

# **Woodlands Ace Hardware**

## **Surveillance Testing and Contact Tracing Plan**

The following plan is submitted to fulfill the criteria of the New Mexico Department of Health (DOH) and New Mexico Environment Department (NMED) surveillance testing and contact tracing plan agreement. We intend with this plan to enumerate the steps that our company will institute to meet the requirements of the agreement as well as enumerate additional steps that our company considers to be relevant and necessary to perform in the interest of preventing the spread of the Covid-19 virus amongst our staff, our clientele and our community. As an essential business, we regard our responsibility to our community as essential and critical and we follow CDC and state-issued guidelines for safety in our place of business.

### **1. Surveillance Testing Requirements**

All employees will be tested biweekly within two consecutive days in compliance with the requirement. We currently have 22 employees and elect to establish a recurring test schedule that provides overlap in the interest of our operations. We shall divide our team into two equal groups, A and B, with the initial group beginning the recurring test schedule on December 3 and 4 of 2020 and continuing with the second group on December 10 and 11 of 2020.

Employees undergoing testing shall receive clear and appropriate information concerning the purpose of the test, type of test, reliability of the test, who will pay for the test and how the test will be performed via printed advisories posted to a dedicated Covid-19 announcement board in our break room/common area. Additional information will also include the location of the testing site, how to register, how to confidentially submit results to the plan coordinator, how results will be used and consequences for either failing to or refusing to be tested. We

regard this surveillance agreement as a vital necessity and failure on behalf of an employee to comply with testing, either by refusal or otherwise failing to be tested, shall constitute a voluntary termination of employment. Management will also make available printouts of the above information to any employee who requests or requires it. Employee privacy and confidentiality shall be protected by instructing employees to submit test results to our plan coordinator and only to our plan coordinator. Results will be filed and stored in a locked and confidential file cabinet that can only be accessed by the plan coordinator.

In accordance with the agreement, Woodlands Ace Hardware of Belen employs less than 50 persons and is electing to utilize the DOH site in Belen to fulfill our testing requirement. Employees that test positive will be required to self-isolate and will not be permitted to return to work until they are no longer considered contagious as described in the DOH's Policies for the Prevention and Control of Covid-19 in New Mexico.

## **2. Contact Tracing Requirements**

Woodlands Ace Hardware has established that our plan coordinator shall be Rick Unrein, Store Manager. Mr. Unrein will be responsible for supporting DOH contact tracing efforts within the workplace. We have established an action plan in the form of a binder which contains all DOH/NMED contact information for reporting positive cases, DOH policies for prevention and control of Covid-19, CDC recommendations for cleaning and disinfecting community facilities and CDC recommendations for contact tracing. The action plan binder will also include names and contact information for all staff members to aid in contact tracing. This binder will not include confidential information and will be available to members of the management team for future reference. In addition, we employ a 36-camera security system at our facility which will greatly aid in the execution of contact tracing by allowing our plan coordinator to review up to three weeks of video footage history. This system can be utilized to trace an employee's journey throughout the store and identify instances of close contact. Our company also employs the Ace Rewards loyalty program, which enables us to store contact phone numbers and/or Email addresses of many of our loyal customers that can also aid in contact tracing. In the event of a close contact with a customer, we are able to reconcile the time of the contact with a time stamp at the point of sale,

thereby identifying the customer and providing an opportunity to contact and advise them of the exposure and necessity to self-quarantine.

Upon confirming a Covid-19 case, we shall notify NMED's OSHA program within 4 hours via online form, immediately isolate potentially contaminated work areas per section c, part two of the agreement and complete a thorough disinfection of the area(s) in accordance with current CDC guidance. We shall also immediately implement contact tracing procedures consistent with CDC guidance and the State of New Mexico guidelines specified in the agreement, utilizing the strategies listed in the preceding paragraph. All close contacts of a positive employee will be advised to quarantine in accordance with DOH policies. Quarantine policies and procedures provided by DOH shall be posted and accessible to all employees via our centralized Covid-19 information board located in our breakroom/common area.

### **3. Additional Terms and Conditions**

Our company has 2 independent locations:

Woodlands Ace Hardware

Mountain Ridge Hardware

522 E. Reinken Ave

3025 HWY 180 E

Belen, NM 87002

Silver City, NM 88061

We agree to notify DOH and NMED if one of our locations is no longer participating in the program.

Our plan coordinator shall ensure that the Plan created pursuant to this agreement will be posted at our centralized Covid-19 information board in our break room/common area for all employees to inspect. Our plan coordinator shall also arrange training concerning this agreement for all employees and maintain records of said training in our action plan binder to ensure that the information is readily available to agents of the state in the event that it becomes necessary to share that information.

Our current prevention strategies include a full, comprehensive disinfecting of the entire facility via dedicated disinfectant sprayers each Wednesday at the conclusion of the business day. This process includes utilizing a CDC approved disinfectant that is misted onto all product, common areas, restrooms, registers, floors, HVAC system and offices. We also disinfect all common areas and restrooms daily. Pin pads and register counters are disinfecting after each customer. Additionally, we enforce the Health Mandate's mask requirement and we provide, at our cost, free face coverings to customers who arrive at our store in need. Our company also enforces CDC social distancing guidelines for staff and clientele as well as offering free contactless delivery, online ordering and curbside pickup.

We acknowledge that our status as an essential business comes with great responsibility and we are committed to continuing operations in the safest way possible. We also acknowledge that as the pandemic progresses new information and new guidelines will become available and we stand ready and willing to adapt to any, and all updates.

Our plan coordinator can be reached at (505) 569-8004 and via email at [Rick@Woodlandsace.com](mailto:Rick@Woodlandsace.com). Thank you for your consideration.