

COVID-19 preparedness Plan for BEGA Services Inc.

BEGA Services Inc. is committed to providing a safe and healthy workplace for all our workers [**and customers**]. To ensure we have as safe and healthy workplace, 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 clients. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **BEGA Services 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 **BEGA Services Inc.** Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process notifying all employees of our effort and guidelines that have been established to mitigate the spread of this disease. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Florida Department of Health (FDH) 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;
- cleaning, disinfecting, decontamination and ventilation;
- 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. Immediate reporting of any and all symptoms relating to the following, Fever, Persistent Cough, Weakness. Self-Isolation is also being enforced, should the employee report any of the above mentioned symptoms, a test will be requested, and employee will not be able to return to work, until (2) NEGATIVE test result have been confirmed.

BEGA Services 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. The policy follows Family Cares Act guideline.

BEGA Services Inc has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace. Notifications via digital format and phone calls is to be performed within the first 5hrs of being notified about an employee testing positive.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Following guidelines set-forth by the Disabilities Act, the direct identity of the employee(s) shall not be disclosed.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. 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 customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are individually provided to each employee.

Respiratory etiquette: Cover your cough or sneeze

Workers 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 provided trash receptacles and wash or sanitize their hands immediately afterward.

Social distancing

Social distancing of six feet will be implemented and maintained between workers & clients in the workplace at all times.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitness rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as, touch screens, controls, door handles, elevator panels, railings. In the event of a reported incident of an employee testing positive for COVID-19, said employee will be requested to self-isolate and only be allowed to return to work, when (2) NEGATIVE test results have been confirmed within 24hrs of each one.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Communications and training

This COVID-19 Preparedness Plan was communicated via email to all workers March 30th 2020 and necessary training was provided. Additional communication and training will be ongoing through continuous communication directly or indirectly with all employees and provided to all workers who did not receive the initial training. Instructions will be communicated to employees about: how the work schedule will be conducted to ensure social distancing between the clients and workers; required hygiene practices; and recommendations that employees and clients use face masks when interacting with one another

Clients and employees will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. 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 **BEGA Services Inc.** management and was posted through digital means March 30th 2020. It will be updated as necessary.

Certified by: BEGA Services Inc.

Gustavo Beas Gamez
President

