

COVID-19: Preparedness Business Plan

This Preparedness Business Plan outlines the best practices used by Micro-Trak Systems, Inc. (“MTS”) for the prevention of Covid-19 in the workplace. MTS is committed to the public’s health and well-being in the wake of COVID-19. This plan details the actions MTS will take to protect employees from workplace exposure, our expectation of employee prevention practices both in and away from the workplace and our response protocol if Covid-19 is confirmed on site.

COVID-19 Vaccine Plan

MTS has implemented the following COVID-19 Vaccine Plan.

- MTS will provide paid time-off for all employees to get vaccinated (up to two hours per appointment in the event your appointment is assigned during regular working hours).
- MTS will provide Mankato area transportation during regular working hours to and from vaccination appointments for any employee that needs it.
- Employees that do choose to get the vaccine, once the vaccination is completed, may present their completed vaccination card no later than June 1, 2021 and receive 4 hours of PTO to use at their discretion.
- Vaccine appointments may be set up by registering on the MN Vaccine Connector web site at <https://mn.gov/covid19/vaccine/connector/>. Human Resources (“HR”) can point employees to numerous other web sites that they can access vaccine appointments from as well.

Preventing Workplace Exposure to COVID-19

MTS has taken the following steps to protect the workplace by preventing the spread of COVID-19.

- Employees that are 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine are not required to wear masks in the workplace and can resume activities that they did prior to the pandemic. Employees that do not meet these requirements, regardless of their age, are NOT fully vaccinated and are encouraged to wear masks in the workplace. MTS will provide masks to wear at work and away from work at no cost to the employee.
- MTS will provide approved hand sanitizers and disinfectant wipes for employee use.
- Vendors, suppliers and visitors that are not vaccinated are encouraged to wear masks in the workplace. MTS will provide a new disposable mask to wear in the workplace during their visit.
- Monitor the guidance from the Centers for Disease Control and Prevention, the Occupational Safety and Health Administration and the Minnesota Department of Health Stay Safe MN.
- Encourage all employees to follow the best-practice guidelines below:
 - Wear masks at work and when in public if they are not vaccinated.
 - Wash their hands often with soap and water for 20 seconds.
 - Avoid touching their face – especially their eyes, nose, and mouth with unwashed hands.
 - Cover their coughs and sneezes with their elbow or sleeve, or a tissue.
 - Lead a healthy lifestyle with good nutrition and exercise to maintain a better immune system.
 - Get tested if they have cold or flu-like symptoms including fever or feeling feverish, cough, chills,

shortness of breath or difficulty breathing, sore throat, new muscle aches, headache, and loss of sense of smell or taste.

COVID-19 Workplace Policies

MTS has implemented the following policies.

- Employees that become ill at work with COVID-19 related symptoms will be subject to the following.
 - Employee will be isolated, masked, instructed to go directly home, and referred to a COVID-19 hotline or other health care provider for further evaluation. MTS will arrange transportation and cover transportation costs if the employee does not have transportation to return home.
 - Employee must follow all self-isolation orders from the COVID-19 hotline or other health care provider and may not re-enter the workplace unless and until they comply with all self-isolation orders from the COVID-19 hotline or other health care provider per current CDC guidelines in effect at the time of the COVID event. ([Coronavirus Disease 2019 \(COVID-19\) | CDC](#))
- Visitors that become ill during their visit with COVID-19 related symptoms will be subject to the following.
 - Visitors will be isolated, masked, asked to leave the facility immediately and instructed to go directly home, and referred to a COVID-19 hotline or other health care provider for further evaluation.
 - Visitors must follow all self-isolation orders from the COVID-19 hotline or other health care provider and may not re-enter the workplace unless and until they comply with all self-isolation orders from the COVID-19 hotline or other health care provider per current CDC guidelines in effect at the time of the COVID event. ([Coronavirus Disease 2019 \(COVID-19\) | CDC](#))

Employee re-entry to the workplace

MTS has implemented the following protocol.

Employees that have tested positive for COVID-19 or have been instructed to isolate or self-quarantine by the COVID-19 hotline or other health care provider must follow all self-isolation orders from the COVID-19 hotline or other health care provider and may not re-enter the workplace unless and until they comply with all self-isolation orders from the COVID-19 hotline or other health care provider per current CDC guidelines in effect at the time of the COVID event. ([Coronavirus Disease 2019 \(COVID-19\) | CDC](#))