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COVID-19 Preparedness Plan for Nardini Fire Equipment

Nardini Fire Equipment Company, Inc. and Nardini Fire Equipment Company of North Dakota is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following 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 that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Nardini Fire 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 Nardini Fire. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by proactively communicating with the entire Nardini Fire Team and ensuring everyone is aware of our commitments to the safety and health of the team, customers and our communities. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. 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.

Nardini Fire 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented, as necessary.

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. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.



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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 receptacles available to all workers and visitors.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Nardini Fire has instructed several Team Members to work remotely. Those required to be in a Nardini Fire office are provided with flexible work hours and Nardini Fire has reduce the number of employees in the workplace at one time. Nardini Fire requires all Team Members to maintain six feet of distance between workers and has provided signage or instructions to remind employees and visitors. Nardini Fire has sourced appropriate PPE such as masks, gloves and disinfectant to ensure the safety and health of the Team. Workers and visitors are prohibited from gathering in groups and confined areas, including meeting rooms, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, breakrooms, lunchrooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Communications and training

This Preparedness Plan has been communicated during all Team Meetings, via email and on www.nardinifire.com to all Nardini Team Members and necessary training is provided on a regular basis. Additional communication and training will be ongoing via video conference and email to all Team Members. Managers and supervisors are to monitor how effective the program has been implemented and provide feedback to the ownership on a weekly basis. Management and workers are to work through this new program together and update the training, as necessary. This Preparedness Plan has been certified by Nardini Fire management and was posted throughout the workplace. It will be updated, as necessary.

Questions and concerns in relation to this document shall be directed to Nardini Fire Management Team.

Certified by:

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