



## **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.

As a member of the COVID response team, this individual is required to remain on site as long as other employees are on site.

## **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
- Barb Tibaldo
- Becky Maki

## 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 individuals 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

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- 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 from guidance of MIOSHA and the CDC. 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.

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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 lunchroom 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. All production and distribution work are to remain on site and is not available to be moved remotely in any way due to equipment and resources needed. Those individuals working directly in those departments are to report in person like normal.

Our retail store is open to the general public beginning June 3, 2020.

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.

## **Remote Work Policy**

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. In the interest of protecting employee health & safety and proactively slowing the spread of the COVID-19 virus, Jacquart Fabric Products has implemented an emergency remote work plan following MIOSHA Emergency Rules dated 10/14/2020 stating “the employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.”

To this end, all employees are expected to employ the practice of working at home, instead of working at the primary place of work (e.g. the office), unless otherwise specified below.

Jacquart Fabric Products reserves the right to terminate or extend the emergency remote work plan at any time given the constantly evolving nature of the COVID-19 situation. Employee compensation, benefits, work status, and work responsibilities will not change because of the emergency remote work plan.

This COVID-19 company policy is subject to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

## **Emergency Remote Work Guiding Principles**

In implementing emergency remote work Jacquart Fabric Products has followed these principles:

- If the business needs to change, emergency remote work logistics may change.
- The program will be transparent to all employees.
- The program will be consistently applied to all eligible employees.

All full time or part time employees whose work can be done, even partially, without a physical presence in the workplace must be done remotely.

At times roles within Jacquart Fabric Products shift during various peak seasons. These various times of the year require that individuals in roles that are suited to be remote, shift to roles that require them to be onsite and work directly in production or our distribution center. At those times, these individuals will need to remain onsite.

Not all roles are suited to remote work because they require extensive use of onsite resources, hands-on service, or other business operations; or it is not feasible for the employee to work remotely. The following roles are not eligible for remote work and are still expected to work onsite following all policies and procedures outlined in our remote work policies:

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- Customer Service, Accounting, and Payroll: The confidential nature of the information these individuals handle including customer credit card information, payroll information and SSN causes a security threat if this information is accessed outside of the worksite and there is a breach on their home networks. In addition, customer service is required to fill in our retail store for lunch breaks that require them to remain in person.
- Human Resources Manager: As a member of the COVID response team and the main contact for employees to report COVID symptoms or contact tracing, this individual is required to remain on site as long as other employees are on site. Additional duties require this individual to work directly in production.
- Product Development and Design Manager: Direct access to production and product that is onsite is needed to perform main job duties.
- Purchasing Manager: Job duties require access to onsite resources including PO's that are not maintained online.
- Retail Store Manager: This individual is required to interact with members of the public who are purchasing SK products.
- IT Support: This individual is responsible to ensure that the network is working for all remote and on site employees which requires the use of onsite equipment.
- Digitizing/Photography: This individual is required to be onsite for the use of onsite equipment and software in order to complete his primary job duties.
- COO: Job duties require direct access to production in order to solve issues on the floor.
- President: As a member of the COVID response team, this individual is required to remain on site as long as other employees are on site.
- CEO: Job duties require direct oversight of the facility and its employees. Additional duties require this individual to work directly in production.

The number of hours the employee is expected to work per day, or per pay period, will not change because of the emergency remote plan. Employees are required to work during the core hours which is an 8-hour period between 7am and 5pm.

Employees are not required to submit time sheets, but all hourly employees are required to clock in and out as if they are working onsite. If timeclock is not available, they are to email their supervisor the hours of which are worked.

Employees are required to be available by phone, chat, videoconference during scheduled hours, except for the lunch period.

If an employee is ill while the emergency remote plan is in place, follow Jacquart Fabric Products attendance notice and reporting procedures. Non-exempt employees must report hours worked and use sick leave or vacation for hours not worked.

The employee's offsite, work location is to be considered an extension of the primary Jacquart Fabric Products work location. The employee is responsible for compliance with health and safety regulations while working in their home office. The employee promises to maintain safe working conditions at the secondary work location and to practice the same safety habits in the designated secondary workspace as in their primary workspace.

### **Policies for Handling Illness at Work and at Home**

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers’ compensation carrier;
  - Place the employee on workers’ compensation leave (with pay); and
  - Record the infection in the employer’s OSHA 300 log.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- Currently, there is no guidance on how far a company should investigate for third parties who may have come into contact with an employee through work. It is safe to include any parties on the employee’s work calendar, in visitor logs, or otherwise readily available or known.
- Arrange for cleaning of the employee’s workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

### **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

More information on employees’ rights:

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