

About this Guide

This guide was developed by members of the Jacquart Fabric Products executive team in response to the growing COVID-19 virus. This guide is based on the most current information regarding prevention, response, and best practices as identified by the CDC, the U.S. Department of Health and Human Services, the U.S. Department of Labor, the U.S. Occupational Health and Safety Administration, the U.S. Department of Homeland Security, and the Cybersecurity and Infrastructure Security Agency. This guide is intended to provide an overview of the protective protocols taken by JFP and its employees. It is not intended to serve as an exhaustive discussion of the matter and is subject to change as deemed necessary by JFP or one of the above agencies.

Protocol and Policy Updates

The executive team of Jacquart Fabric Products is responsible for updating this guidance and its protocols and policies to remain in compliance with the most current guidelines as directed by the above agencies as well as those coming from the Governor's office. Updates will be given orally and printed before this guide is updated.

Classification of Essential Critical Infrastructure

This section has become invalid for the fact that as part of region 8, Jacquart Fabric Products has been authorized by executive order 2020-96 issued by the Governor to resume all manufacturing.

Overall Exposure Risk

Jacquart Fabric Products personnel are categorized as having **"Lower Exposure Risk"**. Jacquart Fabric Products does not require personnel to be in contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact (i.e., within 6 feet of) with the general public.

Designation of COVID-19 Worksite Supervisors

JFP has designated the below individuals to implement, monitor, and report on the COVID-19 control strategies developed in this Preparedness and Response Plan. No employee shall be on premise without one or more of the designated worksite supervisors.

- Suzanne Pazdernik
- Gina Thorsen

- Mike Begalle
- Don Pudrowski
- Kari Jacquart

Employee Safety Training

In addition to its regular safety training, all JFP employees have received training used to prevent the spread of COVID-19. Trainings include guidelines from the CDC, OSHA, and other relevant sources. Training is both oral and in writing displayed throughout the facility in languages that all employees can understand. Figures 1 and 2 below are such examples of material that can be found throughout JFP. In addition to the above, there are daily reminders announcement over the intercom each morning and afternoon.



Figure 1



Figure 2

Hand Washing and Sanitizing Options

There are two main kitchen sinks in each of the breakrooms for washing of hands and there are 4 total bathrooms in JFP 1 for proper hand washing and 10 individual bathrooms with individual sinks in JFP 2 for handwashing. JFP also has one main hand sanitizer station in each of the buildings in a readily accessible area in addition to multiple bottles in each department.

JFP employees are required to wash their hands with soap and water for at least 20 seconds under the following circumstances at a minimum:

- After using the restroom, but before exiting the restroom
- Before handling food or appliances in the employee breakroom
- Before returning to work after eating
- After removing PPE
- After performing cleaning and sanitizing functions
- After handling an outside delivery
- After coughing and/or sneezing or blowing one's nose
- Before and after using any shared tools/computers/phones

Personal Protective Equipment

Jacquart Fabric Products employees all have access to PPE for personal use. This PPE includes washable face masks, disposable gloves, and safety glasses. All employees have been trained in the proper usage, cleaning, and disposal of all PPE.

All employees are required to wear a mask and safety glasses when working or walking through areas that are in production of medical equipment and personal protective equipment.

Facility Cleaning and Sanitizing

Jacquart Fabric Products has increased cleaning standards set forth in EO 2020-96 issued by the Governor. We have staff in place on a full-time basis that is responsible for maintaining cleaning standards in areas that are readily used by employees as well as surfaces that are frequently touched. These areas/surfaces include breakrooms, restrooms, conference rooms, doorknobs, light switches, community computers, and chair arms.

In the event of a positive COVID-19 case in JFP, the department(s) in which the effected employee was working will be shutdown to allow for proper cleaning and disinfecting of all surfaces within the department. Additional cleaning measures will be taken upon notification of a positive case in all departments and in common areas such as breakrooms and bathrooms. All employees who have been exposed to the effected employee will be required to self-isolate at home for 14 days or until a negative COVID-19 test has been conducted. If self-isolating and no symptoms appear after 14 days, the employee(s) will be allowed to return to work.

JFP will maintain anonymity of the individual who has tested positive for COVID-19 but will do it's due diligence in reporting the positive case to the Western Upper Peninsula

Health Department as well as notifying any and all employees who may have been exposed to the virus.

Facility Access

Access to the facility has been limited to authorized visitors, delivery personnel and vendors. All outside personnel are, when feasible, instructed to remain in their vehicles and allow our Warehouse personnel unload any deliveries. Where it is not feasible, those individuals have been directed to remain at the loading/unloading zone, they are not authorized to walk about the facility for any other reason. All outside personnel are required to wear a mask while in JFP. All other guests are instructed to abide by JFP's social distancing measures by maintaining 6 feet and wearing a mask.

All employees have been directed that they are to maintain a 6-foot distance from all outside personnel, no exceptions. Any prior requirement of needing signatures on paperwork has been waived until such time it is deemed safe by state officials to lift the social distance standard of 6 feet.

Designated Entry Points

All employees are required to go through a health screening before starting work each day. There are two main entry points that are designated to be used for entry at the start and end of each workday. In JFP 1, it is the main retail store door and in JFP 2 it is the main front entrance. No entrance is authorized to be used before being cleared for work.

Facility Changes to Accommodate Proper Social Distancing

All work areas have been moved to accommodate the 6-foot standard. All employees have been instructed to maintain 6 feet from each other. Currently there is no production that doesn't require the 6-foot standard. Where it is not feasible for production to maintain 6 feet from each other, additional cleaning/safety standards will be set forth.

Employee breaks have been altered to allow everyone to maintain social distancing from one another. At any point that employees are too crowded, additional measures will be taken.

Operational Changes

All manufacturing within JFP has resumed normal production within the safety guidelines issued in this plan.

Our retail store is open to the general public beginning June 3, 2020 at 25% of our total capacity. We will at any time only allow 16 people in the store, including our employees.

We are also requiring all customers to wear a mask, maintain social distancing of 6 feet, and to stay home if they are exhibiting symptoms of COVID-19. We are still making available curbside delivery. We have also closed our bathrooms to the general public, reduced the amount of changing rooms available to prevent any congestion in the store and have marked proper social distances for check out purposes.

In addition to extra precautions in our retail store we have continued to suspend all factory tours until such time it is deemed safe by state and local health officials to resume tours.

Travel Policy

Unless authorized by the executive team, all work-related travel has been suspended.

Policies for Handling Illness at Work and at Home

Jacquart Fabric Products has established guidelines for illnesses of employees. Anyone presenting with a fever or have a family member living with them with a fever are directed to remain home until fever free for at least 48 hours without the aid of fever reducers. If any employee has COVID-19 symptoms as outlined by the CDC they are to remain home in self quarantine for 14 days unless they have been cleared by a health professional of COVID-19. All employees are required to answer COVID screening questions before entering the workplace. If an employee presents with any symptoms, he or she is sent home and instructed to contact HR for further instructions.

All employees who present with symptoms of COVID-19 but have tested negative, are instructed to remain home until cleared by a health professional and are fever free for at least 48 hours without the aid of fever reduces.

Employee Rights under MIOSHA

All employees at JFP have the right to:

- Raise a safety or health concern with their employer or MIOSHA
- File a complaint with MIOHSA

As the employer, JFP cannot retaliate against an employee for:

- Complaining about safety or health condition in the workplace or
- Refusing to do an allegedly imminently dangerous job/task

Jacquart Fabric Products
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More information on employees' rights:

- [How to File a Complaint with MIOSHA](#)
- Attorney General's FAQ - [Employee Rights](#)