



To: All Warehouse and Delivery Personnel

From: Patty Dopkin, HR Manager

Date: March 26, 2020

Re: How We Are Handling Concerns of COVID-19 Cases

We have received several questions about what we are doing as a company if someone has COVID-19. First of all, at this time we have had NO cases of employees contracting COVID-19 reported. We have specific protocols in place to protect everyone as much as possible in the case of someone reporting a COVID-19 case. They are:

1. All employees are encouraged to stay home if they have any symptoms and to contact Human Resources right away. (Patty at 609-444-9521, Tess at 609-335-4263)
2. If an employee is exhibiting symptoms while at work, they will be sent home immediately to be evaluated by a medical professional. (A medical professional may be your primary, a telehealth physician or physician assistant, urgent care, etc.)
3. Any employee that has come into contact with a potentially infected individual will be sent home until medical confirmation of safety or quarantine requirement is determined. The name of the infected will remain confidential.
4. Any potential contact areas in the office and/or warehouse will receive a deep-sanitizing cleaning.
5. If symptoms have COVID-19 potential or if we receive a confirmed case, employee will provide Human Resources with the names of anyone at KBC or KBC related such as suppliers, customers, etc. that they were in close contact with over the prior 14 days. (Close contact is defined as less than 6 feet. This is why social distancing beyond 6 feet is critical to minimizing issues!)
6. Employees that are at risk due to confirmed exposure to a co-worker will be required to stay home for a 14-day quarantine. They will NOT be provided with the name of the infected employee.
7. All medical questioning of any type are going through Human Resources to maintain the confidence of the employees in our respect for their privacy.

Treatment, diagnosis of possible COVID-19 and quarantines ordered by a medical professional may be at full pay beginning 4/2/20 in accordance with the Family First Coronavirus Response Act (FFCRA). Please feel free to contact me if you have any questions.