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## COVID-19 RESPONSE PLAN

Best Pots, Inc. is taking the preventive measures to reduce the spread of COVID-19. All employees are to follow the guidelines from the CDC. This includes, but is not limited to:

- Washing hands often with warm water and soap for at least 20 seconds
- Using hand sanitizer with at least 60% of alcohol
- Avoiding touching their eyes, nose, and mouth
- Covering any coughs or sneezes
- Cleaning and disinfecting frequently touched surfaces
- Social distancing – staying at least 6 feet away from another person
- Stay home if you are feeling unwell

Best Pots, Inc. has also made it possible for most of our office staff to work from their home during this time – limiting the contact as much as we can. Our drivers are not switching trucks and are instructed to sanitize their vehicles at the beginning and end of each day. They are isolated in their vehicles most of the day and when they are out of their vehicle to service any equipment, they are instructed to use the guidelines above. We have also asked our employees when they are off the clock to stay home as much as they can.

Best Pots, Inc. has also posted the symptoms of COVID-19 around the office to make sure that our employees are aware. The symptoms include, but are not limited to:

- Fever
- Cough
- Shortness of breath

Most importantly, as stated above, we are asking any employee to remain home if they are feeling sick. We are also asking that they report to their supervisor or HR if they have either been in contact with someone who has the virus, or if they actually have the virus. If this happens, we will ask the employee to be quarantined for 14 days and also any other person that has potentially been exposed.