

COVID-19 Business Continuity Plan

Cresline, Crescent and Wabash Corporate Headquarters

600 Cross Pointe Blvd, Evansville, IN 47715

This facility will operate under normal business hours Monday – Friday, 8 am – 5 pm central time.

The Company has implemented the following changes and safeguards to protect employees and essential visitors and prevent the spread and exposure to COVID-19:

- This facility is closed to visitors. Essential visitors that are required for on-site operations will be restricted only to areas where they are required to operate.
- The company follows OSHA and CDC regulations.
- CDC posters have been located on the company bulletin boards and are in place with CDC guidelines for washing hands for at least 20 seconds with soap and water and proper sneezing/coughing protocols.
- The Family First Coronavirus Response Act (FFCRA) has been adopted and updated Department of Labor (DOL) posters have been located in visible areas that explain the following:
 - FFCRA Emergency Paid Sick Leave
 - FFCRA Expanded FMLA
- We have contracted with a janitorial service to conduct enhanced cleaning daily for high-touch common area surfaces including doorknobs and handles, breakroom tables, railing, refrigerator door handles.
- Employees with positions suitable for working from home have been asked to telecommute to minimize exposure and activity at the facility.
- Work areas with a high concentration of employees has been evaluated for social distancing practices.
- Break times are staggered to reduce the number of employees in the breakroom at one time
- Additional supplies have been made available to enhance cleaning, disinfecting and personal hygiene. This includes hand sanitizer, disinfecting wipes, hand soap, disinfecting spray. If these items are not located and available to you in your department, please contact Purchasing to obtain additional supplies.

What we ask of employees:

- Complete the *Employee Daily Self-Screening Health Assessment* prior to the beginning of each work shift.
- If you are sick, stay home and consult with a healthcare professional to determine your ability to return to work.
- If you are sick and report to work, you will be sent home and asked to consult with a healthcare professional before you can return to work.
- Clean your work area with disinfecting spray prior to beginning work and after work.
- While at work, always maintain at least 6 feet of social distancing between yourself and others when possible. When it is not feasible, wear a mask.
- Comply with the closure of the water fountain, ice machine and any other high exposure areas that have been closed.