

Coronavirus (COVID-19) Preparedness Plan

FreedomPark is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. FreedomPark managers and supervisors have our full support in enforcing the provisions of this policy. Our workers are our most important assets. We are serious about safety and health and keeping our workers working at FreedomPark. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

We have involved our workers in this process by surveying, seeking feedback and routinely meeting to discuss the current pandemic environment and the impact on the Freedompark workplace. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette
- prompt identification and isolation of sick persons.
- engineering and administrative controls for contact mitigation.
- housekeeping, including cleaning, disinfecting and decontamination.
- customer controls and protections for drop-off, pick-up and delivery.
- communications and training that will be provided to managers and workers.
- management and supervision necessary to ensure effective implementation of the plan.

General Hygiene and Respiratory Etiquette Rules

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet.

All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility.

We will work to have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in addition to soap and water.

Respiratory etiquette

Cover your cough or sneeze. Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacle available to all workers and visitors.

Masks

Until further notice, masks will be required to be worn in shared workspaces and while completing departure and arrivals for clients. Masks are required at all times when social distancing is not possible. Shared workspaces include:

- FlexTime
- Shuttles
- Office

Prompt Identification and Isolation of Sick Persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- All employees will be required to use the bio screen thermometers upon starting their shift at FreedomPark. Individuals who register an elevated body temperature will be asked to stay home and self-monitor until they are cleared to return to work.
- If employees are experience symptoms at while at home or work, they should report their experience to their direct supervisor who will assist in monitoring and isolating employees as needed
- Employees will be encouraged to follow the CDC guidelines for steps to take when feeling sick which can be reviewed at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

FreedomPark has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

We will comply with the provisions provided by the Families First Coronavirus Response Act, Emergency Family Medical Leave Act and Emergency Paid Sick Leave Act which require certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. Information regarding the FFCRA will be posted for employees to review.

FreedomPark will work to make reasonable accommodations for workers with underlying medical conditions or who have household members with underlying health conditions when possible.

FreedomPark has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. FreedomPark management will monitor all such incidents and follow our internal communication strategy regarding exposure.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. We will safeguard all known or medical information in accordance with HIPPA guidelines and regulation.

Below is a chart to provide some guidance on communication with regards to incidents related to COVID-19 in the FreedomPark workplace.

IF	ACTION	REQUEST
You are diagnosed with COVID-19	Inform your manager and HR representative	<ul style="list-style-type: none"> • Accrued PTO Leave • FMLA Leave

	<ul style="list-style-type: none"> • Request to use leave • Continue medical treatment 	<ul style="list-style-type: none"> • Authorized Leave without Pay
You do not have symptoms but have been instructed to stay home or are under quarantine due to a potential exposure to COVID-19	<p>Inform your manager and HR representative</p> <ul style="list-style-type: none"> • Request to use leave or work remotely • Seek medical treatment/ diagnosis for COVID-19 if symptoms become present 	<p>Temporary remote work (if applicable)</p> <ul style="list-style-type: none"> • Accrued PTO Leave • Authorized Leave without Pay
You don't want to come to work because you are afraid of catching COVID-19	<ul style="list-style-type: none"> • Discuss with your manager and HR representative 	<p>Temporary remote work (if applicable)</p> <ul style="list-style-type: none"> • Accrued PTO Leave
IF	ACTION	REQUEST
You have a child whose school has been closed because of COVID-19 but your child is not sick	<ul style="list-style-type: none"> • Inform your manager and HR representative • Request to use leave or work remotely, if applicable 	<p>Temporary remote work (if applicable)</p> <ul style="list-style-type: none"> • Accrued PTO Leave
You have or provide care for a spouse, child, parent, or person residing in your household quarantined due to a risk of exposure to COVID-19	<p>Inform your manager and HR representative</p> <ul style="list-style-type: none"> • Request to use leave or work remotely, if applicable 	<p>Temporary remote work (if applicable)</p> <ul style="list-style-type: none"> • Accrued PTO Leave
IF	ACTION	REQUEST
You are the primary caregiver for a family member sick with COVID-19	<ul style="list-style-type: none"> • Inform your manager and HR representative • Request to use leave • Seek medical treatment/ diagnosis for COVID-19 	<ul style="list-style-type: none"> • Accrued PTO Leave • FMLA Leave • Authorized Leave without Pay
An employee is confirmed to have COVID-19	<ul style="list-style-type: none"> • Managers at the affected worksite will work with their HR representative to properly inform employees of their possible exposure • Maintain confidentiality as required by the Americans with Disabilities Act 	
You have information causing you to believe an individual at your worksite has been exposed, or is experiencing symptoms of, COVID-19	<p>Inform your manager and HR representative</p> <ul style="list-style-type: none"> • Symptomatic people should be removed from the worksite and immediately contact the nearest hospital ER 	<p>Temporary remote work (if applicable)</p> <ul style="list-style-type: none"> • Accrued PTO Leave • Authorized Leave without Pay

Administrative Controls for Contact Mitigation and Housekeeping

FreedomPark is implementing comprehensive practices across departments to mitigate the possible exposure to the Coronavirus in the FreedomPark workplace. The practices include but are not limited to the below outlined components.

Valet Operations

- Valets will be supplied with disinfectant materials to disinfect their radios before and after use
- Valets will be provided with face masks and gloves, and required to wear them while on shift at FreedomPark
- The valet locker room will be regularly cleaned and disinfected on a frequent schedule
- The flextime lounge will be regularly cleaned and disinfected on a frequent schedule
- Valet staff will be encouraged to social distance at the airport and at FreedomPark facilities as best possible

Shuttle Operations

- FreedomPark shuttles will regularly be disinfected (door handles, seats, steering wheels etc.)
- FreedomPark will work to limit the amount of valet passengers whenever possible to support social distancing measures
- Leave the windows down when manageable to encourage fresh air ventilation

Office Staff Operations

- FreedomPark will purchase personal headsets, keyboards and mouse for all office staff
- FreedomPark will provide disinfectant materials and a disinfectant checklist to all office staff for the purpose of sanitizing their workstation before and after individual use
- FreedomPark will increase the professional cleaning schedule of all shared workspaces
- Leave doors and windows open when possible to encourage fresh air ventilation
- We will encourage remote/Zoom meetings rather than meeting in person in large gatherings

General Housekeeping Efforts

- In addition to the department specific efforts above, FreedomPark has assembled a taskforce responsible for maintaining the necessary cleaning supplies and ensuring the necessary cleaning schedules to keep the FreedomPark workplace environment safe and healthy for our workforce
- Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines etc.

Training and Communication

This Preparedness Plan was communicated via email and physical memo to all workers [date] and necessary training was provided.

Additional communication and training will be ongoing and Administered by the Quality Assurance Team and HR team. We will use all avenues of FreedomPark communication to promote awareness and the importance of maintaining a safe and healthy work environment.

Instructions will be communicated to customers about how departures and arrivals will be conducted to ensure low contact with the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery.

Managers and supervisors are to monitor how effective the program has been implemented by Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by FreedomPark management and was posted throughout the workplace [date]. It will be updated as necessary.

Governance

Recall Staffing Strategy

- The Human Resources and Administrative Teams will oversee the recall of staff to the FreedomPark workforce. The departments will work closely with the Operations team to identify individuals who best fit the current demand and workforce needs at FreedomPark. The team will consider availability, skill sets, past performance and seniority when re-enlisting the FreedomPark team. FreedomPark will communicate the newly formed COVID-19 workplace policy, supply initial training, and inform recalled staff of any job change expectations.

Initial COVID-19 Workplace Policy Training

- We will provide return to work training video on our COVID-19 Workplace Policy. Individuals returning to FreedomPark will be required to watch the video, confirm they have completed the training and confirm that they understand the new expectations and policy of the FreedomPark Preparedness Plan. The Human Resource and Administrative team will oversee the execution and confirmation of the initial video training for each recalled FreedomPark employee.

On Going Communications

- Our Human Resources Team will provide the workforce with meaningful COVID-19 related updates, best practice reminders and ongoing communications regarding COVID-19 risk mitigation.

General House Keeping

- The Administrative Team will oversee the General Housekeeping practices by working through vendors and staff to effectively maintain best practices and standards. The FreedomPark Facilities Manager will assist in ensuring that our House Keeping schedules and standards are met.

Office Staff Procedures

- The Human Resource Team will oversee the office staff's compliance with COVID-19 related procedures for the FreedomPark office environment.
- The PPE Supply Task Force will oversee inventory levels and ensure procurement of the necessary PPE supplies

Valet, Shuttle and Customer related Procedures

- The Quality Assurance Team will oversee the valet and shuttle staff's compliance with COVID-19 related procedures for the FreedomPark valet and customer environment.

Identification of Sick Persons and Leave

- The Quality Assurance, Operations and Human Resources Team will work together to ensure the quick identification and responsible handling of any sick personnel in accordance with the COVID-19 Workplace Policy