**Standard Operating Practice for Employees with Known or Suspected Exposure**

*NOTE: All actions must maintain confidentiality and privacy for the employee.*

*Shared by Symbia Logistics*

<table>
<thead>
<tr>
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<th>Notify HR and Regional Manager</th>
<th>Notify HR, Executive Team, and Regional Manager</th>
<th>Notify All Facility Employees</th>
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<tbody>
<tr>
<td>A</td>
<td>Yes</td>
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<td>B</td>
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<td>C</td>
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<td>D</td>
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**A** If an employee calls off work because they are experiencing symptoms, instruct them to seek medical guidance and follow those recommendations. If the employee is sent for testing, they cannot return to work until a negative test result is received by their Site Manager. Additional cleaning of the employee’s work area should be done in addition to the daily cleaning routine.

**B** If an employee calls in to report suspected exposure but are not symptomatic, instruct them to seek medical guidance and to wait for a negative result from the person(s) who may have exposed them. Negative test result(s) must be provided to the Site Manager prior to return. Additional cleaning of the employee’s work area should be done in addition to the daily cleaning routine.

**C** If an employee reports for work showing symptoms of exposure, they should be sent home immediately with instructions to call for medical guidance and to follow all recommendations. If the employee is sent for testing, they cannot return to work until a negative test result is received by their Site Manager. All prescribed sanitation procedures should be followed for every area the employee visited. Additional cleaning of the employee’s work area should be done in addition to the daily cleaning routine.

**D** If an employee receives confirmation of exposure and was on site in the last 72 hours (symptomatic or not) the Site Manager should notify workers. Advise personnel who were in close proximity to the affected worker, or feel they may have been exposed, to call for medical guidance. Additional cleaning of the employee’s work area — including frequently touched items — should be done. Equipment and tools will be sanitized and access to the area will be restricted for 3 days. Notify workers to return the following day for available work.
Symbia Logistics’ Suspension of Service Protocol,
Implemented in the Event of an Exposure/Temporary Closure

Pre-Suspension Action Items
1. Direct the site leader to contact all employees by phone (voice or text).
2. Post an appropriate message on all entrances.
3. Direct the site manager to contact all clients by phone, text and email.
4. Direct the site manager to contact all service providers by phone and email.
5. Log all such calls, emails and texts.
6. The site leader will inform the local police and fire departments that we have suspended service at the site.
7. All available alarms will be set – and the site leader will be sure the relevant alarm companies have the appropriate phone numbers.
8. All members of the management team will have access (paper and electronic) to the various telephone number lists.

Post-Suspension Action Items
1. The executive leadership team will identify all closed plants each morning and reassess for possible re-opening based on emerging conditions.
2. Company will provide a list of any closed sites in their daily communication to clients.
3. The site leader, or a person he designates, will provide a daily update to all stakeholders with relevant information about planned re-opening, etc... If there is no update, all stakeholders will receive a “no update” message.
4. The site leader will conduct a physical site visit each day and report the time and condition of the building.
5. The site leader will arrange for a “phone” tree so that each member of the management team has a shared number of employees to call and for employees to contact.
6. Each employee will contact his phone tree leader each day with his current status and to receive any updates.
7. The site leader will arrange for a deep clean of the site prior to resuming operations.

Resumption of Service
1. We will only resume services upon the decision of the President of the Company or the Chairman of the Board.
2. The site leader will conduct a muster by phone to identify all employees who are able to come in to work and are fit for duty.
3. The site leader will conduct an in-person muster on the first day of operations to re-orient the team, review safety procedures, etc.
4. The site leader will verify that all physical barriers remain in place and take action to repair any damage in the building.
5. The site leader will inform all clients and service providers by phone call, text and email that we have resumed services at the site.
6. The executive team will provide additional direction upon resumption of services to ensure continuity of services.