

COVID-19 Preparedness Plan for RMS Foods, Inc.

RMS Foods, Inc. is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. RMS Foods, Inc. managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at RMS Foods, Inc. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by having meetings to address workers concerns and help educate them on COVID-19. The Company Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and New Mexico Department of Health guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. If employees are experiencing symptoms while at home they need to stay home and follow the call-in procedures. They should contact their Doctor and get advice on how to proceed. If a worker starts to show the symptoms while at work they should be isolated in the workplace until they can be sent home.

RMS Foods, Inc. has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Family Medical Leave Act (FMLA) and other

Federal policies addresses accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

RMS Foods, Inc. has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. This will be done by small meetings with employees and the name of the employee will remain has a need to know to protect the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures have been in place for a number of years at our workplaces. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Face Mask etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Posters are posted in the plant to help remind employees.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: By staggered shifts starts to reduce the number of employees in the workplace at one time; maintain six feet of distance between workers; the number of chairs in the break room has been cut in half.

Employees and visitor have always been required to wash and sanitize hands upon entry to the plant. Masks and face nets along with frocks, gloves are required in the plant production areas at all times. Workers and visitors are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, time clock. The plant areas have and will continue to be cleaned and sanitized from top to bottom every night.

Communications and training

This Preparedness Plan was communicated in person to small groups on 3/18/2020. Additional communication and training will be ongoing with small breakroom talks and posters. Managers and supervisors are to monitor how effective the program has been implemented giving feedback to upper management. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by RMS Foods, Inc. management.

Certified by: