



Potential & Confirmed Exposure to COVID-19 Prevention Policy

Actively encourage sick employees to stay home:

- Employees who have symptoms of COVID-19 are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Employees that appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be sent home immediately.
- LLBO shall maintain a flexible Administrative Leave policy that permits employees to stay home to care for a sick family member or as circumstances dictate for school closings and LLBO operations.

Respiratory etiquette and hand hygiene by all employees:

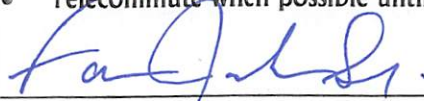
- Employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds.
- Provide soap and water and alcohol-based and rubs at your worksite. Ensure adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

Perform routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Provide disposable wipes so that commonly used surfaces (e.g. doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Additional measures in response to currently occurring sporadic importations of the COVID-19:

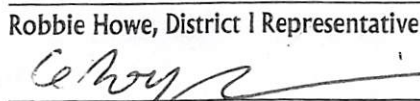
- Return from travel – When on travel employees face a higher risk for contracting COVID-19. Any employee who goes on travel will be subject to a two-week self-quarantine period.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. Employees exposed to a co-worker with COVID-19 should refer to the LLBO Health Division for how to conduct a risk assessment of their potential exposure.
- Telecommute when possible until symptoms are completely resolved.



Faron Jackson, Chairman



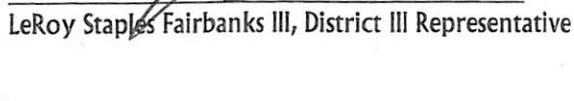
Arthur LaRose, Secretary/Treasurer



Robbie Howe, District I Representative



Steve White, District II Representative



LeRoy Staples Fairbanks III, District III Representative