



Market Equipment Inc.



**Everson Spice Company and PBI Market Equipment Department of Health
Notice**

Signal Hill, California — November 20th, 2020 – As you may know, the Department of Health recently visited and we are happy to announce that we are following the protocols and procedures that are required, with the exception of a couple of adjustments. Overall, they were very pleased with our facility as well as our policies and procedures. Going forward all beverage dispensers including coffee makers and water dispensers will need to be removed due to the COVID-19 pandemic. No open food including baked goods, donuts, or bagels will be allowed in communal areas. Any small appliances, such as toasters and coffee makers, are no longer permitted. We will be providing bottled water in each of the refrigerators for employee's usage. This will help reduce exposure to and transmission of a range of illnesses, including the COVID-19 virus. Please know the safety, health, and well-being of our employees is our top priority.

Attached is our updated Coronavirus Workplace Policies for your review.

We thank you for your understanding and patience as we make these adjustments to our policies.

If you have any questions, please contact a member of Executive Management.

Everson Spice Company and PBI Market Equipment

Executive Management



Coronavirus Workplace Policies

Revised 11/18/2020

As Everson Spice Company (ESC) and PBI Market Equipment, Inc. (PBI) continue to monitor the local, national and worldwide incidence of the coronavirus and the illness it causes, COVID-19, employees are asked to review, comprehend and ask for guidance if unclear of the following workplace policies and guidance (this is continually changing and changes are being addressed as required and/or necessary). These policies are effective immediately. As this information is likely to change as the situation continues and more becomes known, please direct any questions to Human Resources. ESC & PBI continue to place the highest priority on the health, safety and well-being of its employees and its workplace community, while protecting the continuity of its essential functions. These policies will be revisited regularly, and employees should continue to consult with Human Resources for updates.

ESC and PBI's priorities and purposes in setting these workplace policies are as follows:

- Maintain a safe and healthy workplace, including minimizing the transmission of a contagious disease;
- Encourage open communications, fairness and concern for the well-being of our employees;
- Sustain operational continuity and stated goals of ESC & PBI;

In conjunction with the policies set forth below, based upon the information currently known, ESC & PBI notes that the following actions are to be taken immediately:

- All employees are to take basic preventative measures to avoid exposure to or infection by the virus causing COVID-19. A list of such basic measures includes, but is not limited to the following:
 - If you are sick, stay home. Advise your manager or the person you've been directed to by your manager.
 - Masks are to be worn at all times while working on-site or at a customer. Masks have been provided at no cost to each employee (unless declined). If you have not received your mask, see Human Resources. Replacement masks are available upon your request (see your manager or Human Resources). You are not required to wear the mask we furnish). Masks are to be worn correctly, meaning over nose and mouth. Masks are to be kept clean by washing or replacing your mask daily.
 - Wash your hands often with soap and water (20 seconds of scrubbing) or use alcohol-based hand cleaners (cover all surfaces and rub until dry). Soap, water and antibacterial sanitizer are located throughout the office, warehouse and production

- floor. If you are unsure where to find these supplies see your manager or Human Resources or anyone from the Executive Management Team.
- Cough/sneeze into a tissue. Dispose of used tissues immediately into a trash can. If you don't have a tissue, cough/sneeze into the crook of your elbow, not your hands. Tissue is available to you, see your manager, Human Resources or anyone from the Executive Management Team.
 - Avoid touching your eyes, nose, and mouth, which accelerates the spread of infections.
 - Avoid close contact with others who are sick. Our social distancing protocol is remaining 6-feet from anyone and is the current practice until further notice. Floor markers have been put in place and if you are unsure of the protocol see your manager, Human Resources or anyone from the Executive Management Team.
 - Employee Screenings: employee temperatures are taken daily (upon the start of your work shift) for purposes of COVID-19. Your information will not be shared. It is the employees' responsibility to seek out a manager to get screened at the beginning of your work shift. If you are experiencing symptoms as you are going through employee screening, inform the person conducting your employee screen and immediately leave the premises. ESC & PBI are offering COVID-19 testing at a designated clinic, contact Human Resources if you are interested in having a test administered.
 - Do not share glasses, eating utensils, water bottles, cigarettes/vapes/JUULs, lipstick/makeup, etc.
 - Removal of any pedestal or personal fans in your workstation areas.
 - Maximum capacity of restrooms are 2 persons at one time.
 - Maximum capacity of conference room is 8 persons at one time.
 - Removal of beverage dispensers, including coffee makers and water dispensers.
 - No open food for distribution, including baked goods, donuts, bagels, etc.
 - Removal of individual appliances, such as toasters, coffee makers, hot plates, griddles, etc.
- Any employees who have recently been in an area of high concern for COVID-19, which is being defined as a CDC Level 3 area¹ (China, Iran, Most European Countries, United Kingdom, Republic of Ireland, Brazil, South Korea, Italy and Iran) currently experiencing symptoms of fever, cough, or difficulty breathing; any persons who reside or have had close contact with someone who has been in one of the countries listed in CDC Level 3 within the last 14 days; persons who have traveled domestically within the United States where COVID-19 has sustained widespread community transmission and/or listed at the top of Each States Cases on the CDC COVID Data tracker at the time of travel (will be reviewed and possibly asked to quarantine at the discretion of Executive Management); persons who have been asked to self-quarantine by any doctor, hospital or health agency; persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19; persons with fever, cough or shortness of breath should self-isolate until you receive formal advice from a healthcare professional.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-4>

- **Well Employees:** Employees who are well are expected at work as usual, even if they have been in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, typical preventative measures are recommended for them as caregivers). Such employees are expected at work *unless* meet any of the requirements as discussed in the Families First Coronavirus Response Act. (see “Employee Rights” poster WH1422 Paid Sick Leave and Expanded Family Medical Leave (under, Families First Coronavirus Response Act) FFCRA or Act for information about your eligibility posted on our Company Bulletin Board as of March 25, 2020 and distributed if you are remote). Re-distribution on 11/19/2020 and continues to be posted on company bulletin board.
https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf
- **Sick Employees:** Employees who have symptoms of respiratory illness *must* stay home and *not* come to work until they are free of fever, and any other symptoms for 72 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees Celsius taken by a thermometer. Those with concerns or questions about their illness or seeking advice about whether to come to work are recommended to consult with healthcare professionals and to the extent necessary, Human Resources. (see “Employee Rights” poster WH1422 Paid Sick Leave and Expanded Family Medical Leave (under, Families First Coronavirus Response Act) FFCRA or Act for information about your eligibility posted on our Company Bulletin Board as of March 25, 2020 and distributed if you are remote). Re-distribution on 11/19/2020 and continues to be posted on company bulletin board.
https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf
- **Workers at Higher Risk:** Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce their exposure to others or chances of being infected. If an employee at risk for complications from COVID-19 and their physician agree that increased social distancing (beyond the 6-foot rule currently in place) in the workplace is prudent, the employee should contact Human Resources to *formally request* a temporary change. Human Resources will confidentially evaluate the request, explore alternatives and attempt to address the employee’s health concerns while maintaining ESC & PBI’s operations. A physician’s note may be required in this instance. Except for those employees who *formally request* a change in job circumstances due to underlying health conditions, employees will generally not be reassigned to new duties, locations, or roles or be provided with paid sick/release time solely to address concerns about the potential for COVID-19 infection. These individuals include but are not limited to;

- **Individuals at risk of severe illness:** These individuals include, but are not limited to, older adults and persons of any age with underlying medical conditions, such as persons with a blood disorder (e.g., sickle cell disease or a disorder being treated with blood thinners), an endocrine disorder (e.g., diabetes mellitus), or a metabolic disorder (such as inborn error of metabolism); those with heart disease, lung disease (including asthma or chronic obstructive pulmonary disease), chronic kidney disease, or chronic liver disease; those with a compromised immune system (e.g., those who are receiving treatments such as radiation or chemotherapy, who have received an organ or bone marrow transplant, who are taking high doses of immunosuppressant, or who have HIV or AIDS); those who are currently pregnant or were pregnant in the last two weeks; and those with neurological or neurologic and neurodevelopment conditions.
- For those individuals that are sent home as set forth in this Policy, they may use any sick and vacation time they have available.
- Managers and supervisors, including employees who supervise any staff, must not pressure others to come to work if they are ill or need to stay at home to care for ill dependents. Conversely, if employees are well, they should not be pressured to stay away from work. There *is* a need to stay away from work if you have been in close contact with someone infected with COVID-19 even if you are not feeling symptoms. In this case you are required to quarantine for 14 days from the time of the initial contact with the infected person and free from COVID-19 symptoms or a negative test.
- Managers and supervisors (with the support and involvement of Human Resources, as needed) should ask employees who are exhibiting symptoms of respiratory illness to take a COVID-19 test.
- ESC & PBI ask all employees who can work remotely to prepare to do so now. ESC & PBI will inform employees immediately if the decision is made to move to remote-only performance of job duties.
- **Visitors/Contractors:** No visitors allowed on premises unless with appointment or advance notice approve and authorized by Human Resources. If approval is given, visitors/contractors must wear a mask (self-furnished) and go through visitor screening process, which includes temperature reading and answering questions related to COVID-19 symptoms.

If public health conditions worsen, ESC & PBI's workplace policies may be further amended without written notice. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or ESC & PBI's priorities for pay continuity. Employees will be notified as necessary of such changes by Human Resources.

COVID-19 PREVENTION MEASURES PROGRAM

PBI Market Equipment, Inc. (PBI) and Everson Spice Company (ESC) place a high level of importance for prevention of COVID-19. Therefore, we have created the following measures in an effort to fully explain the steps we are taking to prevent exposure or infection in the workplace and give guidance for educating yourself further. We will apply this program consistently and update it as new information becomes known but may not always be written notice due to the evolving nature of this situation.

PBI and ESC have developed this COVID-19 Prevention Measures Program.

- **Infectious disease preparedness and response plan** which includes, but is not limited to;
 - Designated COVID-19 team
 - Keeping current with COVID-19 regulations affecting the workplace
 - Routine COVID-19 conference call scheduled as needed to address updates
 - Documentation and progress of COVID-19 updates
 - Response plan for confirmed COVID-19 cases

- **Infection prevention measures** currently in place;
 - Soap and water available for handwashing.
 - Antibacterial sanitizer available to those in the workplace.
 - Tissue available to any one working in the workplace.
 - Masks are available to all employees and replacements are available at any time upon the employees' request. Employees also have the option to use one of your own at their own expense.
 - Social distancing protocol of 6 feet from any other person. Floor markers are put in place in and around the building.
 - In-house sanitation being conducted consistently.
 - Some employee shifts split into 2 shifts to allow for more space between employees and less exposure. This includes meal and rest periods.
 - Breakroom areas have chairs for seating positioned 6 feet apart with floor markers and microwaves have been moved further apart.
 - No visitors/contractors permitted into the building without permission and screening.
 - Signage posted on the entry points of the building, distributed or posted on company bulletin boards.
 - Air filtration system changed more frequently.
 - All unnecessary business-related travel has been stopped. Business travel has to be approved in advance of purchasing tickets by Executive Management and Human Resources.
 - Removal of all small appliances, including coffee makers, water dispensers, toasters, etc.
 - Meetings in the conference room must adhere to social distancing and maximum capacity as noted on the door. All general areas to be sanitized after use.

- Plexiglass and other dividers have been installed in conference room, break room, production area, receptionist, and certain other office areas as determined necessary.
- No open food for distribution, including baked goods, donuts, bagels, etc.
- **Develop policies and procedures for prompt identification and isolation of sick people, if appropriate**
 - Employees are instructed is to stay home if sick and inform their manager following our company policy.
 - If you get sick after you arrive for your work schedule, immediately exit the building, and notify your manager immediately before leaving the parking lot, avoiding all contact with any other person.
 - Employees are encouraged to use their sick time for unrelated COVID-19 matters.
 - Employee is required to report any close contact with an infected person of COVID-19 to supervisor, manager, or Human Resources and to remain home for 14 days from time of contact.
 - If employee is unsure of any policy, procedure, or needs an accommodation or has a request to better perform their job it is the responsibility of the employee to request clarification or accommodation to any manager or Human Resources. If one is not reported or requested, it will be assumed that the employee was properly provided with their needs as it pertains to COVID-19.
- **Develop, implement, and communicate about workplace flexibilities and protections**
 - Refer to the laws passed regarding job protection and paid sick leave under the FFCRA. Eligibility can be found regarding to Emergency Paid Sick Leave or Emergency FMLA leave (through the Families First Coronavirus Response Act (FFCRA or Act) policy is in effect April 1, 2020 – December 31, 2020 – see Employee Rights Poster on company bulletin board or if remote distributed to you as of March 25, 2020) or refer to this website:
https://www.dol.gov/sites/dolgov/files/WH/ posters/FFCRA_Poster_WH142_2_Non-Federal.pdf
 - If you have questions about your eligibility see your manager or Human Resources.
- **Evaluate Job duties risks-medium, low, and high**
 - At the discretion of Executive Management, employees 65 or older have been required to stay home on occasion and monitoring of this is in place until further notice.
 - Employees who can work from home have been instructed until further notice.
 - Field employees who are still working have proper personal protection equipment, i.e. mask. Employee is to request as needed.
 - Various departments are working split shifts to minimize potential exposure.

ACKNOWLEDGEMENT FORM CORONAVIRUS WORKPLACE POLICIES AND COVID-19 PREVENTION MEASURES PROGRAM

I acknowledge and understand that the Coronavirus Workplace Policies and COVID-19 Prevention Measures Program for PBI Market Equipment and Everson Spice Company describes important information. I also understand that the Employee Handbook contains important information about PBI Market Equipment and Everson Spice Company.

I have received the Coronavirus Workplace Policies, COVID-19 Prevention Measures Program, Protocol for Social Distancing: Appendix A, ReOpening Protocol for Warehousing: Manufacturing and Logistic Establishments: Appendix C, Protocols for Office Worksites: Appendix D and I understand that it is my responsibility to read and comply with the information contained in these policies as well as with the information included in the Employee Handbook. I also understand my employee screenings, including temperature readings, are only being taken as a preventative measure for COVID-19 related purposes and are being kept confidential.

I agree that if I have any questions about the information contained in these policies, or any of the other materials I have received, that I should consult with my supervisor, manager, or Human Resources.

EMPLOYEE NAME: _____
(*PRINT*)

EMPLOYEE SIGNATURE: _____

DATE: _____

Protocol for Social Distancing: Appendix A

Recent Updates:

6/29/20: In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health

7/20/20: Additional information provided regarding face coverings and symptom checks for employees and visitors

Business name:

Everson Spice Company
PB1 Market Equipment, Inc.

Facility Address:

2607 Gundry Ave. / 2599 E. Willow St.
Signal Hill, CA 90755 / Signal Hill, CA 90755

Approximate gross square footage
of space open to the public:

500 sq. ft. / 500 sq. ft.

Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

A. SIGNAGE

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

B. MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in

contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.

Employees are instructed to wash or replace their face coverings daily.

All desks or individual workstations are separated by at least six feet.

Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms: AM/PM

Restrooms: AM/PM

Other: Manufacturing Facility - Continual / Production Line continual.

Disinfectant and related supplies are available to all employees at the following location(s):
Reception desk upon entrance, bathrooms, production floor sink, hallway near kitchen, lunch area sink.

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
Reception desk, hallway to lunch area, production floor

Soap and water are available to all employees at the following location(s):
Bathrooms, kitchen and production floor.

Employees are allowed frequent breaks to wash their hands.

Copies of this Protocol have been distributed to all employees.

Optional—Describe other measures:

**C. MEASURES TO PREVENT CROWDS FROM GATHERING
(CHECK ALL THAT APPLY TO THE FACILITY)**

Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Maximum number of customers in the facility:

Post an employee at the door to ensure the maximum number of customers in the facility is not exceeded.

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

Optional-Describe other measures:

**D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on walkways at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Optional—Institute one-way aisles to facilitate Social Distancing.
- Optional—Describe other measures:

E. MEASURES TO PREVENT UNNECESSARY CONTACT (CHECK ALL THAT APPLY TO THE FACILITY)

- Preventing people from self-serving any items that are food-related.
 - All items are pre-packaged in sealed containers by staff.
 - Bulk-item food bins are not available for customer self-service use.
 - Food samples are prohibited.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe:
- Optional-Describe other measures (e.g. providing senior-only hours):

F. MEASURES TO PROMOTE INFECTION CONTROL

- Visitors arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.

G. MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY)

- Restrooms normally open to the public shall remain open to the public.
- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.

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ORDER OF THE HEALTH OFFICER



- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional- Describe other measures:

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: Everson Spica Co.
PBI Market Equipment, Inc. Phone number: (562) 500-1948
Leticia Ambrosi

Date Last Revised: 11/19/2020

Reopening Protocol for Warehousing, Manufacturing and Logistic Establishments: Appendix C

Recent Updates:

7/8/20: Additional information provided regarding employee leave benefits and air and ventilation system improvements

7/18/20: Additional information provided regarding employee and visitor face coverings and symptom checks (changes highlighted in yellow)

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain retail businesses to safely reopen. The reopening protocols below are specific to warehousing businesses that support Lower-Risk Retail Businesses that are permitted to reopen by the County Health Officer Order issue on May 13, 2020. In addition to the conditions required of these specific sectors by the State Public Health Officer these types of businesses must also be in compliance with the conditions laid out in the Checklist for Warehousing, Manufacturing and Logistic Establishments provided below.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

| | | | |
|--|--|---|-------|
| Business name: | Everson Spica Company | | |
| Facility Address: | PBI Market Equipment | | |
| Maximum Occupancy, per Fire Code: | 2667 Sundry Ave Signal Hill, CA 90755 | 2599 E. Willow St. Signal Hill, CA 90755 | |
| Approximate total square footage of the facility: | 444 | 1,045 | 247 |
| | 14,000 | 37,600 | 8,600 |

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.
- Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- Upon being informed that one or more worker/practitioner, independent contractors and temporary workers test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all workers that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined workers to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on [responding to COVID-19 in the workplace](#).
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.

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- Employees are instructed to wash or replace their face coverings daily.
- To the extent feasible, entry is limited to employees of the site. When other parties play a role in the work flow, they are instructed to wear face coverings and to comply with symptom checks and physical distancing.
- All workstations/areas are separated by at least six feet.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
 - Break rooms AM / PM
 - Restrooms AM / PM
 - Other manufacturing facilities - continual production line continual.
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms or outdoor eating areas to assure that masks are worn consistently and correctly.
- Disinfectant and related supplies with manufacturer's instructions plainly visible are available to employees at the following location(s): Reception desk upon entrance, Bathrooms production floor sink, hallway near kitchen, lunch area sink.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): reception desk, hallway to lunch area, production area.
- Employees are allowed frequent breaks to wash their hands.
- Each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- Work processes are modified as necessary to assure that face coverings and other required personal protective equipment do not jeopardize worker safety;
- Workers are enlisted and supported as peer educators, reinforcing instructions around physical distancing and infection control.
- A copy of this protocol has been distributed to each employee.
- This protocol and other COVID-19 related materials offered in translation on the County DPH Coronavirus Website are provided to employees in their own languages when available.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- The number of employees on site at any time has been reduced as needed to permit compliance with physical distancing and infection control requirements.
- If employees must line up for symptom checks before entering, barriers or markings at 6 foot intervals have been placed to permit physical distancing.
- Separate entry and exit points have been identified to minimize crowding, allow for monitoring of occupancy and leave room for symptom checks as employees enter. If the facility has only one employee entrance, we have left an adequate gap between shifts to avoid entryway crowding
- Employees have been instructed to maintain at least a 6 foot distance from each other in all areas of the workplace.
- If applicable, elevator capacity is limited to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- If applicable, stairwells have been opened for "up" or "down" traffic with increased cleaning of stairwells.
- Furniture placement in offices, public seating areas and other non-warehouse or production areas is reconfigured to support physical distancing.
- If applicable, aisles on the warehouse or shop floor are designated as one-way to support physical distancing.
- Common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- Occupancy in employee restrooms, break rooms and other common areas is limited to permit physical distancing.
- Transfer aiding materials, such as shelving or bulletin boards, is installed to avert the need for person-to-person hand-offs.
- Work flow is reviewed and changes made if needed to permit physical distancing during pickups and deliveries.

C. MEASURES FOR INFECTION CONTROL

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas. Hands-free equipment is installed wherever feasible (including restrooms) to reduce risk of contamination.
- Visitors arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- Common areas and frequently touched objects on the production floor and in office and common areas (e.g., tables, counters, doorknobs or handles) are disinfected on an hourly basis

during business hours using EPA approved disinfectants according to manufacturer's instructions.

Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.

Restrooms are sanitized regularly using EPA approved disinfectants according to the manufacturer's direction. on the following schedule:

Daily

- Hard hats and face shields are sanitized at the end of each shift.
- Delivery vehicles and equipment are cleaned before and after delivery routes.
- Delivery vehicles carry additional sanitation materials during deliveries.
- Delivery drivers and other employees responsible for deliveries use clean personal protective equipment for each delivery stop.
- Inspect incoming deliveries and perform disinfection measures where appropriate prior to storing goods in warehouses and facilities.
- Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility
- Optional - Describe other measures to promote infection control

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol is posted at all public entrances to the facility.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, limited occupancy, policies in regard to pickup and/or delivery and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



You may contact the following person with any questions or comments about this protocol:

Business Contact Name: Everson Spice Co.
PBI Market Equipment, Inc. Phone number: (562) 506-1948

Date Last Revised: 11/19/2020

Protocols for Office Worksites: Appendix D

Recent Updates: (Changes are highlighted in yellow)

8/7/20: Clarification that enhanced cleaning should be done regularly (link to cleaning guidance added); And that COVID-19 exposures occurring between March 19 and July 5 are covered under the Governor's Executive Order N-62-20

7/17/20: Additional information provided regarding employee and visitor face coverings and symptom checks

7/8/20: Information regarding employee leave benefits added

The Los Angeles County Department of Public Health (Public Health) is calling on the public, all business owners and community organizations to support the safe reopening of businesses and public spaces. Through our collective Safer at Home efforts, we have successfully slowed the number of new COVID-19 cases and hospitalizations, allowing for a phased reopening of many aspects of regular life with adaptations and infection control measures.

To aid in this transition, Public Health asks all businesses and institutions to take appropriate steps to plan for reopening, in alignment with the Recovery Plan. The following issues are critical and must be addressed to ensure that workers and consumers remain reduce the risk of spread as we transition to a more open phase:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These five key areas must be addressed as your facility develops any reopening protocols.

Note that Office-Based Worksites that operate retail establishments, restaurants or gyms and fitness establishments should adhere to the following protocols, as appropriate:

- DPH Protocols for Retail Establishments
- DPH Protocols for Restaurants
- DPH Protocols for Gyms and Fitness Establishments

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

| | | | |
|--|------------------------------|------------------------------|------------|
| Business name: | <i>Evenson Spice Co.</i> | | |
| Facility Address: | <i>PBI Market Equipment</i> | | |
| | <i>2607 Sundy Ave</i> | <i>2599 E. Willow St</i> | |
| | <i>Signal Hill, CA 90755</i> | <i>Signal Hill, CA 90755</i> | |
| Maximum Occupancy, per Fire Code: | <i>444</i> | <i>1,045</i> | <i>247</i> |

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
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Approximate total square footage
of space open to the public:

16,000 37,600 8600

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- Additional protections like shifts in job duty that allow employees that are vulnerable to work from home have been provided whenever possible.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's Executive Order N-62-20.
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on responding to COVID-19 in the workplace.
- Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.

Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.

Employees are instructed to wash their face coverings daily.

All occupied desks, individual workstations or individuals on production lines are separated by at least six feet unless there are extenuating circumstances that require closer contact for brief periods of time.

In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.

All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings when around others.

Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:

Break rooms AM / PM

Restrooms AM / PM

Other Manufacturing Facility continual / Production Unit continual

Disinfectant and related supplies are available to employees at the following location(s): Reception desk upon entrance, Bathrooms, Production floor, sink hallway near kitchen area sink.

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Reception desk, hallway to lunch area, production floor.

Soap and water are available to all employees at the following location(s): Bathroom, Kitchen and production floor.

Employees are allowed frequent breaks to wash their hands.

Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.

Each worker is assigned their own tools, equipment and defined workspace whenever possible. Sharing of workspaces and held items is minimized or eliminated. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.

Copies of this Protocol have been distributed to all employees.

Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING (CHECK ALL THAT APPLY TO THE

FACILITY)

- The number of employees in the building is limited at any one time such that employees can easily maintain at least a six-foot distance from one another at all practicable times.

Maximum number of employees in facility limited to:

Maximum number of employees in facility per floor is *444 Sunday, 247 (PBI W)*
limited to: *1,045 (Fire Code Occupancy) (ESC W)*

- Tape or other markings have been placed at least six feet apart anywhere where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance.
- Employees have been instructed to maintain at least six feet distance from customers, guests and from each other; employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To ease elevator traffic, stairwells have been opened for "up" or "down" traffic with increased cleaning of stairwells.
- Furniture in areas that are open to the public (e.g., lobby, reception areas, or waiting rooms) is separated to support physical distancing.
- Customer service windows or reception counters have been separated by 6 feet to allow for physical distancing.
- Workspaces, cubicles, etc. are redesigned to ensure for six feet between employees.
- Common areas (e.g., break rooms and kitchenettes) are closed or restricted, using barriers, or by increasing physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact.
- Employees are discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells.
- To the extent possible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).
- Employees have been instructed to discontinue handshakes or other forms of greeting that break physical distance.
- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are essential, they are limited to 10 or fewer participants and all participants must wear cloth face coverings and are held in rooms large enough to maintain physical distancing.
- Nonessential travel is discontinued.

C. MEASURES TO ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building's air

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filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.

Shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) have been eliminated, to the greatest extent possible.

Enhanced cleaning of entire office space is completed on a regular basis.

To the extent possible, doors, trash cans, etc. are contactless.

Common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails are regularly disinfected using EPA approved disinfectants and following the manufacturer's instructions for use.

Disinfectant and related supplies are available to all employees at the following location(s):

Reception desk upon entrance, bathrooms. Production floor, sink hallway near kitchen area sink.

Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:

If possible, customer service or reception areas have plastic barriers installed to limit contact between employees and visitors.

To the extent possible, visitors to the worksite are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.

Visitors arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.

To the extent possible, movement of visitors to the worksite is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.

If necessary, staff are available to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.

Visitors arriving at the worksite with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.

Restrooms normally open to the public remain open to the public if the public can enter the facility.

Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

Use of digital files rather than paper formats (e.g., documentation, invoices, inspections,

forms, agendas) is encouraged.

Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms:

Am / PM

Restrooms:

Am / PM

Other:

Manufacturing facility - continued / Production line - continued.

Building infrastructure that supports bike commuting is open and capacity for bike storage increased if possible.

Sharing of communal food is prohibited.

Optional-Describe other measures (e.g. providing senior-only hours):

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

A copy of this protocol is posted at all public entrances to the facility.

Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face covering, etc.).

Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.

Online outlets of the workplace (website, social media, etc.) provide clear information about hours, required use of face coverings, policies in regard to making appointments, and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

Services that are critical to the customers/clients have been prioritized.

Transactions or services that can be offered remotely have been moved on-line.

Measures are instituted to assure access to goods and services for visitors who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business

Everson Spice Co

Contact Name:

PBI market Equipment, Inc.

Phone number:

(562) 506-1948

Date Last

Revised:

11/19/2020

