

COVID-19 Preparedness, Response, and Safety Plan for SelecTransportation Resources, L.L.C. and Affiliates

SelecTransportation Resources, L.L.C. and all of its affiliated companies (collectively, “STR”) is committed to providing a safe and healthy workplace for all our employees and customers, clients, patrons, guests and visitors. Designated as an “essential business,” STR kept its doors open and operated at full capacity even at the height of the COVID-19 pandemic. Unlike other non-essential businesses that had to temporarily shut down, STR’s risk assessment started early as it had to adapt quickly during the pandemic to keep its employees safe at work. STR has implemented safety measures across the full range of activities associated with its business operation. Those measures include:

- identifying the hazards
- deciding who may be harmed and how
- assessing the risks
- controlling the risks
- training and education to instill new habits among employees and customers
- monitoring the results

STR is serious about workplace safety and health, and the protection of its employees. To ensure a safe and healthy workplace, STR developed the following ***COVID-19 Preparedness, Response, and Safety Plan*** (sometimes referred to herein as the “*Safety Plan*”) in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this Safety 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 employees and management. Only through this cooperative effort are we able to establish and maintain the safety and health of all persons in our workplaces.

The Safety Plan is administered by STR’s Human Resources Manager, **Nathan Watt**, who maintains the overall authority and responsibility for the Safety Plan. However, management and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of the Safety Plan. STR’s managers have our full support in enforcing the provisions of this Safety Plan. Managers shall not take adverse or retaliatory action against any employee who adheres to the guidelines set forth in this document, and shall listen to all safety and health concerns raised by a STR employee.

Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness, Response, and Safety Plan. We have involved our employees in this process by asking for their feedback, holding regular meetings with our managers, and integrating their suggestions and recommendations into the Safety Plan. The measures taken to ensure a safe workplace are communicated to employees through emails from the Human Resources manager and face-to-face meetings between the managers and employees.

STR’s COVID-19 Preparedness, Response, and Safety Plan follows the industry guidance developed by the State of Texas, which is based upon Centers for Disease Control and Prevention (CDC) and the Texas Department of Health guidelines for COVID-19, Occupational Safety and Health

Administration (OSHA) statutes, rules and standards, and all of the relevant and current executive orders issued by the Governor of the State of Texas. It addresses:

- ensuring that sick employees stay home and prompt identification and isolation of sick persons;
- social distancing – employees must be at least six-feet apart;
- employee hand hygiene, respiratory etiquette, and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol; and
- communications and training practices and protocol.

STR has reviewed and incorporated the industry guidance applicable to our business provided by the State of Texas for the development of the Safety Plan, including the commercial truck dealership industry guidance. Other conditions and circumstances included in the industry guidance and addressed in the Safety Plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy; and
- additional protocols to limit face-to-face interaction.

Ensure sick employees stay home and prompt identification and isolation of sick persons.

Given the high transmission rates of the coronavirus, plans and processes are in place in the event an employee or customer gets infected. It is important that these processes be communicated to all levels of STR.

Employees have been informed of, and encouraged to self-monitor for, signs and symptoms of COVID-19. Policies and procedures have been implemented to assess employees' health status prior to entering the workplace and for employees to immediately report when they are sick or experiencing symptoms. Our employees have been told to communicate with their manager if they are sick or experiencing symptoms while at home, the manner in which they are to report should they become sick or experience symptoms while at work, and how (should they become sick at work) they will be isolated in the workplace until they can be sent home. Clear return-to-work triggers for infected employees have been identified, and all infected employees must be cleared by the HR department before returning to work.

STR has implemented leave policies that promote employees staying at home when they are sick, when household members of the employee are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees have been informed of the business's sick leave, the Family Medical Leave Act (FMLA), and other policies addressing these situations so as not to hesitate to stay away from the workplace if sick. Accommodations will be considered for employees with underlying medical conditions or who have household members with underlying health conditions.

If an employee has a confirmed case of COVID-19, STR will conduct an assessment of any workplace exposures to determine if the case is work-related. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside the workplace, he/she must alert a manager/supervisor of the close contact and self-quarantine for the required amount of time. STR has implemented a protocol for informing co-workers, contractors, or suppliers if they have been exposed to an employee with a confirmed case of COVID-19 at the workplace, in which event the employee is required to quarantine for the required amount of time. In addition, a protocol has been implemented to protect the privacy of employees' health status and health information, with all managers being informed not to disclose the name of an infected employee.

Social distancing – Employees must be at least six-feet apart

Social distancing of at least six (6) feet has been implemented and maintained between employees and customers, clients, patrons, guests and visitors in the workplace through administrative controls, including the implementation of the manner in which the flow of customers through our facilities, and interactions with our employees, will be implemented to ensure social distancing, the intent being to eliminate or at least minimize gatherings in common spaces. In addition, proper signage, markings and instructions are in use to address social distancing, as well as physical workplace changes, such as increased distance between workstations, counters, check in and check out stations, and physical barriers and shields, etc. Persons in the workplace have been informed not to gather in groups in common areas, including the employee break room. Employees with an office are encouraged to eat lunch alone in their office, if that is their desire. Personal protective equipment, phones, pens, computer equipment, desks, cubicles, workstations, offices and other personal work tools and equipment are not to be shared, and if used by more than one person, are to be cleaned and disinfected between users.

Employee hygiene

Basic infection prevention measures have been implemented at our workplaces at all times. Employees 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
- after blowing one's nose, coughing, or sneezing
- prior to and after any mealtimes
- after using the restroom
- after touching objects that have been handled by customers

All customers, clients, patrons, guests and visitors to the workplace are encouraged to wash or sanitize their hands upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Employees and customers, clients, patrons, guests and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees and customers, clients, patrons,

guests and visitors are expected to dispose of tissues in provided trash receptacles 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 employees and other persons entering the workplace.

Face coverings/masks and requirements for entry to facilities

As required by order of the Governor or county commissioner court, all employees, customers, clients, patrons, guests and visitors shall be required to wear a face mask or face covering over their nose and mouth before entering any of our facilities. Face coverings must be cleaned or replaced after use or when damaged or soiled, and may not be shared. In addition, no person shall enter our facilities if they answer “yes” to any of the following questions:

- Have you, a family member, or anyone you have come into close contact with traveled internationally in the last 14 days?
- Have you experienced any cold or flu-like symptoms in the last 14 days (including high fever, cough, sore throat, respiratory illness, or difficulty breathing)?
- Have you had contact with or cared for someone diagnosed with COVID-19 within the last 14 days?

Face covering requirements and questions to be answered prior to entry to our facilities have been posted on the customer entry doors to our facilities.

Before denying service or admission to a customer refusing to wear a face mask or face covering, our employees have been directed to consider alternative ways to accommodate that customer without subjecting other customers and employees to undue risk. One potential way is for the customer to wear a face shield instead of a mask, which STR will provide if the customer does not have his/her own. This shall constitute notice to all customers seeking entry to any STR facility, that if such customer cannot wear a face mask for health-related reasons, he/she should bring a face shield with him/her.

Workplace cleaning and disinfecting

Regular practice of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, breakrooms, meeting rooms and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, door handles, and railings. Extensive disinfecting of the workplace environment as provided in all applicable industry guidance will be undertaken if a person in the workplace is symptomatic or is diagnosed with COVID-19. Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Communications and training practices and protocol

This COVID-19 Preparedness, Response, and Safety Plan has been communicated to all employees by their managers (at least weekly, and often times more frequently). Communication is ongoing and managers are constantly instructed to keep their workers informed of all matters set forth in this Safety Plan as well as any new information disseminated by the owners to the managers at meetings that occur at least twice a week.

STR will monitor the effectiveness of the Plan and identify successes, challenges and deficiencies. All management and employees are to take an active role and collaborate in carrying out the various aspects of this Safety Plan, and update the protections, protocols, work-practices and training as necessary. This Safety Plan has been certified by STR management and was (or will be) posted throughout the workplace and/or made readily available to employees. Further, this Safety Plan is posted on the STR web site to, among other things, serve as notice to all employees, customers, clients, patrons, guests, and visitors of STR of the safety protocols in place, and which are integral to the safety of all individuals entering any STR facility.

This Safety Plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on information provided by the CDC and OSHA, and other public officials, including the Governor of the State of Texas. STR may amend or update this Safety Plan as necessary based on operational needs.

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