



## **COVID-19 Exposure Prevention, Preparedness, and Response Plan for Chateau Operations, LTD.**

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The purpose of this plan is to outline the steps that every employer and employee can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures to be taken in the workplace, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick.

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Chateau Chantal takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all our worksites. The CEO and management will monitor available U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) guidance on the virus.

This Plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

### **Responsibilities of Managers and Supervisors**

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and workplace safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

### **Responsibilities of Employees**

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our workplace, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our workplace. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms

of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact Marie-Chantal Dalese at 231-534-5485.

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away. **An employee screening app will be put into place that you can use from your phone or computer to answer these questions prior to driving out to the winery.**

## **Workplace Protective Measures**

The Company has instituted the following protective measures at all locations.

### *A. General Safety Policies and Rules – Company Wide*

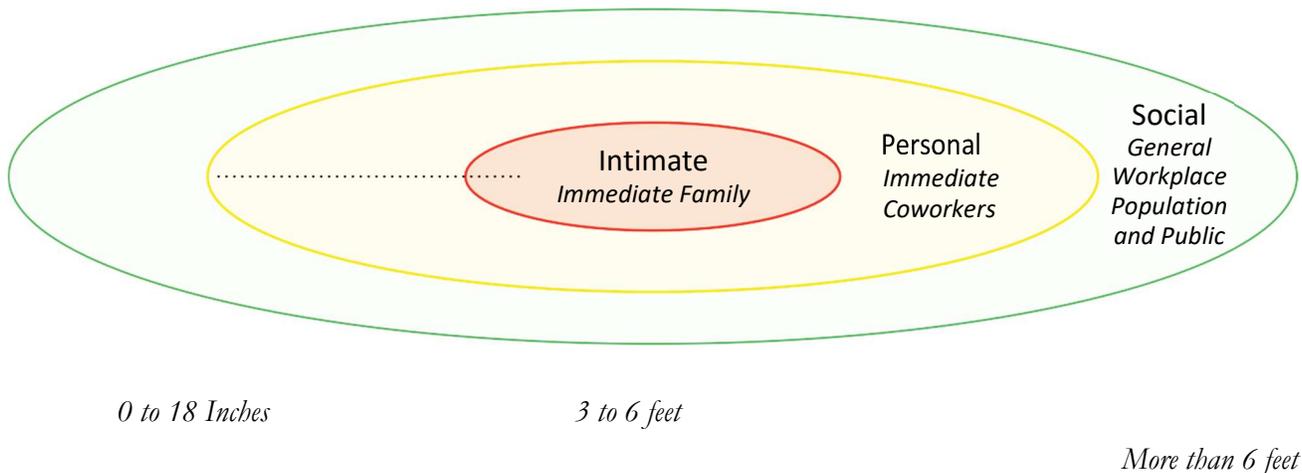
- Employee screening protocols will follow the Grand Traverse County guidelines for temperature screening and daily check-in prior to beginning work. These check-in stations are placed in a communal area in each department.

Any employee/visitor showing symptoms of COVID-19 will be asked to leave the workplace and return home.

- Safety meetings will be held virtually, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the supervisor will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and direct employees/visitors to increase personal space to at least six (6) feet, where possible.

In practice this means:

- Staying 1 to 2 meters (3 to 6 feet) away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors or friends
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who is coughing, sneezing or appears to be sick



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- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
  - Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people. If you use the employee fridge or the microwave, please sanitize the touch points after each use.
  - When access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
  - Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
  - Employees are encouraged to minimize ride-sharing. While in vehicle, employees must ensure adequate ventilation.

- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

## Disinfection Frequency in Workshops and Offices

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	<b>Work cell common surfaces</b>	Control buttons, tools and other common surfaces	Hospital grade disinfectant (Quat)	Spray with hand held sprayer or wipe	Minimum at the end of each shift
2	<b>Offices, desk and conference rooms</b>	Table and chair surface		Spray with hand held sprayer or wipe	At the end of each meeting and end of day
5	<b>General objects that are used or touched often</b>	Doors and windows, handles, faucets, sinks and bathrooms		Spray with hand held sprayer or wipe	At least 4 times per day
6	<b>Kitchen</b>	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally, 3 or more times per shift to include after all breaks and meals
7	<b>Tableware</b>	Forks, knives and spoons	Hospital grade disinfectant (Quat)	Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After use
9	<b>Forklifts</b>	Wipe areas of common human interaction		Spray with sprayer	After each use
11	<b>Transport vehicles</b>	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	Before and after each use
12	<b>All floors and walls</b>	All general floors and walls at site		Mop	Periodically where frequently touched; floors as needed.

## Personal Protective Equipment and Work Practice Controls – Company Wide

A 30-day supply of these items will be in stock at all times.

Our PPE coordinator is: Brian Lillie 231-642-1010

 <p>Face Mask</p>	<p>Face masks are required for anyone interfacing with the public. The company will provide face masks, or you may bring your own mask.</p>
 <p>Gloves</p>	<p>Washing hands frequently is the best action to take. Wash, then use gloves to handle items that are being passed to a guest.</p> <p>The COVID-19 virus does not harm your hands, so gloves provide no protection. However, touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.</p> <p>-Gloves often create a false sense of security for the individuals wearing. People are more likely to touch contaminated surfaces because they feel the gloves protect them from the virus when in reality, they do not.</p> <p>-When wearing gloves, people are less inclined to wash their hands. This is counterproductive and puts others at higher risk. We want people to wash their hands because it is the number-one defense against any virus.</p> <p>-Proper removal of gloves takes training. If contaminated gloves are not removed properly, our employees are exposed to greater risk.</p> <p>Disposable gloves are provided for any interaction with the public and cleaning purposes.</p>
 <p>Face Shields</p>	<p>Face shields may be worn as a precautionary measure when employees work within 3 feet of each other or customers.</p>

### Tasting Room Specific Measures & PPE Requirements:

- As listed above
- A reservation system will be in place for flights/bottles that can be pre-purchased and prepared in advance for pick-up by the guest to take outside. These will have an automatic tip added.
- Sanitizing procedures will be in place after each guest at the counter.
- Guests will be required to wear a facemask indoors.

## **B&B Specific Measures & PPE Requirements:**

- Our housekeepers are being trained on proper hospital room cleaning protocols. They will also be using full hospital PPE for their safety and yours.
- We have confirmed that our use of cleaners, sanitizers, and practices are within the recommendations of CDC and local health officials.
- Hand sanitizer stations will be available at several locations throughout the building.
- Employees will be required to wear a facemask while present in work and common areas and expected to follow the recommendations of social distancing.
- Employees may be required to participate in health screening before entering the facility.
- Employees will be required to record daily screening questions before clocking in for each shift.

## **B&B Guest Protocol Changes:**

- If a guest feels ill or is experiencing any symptoms, they are asked to contact us for rescheduling the stay. Chateau Chantal will offer penalty free cancellations until 6 days prior under normal circumstances and up to same day under extreme circumstances as determined by a healthcare provider.
- Guests may be required to be screened before entering the facility.
- Guests will be required to wear a facemask while present in common areas and follow the recommendations of social distancing.
- Housekeeping will be offered for check-ins and check-outs. Under very specific and extreme circumstances will housekeeping be allowed to enter an accommodation during a guest's stay.
- We are changing our check in time to 4pm. This is necessary to ensure our staff can provide the proper attention to each accommodation necessary to sanitize. Check out at 11am will not be changing but will be strictly enforced.
- Coffee will be provided in personal carafes available to rooms or available in the dining room upon request.
- We are altering breakfast protocols. Buffet will not be available for the immediate future. Wings of the facility will be welcomed to the breakfast room at specific times in order to mitigate the volume of guests in one room at one time between 830a and 915a. The guests will then be called up to the counter to receive their plated breakfast. The guest may then enjoy their breakfast on either of the patios. During inclement weather there will be some seating available in the dining room. The guest will always have the ability to eat in their respective room.
- Wine will only be available upon request in your room. We will not be stocking in room refrigerators with wine for the immediate future. Guests can order wine before check-in and we will have it available in the room upon arrival.
- The tasting room will not be open for afterhours tasting this season. We will provide one bottle per stay for guests selected from a custom list upon request that can be ordered at check-in and delivered to the door of the accommodation.
- Cellar tours are cancelled for the rest of 2020.
- We will have an open window policy. We encourage guests to leave the windows open when appropriate during the stay. Before check-in the windows will be open and the before check-out we will ask that guests open windows before leaving the room. This is to encourage airflow and cut down the possibility of airborne pathogens lingering in the room before our staff cleans it.

- We are eliminating some unnecessary room embellishments. These are primarily bed spreads and comforters, decorative pillows, and other solid and synthetic objects that on which COVID-19 has a longer life span.
- Wine glasses will be temporarily removed. Wine and water glasses will be available upon request. Ice buckets will be available upon request. Individually packaged single use cups will be available in room.
- Chateau Chantal will offer penalty free cancellations until 6 days prior under normal circumstances and up to same day under extreme circumstances as determined by your healthcare provider so if you are ill, please contact us before coming.

### **Culinary Specific Measures & PPE Requirements:**

- Specific Re-training of all staff before first return shift. Using guidance from CDC, FDA, NRA (ServeSafe) and Local Health Department
- Masks available for each person each shift
- 3'-6' separation of employees work stations, avoiding sharing stations or work stations set up across from each other.
- Prep station layout
  1. Horseshoe bar as a prep station.
  2. Two prep station in the kitchen allow 2 people to simultaneously work with backs to each other.
  3. Breakfast Bar is a fourth prep area.
- Breakdown, cleaning and Sanitation to include FDA, CDC and GTC Health Department approved Quaternary sanitizer to kill emerging pathogens
- Adjusted breakfast to in-room delivery strictly.
- Adjusted Wine Dinner to offer a homemade, prepared entrée, salads, accompaniment.

### **Cellar Interactions:**

- No tours through the cellar
- Wine check out procedure – bring your own pen, sanitize bond check out sheet after complete

## **Job Site Cleaning and Disinfecting**

The Company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used areas. Employees should regularly do the same in their assigned work areas.

- Common areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the workplace must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas

of the facility that a confirmed-positive individual may have come into contact with before employees can access that work space again.

- The Company will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (these can be used if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

## **Workplace Exposure Situations**

### □ **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

### □ **Employee Tests Positive for COVID-19**

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least fourteen (14) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least fourteen (14) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work.

### □ **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of

close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

### **OSHA Recordkeeping**

If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would *not* be work-related, and thus not recordable.

The Company’s assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

### **“Essential” Industry**

Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, some work has been deemed essential and the Company is committed to continuing operations safely. If upon your travel to and from the workplace, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an “essential” industry and are commuting to and from work.

## Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

## General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Marie-Chantal Dalese at 231-534-5485.

### **Isolation Protocol for employees or guests who become ill on the premises:**

If a person feels ill or if someone observes that another person is exhibiting symptoms of COVID-19 at work, contact an Isolation Coordinator.

Coordinators:

Marie-Chantal Dalese: 231-534-5485

Brian Lillie: 231-642-1010

Li Berger: 231-883-7477

## Isolation Procedure

1. Once the suspected infected employee arrives in the Isolation Room (Conference Room), immediately provide them with a mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
2. The Isolation Coordinator must complete a Suspected COVID-19 Case Form (below) and call the local health authority or medical office to seek advice regarding transportation and location.
3. The Isolation Coordinator, and any others attending the suspected infected person, should also wear a protective mask and nitrile (surgical) gloves while working with the suspected infected person.
4. The Isolation Coordinator should direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
  - If the infected person is well enough to drive their own vehicle, ask them to use it.
  - If the team is to transport the person in another vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
  - The driver must wear a mask and gloves during the entire trip, removing and properly disposing of

them after returning to the site.

- Once the vehicle has returned to the site, ensure that it is cleaned and all surfaces, seats, dashboards, door handles seatbelts etc., have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves while cleaning the vehicle.

5. The Isolation Coordinator must:

- Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
- Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the coordinator.
- Advise employees to contact a physician to obtain medical compliance to return to work.

6. Ensure that both the isolation area and suspected employee's work station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

**Sample COVID-19 Case Form**

**Report for Employees/Visitors Presenting Symptoms at Work**

**Name:**

**Date:**

Visitor     Employee     Contractor

**Job Title:**      **Worksite:**

**Location of Isolation:**

**Address:**

**Symptoms noticed:**

- Temperature >38°C (100.40F) or higher
- Shortness of breath, difficulty breathing
- Cough
- Running nose
- Sneezing
- Muscle Pain
- Tiredness

Time of fever on-set: \_\_\_\_\_ Time of isolation: \_\_\_\_\_

*Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.*

**Where referred to:**

**Notes:**

**DETAILS OF REPORTER**

**Name:**

**Job title:**

**Telephone Number:**

*Coronavirus preparation and arrangements to be made for employees who become ill at work.*