Meijer Gardens partially open to public; essential employees and volunteers on-site

Date: June 22, 2020

OVERVIEW

In accordance with current Executive Orders, Frederik Meijer Gardens & Sculpture Park (Meijer Gardens) institutes this COVID-19 Preparedness and Response Plan (“Plan”). This Plan covers employees, volunteers, guests, and vendors who are on-site while we are partially open to the public.

This Plan replaces the previous COVID-19 Preparedness and Response Plan that was issued to employees and volunteers on June 1. Meijer Gardens re-opened on June 8 and has issued this revised Plan to reflect our current operational state.

Meijer Gardens aims to reduce risks to guests, employees, volunteers, and vendors by enacting all appropriate prevention efforts. Meijer Gardens is using its best efforts to continually monitor guidance from local, state, and federal governing agencies and health officials for implementing workplace and Plan modifications where appropriate. Since Meijer Gardens’ workforce is comprised of both employees and volunteers, the term “Worker” is used in situations that apply to both employees and volunteers. Some situations apply to only employees or volunteers, and the term “employee” or “volunteer” is used in those cases. This document also includes a section outlining procedures for on-site vendors.

All guests are expected to comply with our posted guidelines for face coverings (unless prevented by a medical condition or the guest is under 2 years old), physical distancing, personal hygiene, capacity limits, and directional traffic. Guests who are not feeling well are asked to visit at another time. We rely on voluntary compliance with these recommendations in order to make Meijer Gardens an enjoyable and low-risk space for everyone. Employees who notice guests not following our procedures will remind guests of our policies and will escalate any situation where a guest refuses to follow our safety procedures. Escalate means initially informing your supervisor or Worksite Supervisor.

All Workers are required to familiarize themselves with these guidelines and requirements. Importantly, if any Worker sees a situation that appears out of the ordinary, they must bring it to the attention of a Worksite Supervisor or a member of the COVID-19 Task Force. If you see something, say something.

All Workers are also required to read and be familiar with the three CDC publications contained within this document: “How to Protect Yourself and Others”, “Prevent the Spread of COVID-19 If You Are Sick”, and “How to Wear and Safely Take Off a Cloth Face Covering”.

This Plan is maintained and posted on the internal network drive (Y:/General/COVID-19) and on the Meijer Gardens website. All Worksite Supervisors are expected to be ready to implement and monitor the policies listed here. All Workers performing on-site work must review this document, sign their acknowledgement either on the last page of this document or electronically and comply with these policies. We need everyone’s cooperation in order to create a low-risk environment for everyone.

TASK FORCE

We have established a COVID-19 Task Force consisting of:

- David Hooker, President & CEO, dhooker@meijergardens.org, 616-975-3149
- Dawn Kibben, Vice President of Finance & Administration, dkibben@meijergardens.org, 616-975-3142
- Angela Violet, Director of Human Resource Management, aviolet@meijergardens.org, 616-977-7679
- KC Mitchell, Director of Facilities Management & Security, kcmitchell@meijergardens.org, 616-977-7684
- John VanderHaagen, Director of Communications, jvanderhaagen@meijergardens.org, 616-975-3180
- Katie Racey, Guest Services Manager, kracey@meijergardens.org, 616-808-3600
- Tim Irelan, Director of Technology, tirelan@meijergardens.org, 616-977-7687
- In addition, every effort is being made to monitor radio channel 1
Workers with questions regarding how COVID-19 affects their workplace or this Plan are encouraged to contact any of the Task Force members.

WORKSITE SUPERVISORS
The following employees are Worksite Supervisors. Those shown in bold are also Task Force Members.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Job Title</th>
<th>Department</th>
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<tbody>
<tr>
<td>Cindy</td>
<td>Koll</td>
<td>Controller</td>
<td>Accounting</td>
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<td>David</td>
<td>Hooker</td>
<td>President &amp; CEO</td>
<td>Administration</td>
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<td>Dawn</td>
<td>Kibben</td>
<td>Vice President of Finance &amp; Administration</td>
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<td>Ben</td>
<td>Pease</td>
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<td>Jean</td>
<td>Vredeveld</td>
<td>Café Manager</td>
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<td>Megan</td>
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<td>Café Service Lead</td>
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<td>John</td>
<td>VanderHaagen</td>
<td>Director of Communications</td>
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<td>Mark</td>
<td>Kiekintveld</td>
<td>Communications Creative Manager</td>
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<td>Jochen</td>
<td>Wierich</td>
<td>Curator of Sculpture &amp; Sculpture Exhibitions</td>
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<td>Jess</td>
<td>Hart</td>
<td>Director of Education</td>
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<td>Indoor Education Manager</td>
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<td>Vickie</td>
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<td>Outdoor Education Manager</td>
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<td>Alesa</td>
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<td>Ashman-Dumas</td>
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<td>KC</td>
<td>Mitchell</td>
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<td>Annemarie</td>
<td>Smartz</td>
<td>Hospitality Sales Manager</td>
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<td>Jessica</td>
<td>Bernia</td>
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<td>Cheryl</td>
<td>Osborne</td>
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<td>Chris</td>
<td>Smith</td>
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<td>Raychel</td>
<td>Creager</td>
<td>Gift Shop Assistant Manager; Inventory Control</td>
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<td>Christine</td>
<td>Cole</td>
<td>Guest Services Assistant Manager</td>
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<td>Katie</td>
<td>Racey</td>
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<td>Bufkin</td>
<td>Guest Services Assistant Manager</td>
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<td>Amy</td>
<td>Harrison</td>
<td>Horticulture Manager</td>
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<td>Dave</td>
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<td>Ian</td>
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<td>Steve</td>
<td>LaWarre</td>
<td>Director of Horticulture</td>
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<td>Wendy</td>
<td>Overbeck</td>
<td>Senior Horticulture Manager</td>
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<td>Andy</td>
<td>Krause</td>
<td>Executive Chef</td>
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<td>Stacie</td>
<td>Niedzwiecki</td>
<td>Director of Hospitality</td>
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<td>Tori</td>
<td>Kempston</td>
<td>Food &amp; Beverage Manager</td>
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<tr>
<td>Angela</td>
<td>Violet</td>
<td>Director of Human Resource Management</td>
<td>Human Resources &amp; Volunteers</td>
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<td>Valerie</td>
<td>Maciejewski</td>
<td>Volunteer Manager</td>
<td>Human Resources &amp; Volunteers</td>
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<td>Melissa</td>
<td>Bush</td>
<td>Membership Manager</td>
<td>Membership</td>
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<tr>
<td>Anne</td>
<td>Benson</td>
<td>Director of Philanthropy &amp; Membership</td>
<td>Philanthropy</td>
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<tr>
<td>Laurene</td>
<td>Grunwald</td>
<td>Dir of Sculpture, Art Collections, Exhibitions</td>
<td>Sculpture &amp; Exhibitions</td>
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<tr>
<td>Tim</td>
<td>Irelan</td>
<td>Director of Technology</td>
<td>Technology</td>
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Meijer Gardens has designated all Directors, Managers, Assistant Managers, and Leads as Worksite Supervisors. Worksite Supervisors will implement, monitor, and report on the COVID-19 control strategies mentioned in this Plan. At least one Worksite Supervisor will be present on-site whenever Workers are present on-site. It is the responsibility of each departmental supervisor to ensure that a Worksite Supervisor is present whenever Workers from their team are on-site.

Workers should make themselves familiar with the list of Worksite Supervisors. If an issue arises, the Worker should first contact their direct manager if that person is on-site. If not, then the Worker should contact any member of the COVID-19 Task Force or any Worksite Supervisor who is nearby. Worksite Supervisors can be reached on radio channel 1 or via the contact information listed in Paycor. Workers should note that Worksite Supervisors have a separate role from Managers on Duty (MODs).

It is critical that Worksite Supervisors report violations of this Plan or any situation that seems dangerous. Urgent matters should be handled immediately by contacting a member of the COVID-19 Task Force. Worksite Supervisors who address a situation related to COVID-19 must report back to the COVID-19 Task Force by sending an email to the covidresponse@meijergardens.org email list. Katie Racey will compile all issues into an Issue Log that the Task Force will review regularly in order to make improvements and proactively address situations.

RISK EXPOSURE LEVELS
OSHA has divided job tasks into four risk exposure levels relative to COVID-19:

- **Very High**: Healthcare, laboratory, and mortuary workers
- **High**: Healthcare delivery, medical transport, and mortuary workers
- **Medium**: Jobs that require frequent and/or close contact (within 6 feet) with people who may be infected with COVID-19. Examples include schools, high-population-density work environments and some high-volume retail settings.
- **Lower**: Jobs that do not require contact (within 6 feet) with people who may be infected with COVID-19. Workers have minimal contact with the public and other coworkers.

All Meijer Gardens’ Workers are classified in the medium and/or lower levels. Risk and exposure determinations are made without regard to Workers’ protected characteristics, as defined by local, state, and federal law.

BEHAVIORS REQUIRED TO REDUCE RISK OF COVID-19
In order to minimize the spread of COVID-19 at our workplace and provide a low-risk work environment for everyone, all Workers are required to consistently implement these best practices:

- Comply with Meijer Gardens’ daily health screening processes
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are not available, use an alcohol-based sanitizer containing at least 60% alcohol.
- Practice respiratory etiquette. Cover your coughs and sneezes and adhere to all other guidelines in the CDC publications.
- Avoid close contact with people who are sick with COVID-19 or other illnesses
- Self-monitor for symptoms of COVID-19 and stay home if you are sick
- Maintain appropriate physical distancing of 6 feet from others as much as possible
- Utilize personal protective equipment and hand sanitizer on public transportation
- When you might be closer than 6 feet from others or are in an enclosed shared space, wear a face covering
- If you are not able to maintain at least 3 feet of separation from others, wear a face shield in addition to a face covering
• Do not use other people’s phones, desks, or work tools until they have been properly cleaned and disinfected
• Minimize use of shared items such as pens, remotes, and whiteboards
• Wipe down your workstation at the beginning and end of each shift
• Clean and disinfect tools and equipment frequently
• Limit capacity in Meijer Gardens’ vehicles (golf carts, trucks, etc) to one person
• If it is necessary for multiple people to ride in a company vehicle, all people must be wearing face coverings
• Avoid handshakes or other physical contact
• If possible, consume food at your own workstation
• Seek medical attention and/or follow medical advice if experiencing COVID-19 symptoms
• Follow governmental orders and guidelines to reduce the spread of COVID-19
• If you have a question or concern talk to a Worksite Supervisor or member of the COVID-19 Task Force.
  If you see something, say something.

In addition, Workers must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:
• Fever of 100.4° degrees or higher
• Cough
• Shortness of breath or difficulty breathing

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, loss of taste or smell, and runny nose. Individuals may also be asymptomatic and carry the virus. It is important to note that any Worker who is not feeling well (for any reason or perceived cause) should stay home and should complete the Spectrum Health COVID-19 online screening to confirm a “low risk” result before returning to work. Those who have one or more of the symptoms listed in our daily health screening should follow the instructions in the appropriate “Workers with COVID-19 symptoms” section.

COVID-19 TESTING AND TREATMENT
Priority Health has made COVID-19 screening, testing, and treatment available at no cost to group health insurance enrollees.

• COVID-19 screening: Copays and deductibles are waived for an in-person or virtual visit if it results in the ordering/administering of a COVID-19 test. We recommend checking with your provider’s office to see if they offer virtual care as a safer option or log in to your member account to access virtual care options.
• COVID-19 testing: If a health care provider has deemed it medically necessary to conduct a COVID-19 test, your copay, deductible and coinsurance for diagnostic testing will be waived.
• COVID-19 treatment: If you are diagnosed with COVID-19, your treatment is covered at no cost when you receive care from an in-network provider through June 30, 2020.

Employees with questions regarding their insurance coverage should contact HR (Angela Violet).

In addition, Executive Order 2020-104 ensures that any person with a reason to be tested for COVID-19 may receive a test at a community testing location without securing an order from a medical provider in advance. A person who wishes to be tested may call the coronavirus hotline at 1-888-535-6136 or visit www.michigan.gov/coronavirustest to find an appropriate testing location. Do not delay in seeking screening or treatment if you have any symptoms of COVID-19 or have come into contact with someone who is suspected or confirmed to have COVID-19.
PHYSICAL DISTANCING
One of the most important steps to reduce the possible spread of COVID-19 is to maintain physical distancing. We may be carrying the virus without knowing it and without displaying symptoms, so we all need to take precautions. We encourage guests, volunteers, employees, and vendors to maintain 6 feet of physical distance from others whenever possible. In order to promote physical distancing, we have enacted the following policies and procedures:

- Guests are to stay 6 feet from others who are not part of their household, whether indoors or outdoors.
- Employees who notice a group of more than 10 guests gathering indoors for more than 5 minutes will ask that group to disperse if they are not part of the same household.
- Guests who attend events (as allowable by capacity limits on gatherings) will maintain appropriate physical distancing from anyone not part of their household.
- Worker gatherings where physical distancing cannot be maintained are prohibited.
- Worker meetings are to be held remotely whenever possible.
  - In-person meetings may be held outside while maintaining distance of 6 feet between participants.
  - If in-person meetings are held indoors, all participants must wear face coverings and a large room should be utilized in order to maintain physical distancing.
- Workers are encouraged to maintain physical distancing throughout the workday, including during break and lunch periods.
- Workers are required to maintain physical distance when reporting to work, punching in, leaving work, and punching out.
- Meijer Gardens has posted signs in public and staff areas of our facility to promote physical distancing.

Please review the CDC publications titled How to Protect Yourself and Others and Prevent the Spread of COVID-19 If You Are Sick.
How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
  - Remember that some people without symptoms may be able to spread virus.
  - This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)

[cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)
Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
Prevent the spread of COVID-19 if you are sick


If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.
- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation**, ride-sharing, or taxis.

Separate yourself from other people and pets in your home.
- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
  - See COVID-19 and Animals if you have questions about pets: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals

Monitor your symptoms.
- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.

If you develop **emergency warning signs** for COVID-19 get medical attention immediately.
Emergency warning signs include*:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.
- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.

If you are sick, wear a cloth covering over your nose and mouth.
- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don’t need to wear the cloth face covering if you are alone. If you can’t put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

cdc.gov/coronavirus
Cover your coughs and sneezes.
• Cover your mouth and nose with a tissue when you cough or sneeze.
• Throw used tissues in a lined trash can.
• Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often.
• Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
• Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
• Soap and water are the best option, especially if your hands are visibly dirty.
• Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.
• Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
• Wash these items thoroughly after using them with soap and water or put them in the dishwasher.

Clean all “high-touch” surfaces everyday.
• Clean and disinfect high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
• If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
• Clean and disinfect areas that may have blood, stool, or body fluids on them.

• Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation
• People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:
  - If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:
    ▪ You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
    AND
    ▪ other symptoms have improved (for example, when your cough or shortness of breath has improved)
    AND
    ▪ at least 7 days have passed since your symptoms first appeared.
  - If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
    ▪ You no longer have a fever (without the use of medicine that reduces fevers)
    AND
    ▪ other symptoms have improved (for example, when your cough or shortness of breath has improved)
    AND
    ▪ you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.
VENDORS
Non-essential visits are prohibited. Vendors who need to be on-site to perform essential work must first submit a COVID-19 Preparedness & Response Plan to KC Mitchell. In addition, all on-site vendors must follow the policies and procedures listed in this Plan. Vendors arriving on-site must complete a daily health screening before entering the facility. Any vendor who answers “yes” to a screening question may not enter the facility and should contact their company’s HR department for further instruction. Workers should modify their interactions with vendors and delivery personnel to allow for physical distancing and additional physical space between parties. Any vendor who enters any Meijer Gardens building while only making a delivery must wear a face covering and maintain physical distancing, but is not required to complete the health screening.

VOLUNTEERS
Volunteers are a critical part of our organizational structure as a not-for-profit. We are extremely grateful for their extraordinary service and dedication to advancing our mission. Staff supervisors will contact volunteers regarding upcoming volunteer shifts and will schedule volunteers as appropriate to meet our needs. Before coming on-site, volunteers must read and acknowledge this Plan. Volunteers must agree to follow all of the procedures listed in this document for “volunteers” and for “Workers”, including completing a health screening prior to each shift. When arriving on-site, volunteers must take care to maintain physical distancing when signing in and when moving to their workplace. We provide multiple options for tracking volunteer hours and encourage volunteers to utilize our mobile solution.

BUSINESS TRAVEL
All non-essential business-related travel is canceled or postponed.

ENGINEERING CONTROLS
• The pathway leading to our Main Entrance has been widened and marked with arrows to separate traffic entering and leaving the facility
• Plexiglass barriers have been installed at points of interaction between guests and Workers (including Front Desk, Monitor Desk, Information Desk, Library Desk, Café registers, and Gift Shop registers)
• Membership cards will be scanned rather than given to the Front Desk Associate for inspection
• Some credit card terminals have been upgraded to allow touchless operation
• All water fountains and air-powered hand dryers have been turned off or covered. There is one no-touch bottle filling station available in the Covenant Learning Center.
• Tables in the Café, Snacking Area, and Huizenga Grand Room are spaced to allow for six feet of separation
• Our Café is currently offering grab-and-go only; drink stations and cafeteria line are closed. As conditions allow, our offerings may expand without notice in this document.
• Air filters have been cleaned/replaced and will continue to be replaced on an on-going basis
• Building ventilation systems have been evaluated will and will continue to be monitored for airflow, ventilation, and circulation
• Air handlers have been disinfected
• Doors that can be left open are propped open to reduce touch points on door handles
• Some doors must be closed except when passing through to maintain proper airflow. If you believe a door can be left open, contact KC Mitchell.
SIGNAGE

- Meijer Gardens has posted signs informing guests of our updated practices and precautions we are taking to prevent infection
- Floor signs marking 6 foot spacing for those waiting in line have been installed in the Cook Entryway, the Gift Shop, and the Café
- Meijer Gardens has posted signs reminding employees, volunteers, vendors, and guests of recommended handwashing practices in all restrooms
- Signs at our entrance inform guests that they should visit at another time if they are not feeling well and remind guests of their obligation to wear a face covering indoors
- Meijer Gardens has posted physical distancing reminders throughout public areas of the facility, on employee communications boards, and in the Volunteer Center
- Reminders of appropriate spacing have been placed near our Main Entrance and at employee entrances
- Areas of our facility and grounds that are closed are clearly marked, and a map showing closed areas is available on our website

CAPACITY LIMITATIONS

- In accordance with the current Executive Order, we are limiting capacity in our Café to 50% of normal seating. Additional Café seating is being provided in the Huizenga Grand Room.
- The Gift Shop and other indoor areas are limited to 25% of occupancy limits established by the fire marshal
- Capacity in elevators is limited to two people in order to allow for physical distancing
- Indoor social gatherings and events are limited to 10 people
- Outdoor gatherings and events are limited to 100 people
- Tram capacity is limited to allow physical distancing between those not in the same household
- We will modify our practices to comply with limitations on capacity as set forth in future Executive Orders. Limits may expand without notice in this document.

SIGNAGE EXAMPLES
FACILITY CLEANING AND DISINFECTION
Meijer Gardens has implemented a cleaning plan and infection-control measures in accordance with CDC Guidance for Cleaning and Disinfecting. We perform routine cleaning and use EPA-approved disinfectants. We focus attention on common areas and frequently touched surfaces. We have implemented enhanced cleaning and sanitizing protocols for high-touch guest areas including restrooms, counters, and wheelchairs. Facility Attendants are trained in cleaning and disinfection procedures and clean and disinfect frequently touched shared surfaces in the workplace at least daily. Cashiers are trained on cleaning between customers and food service employees are trained on appropriate food safety health protocols. Food service employees clean high-contact items such as tables, chairs, and shared items after use.

We provide disinfecting supplies for Workers to clean their personal work areas throughout the day. Workers are expected to take responsibility for disinfecting shared surfaces that they use throughout the workday (such as break tables, refrigerator handles, coffee pot handles, etc). Where possible we reduce the frequently touched surfaces by propping or removing doors, using lighting sensors and other touch-free installations. We update and maintain Safety Data Sheets for all cleaning products used onsite.

CLEANING/DISINFECTING SUPPLIES
No-touch hand sanitizer stations are located throughout the facility, including near entry points. Meijer Gardens has made cleaning/disinfecting supplies available in all staff break/kitchenette areas and in the Volunteer Center. Time is provided for Workers to wash hands frequently or to use hand sanitizer. Workers who are working outside and not near soap and running water are encouraged to carry a bottle of individual hand sanitizer with them.

DISPOSABLE GLOVES
Food service employees are required to wear gloves when handling food. Gloves are recommended for employees who are disinfecting common areas or performing other cleaning tasks. While disposable gloves are provided to Workers who request them, they are not recommended in most other situations. Based on CDC findings, we only recommend gloves for employees handling food, disinfecting common areas, or performing other cleaning tasks. Gloves can put individuals at higher risk of exposure and are not recommended for general protective use for the following reasons:

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not
- When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus
- Proper removal of gloves takes training; if contaminated gloves are not removed properly, our Workers are exposed to greater risk
FACE COVERINGS
All guests who are over 2 years old and able to medically tolerate a face covering are required to wear a face covering while inside our facility. Signage is posted near our Main Entrance to remind guests that face coverings are required. Any guest who enters the building without wearing a face covering will be asked to put on a face covering if they are medically able to tolerate one. Any guest who is seen inside the facility without a face covering may also be asked to wear a face covering. If a guest refuses to wear a face covering without stating a medical necessity, the situation will be escalated to a Worksite Supervisor, MOD, or Security. Please remember a guest may be reentering the building from being outside for a while and may just need a gentle reminder.

Guests may temporarily remove face coverings while eating/drinking in our Café or Snacking Area. Guests may optionally wear face coverings while outdoors on our grounds. Guests should maintain 6 feet of physical distancing from others even while wearing a face covering.

Meijer Gardens provides Workers with non-medical grade face coverings. Each employee working on-site may sign out up to three face coverings. Volunteers may sign out one face covering. Face coverings are available in the lower level office lobby, at self-screening stations, and in the Volunteer Center. Workers are responsible for caring for their masks and washing them regularly.

Workers may also provide their own face covering (mask, scarf, bandana). It is recommended that face coverings be made of multiple layers of tightly woven fabric. If your face covering has a pocket, you can insert a paper towel or coffee filter as an extra filter layer. Face coverings should fully cover the nose, mouth, and chin, and fit snugly but not tightly along the side of the face.

Workers should review the CDC’s “How to Safely Wear and Take Off a Cloth Face Covering” advice following this section of the Plan. If a Worker is not medically able to wear a mask, they should contact HR (Angela Violet) and may be provided with a face shield instead.

We recommend that Workers keep a cloth mask with them at all times, in order to be ready to wear it if they get within 6 feet of another person. It is critical to understand that practicing physical distancing and proper personal hygiene are required for reducing the spread of COVID-19. Facial coverings are to be used in addition to these measures, not as a replacement for them.

Face coverings are required to be worn by Workers:
• While in any area of the building that is open to the public at that time
• Whenever Workers cannot consistently maintain 6 feet of separation from others (both indoors and outdoors)
• In enclosed shared spaces including restrooms, hallways, kitchenettes, and during all in-person indoor meetings
• In private offices if more than one person is present
• While walking around in open office areas
• While in food preparation areas
• While working at a cubicle in an open office area if there are not at least 54” tall dividers between the Worker and others

Workers are encouraged to wear face coverings:
• While working in open office cubicle areas, even if dividers and/or physical distancing are present
• Additionally, as often as the Worker feels comfortable

See CDC link for face covering guidelines or page 14 of this document: How To Safely Wear a Mask.pdf
How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY
- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO PROTECT OTHERS
- Wear a face covering to protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
FACE SHIELDS
Workers that cannot maintain at least three feet of separation from one another are strongly encouraged to wear a face shield in addition to a face covering. If a task requires a Worker to be closer than three feet from another person, it should be performed only if is a necessary function. Face shields are available from HR (Angela Violet).

REPORTING FOR WORK ON-SITE
Meijer Gardens limits the number of Workers present on premises to no more than is strictly necessary. Employees who are able to perform their work remotely should do so, in accordance with the current Executive Order requiring us to promote remote work to the fullest extent possible. Employees working remotely must communicate regularly with their supervisor regarding task assignments, workload, and project status. Remote employees should coordinate with their manager, HR (Angela Violet), and IT (Tim Irelan) in order to secure the equipment and technology necessary for remote work. Any equipment removed from Meijer Gardens premises will require a signed check-out form. Employees working remotely are expected to continue to follow all policies stated in our 2020 Employee Handbook.

WORKSTATIONS
Supervisors must evaluate their team’s work areas and schedules to ensure that Workers maintain physical distancing. Workers should be at least 6 feet from each other or have a full-length (54” tall) barrier (such as a cubicle wall) between themselves and the next person. It is preferred that Workers sit so that they do not face each other, even if a barrier is present. Physical distancing may be achieved by staggering work schedules, shifting Workers to alternate work areas, or other means. Workers who stand at a desk/cubicle while working will be required to wear a face covering if any other person might come within 6 feet of them. Supervisors must submit their plan for achieving appropriate distancing to their direct manager for review. Approved plans will be submitted to HR (Angela Violet).

KITCHENETTES/BREAK AREAS FOR WORKERS
During the COVID-19 crisis, Workers are encouraged to take extra precautions when using shared spaces such as the Volunteer Center, break areas, and kitchenettes. Expected practices include:

- Bring your own utensils and dishes and take them home for cleaning
- Avoid sharing food, utensils, or dishes with other Workers
- Sanitize high touch surfaces such as faucets, refrigerator doors, and coffee pot handles after touching them
- Monitor capacity in shared spaces and do not enter if you are not able to maintain 6 foot distancing
- Always wear a face covering in shared spaces such as the Volunteer Center, kitchenettes, and break areas, except while eating/drinking
- If eating in a shared area, always maintain at least 6 feet from others and disinfect/sanitize items you have touched (such as tables and chairs)

OTHER SHARED SPACES
Workers should use precautions when using other shared spaces, such as hallways, stairways, restrooms, and elevators. Maintain 6 feet of physical distancing whenever possible and wear a face covering when in shared areas. Wash your hands thoroughly after touching surfaces that others may have touched. If possible, disinfect surfaces such as elevator buttons after you touch them.
DAILY HEALTH SCREENINGS (EXCEPT FOOD SERVICE EMPLOYEES who are covered by a policy immediately following this section)

Before the start of their scheduled shift, all on-site Workers must complete a daily health screening. It is recommended that Workers complete this screening before they leave their home to travel to work. The health screening is available electronically via a link and QR code. At each Worker entrance, hard copy screening forms are available and signs containing the QR code are posted. Meijer Gardens’ HR department maintains documentation related to daily screenings.

Link to Daily Health Screening: bit.ly/FMGHealthScreen

The screening contains the following questions:

- What is your name?
- What is today’s date?
- If you are a contractor/vendor, who is your employer?
- What is your phone number?
- Do you have a cough (excluding chronic cough due to a known medical reason other than COVID-19)?
- Are you experiencing shortness of breath or difficulty breathing?
- Do you have a sore throat?
- Do you have a fever of 100.4°F or higher?
- Have you had close contact in the last 14 days with someone with a diagnosis of COVID-19?

If a Worker answers “no” to all of the screening questions, they should report to work. Any Worker who did not take their temperature at home should do so upon entering the Meijer Gardens facility. No-touch thermometers and hand sanitizer are provided at employee entrances and in the Volunteer Center.

If a Worker answers “yes” to any screening question, they should stay home and follow the steps listed in next section.

WORKERS (EXCEPT FOOD SERVICE EMPLOYEES) WITH COVID-19 SYMPTOMS

Any Worker who has COVID-19 symptoms prior to the start of their shift should not report to work. A Worker who develops symptoms during their shift should exit the facility via the route that will keep them furthest away from other people and then go home. Workers are expected to self-monitor their symptoms and should not work when sick. Remote Workers should also self-monitor and take action if they develop symptoms. A Worker with COVID-19 symptoms must:

- Contact their direct staff supervisor via electronic means
- Employees should also contact Angela Violet and volunteers should also contact Valerie Maciejewski
- Seek professional medical advice by contacting their doctor, by using the Spectrum Health COVID-19 free screening found at https://www.spectrumhealth.org/covid19 or by calling the Spectrum Health COVID-19 free hotline at 1-833-559-0659
- Submit the results of the completed screening or medical visit to Angela Violet or Valerie Maciejewski, as appropriate
- Follow the advice of the medical provider
- Stay home until they have received a negative COVID-19 test result or until all of these conditions have been met:
  - At least 72 hours have passed with no fever (without the use of fever-reducing medicine)
  - All other symptoms have improved
  - At least 7 days have passed since symptoms first appeared
- If you receive a positive test COVID-19 result, follow the steps in the “Workers who test positive for COVID-19” section
DAILY HEALTH SCREENINGS (FOOD SERVICE EMPLOYEES)

Before the start of their scheduled shift, any person who will be entering a food preparation area during their shift must complete a daily health screening. It is recommended that employees complete this screening before they leave their home to travel to work. The health screening is available electronically via a link and QR code. Additionally, the QR code is posted on signs at all entry points to food preparation areas. Meijer Gardens’ HR department maintains documentation related to daily screenings.

Link to Food Service Daily Health Screening: bit.ly/FMGFoodServiceHealthScreen

The screening contains the following questions:

- What is your name?
- What is today’s date?
- If you are a contractor/vendor, who is your employer?
- What is your phone number?
- Do you have a cough (excluding chronic cough due to a known medical reason other than COVID-19)?
- Do you have a sore throat?
- Do you have a fever of 100.4°F or higher?
- Have you had close contact in the last 14 days with someone with a diagnosis of COVID-19?
- In the past 14 days, have traveled outside of Michigan (excluding commuting)?
- Are you experiencing shortness of breath or difficulty breathing?

If an employee answers “no” to all of the screening questions, they should report to work. Any Worker who did not take their temperature at home should do so upon entering the Meijer Gardens facility. No-touch thermometers and hand sanitizer are provided at employee entrances.

If an employee answers “yes” to any screening question, they should stay home and follow the steps listed in the next section.

FOOD SERVICE EMPLOYEES WITH COVID-19 SYMPTOMS

Any food service employee who has COVID-19 symptoms prior to the start of their shift should not report to work. An employee who develops symptoms during their shift should exit the facility via the route that will keep them furthest away from other people and then go home. Employees are expected to self-monitor their symptoms and should not work when sick. A food service employee with COVID-19 symptoms must:

- Not report to work
- Contact their supervisor and HR (Angela Violet) via electronic means
- Seek professional medical advice by contacting their doctor, by using the Spectrum Health COVID-19 free screening found at https://www.spectrumhealth.org/covid19 or by calling the Spectrum Health COVID-19 free hotline at 1-833-559-0659
- Submit the results of the completed screening or medical visit to HR (Angela Violet)
- Follow the advice of the medical provider
- Stay home until all these conditions have been met:
  - At least 72 hours have passed with no fever (without the use of fever-reducing medicine)
  - All other symptoms have improved
  - At least 7 days have passed since symptoms first appeared
- If you receive a positive COVID-19 test result, follow the steps in the “Employees who test positive for COVID-19” section

Any food service employee who answers “yes” to the screening question regarding contact with someone diagnosed with COVID-19 or the screening question regarding travel outside of Michigan must follow the steps in the appropriate section below.
MEIJER GARDENS’ RESPONSE TO A FOOD SERVICE EMPLOYEE DISPLAYING COVID-19 SYMPTOMS
If a food service employee displays symptoms of COVID-19 while working, we will close the food service operation immediately and perform a deep cleaning consistent with guidelines from the FDA and CDC. In this situation, “symptoms of COVID-19” is defined as either the new onset of cough or new onset of chest tightness or two of the following: fever, chills, rigors, myalgia, headache, sore throat, or olfactory/taste disorder.

FOOD SERVICE EMPLOYEES WHO HAVE TRAVELED OUTSIDE OF MICHIGAN
Any food service employee who answers “yes” to the screening question regarding travel outside of Michigan should not report to work. They should contact their supervisor and HR (Angela Violet) via electronic means. They must disclose their last date of travel and will need to self-quarantine for 14 days following travel unless that travel was due to commuting. Employees who are self-quarantining in this situation may telework or might be eligible for Emergency Paid Sick Leave.

WORKERS WHO HAVE HAD CONTACT WITH SOMEONE WHO HAS COVID-19 SYMPTOMS
In this situation, contact is defined as being closer than 6 feet to the symptomatic person for at least 15 minutes or being in direct contact with secretions (being coughed on, sharing food utensils, kissing, etc) of a symptomatic person. Any Worker who learns of a potential exposure should:

• Stay home or go home
• Contact their direct staff supervisor via electronic means
• Employees should also contact Angela Violet and volunteers should also contact Valerie Maciejewski
• Seek professional medical advice by contacting their doctor, by using the Spectrum Health COVID-19 free screening found at https://www.spectrumhealth.org/covid19 or by calling the Spectrum Health COVID-19 free hotline at 1-833-559-0659
• Submit the results of the completed screening or medical visit to Angela Violet or Valerie Maciejewski, as appropriate, and discuss plans for work absences (employees who are self-quarantining in this situation may telework or might be eligible for Emergency Paid Sick Leave)
• Follow the advice of the medical provider
• Stay home until the symptomatic person has received a negative COVID-19 test result or until you have received a negative COVID-19 test result
• If you receive a positive COVID-19 test result, follow the steps in the “Workers who test positive for COVID-19” section

WORKERS WHO HAVE HAD CONTACT WITH SOMEONE WHO TESTED POSITIVE FOR COVID-19
In this situation, contact is defined as being closer than 6 feet to the sick person for at least 15 minutes or being in direct contact with secretions (being coughed on, sharing food utensils, kissing, etc) from a person diagnosed with COVID-19. A Worker who has had a known exposure to an infected person must:

• Stay home if they are not already at work
• Leave work via the most direct means possible, taking care to avoid other people
• Immediately notify their direct staff supervisor via electronic means
• Employees should also contact Angela Violet and volunteers should also contact Valerie Maciejewski
• Disclose which areas of the facility and other on-site Workers they have had contact with over the past 48 hours
• Complete a COVID-19 screening and test as soon as possible
• Report the results of the screening and test to Angela Violet or Valerie Maciejewski, as appropriate, and discuss a plan for handling work absences
• Closely monitor all symptoms of COVID-19 and contact their health care provider at any sign of symptom or change in health
• Stay home until at least 14 days have passed since the last contact with the person who tested positive for COVID-19 and you have been released back to work by your medical provider
• If you receive a positive COVID-19 test result, follow the steps in the “Workers who test positive for COVID-19” section

MEIJER GARDENS’ RESPONSE IF A WORKER HAS COME IN CONTACT WITH SOMEONE WHO TESTED POSITIVE FOR COVID-19
• The Worker’s manager in consultation with the COVID-19 Task Force will determine which areas of the facility and which co-workers the Worker had contact with in the past 48 hours
• Appropriate disinfection of potentially exposed areas will be done immediately
• Potentially exposed Workers will not be notified unless a positive COVID-19 test result is received

WORKERS WHO TEST POSITIVE FOR COVID-19
In this situation, it is of utmost importance that the Worker seeks medical treatment as soon as possible. Upon receiving a positive test result, a Worker should:
• Contact their medical provider immediately for guidance
• Notify HR (Angela Violet)
• Follow all instructions given by the medical provider
• Focus on recovery and only return to work when cleared by a qualified health care professional
  – Return to work must be at least three days since symptoms have resolved and
  – At least seven days since symptoms first appeared or since testing date

MEIJER GARDENS’ RESPONSE TO A WORKER TESTING POSITIVE FOR COVID-19
• The Worker’s manager in consultation with the COVID-19 Task Force will investigate to determine other Workers who may have been exposed (close contact is defined as being closer than 6 feet to the infected person for at least 15 minutes or being in direct contact with secretions (being coughed on, sharing food utensils, etc) starting from 48 hours before illness onset)
• Within 24 hours, HR will notify co-workers and vendors who have potentially been exposed while maintaining confidentiality of the Worker with positive test result. Those Workers with potential exposure will be asked to go home and to follow the steps outlined above as listed in “Workers who have had contact with someone who tested positive for COVID-19”
• Potentially affected areas of the worksite will be temporarily closed to allow for disinfection and deep cleaning. If possible, we will wait 24 hours or more before beginning cleaning and disinfection and increase air circulation in the area. Facility Attendants will clean and disinfect all office space, restrooms, common areas, tools and electronic equipment used by the ill person focusing on frequently touched surfaces. A third-party cleaning service will be utilized if the extent of the potential exposure makes disinfection by internal staff impractical or unmanageable.
• Meijer Gardens will notify the Kent County Health Department immediately and follow any instructions or guidelines received

Meijer Gardens’ HR Department confidentially maintains a central log of diagnosed/symptomatic employees and exposure notifications. Meijer Gardens will complete an OSHA Form 300, as well as a Form 301, “if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness.” If there is a documented and certified case of an employee infecting a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

Any health-related information and documentation gathered from Workers is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees’ personnel documentation and separate from other volunteer records.
MEIJER GARDENS’ RESPONSE TO A GUEST TESTING POSITIVE FOR COVID-19
If Meijer Gardens learns that an individual with a confirmed case of COVID-19 has visited as a guest, we will notify employees. The COVID-19 Task Force will work to determine those who may have been exposed and advise those individuals to follow the steps listed in the section “Workers who have had contact with someone who tested positive for COVID-19”.

EMERGENCY PAID SICK LEAVE
The Families First Coronavirus Response Act (FFCRA) provides up to 80 hours of Emergency Paid Sick Leave (EPSL) in the following situations:

1. The employee is subject to a government quarantine or isolation related to COVID-19
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
4. The employee is caring for an individual who is subject to a COVID-19 quarantine or isolation order or recommendation to self-quarantine
5. The employee is caring for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions
6. The employee is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services in consultation with the U.S. Secretary of the Treasury and the U.S. Secretary of Labor

If you meet any of these criteria, contact HR (Angela Violet) in order to get an Emergency Paid Sick Leave Request Form.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee’s regular rate of pay, capped at $511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at $200/day.

EMERGENCY FAMILY & MEDICAL LEAVE (EFML)
Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. During the first two weeks of leave, which run concurrently with the EPSL, the employee may elect to use PTO, EPSL, or take unpaid time. The remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at $200/day.

ADDITIONAL EMPLOYEE PROTECTIONS
Employees who require leave beyond EPSL because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

UNEMPLOYMENT COMPENSATION BENEFITS
Under Executive Order 2020-76 and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work or telework for reasons related to COVID-19 should contact HR (Angela Violet) for information on unemployment compensation benefits. Such reasons include the following:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath)
3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis
4. Needing to care for someone with a confirmed COVID-19 diagnosis
5. Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19)

FMLA & ADA
Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.” If you need a leave from work, contact HR (Angela Violet) for a Family & Medical Leave Request Form.

Meijer Gardens is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then Meijer Gardens will engage in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

AT-RISK POPULATIONS
Worker safety is a priority for Meijer Gardens. We recommend that members of at-risk or vulnerable populations consult with their health care provider to receive appropriate guidance prior to returning to work on-site. Per the CDC, groups that are at higher risk include:

- Adults 65 years of age or older
- A person of any age with underlying health conditions such as asthma, chronic lung disease, diabetes, heart conditions, high blood pressure, chronic kidney disease being treated with dialysis, liver disease, severe obesity, and immunocompromised

Each Worker is responsible for determining if they are at-risk or vulnerable since what constitutes at-risk or vulnerable may include factors not identified here. Reasonable accommodations for individuals will be made on a case-by-case basis. Employees who have concerns about returning to work on-site or who may require an accommodation should contact Angela Violet. Volunteers should contact Valerie Maciejewski if they may need an accommodation or have concerns about returning to volunteer on-site.

LACK OF CHILDCARE
During this pandemic situation, we understand that some childcare facilities that employees depend on are no longer available. If an employee faces challenges for childcare due to illness or the closing of schools/daycare centers, they should discuss the possibility of working from home or adjusting their schedule with their supervisor. Not all positions are able to work remotely, and we will address requests on a case-by-case basis. If remote work and/or schedule adjustments do not solve the issue, the employee should contact HR (Angela Violet) to discuss options for utilizing Emergency Paid Sick Leave, Emergency Family & Medical Leave, PTO, and/or unemployment compensation benefits.

PLANNING FOR WORK ABSENCES
During this pandemic, it is likely that we will experience a higher number of work absences than usual. Employees working on-site should identify who would be able to take over job functions in the event that they cannot come to work for a prolonged period. Employees should develop a cross-training plan to perform essential functions so the workplace can operate even if key employees are absent. Supervisors who work with volunteers should formulate a plan for coverage in the event of volunteer absences.
EMPLOYEE ASSISTANCE PROGRAM
The pandemic is a difficult time for all of us. We encourage Workers who are experiencing challenges to their well-being to reach out for support. We have provided an Employee Assistance Program to all full-time employees. This is a free service that offers online and phone support and can also offer referrals for in-person consultations. Employees and their dependents are eligible to use this service 24/7. To access this resource, visit www.Lincoln4Benefits.com or www.GuidanceResources.com (username =LFGsupport; password = LFGsupport1). Or talk with a specialist at 888-628-4824.

ADDITIONAL RESOURCES
We encourage employees to become familiar with information regarding COVID-19. Here are some helpful links:

- Center for Disease Control & Prevention (CDC)
- Guidelines for Opening Up America Again
- State of Michigan COVID-19 Resources & Executive Orders
- Kent County Health Department

Many governmental and health organizations in our community are offering COVID-19 resources. We encourage Workers to visit these links and take advantage of the resources they offer.

- Kent County Resources for Residents
- Priority Health COVID-19 Information, coverage and care
- Priority Health free mental wellness tools
- Headspace Free Access for Michiganders

PLAN UPDATES AND EXPIRATION
This Plan responds to the COVID-19 outbreak. As this pandemic progresses, Meijer Gardens will update this Plan and its corresponding processes. This Plan will expire upon conclusion of its need, as determined by Meijer Gardens and in accordance with guidance from local, state, and federal health officials. In the event of a recurring future outbreak, Meijer Gardens may elect to reinstate some or all of this Plan, or to modify it based on guidelines and regulations present at that future time.
ACKNOWLEDGMENT OF COVID-19 PREPAREDNESS AND RESPONSE PLAN AS OF JUNE 22, 2020

By signing below or acknowledging electronically, you acknowledge receipt of and training on the following:

- Meijer Gardens’ COVID-19 Preparedness and Response Plan, which includes:
  - Meijer Gardens’ workplace infection-control practices
  - Proper use of personal protective equipment
  - Steps Workers must take to notify Meijer Gardens of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
  - How to report unsafe working conditions
- CDC’s “How to Protect Yourself and Others” document
- CDC’s “Prevent the Spread of COVID-19 If You Are Sick” document
- CDC’s “How to Safely Wear and Take Off a Cloth Face Covering” document

You understand that it is your responsibility to review and understand the above. If you have any questions regarding the information in this Plan, contact your direct supervisor.

By signing below or acknowledging electronically, you acknowledge and agree that you will comply with all safety and COVID-19 procedures implemented by Meijer Gardens.

________________________________________________________________      ______________________
Signature             Date
________________________________________________________________
Printed Name