follow all preventative measures in the facility.

## 8.6 Drivers Policies and Order Delivery

The Daylight drivers were classified under medium to low level of risk exposure to COVID-19. Currently, Daylight Foods is limiting the deliveries to 3 to 4 days/week to avoid unnecessary routings. The driver’s personal hygiene and procedures were defined in the SOP # Driver order pickup/delivery following the COVID-19 preventative measures. The Daylight Foods truck drivers were consistently trained with company infectious disease policies and SOP for delivery procedures while maintaining social distancing and in place of PPE.

## 9 EMPLOYEES WHO MAY BE EXPERIENCING SYMPTOMS

Employees who may be experiencing symptoms or are sick shall be encouraged to do the following:

- a. Contact their immediate manager or supervisor and let them know what symptoms they are experiencing.
- b. Seek medical advice or evaluation from their healthcare provider.
- c. Report any positive test results for COVID-19 to their manager or supervisor.
- d. Complete all recommended self-quarantines as recommended by the CDPH and Centers for Disease Control.
- e. Not return to work until they have fully recovered from the illness or have received a negative result from any required COVID-19 testing health providers.

### **COVID-19 Response Team Contact Information**

First/Last Name	Department	email	Phone
Swati Singh	HR Manager	swatis@daylightfoods.com	(510) 594-4042
Suheb Mohammed	QA Lead	<a href="mailto:suhebm@daylightfoods.com">suhebm@daylightfoods.com</a>	(408) 515-3503
Vicky Cabrera	HR Generalist	<a href="mailto:vickyc@daylightfoods.com">vickyc@daylightfoods.com</a>	(510) 590-4048
Oscar Pedroza	Warehouse Manager	<a href="mailto:oscarp@daylightfoods.com">oscarp@daylightfoods.com</a>	(408) 908-0370
Lynette Notarte	Transportation Manager	lynetten@daylightfoods.com	(510) 595-4662

## 10 MANAGERS AND SUPERVISORS

Managers and supervisors will be responsible for the following:

- a. Shift start briefing on following the protocols.
- b. Mandating sick employees to stay home in accordance with Daylight Foods, Inc. employee handbook and/or health policies.
- c. Informing only to HR about any employees who have tested positive for COVID-19.
- d. Monitoring all employees on the worksite for signs or symptoms of illness.
- e. Isolating employees showing symptoms of illness away from other employees. Isolation of employees shall be done in accordance with Daylight Foods, Inc. policies and procedures.



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- f. Training and monitoring all employees on following the infectious disease prevention program.
- g. Encourage remote/telework as much possible.

### 11 INFORMING PARTNERS-Employees, Customers, Service Providers, Vendors & Visitors

All partners will be notified of the following:

- a. Steps Daylight Foods, Inc. is taking to minimize the chances of both employee and guest exposure to COVID-19.
- b. Steps Daylight Foods, Inc. is taking to ensure the continuity of work during the COVID-19 pandemic.
- c. Any positive COVID-19 testing in accordance with applicable local, state, and federal laws. This will include the date that the employee was either at the primary facility or off-site location and the location the employee was working.
- d. Daily updates on status of employees who tested positive including testing results confirming or denying the infection in accordance with all applicable local, state, and federal laws.
- e. Steps that will be taken to isolate employees showing symptoms of illness.

#### 11.2 Employees COVID-19 Updates

Employees will be notified of any recommendations, changes, or positive test of COVID-19 in accordance with Daylight Foods, Inc. notification policy.

### 12 TRAINING

All employees will receive training on the following in relation to COVID-19 Preventative measures/ sick leave policies;

- a. What COVID-19 is, how it is spread, and the symptoms associated with the disease;
- b. Reporting policies and procedures;
- c. How employees can minimize their chances of catching COVID-19; Preventative measures
- d. Acceptable practices for social distancing while working;
- e. Employees' personal responsibilities for their own health and hygiene in the workplace; and
- f. How to prevent the spread of pandemics and other diseases in the workplace

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### 13 DISCIPLINE POLICY:

California State law requires a "system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action."

The law requires provision of workplaces free of safety and health hazards, and requires employees to comply with established Safety Rules. This includes complying with all safety rules and using any and all personal protective equipment provided. This system of ensuring compliance starts with that policy, and relies on good management practices. Discipline is a last resort.



### 13.APPENDIX 1 – RISK ASSESSMENT

Exposure Risk: VH= Very High, H=High, M= Medium, LR=Lower Risk

Work Activity	Location	Exposure Risk Level
<u>Dispatcher</u> - Routing, checking Drivers in, communicating with Drivers, CSR	Tree House	LR
<u>Route Drivers</u> - Checking In, Delivering to various customers	Multi Location-Loading dock	M-LR
<u>Home Delivery Drivers</u> - curbside drops	Multi Location-Loading dock	LR
<u>Run Out Drivers</u> - Delivering shorts to customers	Multi Location-Loading dock	LR
Receiving, rotation, QA/QC, Inventory management	Warehouse	LR
Order Pullers- Pull orders from shelves, use pallet jacks,	Warehouse	LR
Repacks- Repack the items in boxes or in bundles	Warehouse	LR
Processing Staff- Cutting, peeling and chopping produce	Production Room	LR
Janitorial- Cleaning the facility, stocking sanitizer, soap and other utilities.	Office & warehouse	LR
CSR- Taking orders from phone, preparing reports	Office	LR
HR- Hiring, onboarding and maintaining employee information and trainings.	Office	LR
Accounting- Payroll, AP, AR	Office	LR
Buyers- buying products, reports.	Office	LR

Exposure risk is based on the Occupational Risk Pyramid for COVID-19 as provided by OSHA in the Guidance on preparing Workplaces for COVID-19.

Manager/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

## High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high).
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

## Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, 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 international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., in schools, high-population-density work environments, and some high-volume retail settings).

## Low Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e. within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.