



T H E D I X I E G R O U P

Pandemic Response Plan related to COVID-19 (CORONOVIRUS)

Providing all associates with a safe, healthy and productive environment is our first priority. The Dixie Group will follow all OSHA, HIPPA, & FMLA rules and regulations as well as state health departments and CDC recommendations.

I. Follow CDC Guidelines and Use a Common-Sense Approach

- A. Stay home if you have respiratory symptoms (coughing, sneezing, shortness of breath) and/or a temperature **above 100.4 F**.
- B. Leave work if you develop these symptoms while at the workplace.
- C. Shield coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands).
- D. Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing a minimum of 60% alcohol.
- E. Avoid shaking hands entirely to reduce the risk of spreading infection.
- F. Disinfect frequently touched and shared surfaces such as phones, workstations, countertops and doorknobs. These should be routinely cleaned.
- G. Face masks should not be used by healthy people to protect against infection.
- H. If warranted, use protective gloves with proper training of removal and disposal.
- I. Social distancing: keep six feet of distance between individuals.

II. Self-reporting Requirement for Exposure or Symptomatic Signs

- A. If you have been exposed to someone with the symptoms in I.A above or you have traveled to high risk areas, **notify your supervisor and Human Resources immediately by phone, text, or email to discuss the next steps and appropriate course of action.**
- B. If you are exhibiting symptoms, seek medical attention, self-quarantine, and notify Human Resources immediately by phone, text, or email.
- C. If you travel via plane or cruise ship within the period of the Pandemic, contact Human Resources prior to returning to one of the Dixie facilities.
- D. Following possible exposure or symptoms, do not return to work or enter the premise until Human Resources provides notification. The current recommendation from CDC includes a 14-day self-quarantine.

III. Work and Compensation During Quarantine or Illness

- A. Possible opportunities for a few areas to work remotely during quarantine are being evaluated and will be provided for those who are healthy and available to work.
- B. If working remotely is not possible, Human Resources will assist you in evaluating leave options.
- C. If you provide care to someone who is ill or if you experience the COVID-19 illness, HIPPA and FMLA laws will apply during your absence.
- D. For guidance on pay notify Human Resources.
- E. If you are at a higher risk of infection due to underlying health conditions and need accommodations, please contact Human Resources.

IV. Steps for Awareness and Prevention

- A. Do not report to work if you have experienced any related symptoms or have been in contact, directly or due to travel, with others who may be contagious according to CDC guidelines.
- B. Awareness information will be posted in break rooms and other common gathering areas.
- C. Outside visitors and guests will be limited to the extent possible.
- D. Sales associates are encouraged to do business via phone and email to reduce potential exposure.
- E. Sanitizer, disinfectant, and/or hand soap will be available to all departments. Associates will be asked to disinfect workstations including keyboards, desks, phones, computer mouse, etc. at least once per day. Cell phones and other electronic devices should also be cleaned daily.
- F. The cleaning crew at each facility will disinfect all commonly used surfaces and door handles daily.
- G. Information will be provided to all associates as updates are available.

V. Resources for Your Overall Health

- A. BCBSAL has opened a 24-hour telephone help line, 833-848-1764, to allow associates and family members to speak with qualified clinicians about how to cope with anxiety, stress, or other issues related to the impact of the COVID-19.
- B. BCBSAL recommends contacting your primary care physician if you experience symptoms. BCBSAL will cover COVID-19 testing as preventative status for in-network providers. To find an in-network primary care physician, visit mybluecross.com or call (800) 292-8868.
- C. Lincoln Financial Group's Associates Assistant Program (EAP) provides professional and confidential services to help associates and family members address a variety of personal, family, life and work-related issues: Go to: www.GuidanceResources.com (user name = LFGsupport; password = LFG support1) or talk with a specialist at 888.628.4824.
- D. For Frequently Asked Questions and Answers visit the CDC website:
 - a. <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- E. Other Resources:
 - a. <https://dph.georgia.gov/georgia-department-public-health-covid-19-daily-status-report>
 - b. BCBSAL will be providing minute by minute COVID updates, please visit: www.alabamablue.com.