

Parker Interior Plantscape COVID-19 Procedures

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ALL EMPLOYEES

To help slow the spread of COVID-19 and safeguard our staff, Parker has created an action plan for responding to COVID-19. This plan, which is based on Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA) and State guidance, highlights the responsibilities of managers and employees, and outlines the steps Parker is taking to address COVID-19.

Responsibilities

Everyone is responsible for ensuring a safe workplace during the COVID-19 outbreak. This involves practicing social distancing and good personal hygiene as well as following our safety procedures.

Employees

Employees play a critical role in Parker's COVID-19 prevention efforts. To protect everyone in the building, Parker has a number of best practices employees should follow:

- **Understand the signs and symptoms of COVID-19 and stay home if you are feeling sick**—Any employee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also consult guidance from the CDC on seeking medical care.
- **Practice good hygiene**—Employees should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and employees should wash their hands with soap for at least 20 seconds. In addition, employees should avoid touching their face and cough into their arm, and practice and sneezing etiquette, and proper tissue usage and disposal.
- **Practice social distancing**—Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness.

EXPOSURE SITUATIONS

Employee Exhibits Symptoms of COVID-19 Before Entering the Facility are advised to stay home or they will be sent home upon arrival.

Employee Exhibits Symptoms of COVID-19 During the course of their day will be:

- Will be immediately separated and sent home.
- Parker will promptly notify workers and customers of any known exposure to COVID-19 at the worksite, consistent with the confidentiality requirements of the Americans with Disabilities Act and any other applicable laws;
- Parker will continue to follow guidelines and directives issued by the applicable state's Department of Health, the CDC and the Occupational Health and Safety Administration for maintaining a clean, safe and healthy work environment.

Self-quarantining

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels or bedding.
- Clean high touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Return to Work

Notably, employees who are symptomatic or who have tested positive should not return to work until the employee meets the current State and/or CDC guidelines.

Documentation from a medical professional may be required to return to work.

Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

OSHA RECORDKEEPING AND REPORTING

Parker will adhere to OSHA-mandated requirements as they relate to recording and reporting certain work-related injuries and illnesses.

QUESTIONS

If employees have any questions regarding the content of this action plan, they should speak with their supervisor.

WAREHOUSE AND OFFICE PROTOCOLS

General Safety Policies

- Non-essential visitors will not be permitted from entering the worksite.
- HVAC system has been serviced and an anti-microbial sanitizer treatment performed.
- Employees and visitors who exhibit signs or symptoms of COVID-19 will be asked to leave the building.
- Employees should stagger lunches to limit the number of individuals congregating in break areas. Parker may divide crews to reduce the number of workers in the workplace at any given time.
- Parker will provide access to handwashing stations and alcohol-based hand sanitizers.
- Employees should refrain from sharing tools and equipment. In instances where this is unavoidable, Parker will provide alcohol-based wipes and other cleaning materials that employees can use to clean tools and equipment.
- Employees will be asked to avoid using common areas.
- When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered.

Personal Protective Equipment

- In addition to standard personal protective equipment (PPE), Parker may provide:
 - **Gloves**—Employees may contract COVID-19 by touching contaminated surfaces and then touching their face. Gloves are an effective way to prevent COVID-19 from getting on an employee's skin. They are also a good reminder for employees not to touch their face.
 - **Face masks** —Viruses can be transmitted through the eyes and mouth via tiny viral particles known as aerosols. Face masks may help protect employees from these particles. Where an individual declines to wear a face covering on the premises due to a medical condition that inhibits such usage, neither the business nor its staff shall require the individual to produce medical documentation verifying the stated condition.
 - Employees should use PPE as directed by Parker to protect themselves from COVID-19 effectively.

In order to keep staff safe and prevent the spread of COVID-19, requires the following workplace protective measures:

Social Distancing Protocols

Employees will be asked to follow social distancing best practices throughout facilities, including, but not limited to, the break room, common areas, the warehouse, green house, decorating room and office spaces. Specifically, employees will be asked to:

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- Stay 6 feet away from others when working or on breaks. The break room will now be limited to a maximum of 10 people at a time.
- Avoid job tasks that require face-to-face work with others where possible. If this is unavoidable, employees will be provided with face masks.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others where possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.

Building Visitors

- Parker will suspend normal visitation to our facilities until further notice. For business-critical visits (e.g., material deliveries), will take steps to safeguard employees and visitors by:
 - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with employees.
 - Requiring essential vendors/employees to practice social distancing and good hygiene while on-site.
- Where possible, meetings will be conducted virtually or via telephone. For in-person meetings, participants will be limited to groups of 10, and employees will be asked to remain 6 feet apart.
- Parker may screen essential workplace visitors. Supervisors may ask targeted questions to visitors regarding their current health before they enter the workplace. If they answer yes to the following questions, supervisors may refuse admittance or ask them to leave the building:
 - Have you been in contact with a person who has tested positive or is in the process of being tested for COVID-19?
 - Have you or anyone you've been in contact with traveled outside of the United States recently?
 - Has a medical professional told you to self-quarantine?
 - Are you having trouble breathing, or have you had flu-like symptoms within the past 72 hours (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue)?
- Deliveries will be permitted but should be completed with social distancing best practices in mind.

BUILDING CLEANING AND DISINFECTING

- Parker will clean and disinfect high-touch areas routinely in accordance with CDC guidelines, particularly in spaces that are accessible to staff, customers, tenants, or other individuals, and ensure cleaning procedures following a known or potential exposure in a facility are in compliance with CDC recommendations.
- Otherwise maintain cleaning procedures in all other areas of the facility.
- Parker will ensure that the facility has a sufficient number of workers to perform the above protocols effectively and in a manner that ensures the safety of occupants, visitors, and workers.

SERVICE TECHNICIAN PROTOCOLS

Technicians while servicing accounts have been instructed to follow social distancing best practices throughout the facility they are servicing in. Specifically, technicians will:

- Stay 6 feet away from others when working on plants or walking through the account if possible.
- Technicians will be instructed to wear Face Masks at all times while servicing in an account. Technicians who are servicing accounts have and will continue to be provided with Face Masks by Parker.
- Be prepared to have their temperature taken prior to entering some facilities.
- Be prepared to answer basic COVID – 19 standard questionnaires.
- Carry their own pen for signing into accounts or filling out questioners upon entering accounts.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching their face.
- Avoid touching surfaces that may have been touched by others where possible.
- Will not have client sign their phone if using Canvas or similar time tracking application. If the email is accurate for the account and the client requests it, they can send them an email receipt from their phone. If the email address is not accurate they will ask client for correct email and they will send receipt later if the client needs proof of service.
- Wipe down their car door handles, their steering wheel and their cell phones regularly.
- Wipe down all the tools used while servicing the account. Scissors, Swiffer handle, water bucket handle, pruners, Poly Sprayers and Brute handles.
- Avoid public transportation as much as possible i.e. Subways, buses and Taxi's. Technicians will reroute their accounts so they can walk outside to more of their accounts in the same day instead of taking multiple train rides when possible.
- Dispose of used gloves and masks appropriately in a sealed plastic bag.

INSTALLATION TEAM PROTOCOLS

Installers while servicing accounts have been instructed to follow social distancing best practices throughout the facility they are servicing in as described above. In addition, installers will:

- Infrared thermometers will be available so employees can check their temperatures prior to leaving for a customer site.
- Wear the appropriate PPE according to their destination including but limited to Facial covering, Gloves, Eye Protection provided by or reimbursed by Parker
- Contactless delivery to technicians where possible
- All vehicles will be sprayed and wiped down with isopropyl alcohol and the end of each day as to disinfect all surfaces.
- Number of employees per vehicle should be minimized. If necessary to be in a vehicle with another employee with less than 6ft of separation, masks are to be worn to prevent close contact
- Any tools being used will also be wiped down and disinfected at the end of each shift.