

# Attachment A

Safety alerts sent by Osmose to all of its employees to reinforce and reference the applicable COVID-19 Coronavirus CDC and OSHA guidelines contain the following:

1. Encourage sick employees to stay home (sick defined as fever or signs / symptoms of lower respiratory illness);
2. Remove from the work place employees who appear to have acute respiratory illness symptoms;
3. Perform routine environmental cleaning of fleet vehicles and warehouses;
4. Training for supervisory and management personnel on the symptom recognition and mitigation of exposure;
5. Suspend international business travel for all employees unless explicitly approved by a company executive. Employees are also being asked to curtail nonessential business travel in the U.S.;
6. Instructing any employee who has visited a country subject to CDC coronavirus travel advisory within the previous two-week period, whether for business or personal purposes, to stay away from their office for 14 days, and if able, work remotely during that period. Prior to returning to their office, the employee must receive a physician's clearance; and
7. Report all international travel within the last two weeks by employees, including travel by household members, or planned international travel through 2020, to Human Resources.

Osmose is also developing additional training and reference materials which include:

1. Hazard recognition;
2. Control and prevention;
3. Medical information / response;
4. Proper social distancing with public;
5. Worker protection/PPE; and
6. Reinforcement of simple hygiene habits including:
  - a. Washing hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
  - b. Avoiding touching your eyes, nose, and mouth with unwashed hands.
  - c. Avoiding close contact with people who are sick.
  - d. Covering a cough or sneeze with a tissue, then throwing the tissue in the trash.
  - e. Cleaning and disinfecting frequently touched objects and surfaces.
  - f. Staying at home when sick and seeking appropriate medical care.