



COVID-19 PREPAREDNESS & RESPONSE PLAN

Scope of Plan & Worksite Coordinator

The purpose of this Plan is to communicate and outline Air-Way's safety protocols during the COVID-19 pandemic. This Plan will be in effect until further notice. This Plan will be guided by recommendations from the CDC, OSHA, and federal, state and local laws, rules, regulations and orders. This Plan will be available to employees on the ADP portal site, the Company website, and hard copy if requested.

The COVID-19 Response Team is made up of the following individuals:

- Jeff Rienstra (VP, Human Resources) → Workplace COVID Coordinator
- Garret Place (Safety & Environmental Compliance Coordinator) → backup Workplace COVID Coordinator
- Bill Blank (President, Finance & Marketing)
- John Hamm (President, Manufacturing & Engineering)
- Mark Place (VP, Business Development)
- Kim DeYoung (COO)
- Scott Place (VP, R&D)
- Jason Moore (Controller)
- Charley Blank (President, Hydra-Flex)

The Response Team will meet regularly to stay abreast of the COVID situation and will adopt any additional infection control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community, and will communicate with employees as needed.

Employee Training & Awareness

Employees, contractors and temporary workers will receive training on:

- Workplace infection control practices
- The proper use of PPE (e.g., masks)
- Steps they should take to notify the Company of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- How to report unsafe working conditions

Air-Way will provide updated training if it changes its Preparedness and Response Plan or new information becomes available about the transmission or diagnosis of COVID-19.

General Requirements:

- 1) Air-Way has evaluated tasks & procedures to determine whether there is actual or reasonably anticipated exposure to COVID-19. Based on that evaluation, the Company has categorized job tasks & procedures as follows:

- Low Exposure: Do not require contact with people suspected of being infected with COVID-19 or with general public. Workers in this category have minimal occupational contact with their coworkers.
 - The Company has categorized all positions in the workplace (office and production) as low risk. Employees have minimal occupational contact with coworkers and it is not likely that they would come into contact with someone suspected of being infected with COVID-19.
 - Medium Exposure: Require frequent or close contact (e.g. within 6 feet) with people who may be infected with COVID-19, but who are known or suspected COVID-19 patients.
 - Air-Way does not have any positions that fall into this category because of measures taken to properly social distance in the workplace and the fact that it is not likely that there would be people infected with COVID-19 in the workplace.
- 2) Designated employees will be allowed to work remotely (see Emergency Remote Work Plan).
 - 3) Air-Way will provide resources and a work environment that promotes personal hygiene.
 - 4) Air-Way will promote frequent hand washing, providing soap and hand sanitizer that is at least 60% alcohol.
 - 5) Air-Way will require workers who have COVID-19 symptoms not to report to work or to work remotely.
 - 6) Air-Way will minimize the use of shared work tools and equipment as much as practical.
 - 7) Air-Way will increase facility cleaning and disinfection efforts to minimize exposure to COVID-19, especially on high-touch surfaces.
 - 8) Air-Way will conduct a daily self-screening protocol for employees and visitors entering the workplace.
 - 9) Air-Way will allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine by the local health department or a healthcare provider.
 - 10) Air-Way will place posters that encourage staying away from the workplace when experiencing symptoms, cough and sneeze etiquette, and proper hygiene.
 - 11) Air-Way will keep everyone at the worksite at least 6 feet apart to the maximum extent possible, and reduce congestion as appropriate.
 - 12) Air-Way will provide all employees with the types of PPE appropriate to the exposure risk associated with the job and will follow current CDC and OSHA guidance regarding PPE.
 - 13) Air-Way will provide non-medical grade face coverings to employees at no cost to the employee, and will require face coverings to be worn when employees can't consistently maintain 6 feet of separation in the workplace and in shared spaces (including in-person meetings, hallways, restrooms.)
 - 14) Air-Way will create protocols for minimizing personal contact upon delivery of materials to the facility.
 - 15) Air-Way will prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
 - 16) Air-Way will comply with all laws prohibiting discharge, discipline or retaliation against employees who stay home or leave work when they are at particular risk of infecting others with COVID-19.
 - 17) Meetings will be held virtually to the maximum extent possible.
 - 18) Air-Way will restrict the occupancy of cafeterias and install temporary physical barriers at tables. Breaks will be staggered to further avoid congestion.
 - 19) Business-related travel is restricted to essential travel only.
 - 20) Air-Way will monitor public health communications regarding COVID-19 recommendations and will ensure that employees have access to that information. The CDC COVID-19 website will be regularly monitored: www.cdc.gov/coronavirus/2019-ncov.

Screening & Building Entry:

- All employees and essential visitors will enter through designated doorways for screening prior to entering the workplace.
- All employees and essential visitors will have their temperatures checked prior to entry. No person with a temperature > 100°F will be allowed to enter.
- All employees and essential visitors must self-screen prior to entering.
- The Company will make and maintain a record of all daily employee screenings, but all such records will be held strictly confidential and undisclosed.
 - Office staff will initial a daily entry checklist kept at the front desk, or at their designated point of entry, indicating that they have self-screened and are eligible to enter the workplace.
 - The Receptionist will forward the roster electronically to the Human Resources Department at the end of the work day.
 - The Receptionist will place a new sign-in roster on the desk dated for the next workday prior to leaving.
 - Production Staff
 - Supervisors will check off a daily roster of those who have been screened.
 - Supervisors are to send home anyone who is not eligible to enter, and report the employee to Human Resources as soon as practical.
 - The 2nd Shift Supervisor will obtain the roster from the 1st Shift Supervisor.
 - When the 2nd Shift Supervisor has completed the daily screening, the 2nd Shift Supervisor shall forward the daily roster electronically to Human Resources.
 - All Plant Hourly personnel will be maintained on one checklist.
- Air-Way will take steps to reduce entry congestion (e.g., staggered shifts, etc.)

Entry Points:

Olivet – Plant #1

- Office Staff will use main entrance by Receptionist desk (self-screening station)
- Business office staff will use the house entrance on hill (self-screening station)
- Quality staff will use the Quality Office entrance (self-screening station)
- Production staff will use breakroom entrance where management personnel will conduct screening.

Olivet – Plant#2

- Office staff will use main office entrance at front of building (self-screening station)
- Production staff will use production employee entrance at back of building where management personnel will conduct screening.

Hamilton:

- Office staff will use entrance by Receptionist desk (self-screening station)
- Production staff will use entrance closest restrooms and offices where screening will be conducted by management personnel.

Edgerton:

- Office staff will use main entrance at front of building (designated screener)
- Production staff will use side entrance closest the front of building where screening will be conducted by management personnel.

No persons (visitors or employees) shall be permitted in any Air-Way facility, including subsidiaries, until they meet the criteria outlined below (see Appendix A – “Scenarios”) if they have or have had in the last 2 days any

of the following principal symptoms of COVID-19 not explained by a known medical or physical condition, or if their temperature is 100°F or greater.

Principal Symptoms:

A. Any one of these symptoms:

- Fever
- Uncontrolled cough
- Shortness of breath

B. Any two of these symptoms:

- Severe headache
- Sore throat
- Loss of smell or taste
- Congestion
- Muscle aches
- Abdominal pain
- Vomiting
- Diarrhea

No person (visitor or employee) shall be permitted in any Air-Way facility, including subsidiaries until they meet the criteria outlined below, if they have had “close contact” with someone with a confirmed positive case of COVID-19 or with an individual who displays the principal symptoms of COVID-19 as defined above.

“Close Contact”

- For purposes of this Plan, and unless otherwise define by the CDC, “close contact” means you have been within 6 feet of someone who has tested positive or is displaying principal symptoms of COVID-19 for a cumulative period of 15 minutes over a 24 hours period, dating back 48 hours from when the “close contact” first developed symptoms.
- If the “close contact” was asymptomatic, 48 hours prior to positive test collection.
- While wearing a mask has proven to reduce the risk of transmission, for this definition of “close contact” it does not matter if you or the positive or symptomatic person was wearing a mask.

Personal Protective Equipment (PPE)

Air-Way will continue to require employees to use any PPE that is ordinarily used and/or appropriate to the performance of their jobs and any associated exposure risk. In addition, Air-Way has provided non-medical grade face coverings to all employees. Employees must wear a face covering anytime they cannot consistently maintain six feet of separation from other individuals in the workplace.

When using a non-medical grade face covering, employees must do the following:

- 1) Wash your hands or use a hand sanitizer immediately before putting on your mask;
- 2) With the nose wire at the top, put your fingers through the ear loops, position the mask over your nose and mouth and place the ear loops around your ears;
- 3) Pull the mask from the top and bottom to fully open the folds of the mask (if applicable) and adjust the mask around your face;
- 4) Gently form (do not pinch) the nose wire over the bridge of your nose and make any final adjustments;
- 5) When removing the mask, do not touch the front of the mask;
- 6) Grasp the mask by the ear loops to pull off;
- 7) If the mask is disposable, discard it in a trash receptacle;

- 8) Wash hands or use hand sanitizer immediately after removing the mask;
- 9) Do not lay your mask on any surface that may contaminate either the mask or the surface; and
- 10) For non-disposable masks, you should wash them on a regular basis. A washing machine can be used to properly clean a mask.

SAFETY PROTOCOLS FOR ALL EMPLOYEES:

Illness

- Stay home if: (a) you are confirmed to have COVID-19, (b) you display any principal symptoms of COVID-19; or (c) you have had close contact with anyone confirmed to have or is displaying any principal symptoms of COVID-19.
- If you begin to feel sick at work or have been exposed to potential COVID-19, follow the protocols below to alert your manager and go home. (See “Infected Person Protocol” below.)

Masks:

- Employees must use all PPE required for their position/work area.
- Employees are required to wear masks at all times when traveling through the facility.
- Employees must wear a face covering in any shared space, including during in-person meetings, restrooms, and hallways, or anytime they cannot consistently maintain 6 feet of separation from other individuals in the workplace.
- All visitors are required to wear masks at all times.

Wash Hands Frequently and Thoroughly

- Wash for at least 20 seconds using soap and water, scrubbing all surfaces of hand.
- If soap is not available, use hand sanitizer.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Key times to wash hands:
 - Before and after shifts and breaks
 - Before putting on and removing any PPE
 - Anytime you are preparing or eating food
 - Before and after treating a cut or wound
 - After using the restroom
 - After blowing your nose, coughing or sneezing
 - After touching frequently touched items such as door knobs, handles, carts, etc.
 - Any time hands are visibly dirty.

Cover Mouth/Nose When Sneezing/Coughing:

- Use a tissue or your sleeve to cover your mouth when coughing or sneezing.
- Discard used tissues
- Wash hands

Tools & Equipment:

- Do not use other workers’ tools or equipment if possible.
- Wipe down shared tools and work stations frequently.

Social Distancing:

- Do not shake hands with others in the workplace.

- Maintain 6 feet of distance from other personnel at all times if feasible.

SICK LEAVE:

HR will review the Company’s sick leave and other time off policies and/or benefit programs to ensure that such policies and programs are flexible concerning employees’ need for time off related to COVID-19 reasons and comply with relevant laws. HR will inform employees of any modifications to COVID-19 reasons and comply with relevant laws. HR will inform employees of any modifications to any existing policies.

Workplace Analysis / Social Distancing:

- Air-Way will strive to ensure that everyone in the workplace is at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate, as well as with the setup of work stations.
- Air-Way will increase distancing between employees by holding meetings virtually whenever possible, staggering shifts, and restricting the use of non-essential common spaces.
- Regarding cafeteria spaces, Air-Way will restrict the occupancy of such spaces in a manner that permits individuals to maintain six feet of separation between one another and install physical barriers between tables where practical.
- Air-Way will prohibit social gatherings and restrict meetings that do not allow for social distancing or that create unnecessary movement through office areas.
- Air-Way will develop protocols for minimizing personal contact upon delivery of materials to the facility.

ROOM CAPACITIES:

Conference Rooms:	
• Olivet-Plant#1 =	04
• Olivet-Plant#2 =	07
• Hamilton =	08
• Edgerton =	04

Break Rooms:	
• Olivet-Plant#1 =	04
• Olivet-Plant#2 =	04
• Hamilton =	08
• Edgerton =	10

Cleaning & Sanitation:

- 1) Air-Way will provide an adequate supply of approved cleaning supplies for all required cleaning.
- 2) Air-Way will increase standards of facilities cleaning and disinfection to limit exposure to COVID-19, including disinfecting high-touch surfaces in offices and other areas, and minimizing the use of shared items when possible.
- 3) Air-Way will use EPA approved disinfectants that are expected to be effective against COVID-19 based on data for harder to kill viruses.
- 4) The Company will continue all other routine cleaning and disinfecting practices of surfaces, equipment and other elements of the work environment.

INFECTED PERSON PROTOCOLS:

If an Employee Becomes Sick at Work:

- 1) If an employee feels ill while at work or is otherwise exhibiting any principal symptoms of COVID-19, the employee must contact HR (preferably via phone so an HR member can put on appropriate PPE). If the employee is able to leave on his or her own, the employee must immediately put on a non-medical grade face covering (if the employee can medically tolerate doing so) and leave the premises immediately.
- 2) If the employee is unable to leave on his or her own, HR will direct the employee to remain in his or her workspace (if the employee is working in an enclosed space with a door that can be closed), or if the employee has no such space, to immediately put on a non-medical grade face covering. HR will direct the employee to an isolation room.
- 3) HR will direct and assist isolated individuals to leave the premises as soon as possible. Depending on the severity of the employee's illness, the employee will be instructed to return home or seek medical care on his or her own. To the extent that the employee cannot leave on his or her own, emergency medical services will be contacted.
- 4) HR will identify persons who may have been in close contact with a COVID-19 positive or symptomatic employee while the employee was sick and during the 48 hours prior to the employee's symptoms first appearing. Unless required by the local health authority, the name of the ill employee will not be provided. Potentially exposed employees will be instructed to quarantine at home for a period of 14 days. Employees exposed to merely symptomatic co-workers, however, may discontinue the 14-day quarantine if the co-worker receives a medical determination that they did not have COVID-19 at the time of the close contact with the employee.
 - NOTE: The Americans with Disabilities Act (ADA) does not permit employers to share the name of a person who has COVID-19 with all staff since it is protected medical information. Air-Way will, however, continue to provide the safest environment for staff as possible.
- 5) HR will promptly close off the isolation room and any areas the ill employee may have used for as long as practical (if possible, management will wait up to 24 hours before beginning cleaning and disinfection). If practical, Air-Way will open outside doors and windows to increase air circulation in these areas. Then, management will ensure that both the isolation room and the ill employee's workstation are thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning will wear proper personal protective equipment (PPE), such as a mask and gloves, and will discard such equipment prior to resuming normal work functions.
- 6) Designated cleaning persons will use EPA-registered cleaning chemicals and disinfectants that are effective against COVID-19 when cleaning potentially contaminated areas. Cleaning persons will consult with cleaning chemicals' Safety Data Sheets and other manufacturer instructions to determine what PPE, if any, is necessary (other than a mask and gloves) to protect employees from exposure to cleaning chemicals. Cleaning persons will avoid using compressed air or water sprays to clean potentially contaminated surfaces, as these techniques may aerosolize infectious material.

If an Employee or Visitor Test Positive for COVID-19

- 1) If an Employee or visitor notifies the Company that he/she is confirmed to have COVID-19, the Company will notify appropriate managers and carry out the steps identified in the section above to identify and isolate individuals potentially exposed to the infectious person.
 - Air-Way will immediately notify the local public health department and, within 24 hours, notify any other co-workers or visitors who may have come into contact with the person with a confirmed case of COVID-19.
 - The Company will keep a record of confirmed cases.

- 2) If less than seven days have passed since the infected person used the facility, the Company will also carry out the cleaning and disinfection procedures identified above or as otherwise outlined by the CDC. The Company may choose, if necessary, to have an external cleaning company perform a “deep cleaning” of the Company’s worksites as soon after the confirmation of a positive test as practical. External cleaning companies will be selected based on the following requirements:
 - The cleaning company has personnel who are trained to execute the process of cleaning, disinfection, and disposal of hazardous waste;
 - The cleaning company has proper cleaning and disinfection equipment and PPE to perform the deep cleaning; and
 - i. This includes using products that meet the EPA disinfection criteria and are appropriate for the surface. The cleaning materials will be safely and correctly stored and used.
 - The cleaning company has all necessary procedures and local authorizations.
- 3) If it has been seven or more days since the person who was sick or symptomatic used the facility, additional cleaning and disinfection is not necessary – routine cleaning and disinfection will resume.

Workplace Safety

If you feel that your work area is unsafe, we encourage you to speak with your supervisor or manager. If you raise a safety issue, Air-Way will investigate the matter and take appropriate action as necessary. The Company will not retaliate against employees who, in good faith, report unsafe working conditions and/or work practices.

Recordkeeping

For a minimum of one year from the time of generation, Air-Way will maintain the following records as part of this Plan:

- Training records;
- Daily entry health screening records;
- Confirmed case records; and
- Records of required notifications to the local public health department and any co-workers or visitors who may have come into contact with the person with a known case of COVID-19.

APPENDIX A

Screening Scenarios and Return-to-Work Requirements

- 1) You are experiencing “principal symptoms” or have a fever of greater than > 100 °F**
 - Stay home
 - Contact healthcare provider.
 - Contact Human Resources for further direction (e.g., give list of close contacts and when symptoms first began).
 - Do not return to work until you meet all of the following or other criteria established by the CDC:
 - 10 days have passed since you first started experiencing symptoms,
 - Other principal symptoms have improved,
 - You are fever-free for 24 hours (without the use of fever-reducing medication),
 - You have been released from any isolation or quarantine by the local health department or healthcare provider.

- 2) You have tested positive for COVID-19**
 - Stay home
 - You will most likely be contacted by the Health Department.
 - Contact Human Resources for further direction (e.g., give list of close contacts and when symptoms first began).
 - Do not return to work until you meet all of the following or other criteria established by the CDC:
 - 10 days have passed since you first started experiencing symptoms,
 - Other principal symptoms have improved,
 - You are fever-free for 24 hours (without the use of fever-reducing medication),
 - You have been released from any isolation or quarantine by the local health department or healthcare provider.

- 3) You have had close contact with someone, or are living with someone who is displaying the principal symptoms of COVID-19 or who has tested positive for COVID-19:**
 - Stay home
 - Contact your healthcare provider.
 - Contact Human Resources for further direction
 - Do not return to work until one of the following conditions is met:
 - Fourteen days have passed since your last close contact with the individual; or
 - The individual with whom you had close contact receives a medical determination that they did not have COVID-19 at the time of your close contact with them.

- 4) Someone living with you or with whom you have had close contact has been exposed to a COVID-positive case or someone who is symptomatic and awaiting test result.**
 - You can be in the workplace, but watch out for symptoms.
 - If you or the person you live with or had close contact with develops symptoms, stay home. If you develop symptoms, refer to bullet (1). If the person you live with or had close contact with develops symptoms, refer to bullet (3).

