



# RENUOIL OF AMERICA INC. <sup>TM</sup>

## COVID-19 SAFETY AND POLICY

### TRAINING

**APPROVED:**

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Employee Date

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Human Resources & Safety Coordinator Date

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Executive Personnel Date

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## 1.0 PURPOSE & APPLICABILITY

The purpose of this Covid-19 Action Plan is to establish exact actions pertaining to the safety, sanitation, and policies of RENUoil of America, Inc. ™. All procedures are to follow all laws and regulations mandated by Federal, State, City and local agencies as well applicable hotel and casino policies. RENUoil of America, Inc. ™ is also following the CDC and OSHA guidelines and recommendations.

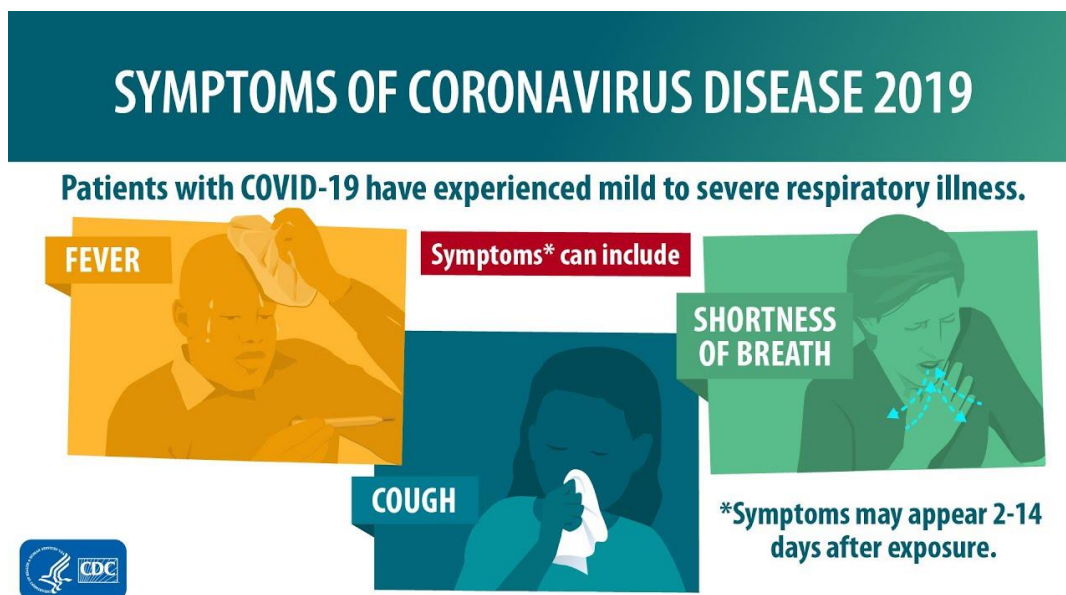
## 2.0 Covid-19 Overview

### WHAT IS COVID-19

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, supply chain, workplace, and financial markets.

### WHAT ARE COVID-19 SYMPTOMS?

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms such as chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.



**SYMPTOMS OF CORONAVIRUS DISEASE 2019**

**Patients with COVID-19 have experienced mild to severe respiratory illness.**


**FEVER**

**COUGH**

**SHORTNESS OF BREATH**

**Symptoms\* can include**

**\*Symptoms may appear 2-14 days after exposure.**



## HOW IS COVID-19 SPREAD?

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

**COVID 19**  
CORONAVIRUS DISEASE

**STOP THE SPREAD OF GERMS**

Help prevent the spread of respiratory diseases like COVID-19.

[www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

**Avoid close contact with people who are sick.**

**Avoid touching your eyes, nose, and mouth.**

**Stay home when you are sick, except to get medical care.**

**Wash your hands often with soap and water for at least 20 seconds.**

**Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**

**Clean and disinfect frequently touched objects and surfaces.**

## 3.0 Employee Responsibilities

- Frequently wash your hands with soap and water for at least 30 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
  - Wash hands when:
    - Hands are visibly soiled
    - Gloves have been removed
    - Before and after using the restroom
    - Before and after cleaning
    - Before and after eating
    - After sneezing or coughing
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Refrain from handshakes or close physical contact with coworkers.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) or are taking care of someone with these symptoms, should notify their supervisor and stay home—**DO NOT GO TO WORK.**
- Sick employees should follow CDC recommendations. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- COVID Screening form will need to be completed immediately upon starting shift.

## 4.0 Job Site Practices

- Follow the RENUoil of America, Inc.™ Employee Corner Facebook page to receive important updates.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water (if not an electronic) prior to disinfection.
- Clean shared spaces such as break/lunchrooms at least once per day.
- In addition to regular PPE, all employees must wear:
  - Gloves: Gloves should always be worn while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared. Hands must be washed after removing gloves. Wearing gloves does not replace the need to wash hands. Latex gloves cannot be washed and used again.
  - Masks: Masks should be worn in order to prevent the spread of Covid-19. Employees must wear masks if employees are working approximately 6 feet from each other. The CDC lists five criteria for “cloth face coverings”: the face

covering should: fit snugly but comfortably against the side of the face; be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; and be able to be laundered and machine-dried without damage or change to shape.

## EQUIPMENT GUIDELINES

- Employees will utilize the sanitation stations and cleaning products to properly disinfect high contact areas and equipment.
- All equipment must be wiped down with disinfectant during the first 15 minutes of the shift and the last 15 minutes of the shift.
- Do not use other employee's phones, equipment, or tools. If it is essential these items need to be disinfected before and after usage.
- If the employee leaves the workstation for longer than 1 minute this includes returning from a break, then they must sanitize the equipment.

## 5.0 Administrative Specific Practices

### OFFICE PRACTICES

- To increase office safety RENUoil of America, Inc. will work with employees to offer telecommunication and using technology to maintain social distancing when possible.
- Temperature will be checked with an infrared thermometer prior to entering the building and must be 100.4 F or lower to enter.
- Covid-19 Screening form will need to be completed immediately upon starting shift.
- The timeclock must be wiped down with disinfectant spray before and after usage.
- Office team will wipe down high contact areas of their workspace including: the desks, counters, chair, mouse, keyboard, and phone.
- Coworkers are discouraged from using each other's equipment, office supplies, phone, etc. If it needs to be shared, then it needs to be disinfected before and after uses.
- Interviews for new employees will be conducted over the phone.
- Non-essential visitors will be prevented from entering the office building; no walk-ins are allowed.
- Signs will be placed around the office reminding employees of social distancing and cleaning policies.
- Trash must be taken out regularly with gloves.
- Please refrain from handshakes or any form of physical contact with other employees.

- Tissues, disinfectant wipes, hand sanitizer, and other necessary cleaning supplies will be provided to the office team.
- When walking to assigned work area employees will follow the 6ft marked dots. Employees must ensure at least 6 feet of social distancing.
- Cubical walls will be placed in order to ensure safety between the desks.
- Payroll checks will be mailed out weekly.
- Meetings will be conducted via Zoom or telephone.

## RENU BREAK AREAS/ EDR LUNCH PROCEDURES

- Employees will have staggered breaks to increase social distancing.
- Masks can be removed while eating and drinking.
- Break areas will have seating marked that are at least 6 feet apart.
- Break areas must be cleaned and disinfected before and after usage by the employee.
- The break area will be assigned to the employee prior to their break.
- Hands must be washed when gloves are removed before eating and after eating/ before returning to work.
- Employees must not face each other during the breaks.
- Entering and exiting doorways must be timed to reduce heavy traffic.
- **NO MORE THAN TWO EMPLOYEES WILL NOT BE ALLOWED TO EAT IN THE BREAKROOM AT ONCE**
- **ANY EMPLOYEE WORKING AT A CASINO WILL BE ASKED TO CLEAN THEIR SHOES AND POTENTIALLY CHANGE THEIR SHIRT PRIOR TO ENTERING THE EMPLOYEE DINING ROOM.**



## RENU AND HOTEL BATHROOM POLICY

- The bathroom must always be kept clean.
- The doorknob, handrail, sink, paper towel dispenser, and toilet must be wiped down with bleach/disinfectant spray before and after every use.
- Hands must be washed with soap and hot water for at least 30 seconds.
- Bathrooms will be cleaned each hour by the sanitation team.
- Bathrooms will be deep cleaned once a day.
- The trash will be removed at the end of the day.

## 6.0 Returning to Work and Reporting Covid-19

### COVID-19 EMPLOYEE SCREENING QUESTIONS

The CDC recommends asking these questions to ensure that it is safe for an employee to return to work. This will help prevent the spread of Covid-19.

Question	Response
<b>1. Have you tested positive for Covid-19?</b>	<p>If yes, direct employee to self-quarantine for 14 days and seek medical care. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. Medical documentation must be given to RENUoil of America, Inc. clearing the employee in order to come back to work.</p> <p>See below section for what RENUoil needs to do in this circumstance.</p>



<p><b>2. Are you experiencing any symptoms including coughing, fever, or shortness of breath?</b></p>	<p>If yes, list the symptoms experiencing. Employee needs to self-quarantine for 14 days and needs to be symptom free for 72 hours (3 full days) before returning to work. Employee will be instructed to contact Primary Health Care Physician and local health department as needed.</p> <ul style="list-style-type: none"> <li>The employee can return to work once the primary health care provider provides clearance.</li> </ul>
<p><b>3. Have you had any of these symptoms (coughing, fever, or shortness of breath) in the last 14 days? If so, was it within 7 days?</b></p>	<p>If yes, please note if it was within 14 days or 7 days. If it within 7 days, then employee could be very contagious. Note when the symptoms stopped because they need to be symptom free for 72 hours (3 full days). Employee needs to self-quarantine for 14 days since the day of symptoms appearing. Employee is instructed to contact Primary Health Care Physician and local health department as needed.</p> <ul style="list-style-type: none"> <li>The employee can return to work once the primary health care provider provides clearance.</li> </ul>
<p><b>4. Have you had a fever in the last 72 hours (3 days)?</b></p>	<p>If yes, list the symptoms experiencing. Employee needs to self-quarantine for 14 days and needs to be symptom free for at least 72 hours (3 full days). Employee will be instructed to contact Primary Health Care Physician and local health department as needed.</p> <ul style="list-style-type: none"> <li>The employee can return to work once the primary health care provider provides clearance.</li> </ul>
<p><b>5. Have you been taking fever reducing medication such as Ibuprofen, Advil, or Tylenol?</b></p>	<p>If yes, follow up to see if this is because of a fever, cough, or shortness of breath. Employee needs to self-quarantine for 14 days, contact Primary Health Care Physician and local health department as needed. Employee needs to be symptom free (fever, cough, and shortness of breath) for at least 72 hours (3 full days) without the medication. This type of medication could be masking a fever.</p>

	The employee can return to work once the primary health care provider provides clearance.
<b>6. In the last 14 days have you had contact with someone with a confirmed diagnosis of Covid-19, or is under investigation for Covid-19, or is ill with Covid-19 symptoms?</b>	<p>If exposed by has no symptoms, then the employee needs to self-monitor their temperature 2 times per day and watch for other symptoms. They will self-quarantine for 14 days from contact with the infected individual.</p> <p>If exposed and experiencing symptoms, then list the symptoms experiencing. Employee needs to self-quarantine for 14 days, contact Primary Health Physician and local health department as needed. The employee can return to work once the primary health care provider provides clearance.</p>

**COVID-19 UPDATES BY ADMINISTRATIVE POSITION**

<b>Position</b>	<b>Update</b>
<b>Administrative Assistant (Recruiter)</b>	<ul style="list-style-type: none"> <li>• Ask employees the screening questions (see above) and make sure they pass before returning to work.</li> <li>• Only online applications will be accepted at this time.</li> <li>• All interviews will be conducted over the phone.</li> <li>• Onboarding- take place online or have a screen protector up between the person they are assisting in person. 6 feet dots will be standing in between employees.</li> <li>• Orientation- Option 1 a video will be created and sent to employees. They will receive a call to see if they have watched the video or have any questions.</li> </ul>

	<p>Option 2 is to have very small orientation sizes that are marked 6 feet apart.</p>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Timeclocks will be used instead of paper timesheets as these could spread Covid-19</li> <li>• Paychecks will be mailed to employees instead of coming into the office.</li> <li>• Payroll discrepancies will be conducted through an online form via our website.</li> <li>• Addresses must be up to date for sending out paychecks.</li> </ul>
<b>Sustainability and Marketing Coordinator</b>	<ul style="list-style-type: none"> <li>• Making processes paper free.</li> <li>• Posting updates on our website and social media page.</li> </ul>
<b>Receptionist</b>	<ul style="list-style-type: none"> <li>• Do not let non-essential business in the office building.</li> <li>• Instruct employees to fill out online forms.</li> <li>• Forward calls to admin team working from home as needed.</li> </ul>
<b>Safety/ HR</b>	<ul style="list-style-type: none"> <li>• Ask employees the screening questions (see below) and make sure they pass before returning to work.</li> <li>• Fill out OSHA log as needed for Covid-19.</li> <li>• Maintaining Covid-19 RENU log to track cases and prevent an outbreak.</li> <li>• Contacting employees who were potentially exposed and following up with employees exhibiting symptoms or have confirmed cases of Covid-19.</li> <li>• Remind employees to complete daily COVID 19 screening forms.</li> </ul>

<b>Admin Director</b>	<ul style="list-style-type: none"> <li>• COCs will be moved to an online form to prevent the spread of Covid-19.</li> <li>• Asset sheets will also be moved to online.</li> </ul>
<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Request that all receipts and related paperwork be sent electronically.</li> </ul>
<b>Scheduler</b>	<ul style="list-style-type: none"> <li>• Post schedule into Microsoft Teams in order for ZMs to update as needed.</li> </ul>

## RENUOIL REPORTING COVID-19

An employee **CANNOT GO INTO WORK** if they have symptoms of Covid-19 including coughing, fever, or shortness of breath. If they are demonstrating these symptoms they must call out to their supervisor. Their supervisor is responsible for collecting the following information that will be contained in a form for the safety department to follow up on. Employees who have Covid-19 may not return to work until they have a doctor's note saying they are free of Covid-19.

1. First and Last name
2. Which symptoms do they have? Coughing, fever, shortness of breath, and/ or other
3. Do they have a confirmed case of Covid-19?
4. Which property were they working at?
5. Who have they come into contact (6 feet) with within the last 48 hours?

Employees who have come in contact with someone in the workplace who has Covid-19 will be informed through a phone call so they can take extra precautions and get in contact with their primary care physician. Employees who have come in close contact will need to be self-quarantined for 14 days. The name of the employee with Covid-19 must be confidential in order to be in compliance with the American's with Disabilities Act. Names of the employees who were in close contact must also remain confidential.

If an employee comes to work the Covid-19 symptoms, then they will be asked to leave work immediately. The job site where the employee was working must be deep cleaned immediately before other workers can use that site.

## OSHA COVID-19 REPORTING

If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers

to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, **OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.**

If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The Company’s assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

## 7.0 Warehouse Specific Practices

- Temperature will be checked with an infrared thermometer prior to entering the building and must be 100.4 F or lower to enter.
- The timeclock must be wiped down with disinfectant spray before and after usage.
- Warehouse team must wipe down high contact areas regularly including door handles, rails, light switches, equipment, tables, and counters.
- Coworkers are discouraged from using each other’s equipment, tools, phone, etc. If it needs to be shared, then it needs to be disinfected before and after uses.

- Paychecks will be mailed to employees in order to reduce foot traffic and crowds in the office and warehouse.
- Non-essential visitors will be prevented from entering the office or warehouse.
- Signs will be placed around the warehouse reminding employees of social distancing and cleaning policies.
- Trash must be taken out regularly with gloves.
- Please refrain from handshakes or any form of physical contact with other employees.
- Tissues, disinfectant wipes, hand sanitizer, and other necessary cleaning supplies will be provided to the warehouse team.
- When walking to assigned work area will follow the 6ft marked dots to make sure we are following social distance standards.

## FORKLIFT GUIDELINES

- All RENUoil Forklift Safety procedures must be followed with the additional sanitation standards.
- Employees will sign off on the OSHA mandated Forklift inspection log before the first usage.
- Before using the forklift, employees must utilize the disinfectant station mounted near the warehouse rolling exit door. The employee will obtain a paper towel and spray it with disinfectant spray.
- Employees will wipe down all high contact areas of the forklift both before and after using the forklift.

## 8.0 Welding/Shop Practices

- Temperature will be checked with an infrared thermometer prior to starting a shift and must be 100.4 F or lower.
- The timeclock must be wiped down with disinfectant spray before and after usage.
- Before and after shifts, welders/ shop workers must wash hands for 30 seconds with soap and hot water.
- Prior to working in the shop, all commonly used tools must be wiped down with disinfectant. Then a log in teams must be completed every morning.
- Clean and disinfect all tools used during the day 15 minutes before the end of the shift. Update the log in Teams.
- PPE must always be worn including respirator masks and gloves. The ventilator masks will protect against Covid-19 as well as carcinogens welding fumes. The filters in the

ventilator must be changed carefully and with gloves as they could have covid-19 on them. Hands must be thoroughly washed after gloves are removed.

- Coworkers are discouraged from using each other's equipment, tools, phone, etc. If it needs to be shared, then it needs to be disinfected before and after uses.
- Signs will be placed in vehicles reminding employees of social distancing and cleaning policies.
- Please refrain from handshakes or any form of physical contact with other employees.
- Tissues, disinfectant wipes, hand sanitizer, and other necessary cleaning supplies will be provided to the welding/ workshop team.
- When walking to assigned work area will follow the 6ft marked dots to make sure we are following social distance standards including inside of vehicles.

## 9.0 Driver Specific Practices

- Temperature will be checked with an infrared thermometer prior to starting a shift and must be 100.4 F or lower.
- The timeclock must be wiped down with disinfectant spray before and after usage.
- Before and after shifts, drivers must wash hands for 30 seconds with soap and hot water.
- Drivers must wipe down high contact areas regularly including car door handles, steering wheel, seatbelts, and equipment before and after using a vehicle.
- Keys must be disinfected before and after usage.
- Coworkers are discouraged from using each other's equipment, tools, phone, etc. If it needs to be shared, then it needs to be disinfected before and after uses.
- Signs will be placed in vehicles reminding employees of social distancing and cleaning policies.
- Please refrain from handshakes or any form of physical contact with other employees.
- Tissues, disinfectant wipes, hand sanitizer, and other necessary cleaning supplies will be provided to the driving team.
- When walking to assigned work area in the warehouse employees will follow the 6ft marked dots to make sure we are following social distance standards including inside of vehicles.
- Wear PPE including masks and gloves at the different pickup and drop off sites. PPE must be worn before entering the workspace.
- Small trashcans will be placed in each vehicle to dispose of cleaning supplies, gloves, and other trash. Trash will be taken out of the vehicle every day with gloves.

- Chain of Custody Slips will now be digital to reduce exposure and increase social distancing.
- Ensure that all inspections logs are done electronically via the Encore app.

## COMPANY VEHICLES SANITATION PROCEDURE

Take 15-30 minutes to sanitize vehicles using provided sanitation products both at the beginning and end of the shift. Allow all products to sit for the required time as designated on the cleaning product before wiping off. Do not use water or liquids on electronics but use a disinfectant wipe instead. All employees who drive company vehicles are required to complete sanitation training before driving any vehicle.

Check out this video for how to properly clean the car : <https://www.kbb.com/articles/car-advice/how-to-clean-your-car-of-the-coronavirus/>

### Required High Contact Cleaning

Car/ Truck Keys

Outside and Inside Car Door Handles

Steering Wheel

Center Console and Cup Holders

All Dashboard Buttons: Radio, Air Conditioner, Window Buttons

Rear View Mirror

Seat Belt

Gas Door and Knob Used When Getting Gas

Any Other High Contact Area

Gas Card if Used





## 10.0 Recycler Practices

- RENUoil scheduled employees must go through the proper casino employee entrance and are subject to the casino entrance protocol for employees and authorized vendor(S). This includes questions related to safety and sanitation, PPE check, and checking employee's temperature.
- Upon passing through the casino pre-entry protocol employee will immediately walk to the recycling dock and report to duty in a timely fashion.
- Before entering the recycling dock, employees will go to the nearest bathroom to wash their hands for 30 seconds with hot water and soap.
- All recyclers must be in compliance with social distancing and remain 6 feet away from other employees. Employees cannot congregate in one area.
- Must wear proper PPE including masks, gloves, goggles, industrial pants, industrial shoes, and badge.
- The tools, equipment, and workstation must be thoroughly cleaned during the first 15 minutes of the shift and the last 15 minutes of the shift. Utilizing spray bottle(s) with disinfectant and paper towel at the workplace sanitation station. Only one person can be at this station at a time.
- Carts, drums, asset crates, etc. will be disinfected hourly by the recycler working.
- The baler handle and buttons must be wiped down with disinfectant before using the machine and after using the machine.
- Coworkers are discouraged from using each other's equipment, tools, phone, etc. If it needs to be shared, then it needs to be disinfected before and after uses.
- Breaks will be staggered so that employees will not have breaks at the exact same time. Employees must continue social distancing during breaks.
- Do not touch mouth, nose, or eyes while working. Wash hands for at least 30 seconds with soap and hot water before touching these areas.
- Upon reentering the building employee must go to nearest restroom and wash hands again and follow Casino safety protocol. This applies for any reentry into the building or recycling dock from breaks.
- There will be an expected rise of medical waste in the form of gloves and masks. Please ensure that these are placed in the appropriate bins.

## 11.0 DM/ ADM Practices

- Dock managers / Assistant Dock Managers must follow all of the recycler guidelines and be a good example of following RENUoil and casino procedures.

- Must enforce social distancing of employees by making sure they remain 6 feet apart. Give directions to employees while staying 6 feet away.
- If the DM/ ADM notice symptoms of Covid-19 such as shortness of breath, coughing, or fever in another employee, then they must immediately send that employee home and alert their Zone Manager. The areas where the employee exhibiting symptoms was working must be deep cleaned before other employees can continue working in that area.
- Dock manager must enforce exceptional cleaning measures to make sure the dock is clean of debris and is disinfected.
- Dock manager will give staggered breaks that way employees do not have breaks at the same time.
- DM/ AZM must enforce PPE to make sure all employees are wearing their gloves, masks, and goggles at all times.

## 12.0 Oil Technicians Practices

- Oil Technicians must come to work wearing the proper PPE including gloves and a face mask.
- RENUoil scheduled oil tech must go through the proper casino employee entrance and are subject to the casino entrance protocol for employees and authorized protocol. This includes questions related to safety and sanitation, PPE check, and checking employee's temperature.
- Upon passing through the casino pre-entry protocol employee will immediately walk to the work/equipment station and report to duty in a timely fashion.
- Before obtaining equipment, the oil tech will go to the nearest bathroom in distance to the equipment storage area to wash their hands for 30 seconds with hot water and soap.
- The oil tech must follow RENUoil equipment sanitation protocol and disinfect all equipment before and after daily use.
- Upon reentering the building employee must go to nearest restroom and wash hands again and follow Casino safety protocol. This applies for any reentry into the building or recycling dock from breaks.
- All oil technicians must be following social distancing and remain 6 feet from others.
- Oil technicians must perform all fryer services with PPE on and must wash hands hourly or as needed

## 13.0 Confidentiality/ Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

## 14.0 Signature

I have thoroughly read and understood the policies in the Standard Operating Procedure (SOP). I understand that I will follow all the outlined policies to ensure the safety of myself and other employees.

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Printed Name

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Signature

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Date