

[DRAFT]

BOISE CASCADE COMPANY

SURVEILLANCE TESTING AND CONTACT TRACING PLAN

NEW MEXICO

Section 1: Surveillance Testing

1. All employees who are not currently required to self-quarantine or self-isolate shall be tested every two weeks within two consecutive days.
2. For the purpose of Surveillance Testing, and in order to ensure continuity of operations employees will be divided into two equal groups, "Group A" and "Group B". Group B testing will be offset from Group A testing by one week.
3. Employees who undergo testing will be provided with clear and appropriate information on the purpose of the test, type of test, reliability of the test, who is paying for the test, and how the test will be performed.
4. Employees who undergo testing will be provided with clear information on interpreting their results, actions to be taken depending on the test result, who will receive results, how the results will be used, and any consequences for refusing to be tested.
5. Testing will be conducted by a private provider at Company expense.
6. Company will ensure that tests obtained or provided are DOH approved.
7. Employees that test positive will be required to self-isolate and not return to work until they are no longer considered contagious as defined by the appropriate New Mexico Department of Health policies.
8. Company will not knowingly allow COVID-19 positive employees in the workplace.
9. All testing will abide by all applicable laws and regulations protecting employee privacy and confidentiality.
10. Additional information regarding Company's Surveillance Testing Program is provided in Attachment A.

Section 2: Contact Tracing

1. The company has established a COVID-19 team which will provide DOH with contact tracing data and information pursuant to New Mexico's protocols.
2. Upon learning of a confirmed COVID-19 case, Company will notify NMED's Occupational Health and Safety (OSHA) program within four (4) hours via the appropriate online form.

3. Company will immediately isolate potentially contaminated work areas where an infected employee was in the workplace in the preceding 5 days until cleaning and disinfection is completed in accordance with CDC guidance.
4. Company will immediately implement contact tracing protocols for any COVID-19 positive employee consistent with CDC and New Mexico guidelines.
5. All close contacts of a positive employee will be required to quarantine in accordance with applicable DOH policies.
6. Additional information regarding Company's Contact Tracing Plan is provided in Attachment B.

Section 3: Additional Items

1. This Plan shall be posted in a conspicuous location in a common area for the duration of the period it remains in effect.
2. All associates shall be trained on the plan. Records of such training shall be kept by Company.
3. Company shall comply with applicable New Mexico Public Health Orders, COVID Safe Practices, Privacy Laws, and other applicable regulations and orders.
4. Company shall keep records covered by this plan on site and provide them to agents of the State of New Mexico upon request.
5. This plan and any subsequent revisions shall be submitted to New Mexico DOH and OSHA via the appropriate e-mail addresses.

ATTACHMENT A

SURVEILLANCE TESTING INFORMATION

Occupation Health & Wellness

Albuquerque BMD COVID-19

Surveillance Testing



Boise Cascade
Building Materials Distribution

TOOL BOX: *DRAWER 10*

Nobody gets hurt...

This document outlines Albuquerque BMD's scheduled surveillance testing for COVID-19. This testing is being carried out in accordance with our agreement with the State of New Mexico to implement a surveillance testing and contact tracing plan (the plan) for COVID 19.

1. Purpose

The purpose of the surveillance testing is help prevent the spread of COVID-19 in our workplace. Scheduled testing can help ensure associates that might be positive, but asymptomatic (no symptoms) are identified and removed from the facility until they are no longer infectious to other associates.

2. Scope

This testing will be required of all associates who are scheduled to work in the facility one or more days per week.

3. Specific Testing Information

- a. **Testing Intervals** - In accordance with the plan, testing will be required once every two weeks. Associates will be placed in of one of two groups. One group will be tested on a specific day and the second the same day the following week.
- b. **Testing Type and Method** - We have entered into an agreement with a qualified firm who will come onsite every two weeks to perform a NM Dept of Health approved test.
 - i. The type of test to be given is a Polymerase Chain Reaction – Nucleic Acid test or (PCR) and is collected using the nasopharyngeal method. This is where a swab is inserted through the nasal passage and takes about 3-4 seconds.
 - ii. The PCR type test was chosen because it's reliability of being 95% accurate in detecting SARS Cov2 the virus that causes COVID-19
- c. **Payment for Testing** – Albuquerque BMD will pay for the cost of all testing for associates included in this plan.
- d. **Refusal to Test** – Any associate who refuses to participate in this testing plan will be required to quarantine from the facility for 10 days (similar as being positive). As such refusal to test will also not qualify the associate for Emergency Paid Leave and YTO or unpaid leave will be the options available for pay.
- e. **Test Results and Follow Up** – Results of all testing will be made available only to Branch Manager, Arik Zonski via online reporting from the testing firm. For the purposes of recordkeeping, confirmed positive tests will be reported to the State of New Mexico within 4 hours of receipt and to BMD Division Safety and HR.
 - i. Tests will be interpreted as a positive result if indicated as positive or virus detected and/or abnormal.
 - ii. Any associate confirmed positive, as defined in paragraph e.i. above, will be notified immediately and if in the facility will be sent home immediately and instructed to isolate for 10 days and not return until day 11 and having been 24 hours without symptoms (should they develop).

ATTACHMENT B

CONTACT TRACING INFORMATION

Occupation Health & Wellness

Albuquerque BMD COVID-19

Contact Tracing Protocol



Boise Cascade
Building Materials Distribution

TOOL BOX: *DRAWER 10*

Nobody gets hurt...

This document outlines Boise Cascade Building Materials Distribution, Albuquerque NM (Albuquerque BMD) contact tracing process for COVID-19 related exposures.

1. **Scope** - Contact tracing commences anytime an associate reports:
 - a. Any single symptom they develop that is related to COVID-19 as found on the CDC symptoms list.
 - b. A household member is ill with any of the same symptoms.
 - c. They have been exposed to a known COVID-19 positive case
 - d. A household member has been exposed to a known COVID-19 positive case
 - e. They have been in close contact with any person who later became symptomatic and tested for COVID-19
2. **Process**
 - a. The associate is sent home if currently in the facility or instructed to remain at home, if calling in the report.
 - b. Location management follows up with a phone interview to ask specific questions (using TESQ form tool**):
 - i. What persons the affected associate knows they had close contact < 6 feet for longer than 10 minutes, 15 minutes cumulative in the previous 48 hours within the facility?
 - ii. For ill household member; when did symptom first develop?
 - iii. For exposure to a known positive case
 1. What was the date of exposure?
 2. What was the date of symptom onset for the positive case, if known?
 3. When was the positive case tested, if known?
 - iv. For exposure to a person who later became symptomatic and tested:
 1. What was the date of contact with the person?
 2. What was the date of symptom onset for the person who became ill, if known?
 3. What was the test date of this person?
 4. What was the extent of the exposure in terms of distance and time?
 - c. Location management team contacts their region COVID team to work through quarantine determination for other associates who had close contact with the reporting associate.
 - i. All region COVID team members have completed Johns Hopkins University 6-hour training course on Contact Tracing.
 1. Basis – First day of symptoms most infectious and two days prior, the symptomatic person could have been infectious. If the associate was potentially infected (exposed), then tracing indicates quarantine for any person they had close contact with the on the 3rd day or later, from the 1st day of potentially infectious exposure to the positive/symptomatic case.
 2. This training basis (reference sheet used**) combined with flow charts developed from CDC guidance for the purpose of consistently safe quarantine decisions, are used by the team.
 3. The same applies for associate household members who are exposed to others or are symptomatic and is related directly to the decision on when the associate may return to the facility.
 - d. CDC guidelines are followed, again utilizing flow charts, to return any associate from quarantine. This is based on exposure to positive cases, symptomatic cases and positive tests.

**** Attachment**



3. Reporting

- a. Albuquerque BMD, Location Manager, Arik Zonski (or designate in his absence) will notify the NM Occupational Safety and Health program within in four (4) hours of learning of a confirmed COVID-19 employee case. This will be complete via online form.

4. Cleaning and Disinfecting of Contaminated Work Areas

- a. Albuquerque BMD management team will take steps to isolate any work areas, equipment and tools where an infected associate has been or used in the previous 5 days until cleaning and disinfection is completed in accordance with CDC guidelines.
- b. Currently and ongoing;
 - i. The facility is cleaned nightly after hours to include disinfecting wipe down of all high touch surface areas.
 - ii. The facility is deep cleaned and disinfected every two weeks.
 - iii. Disinfecting fogging is carried out after hours each Friday
 - iv. Associates conduct a disinfecting wipe down of personal work stations, equipment and tools 2 times daily.