

DONUT
FRIEND
COVID
PREVENTION
PLAN
2021.3



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COVID-19 PREVENTION PLAN

This program shall apply to all locations of DONUT FRIEND and will be enforced in alignment with 8CCR Section 3205. There are no exemptions from DONUT FRIEND's health and safety requirements for personal beliefs or personal preferences. Those employees found not strictly following the requirements will be asked to comply immediately; those who continue to not comply will be removed from their assigned location and will not be granted permission to return until they are prepared to comply.

This program is intended to align with the Cal/OSHA COVID-19 Emergency Standard which was adopted on November 30, 2020 as well as current industry guidance from California Department of Public Health as well as local guidance specific to Los Angeles County in an effort prevent the spread of novel Coronavirus (SARS-CoV-2).

This plan shall be accessible to all employees in the workplace. The reporting of safety concerns is essential to a safe work environment. Employees are protected in reporting these and similar concerns without fear of reprisal. Safety concerns can be reported directly to store management.

DEFINITIONS

COVID-19 CASE: A person who meets any of the following three criteria. A person is no longer considered a COVID-19 case once the applicable criteria outlined in this plan has been satisfied.

- Has received a positive COVID-19 test,
- Is subject to a COVID-19-related order to isolate issued by a local or state health official,
- Has died due to COVID-19 in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

COVID-19 EXPOSURE: Contact within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period".

COVID-19 TEST: A viral test for SARS-CoV-2 that is approved by, or has an Emergency Use Authorization by the FDA, and is administered in accordance with the FDA requirements.

FULLY VACCINATED: An individual is considered fully vaccinated 2 weeks after receiving the second dose of the Pfizer or Moderna vaccine or the single Johnson & Johnson vaccine.

CLOSE CONTACT: A close contact is defined as any individual who was within 6 feet of an infected person for a cumulative period of at least 15 minutes starting from:

- Two (2) days before illness onset (symptomatic persons) or,
- Two (2) days prior to positive test date

Close contact applies regardless of the usage of a cloth mask.

ESSENTIAL EMPLOYEES: Employees who perform tasks which cannot be performed remotely.

EXPOSED WORKPLACE: Any work location, working area, or common area at work which was used or accessed by a COVID-19 case during the high-risk period, including the following:

- Restrooms

- Walkways or hallways
- Break or eating areas
- Waiting areas

HIGH-RISK EXPOSURE PERIOD: a period where COVID-19 cases are most likely to spread the virus to others.

SYMPTOMATIC PERSONS: If a person develops symptoms consistent with COVID-19, the high-risk exposure period begins two days before the developed symptoms and continues until ten days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and other symptoms have improved; or

ASYMPTOMATIC PERSONS: If a person never develops symptoms but has received a positive test result, the high-risk exposure period begins two days before the test was administered and continues until ten days after the test was administered.

ISOLATION: Separates those who are sick (exhibiting symptoms, or a positive test result) from those who are not sick.

QUARANTINE: Separates those who may have been exposed to a disease to see if they develop symptoms consistent with the disease

OUTBREAK: The presence of three or more COVID-19 cases in an exposed workplace within a 14-day period.

MAJOR OUTBREAK: The presence of 20, or more COVID-19 cases in an exposed workplace within a 30-day period and continues until there are no new cases in an exposed workplace for a 14-day period.

COVID-19 BASICS

SARS-CoV-2, the virus that causes COVID-19, is a novel coronavirus that was previously unknown prior to its discovery in December 2019. While some who are infected with the virus may be asymptomatic, symptoms are considered to present with 2-14 days after exposure and those with certain medical conditions, regardless of age, may be at higher risk for developing more severe symptoms. It is important to recognize the signs and symptoms of COVID-19 which include but are not necessarily limited to the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

While many patients are able to recover without the need for medical attention, it's important to be familiar with symptoms that may warrant medical attention. Due to the increasing demand for medical services, it's recommended to call 911 or call ahead to the local Emergency Room (ER) to alert them that you are coming in so special instructions can be provided by hospital staff if applicable. Showing up to the ER unannounced is not recommended as this can increase the risk of spreading COVID-19 to others. The following symptoms are examples that require medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

While the primary route of exposure for SARS-CoV-2 is direct contact, aerosols created by talking, vocalizing, coughing, sneezing, etc. can travel farther than six feet and these aerosols can remain airborne for several hours. The risk of acquiring the virus by touching a contaminated surface is less likely and often mitigated by appropriate controls. The following controls are considered to be the most effective methods to prevent the spread of COVID-19.

- Maintaining good hand hygiene,
- Proper cough and sneeze etiquette,
- Wearing a cloth face covering over the nose and mouth,
- Avoid touching your face with unwashed hands, and
- Follow all posted workplace procedures such as social distancing, designated entry/exit points, and administrative controls.

ROLES & RESPONSIBILITIES

The following responsibilities apply to COVID-19 prevention.

MANAGERS

Managers are responsible for the following:

- Conducting periodic inspections of the work area to ensure alignment with all applicable standards and guidelines and making corrections when needed
- Providing training resources in support of this plan
- Monitoring the effectiveness of this plan and making updates when required
- Maintaining adequate supply of all required disinfecting and protective equipment
- Maintaining healthy operations in the work place
- Correction of any identified or reported workplace hazard
- Timely reporting COVID-19 cases to affected employees and the local health department (when applicable) through the appropriate process.

- Providing resources to employees that includes leave options and all required PPE (Personal Protective Equipment)
- Enforcement of all guidelines for the safe daily operation of the shop
- Timely communication and enactment of any changes to COVID guidelines in accordance with local health department policies
- Risk Management to include the following:
 - Investigating reported cases to determine if workplace conditions could have contributed to the risk of COVID-19 and providing relevant information to the Local Health Officer in a timely manner;
 - Reviewing site-specific work plans and making meaningful recommendations to improve the plans and employee safety;
 - Offering testing to exposed employees when required
 - Ensuring the confidentiality and availability of records outlined in this plan to regulatory and health officials.

Immediately report serious illness or death as defined under Title 8 section 330(h) to Cal/OSHA

SUPERVISORS

Supervisors are responsible for the following:

- Enforcement of all guidelines for the safe daily operation of the shop during their shift and making corrections when necessary, to include proper social distancing and mask wearing by staff and guests, limiting guest area occupancy in accordance with current guidelines set forth by state and local health agencies.
- Noting any workplace hazards or guideline infractions in their daily shift log
- Acting as an example of proper guideline adherence to the rest of their team during their shift
- Maintaining healthy operations in the work place

EMPLOYEES

Employees are expected to follow all applicable guidelines and policies implemented by DONUT FRIEND once those policies have been communicated. This includes but may not be limited to the following:

- Self-monitoring symptoms on a regular basis, and before coming to the workplace
- Wearing PPE when required to do so, unless a reasonable accommodation has been provided
- Maintaining and observing all applicable infection control measures that have been implemented by DONUT FRIEND including but not limited to social distancing measures, hand hygiene and cough etiquette, avoiding crowded spaces, and refraining from coming to work when sick or awaiting results of a test as a result of a potential exposure
- Complete the COVID-19 Overview Training
- Complete a daily health screening upon entrance to the location and enter results in the provided daily log
- Continue to communicate with the location manager during a COVID-19-related leave in an effort to identify when return to work criteria has been satisfied.
- Follow the appropriate disinfection plan for the location to ensure workstations and any shared or specialized equipment are disinfected after use using materials provided by DONUT FRIEND.

NON-EMPLOYEES OR THIRD-PARTIES

Including but not necessarily limited to vendors, contractors, and other employers; these groups shall follow all current requirements defined by DONUT FRIEND, including temperature and symptom screening upon initial entrance to the location.

INFECTION CONTROL PROCEDURES

ELIMINATION

Traditionally speaking, elimination is the most effective way to prevent exposure to a hazard and its effectiveness can also be applied to COVID-19 prevention as well. Key elements in hazard elimination as it pertains to infection control include the following:

- Encouraging employees and the general public to stay home when they are sick (regardless of vaccination status), have had close contact with a confirmed case, or have received a positive case (regardless of symptoms)
- Signage prohibiting guests who have had close contact with a confirmed case, or have received a positive case (regardless of symptoms) or those displaying COVID-19 symptoms from entering the premises has been posted at the entrance and is visible from the outside of the location.
- Eliminating or reducing shared equipment can help to exclude opportunities for disease transmission.
 - Each staff member at a location will be given a pen and Sharpie to use. Staff should avoid sharing writing implements as much as possible. Shared pens, etc, should be disinfected before and after use
 - Phones, keyboards, computer mice, POS terminals, and other shared equipment used by multiple people should be disinfected at the end of a shift or after each use, whichever is more frequent.
 - Use of company van will assigned to the same employee, whenever possible. Delivery shifts will be conducted by only 1 employee
- All self service customer areas are closed until it is safe to reopen
- Employees who are scheduled for a shift shall complete a daily health screening upon arrival for their shift.
 - Should an employee demonstrate COVID related symptoms during the health screening, they will be immediately sent home and provided assistance in finding a COVID test, if necessary, regardless of vaccination status.

VACCINATION

Employees who choose to be vaccinated will be compensated for two hours of work for the administration of all vaccinations required to be considered fully vaccinated for COVID-19. The employee must submit proof of full vaccination in order to receive compensation and to be considered vaccinated by DONUT FRIEND. Without documentation of vaccination, employees will be considered unvaccinated and must follow all protocols for those with unvaccinated status.

Acceptable forms of documentations are:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and DONUT FRIEND maintains a copy.

- Employees provide proof of vaccination. DONUT FRIEND maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and DONUT FRIEND maintains a record of who self-attests

Employees have the option to decline the vaccine without reprisal and may elect to receive it at any time in the future.

Medical professionals are strongly recommending the seasonal flu vaccine to further reduce the risk of illness in the workplace since flu-like symptoms are similar to those consistent with COVID-19.

DISINFECTANTS

Each location will only use disinfectants that have been approved by the EPA as being effective against COVID-19 as defined by EPA List-N.

The staff will be trained in the proper usage of disinfectants for the elimination of COVID-19.

The staff of each location will focus on disinfecting high-touch and high traffic areas such as POS terminals, door handles, and customer areas, according to current health department guidelines.

Locations must have adequate supplies to support their disinfection procedures as a functional part of the worksite specific safety plan.

Company delivery van will be stocked with disinfectant wipes to be used to disinfect all high touch areas such as door handles, the steering wheel, and other vehicle controls at the end of each delivery shift. Disinfection procedure will be noted in a log.

All high touch surfaces will be disinfected at the closing of the shop.

PHYSICAL BARRIERS

While physical barriers are only required in the instance of a major outbreak, plexiglass dividers will remain in place between guests and employees for the protection of our staff.

HVAC

HVAC considerations including the manner in which rooms are air balanced, the percentage of fresh outside air, and the types of filters being used.

DONUT FRIEND uses the highest efficiency-rated filter applicable to the location's HVAC system.

DONUT FRIEND maximizes the percentage of outside air whenever possible

HANDS-FREE DEVICES

Each location has implemented hands-free devices when possible. These may include, but are not limited to, soap or sanitizer dispensers and temperature control devices.

PHYSICAL DISTANCING MEASURES

Physical distancing measures have been lifted in accordance with current CAL/OSHA regulations.

Physical distancing procedures will remain in place between employees and guests.

On the occasion of an outbreak, DONUT FRIEND will conduct an investigation determining if physical distancing measures need to be implemented.

On the occasion of a major outbreak, physical distancing measures for all areas of the location will be put in place.

HYGIENE AND SANITATION

A reusable cloth mask will be provided to all new employees at the beginning of their first shift, regardless of vaccination status.

Unvaccinated staff members are required to always wear a face covering over their nose and mouth. Face coverings for unvaccinated employees are not required in a completely isolated indoor location, in a vehicle with no passengers, or during an employee's rest or break period, if they are eating or drinking and maintaining proper physical distancing. Fully vaccinated employees are not required to wear a face covering, but may continue to do so. Disposable paper masks will be provided along with a reusable cloth mask should fully vaccinated employees choose to "double mask."

NIOSH approved single-use N95 respirators are available at all locations for voluntary use by unvaccinated employees.

Staff will be educated on the necessity of cleaning reusable cloth face masks after each shift as well as proper fit when wearing a single-use N95 respirator.

Signage informing customers of current face mask requirements is posted near the front entrance and is visible from the outside of the building.

Cloth face coverings are not considered personal protective equipment (PPE)

Specific guidance related to cloth face coverings is available through the CDC website.

Cough and sneeze etiquette will be reinforced to staff at each location. Common examples of this are to cough or sneeze into a tissue or your sleeve. Proper hand hygiene should be used immediately after coughing or sneezing.

Staff will be coached on proper hand hygiene. Individuals are required to and will be allotted time to wash their hands often with soap and warm water for at least 20 seconds. These procedures should be followed at the beginning of a shift, after touching commonly touched surfaces, shared equipment, using the restroom, a break or rest period, coughing or sneezing, or touching your face. Avoid touching your face with unwashed hands. Signage detailing the steps for proper hand hygiene are posted in the employee restroom as well as at all hand sinks.

Entrances to customer areas and high traffic customer areas will be stocked with an approved hand sanitizer containing >60% alcohol.

High traffic common areas and surfaces such as bathrooms, breakrooms, door handles will be disinfected hourly. Time of disinfection will be logged on form provided by the location. Logs should be kept on file.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Face shields have been distributed to unvaccinated employees and must be cleaned and disinfected at the end of each shift.

Face shields must be worn when washing dishes and taking food to guests outside the shop.

Each employee has been designated a locker in which they may store all company distributed tools including face shields and writing implements. Lockers must be kept clean and may not be shared

Face shields must not be shared between members of the staff. Should an employee require a shield during their shift and have not brought the one assigned to them with them, they will be provided one by the location.

Fully vaccinated employees who have provided proof of vaccination to DONUT FRIEND may opt to not wear a face shield.

Face shields do not eliminate the need for a cloth face mask.

NIOSH approved N95 respirators will be available for voluntary use by unvaccinated employees.

RESOURCE SUPPLY

Each location will be amply stocked with all required disinfectants, PPE, face coverings, sanitizers, and sanitizer wipes. Managers are required to monitor supplies of these items and order more before the existing supply runs out.

REPORTING A COVID-19 CASE

If a member of the staff should test positive for COVID-19, they must notify the manager of their location immediately. Supervisors or Managers should instruct employees to leave the workplace and/or stay home upon reporting:

- Symptoms consistent with COVID-19
- Have received a positive test
- Awaiting results of a test due to close contact with a confirmed case
- Close contact with a confirmed positive case
- Are suspected to have COVID-19

CONFIRMED CASE OF COVID BY A MEMBER OF THE STAFF

The following protocols must be carried out by the manager of the location immediately upon notification of a positive COVID test by the member of the staff

On the occasion where less than 3 people in a 14-day period test positive for COVID-19:

EMPLOYEE TESTING AND QUARANTINE

Exposed employees will be notified within 1 working day of their exposure in writing via email or text. Accompanying the notification will be the required information regarding COVID-19 related benefits and options as well as the location's CDC/OSHA compliant disinfection and safety plan.

Once exposed employees are identified, assistance is offered in scheduling a no-cost appointment for a COVID-19 test. If a no-cost appointment is unavailable, the company will pay for and schedule a test for the employee(s). Employees will be compensated for the time spent traveling to, getting the test, and traveling back from the testing site.

Employees who were not present at the exposed location during the period of the outbreak or are vaccinated and not experiencing symptoms do not require testing or quarantine, but will be notified of the location's CDC/OSHA compliant disinfection and safety plan.

If necessary, the location will close for the period of time necessary for proper cleaning and disinfecting procedures to be performed.

The location manager will conduct a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread

Tested employees must submit results to their location manager.

Regardless of test results, all exposed employees will be removed from the schedule for the current period of quarantine as set by the local Department of Public Health. Quarantined employees who were exposed at work will be compensated for shifts missed due to quarantine in accordance with current COVID-19 related sick pay / leave of absence protocols.

All communication to employees regarding COVID-exposure will be conducted in a manner that protects the medical privacy of all individuals involved.

SITE INVESTIGATION AND CLEANING

If necessary, the location will close for the period of time necessary for proper cleaning and disinfecting procedures to be performed.

All required disinfecting protocols will be performed by staff members who have been trained to carry out the company's CDC/OSHA compliant disinfection and safety plan.

ON THE OCCASION WHERE MORE THAN 3 PEOPLE IN A 14 DAY PERIOD TEST POSITIVE FOR COVID-19 (DEFINED AS AN OUTBREAK BY THE CDC):

EMPLOYEE TESTING AND QUARANTINE

Exposed employees will be notified within 1 working day of their exposure in writing via email or text. Accompanying the notification will be the required information regarding COVID-19 related benefits and options as well as the location's CDC/OSHA compliant disinfection and safety plan.

Assistance is offered in scheduling a required no-cost appointment for a COVID-19 test to all employees at the exposed workplace. If a no-cost appointment is unavailable, the company will pay

for and schedule a test for the employees. Employees will be compensated for the time spent traveling to, getting the test, and traveling back from the testing site. A second test will be required a week following the first test.

Further weekly testing (or more if required by local health department) will continue for all employees who remain at the workplace until no new COVID-19 cases are detected for a 14 day period.

Tested employees must submit results to their location manager.

Regardless of test results, all exposed employees will be removed from the schedule for the current period of quarantine as set by the local Department of Public Health. Quarantined employees who were exposed at work will be compensated for shift missed due to quarantine, in accordance with current COVID-19 related sick pay / leave of absence protocols.

Employees who were not present at the exposed location during the period of the outbreak do not require testing, but will be notified of the location's CDC/OSHA compliant disinfection and safety plan.

All communication to employees regarding COVID-exposure will be conducted in a manner that protects the medical privacy of all individuals involved.

SITE INVESTIGATION AND CLEANING

The location manager will conduct a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. Reviews will be updated every 30 days the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

The investigation and review shall be documented and include:

Leave policies and practices, including whether employees are discouraged from remaining home when sick

- COVID-19 testing policies
- Insufficient outdoor air and/or air filtration
- Lack of physical distancing
- Need for reinstatement of physical barrier and distancing protocols

If necessary, the location will close for the period of time necessary for proper cleaning and disinfecting procedures to be performed.

All required disinfecting protocols will be performed by staff members who have been trained to carry out the company's CDC/OSHA compliant disinfection and safety plan

REPORTING

The location will notify the local Department of Public Health within 48 hours (or the amount of time needed for diligent inquiry into test results) of three or more COVID-19 cases. The notification will include the total number of cases, and for each COVID-19 case:

Name, contact information, occupation, workplace location, business address, hospitalization and/or fatality status, North American Industry Classification System code of the workplace, and any other information requested by the local health department.

Any subsequent cases of COVID-19 will be reported to the local health department

All procedures in this section will be continued until there are no new COVID-19 cases detected at the location for a 14-day period.

ON THE OCCASION WHERE 20 OR MORE PEOPLE IN A 30-DAY PERIOD TEST POSITIVE FOR COVID-19 (DEFINED AS A MAJOR OUTBREAK BY THE CDC):

EMPLOYEE TESTING AND QUARANTINE

Exposed employees will be notified within 1 working day of their exposure in writing via email or text. Accompanying the notification will be the required information regarding COVID-19 related benefits and options as well as the location's CDC/OSHA compliant disinfection and safety plan.

Assistance is offered in scheduling a required no-cost appointment for a COVID-19 test to all employees at the exposed workplace. If a no-cost appointment is unavailable, the company will pay for and schedule a test for the employees. Employees will be compensated for the time spent traveling to, getting the test, and traveling back from the testing site. A second test will be required a week following the first test.

Twice weekly testing (or more if required by local health department) will continue for all employees worked at the location during the 30-day exposure period until no new COVID-19 cases are detected for a 14 day period.

Tested employees must submit results to their location manager.

Regardless of test results, all exposed employees will be removed from the schedule for the current period of quarantine as set by the local Department of Public Health. Quarantined employees who were exposed at work will be compensated for shift missed due to quarantine, in accordance with current COVID-19 related sick pay / leave of absence protocols.

Employees who were not present at the exposed location during the period of the outbreak do not require testing, but will be notified of the location's CDC/OSHA compliant disinfection and safety plan.

Physical barriers and distancing protocols will be reinstated.

All communication to employees regarding COVID-exposure will be conducted in a manner that protects the medical privacy of all individuals involved.

SITE INVESTIGATION AND CLEANING

If necessary, the location will close for the period of time necessary for proper cleaning and disinfecting procedures to be performed.

The location manager will conduct a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. Reviews will be updated every 30 days the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

The investigation and review shall be documented and include:

- Leave policies and practices, including whether employees are discouraged from remaining home when sick
- COVID-19 testing policies
- Insufficient outdoor air and/or air filtration
- Lack of physical distancing

If necessary, the location will close for the period of time necessary for proper cleaning and disinfecting procedures to be performed.

All required disinfecting protocols will be performed by staff members who have been trained to carry out the company's CDC/OSHA compliant disinfection and safety plan

The HVAC system at the affected location will be outfitted with filters with a Minimum Efficiency Reporting Value (MERV) 13 or higher. If MERV-13 filters are not compatible with the system, filters with the highest compatible filtering efficiency will be used.

REPORTING

The location will notify the local Department of Public Health within 48 hours (or the amount of time needed for diligent inquiry into test results) of three or more COVID-19 cases. The notification will include the total number of cases, and for each COVID-19 case:

Name, contact information, occupation, workplace location, business address, hospitalization and/or fatality status, North American Industry Classification System code of the workplace, and any other information requested by the local health department.

Any subsequent cases of COVID-19 will be reported to the local health department

All procedures in this section will be continued until there are no new COVID-19 cases detected at the location for a 14-day period.

DISINFECTION OF AFFECTED LOCATION

If the affected employee was at work during the exposure period defined by the CDC, the location will be closed and isolated for a minimum of 24-hours before cleaning and disinfecting the space. This minimum holding time aligns with industry-specific guidance from the California Department of Public Health and is sufficient to ensure that any potentially infectious aerosols have dissipated from the area. In this example, minimal PPE is required but can be utilized as a precautionary measure if other applicable engineering and administrative controls remain in active use. The prevailing need for PPE under this example should be to meet the recommendations in the Safety Data Sheets (SDS) for any materials or products being used.

Cleaning and disinfecting the location is performed by trained staff using an EPA-registered product effective against COVID-19. If the 24-hour holding time is determined to not be feasible, additional precautions will be implemented to ensure staff are protected against potential exposure through additional controls or use of additional PPE.

Employees will be notified in advance of any special precautions and additional training provided as needed to ensure a safe work environment. Training may include but not necessarily limited to the appropriate and safe use of PPE, COVID-19 specific safety procedures, and chemical-specific training such as handling instructions, minimum contact time, and precautions outlined in the appropriate Safety Data Sheet (SDS).

Employees are responsible to follow their department's disinfection plan which includes but may not be limited to disinfecting shared equipment such as phones, office supplies, specialized equipment, and workstations using disinfection supplies provided by the campus for such purpose.

RETURN TO WORK CRITERIA

California Department of Public Health and the CDC have identified clear criteria for when employees who have received a positive COVID test result or have symptoms consistent with COVID-19 can return to work. Based on this guidance, it is safe to be around others once the criteria have been satisfied. A summary of the criteria is listed below.

Ending Isolation:

Isolation separates those who are sick (exhibiting symptoms, or a positive test result) from those who are not sick.

Everyone must stay at home if they exhibit COVID-19 symptoms. If anyone develops COVID-19 symptoms while at work, they should immediately notify their supervisor and leave, regardless of vaccination status.

Those who have tested positive for COVID-19 must not return to work until it is safe to be around others.

Symptomatic (have symptoms):

At least 10 days have passed since symptoms first appeared,

At least 24 hours have passed since a fever of 100.4 or higher has resolved, without the use of fever-reducing medication; and

Other COVID-19 symptoms have also improved.

Asymptomatic (no symptoms):

A minimum of 10 days has passed since first positive test (sample collected)

Note: Those who have received a positive test do not need to be re-tested or quarantine again for 3-months if exposed to a positive case, unless symptoms develop. Additionally, a negative test result shall not be required for an employee to return to work.

Ending Quarantine:

Quarantining separates those who may have been exposed to a disease to see if they develop symptoms consistent with the disease.

If the employee will not have further close contact, the employee may discontinue quarantine after 14 days from the date of last contact.

If the employee lives with a lab confirmed case, but can avoid further close contact – the last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

If the employee is under quarantine and had additional close contact with someone who has COVID-19 – the last day of quarantine is determined by the date of most recent close contact with a person who has COVID-19, plus an additional 10 days for quarantine.

If the employee lives with someone who has COVID-19 and cannot avoid continued close contact – the last day of quarantine is determined based on the date the person with COVID-19 ends home isolation, plus 14 additional days.

When ending quarantine in less than 14 days is determined to be appropriate by the employer, the following must be observed through the 14th day:

Adhere strictly to all recommended non-pharmaceutical interventions, and any doctor recommendations.

Continued use of a face covering.

Self-monitor for any symptoms through day 14 and if symptoms present, do not report to work, notify your supervisor, and follow the appropriate isolation procedures outlined in this plan.

Example: An employee who was exposed to a confirmed case must quarantine for at least 10 days. If symptoms do not present during that time, the employee may meet the return to work criteria but must continue to monitor for symptoms for an additional 4 days. Should symptoms present even after returning to work, the employee must notify their supervisor immediately and return home to follow the applicable isolation procedures identified above.

Note: A negative test result shall not shorten a quarantine period.

COVID DISINFECTION PROTOCOLS

Upon the occurrence that a location of Donut Friend must close for COVID-19 related disinfection purposes, the following steps must be taken in order for the location to safely re-open.

If the affected employee was at work during the exposure period defined by the CDC, the location will be closed and isolated for a minimum of 24-hours before cleaning and disinfecting the space. This minimum holding time aligns with industry-specific guidance from the California Department of Public Health and is sufficient to ensure that any potentially infectious aerosols have dissipated from the area. In this example, minimal PPE is required but can be utilized as a precautionary measure if other applicable engineering and administrative controls remain in active use. The prevailing need for PPE under this example should be to meet the recommendations in the Safety Data Sheets (SDS) for any materials or products being used.

Cleaning and disinfecting the location is performed by trained staff using an EPA-registered product effective against COVID-19. If the 24-hour holding time is determined to not be feasible, additional precautions will be implemented to ensure staff are protected against potential exposure through additional controls or use of additional PPE.

After the 24-hour isolation time, a team of employees who were not exposed to COVID will be scheduled to disinfect the location in preparation for re-opening. During the disinfection time, the staff will:

- Begin with a training session conducted by the shift supervisor on how to properly use the EPA-registered disinfectant. The training will include information on safety, proper use of the disinfectant, surface contact time, areas requiring disinfecting.
- Be given necessary safety equipment for the use of the disinfectant, including, but not limited to, disposable gloves and face shields
- Disinfect all high traffic areas and shared equipment
- Complete disinfection log to be kept on file at the location

Employees are responsible to follow their department's disinfection plan which includes but may not be limited to disinfecting shared equipment such as phones, office supplies, specialized equipment, and workstations using disinfection supplies provided by the campus for such purpose.

CONSIDERATIONS FOR TRAVEL

The following align with current CDC travel advisories:

Get tested 3-5 days after international or out-of-state travel AND stay home for 7 days after travel.

Even if you test negative, stay home for the full 7 days.

If your test is positive, follow the isolation procedures listed above.

Self-quarantine for 14 days after travel if you do not get tested.

Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.

Fully vaccinated employees do not have to quarantine.

Always follow state and local recommendations or requirements related to travel.

TRAINING AND COMMUNICATION

All employees must complete the COVID-19 training. Training may be supplemented with additional information as necessary to ensure the elements of this plan have been implemented.

TRAINING TOPICS:

- COVID-19 information, preventing the spread, recognizing the signs and symptoms, and when to seek medical attention.
- Information related to COVID-19 benefits
- Location prevention plan
- Daily health screening procedures
- Source Control Procedures
- Hand Hygiene
- Cough and Sneeze Etiquette
- Cloth Face Coverings
- Importance of staying home when ill
- Infection Control Procedures
- PPE effective against COVID-19, use and limitations, and when it is appropriate for use.
- Reporting Procedures
- Return to work criteria
- Overview and acknowledgement of the COVID Prevention Plan: this serves as a method to demonstrate to regulatory officials that the COVID Prevention Plan has been provided to employees as required.

RECORDKEEPING

The following section outlines the records that are maintained in alignment with 8CCR section 3205.

COVID PREVENTION PLAN

The COVID Prevention Plan, including records pertaining to the implementation of the plan will be maintained by each location as required. The plan will be provided to all employees.

COVID CASES

DONUT FRIEND will maintain records of all COVID-19 cases which will include the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Any medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

TRAINING RECORDS

DONUT FRIEND shall maintain the associated training records pertaining to employee COVID-19 training completion.

APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

PERSON CONDUCTING THE EVALUATION:

DATE:

NAMES OF THE EMPLOYEE AND AUTHORIZED EMPLOYEE REPRESENTATIVE THAT PARTICIPATED:

INTERACTION, AREA, ACTIVITY, WORK TASK, PROCESS, EQUIPMENT AND MATERIAL THAT POTENTIALLY EXPOSES EMPLOYEES TO COVID-19 HAZARDS	PLACES AND TIMES	POTENTIAL FOR COVID-19 EXPOSURES AND EMPLOYEES AFFECTED, INCLUDING MEMBERS OF THE PUBLIC AND EMPLOYEES OF OTHER EMPLOYERS	EXISTING AND/OR ADDITIONAL COVID-19 PREVENTION CONTROLS, INCLUDING BARRIERS, PARTITIONS AND VENTILATION

APPENDIX B: COVID-19 INSPECTIONS

DATE:

NAME OF PERSON CONDUCTING THE INSPECTION:

WORK LOCATION EVALUATED:

EXPOSURE CONTROLS	STATUS	PERSON ASSIGNED TO CORRECT	DATE CORRECTED
ENGINEERING			
Barriers/Partitions			
Ventilation			
Additional room air filtration			
ADMINISTRATIVE			
Physical distancing			
Surface cleaning and disinfection			
Hand washing facilities			
Disinfecting and hand sanitizing solutions			
PPE			
Face coverings			
Gloves			
Face shields/goggles			
Respiratory protection			

APPENDIX C: INVESTIGATING COVID CASES

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute of Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

DATE:

NAME OF PERSON CONDUCTING INTERVIEW:

EMPLOYEE (OR NON-EMPLOYEE) NAME:		OCCUPATION (IF NON-EMPLOYEE, WHY THEY WERE IN THE WORKPLACE:	
LOCATION WHERE EMPLOYEE WORKED (OR NONO-EMPLOYEE WAS PRESENT IN THE WORKPLACE):		DATE INVESTIGATION WAS INITIATED:	
WAS COVID-19 TEST OFFERED?		NAME(S) OF STAFF INVOLVED IN THE INVESTIGATION:	
DATE AND TIME THE COVID-19 CASE WAS LAST PRESENT IN THE WORKPLACE:		DATE OF THE POSITIVE OR NEGATIVE TEST AND/OR DIAGNOSIS:	
DATE THE CASE FIRST HAD ONE OR MORE COVID-19 SYMPTOMS:		INFORMATION RECEIVED REGARDING COVID-19 TEST RESULTS AND ONSET OF SYMPTOMS:	
RESULTS OF THE EVALUATION OF THE COVID-19 CASE AND ALL LOCATIONS THAT MAY HAVE BEEN VISITED BY THE COVID-19 CASE DURING THE HIGH RISK PERIOD, AND WHO MAY HAVE BEEN EXPOSED:			

NOTICE GIVEN (WITHIN ONE BUSINESS DAY, IN A WAY THAT DOES NOT REVEAL ANY PERSONAL IDENTIFYING INFORMATION OF THE COVID-19 CASE) OF THE POTENTIAL COVID-19 EXPOSURE TO:			
ALL EMPLOYEES WHO MAY HAVE HAD COVID-19 EXPOSURE AND THEIR AUTHORIZED REPRESENTATIVES	DATE:		
	NAMES OF EMPLOYEES THAT WERE NOTIFIED:		
INDEPENDENT CONTRACTORS AND OTHER EMPLOYERS PRESENT AT THE WORKPLACE DURING THE HIGH-RISK EXPOSURE PERIOD:	DATE:		
	NAMES OF THE INDIVIDUALS THAT WERE NOTIFIED:		
WHAT WERE THE WORKPLACE CONDITIONS THAT COULD HAVE CONTRIBUTED TO THE RISK OF COVID-19 EXPOSURE?		WHAT COULD BE DONE TO REDUCE EXPOSURE TO COVID-19?	
WAS LOCAL HEALTH DEPARTMENT NOTIFIED?		DATE:	

APPENDIX D: TRAINING ROSTER

DATE:

PERSON CONDUCTING THE TRAINING:

EMPLOYEE NAME	SIGNATURE