



COVID-19 MITIGATION AND PREPAREDNESS PLAN

MacAllister Machinery Co Inc. and its subsidiaries and affiliates (“Company”) puts the health and safety of its employees, its customers, and the general public at top priority. It has worked diligently to plan and prepare for the impacts of a pandemic in a flexible way to varying levels of disease transmission and can refine its business response plans as needed. This plan relates to the current COVID-19 pandemic and will be adjusted as the situation evolves.

Ownership

The Company will create a task force (“Task Force”) responsible for the administration, enforcement, and necessary revisions of this plan. The Task Force will also be responsible for dealing with COVID-19 issues and their impact at the workplace, and it may delegate duties as needed. The Task Force will consist of multiple leaders who fairly reflect the Company’s impacted business units.

For purposes of COVID-19, the primary contact information for the Task Force is as follows:

- Email: CV19Info@macallister.com

Mitigation Strategy

The Task Force will rely on [guidance for mitigation strategies](#) from the Centers for Disease Control and Prevention (“CDC”) according to the level of community transmission of COVID-19. The Task Force will also monitor and coordinate with [state](#) and [local](#) health officials so timely and accurate information can guide appropriate responses.

Specific activities will occur in the following areas:

1. Prevent and reduce transmission among employees,
2. Maintain healthy business operations, and
3. Maintain a healthy work environment.

Part 1: Prevent and Reduce Transmission Among Employees

The Company will actively encourage sick employees to stay home.

- Employees who have [symptoms](#) must notify their supervisor and stay home.
- Sick employees will be advised to follow [CDC-recommended steps](#). Employees will not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 must notify their supervisor and may need to stay home depending on the circumstances and in accordance with CDC guidance.

The Company will implement daily health screens before employees enter a facility to raise employee self-awareness and help early detection to limit spread of the virus.

- Health screens will be conducted via a web-based tool to help maintain social distancing guidelines.
- The health screens will follow applicable federal, state, and local mandates.

The Company will separate sick employees and take action if an employee is suspected or confirmed to have COVID-19.

- Employees who appear to have [symptoms](#) upon arrival at work or who become sick during the day will immediately be separated from others and sent home.
- If an employee is confirmed to have COVID-19 infection, the Company will undergo contact tracing per written protocols based on the CDC [Public Health Recommendations for Community-Related Exposure](#) and the guidance on [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#). This includes informing other employees of possible exposure to COVID-19 while maintaining confidentiality as required by law.

The Company will educate employees about how they can reduce the spread of COVID-19 through various means, including broad and specific employee communications.

- The Company will encourage employees to:
 - [Take steps to protect themselves](#) at work and at home
 - Say home if they are sick, except to get medical care, and to learn [what to do if they are sick](#).
 - Inform their supervisor if they have a sick family member at home with COVID-19 and to learn what to do [if someone in their home is sick](#).
 - Practice social distancing by avoiding [large gatherings](#) and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
 - Follow policies and procedures related to illness, cleaning and disinfecting, and work meetings and travel.
 - Inform their supervisor if they have a sick family member at home with COVID-19.
 - Be alert for and use caution around older people and people with serious chronic medical conditions who are at [higher risk for complications](#).
 - Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Learn more about [coughing and sneezing](#) etiquette on the CDC website.

Part 2: Maintain Healthy Business Operations

The Company will implement flexible sick leave and supportive policies and practices.

- Sick leave policies will be flexible and consistent with public health guidance, and employees will be made aware of and understand these policies.
- Policies will permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. This includes giving advances on future sick leave and allowing employees to donate paid leave to each other.
- All leave policies related to COVID-19 will be non-punitive.
- The Company will not require a written positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
- The Company will connect employees to employee assistance program (EAP) resources and community resources as needed, keeping in mind that employees may need additional social, behavioral, and other services, for example, to help them [manage stress and cope](#).

The Company will assess its essential functions and the reliance that others and the community have on its services and products.

- The Company will change its business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of its operations if needed).
- Contingency plans will be made to ensure continuity of operations in the event of full or partial branch closures.
- The Company will talk with its business partners about response plans. It will share best practices with other businesses in the community, chambers of commerce, and associations to improve community response efforts where appropriate.

The Company will have contingency plans to operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from [childcare programs and K-12 schools](#).

- The Company will do the following:
 - Monitor and respond to absenteeism at the workplace.
 - Implement plans to continue essential business functions if there is higher than usual absenteeism.
 - Institute flexible workplace and leave policies as needed.
 - Cross-train employees as needed to perform essential functions so the workplace can operate even if key employees are absent.

The Company will establish policies and practices for [social distancing](#), alter workspaces to help workers and customers maintain social distancing, and physically separate employees from each other and from customers, when possible.

- The Company will accomplish this where feasible through things such as:
 - Avoiding [large gatherings](#) per federal, state, and local mandate and maintain distance (approximately 6 feet) from others when possible.
 - Requiring or encouraging face coverings.
 - Implementing flexible worksites (e.g., telework).
 - Implementing flexible work hours (e.g., staggered shifts).
 - Increasing physical space between employees at the worksite and with customers.
 - Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
 - Implementing flexible meeting and travel options.
 - Close or limit access to facility common areas where employees are likely to interact.
 - Adjusting business practices to reduce close contact with customers—for example, by providing drive-through service, curbside pickup, and delivery options.

The Company will provide a safe and healthy workplace and discipline employees who fail to follow required actions in furtherance of that obligation.

- Leaders will be responsible to hold employees accountable for failing to adhere to guidelines, policies, and state and local mandates related to COVID-19.
- When an employee displays a persistent disregard for following guidelines, policies, or mandates, leaders will be empowered to pursue progressive disciplinary action, working in conjunction with an appropriate member of HR and consistent with existing infrastructure.

Branch managers will have the authority to take appropriate actions outlined in the Company's COVID-19 mitigation and preparedness plan or Task Force direction based on local conditions.

Part 3: Maintain a healthy work environment

The Company will support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors.

- Where possible and supplies are available, the Company will:
 - Provide soap and water in the workplace. If soap and water are not readily available, the Company will provide alcohol-based hand sanitizer with at least 60% alcohol.
 - Place hand sanitizers in locations to encourage hand hygiene.

- Place posters that encourage [hand hygiene](#) to [help stop the spread](#) at the entrance to the workplace and in other workplace areas where they are likely to be seen.
- Direct employees to visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- Allow employees to take breaks as needed to wash hands.

There will be routine and enhanced environmental cleaning and disinfection.

- Frequently touched surfaces in the workplace will be regularly cleaned and disinfected.
- Where supplies are available, disposable wipes will be provided so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, desks).
- Third-party specialized cleaning services will be engaged to deep-clean facilities on occasion.

The Company will restrict business travel and minimize risk to employees when planning [meetings and gatherings](#).

- Non-essential travel will be minimized and only resume in accordance with state and local regulations and guidance.
- Employees will be encouraged to check the [CDC's Traveler's Health Notices](#) and [CDC's COVID-19 Travel Page](#) for the latest guidance and recommendations for travel.
- When possible, employees should use videoconferencing or teleconferencing for work-related meetings and gatherings.
- Large work-related meetings or gatherings that can only occur in-person should be canceled, adjusted, or postponed.
- When videoconferencing or teleconferencing is not possible, meetings should be held in open, well-ventilated spaces.

Continued Assessment

The COVID-19 pandemic is an ever-evolving situation. The Company, through its Task Force, will continuously monitor updates and adjust this plan accordingly, with or without notice. In doing so, the Task Force will rely primarily on guidance from the CDC, in conjunction with state and local authorities in the appropriate operational vicinities. The Company will endeavor to apply policies and procedures uniformly across its locations where appropriate and commercially practicable. However, where local mandates are stricter than provided in this document, the Company will follow those mandates for applicable locations.