

COVID-19 Business Operation Plan for C2C Industries, LLC

C2C Industries, LLC recognizes that in operating their business, there are risks of exposure to COVID-19 for employees and customers, as it is highly contagious and has a mortality rate greater than the flu. In addition:

- COVID-19 can spread easily and exponentially
- While persons of all ages are at risk for catching COVID-19, individuals with compromised immune systems and the elderly may be at particular risk.

In operating, **C2C Industries, LLC** acknowledges the risks of COVID-19 exposure to its employees and customers and is committed to providing a safe and healthy business environment. To ensure that, the following Business Operation Plan (Plan) in response to the COVID-19 pandemic has been developed. All employees, including managers and staff, are responsible for implementing and complying with all aspects of this Plan to mitigate the potential for transmission of COVID-19 in our workplaces, and requires full cooperation among staff and management. Only through this cooperative effort can the safety and health of all staff and persons in our workplace be maintained and established. **C2C Industries, LLC** managers and supervisors have full support in enforcing the provisions of this policy.

Our staff are our most important assets, and we want to ensure that they and our customers remain healthy and safe. We are serious about safety and health and keeping our staff working at **C2C Industries, LLC**. Our Plan follows Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH) and San Bernardino County Department of Public Health (SBCDPH) guidelines, as well as the federal OSHA standards related to COVID-19, and addresses the following:

1. Infection prevention measures;
2. Prompt identification and isolation of sick persons;
3. Engineering and administrative controls for social distancing, including reduced occupancy requirements;
4. Sanitation policies and procedures, including cleaning, disinfecting and decontamination;
5. Communications and training for managers and staff necessary to implement the plan; and
6. Procedures to ensure effective ongoing implementation of the plan.

C2C Industries, LLC has chosen its Assistant Operating Manager, Steven Bock, to be “C2C COVID-19 Coordinator”, the management representative who is responsible for writing, implementing, and updating the Plan. Employee comments or concerns should be directed to him: 909.957.4768 or steven@c2cindustries.com

Date of Implementation: 11/16/2020

Authorized by: Jack D Bock

Title: President / Operating Manager

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Definitions of Symptoms, Close Contact, and Exposure

COVID-19 Symptoms

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Emergency COVID-19 Symptoms

- Emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
 - This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
 - Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Close Contact

- A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.

Exposure

- All employees and employers of any subcontracted employees who were at the same worksite as the worker diagnosed with COVID-19 during their infectious period must be notified.

COVID-19 in the Workplace Procedures

Positive Test Result or Signs of Symptoms

- Go home immediately or stay home
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Contact (Steven Bock) C2C COVID-19 Coordinator
 - Contact Info
 - Cell Phone: 909.957.4768
 - Work Phone: 909.628.7200
 - Email: steven@c2cindustries.com
 - Give details regarding your health condition:
 - Symptoms, date of symptom onset, testing date, close contacts, other relevant info
 - Your info will be kept confidential
 - COVID19-F-1002 SYMPTOM TRACKING REV 1.0
- Isolate and Quarantine and Monitor Symptoms
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/your-health/need-to-know.html>
- Testing
 - Contact your medical provider for information
 - Contact your Local Health Department (San Bernardino County) for testing information
 - <https://sbccovid19.com/testing-sites/#faqs>
 - CDC
 - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>
- FFCRA & Emergency Paid Sick Leave
 - U.S. Department of Labor
 - <https://www.dol.gov/agencies/whd/ffcr/benefits-eligibility-webtool>
 - <https://www.dol.gov/agencies/whd/pandemic/ffcr-employer-paid-leave>
 - California FFCRA
 - <https://www.labor.ca.gov/wp-content/uploads/2020/04/Side-by-Side-CA-Paid-Leave-FFCRA-Paid-Leave-4.9.20.pdf>
 - C2C Forms
 - Information: Z:\HUMAN RESOURCES\COVID-19\FFCRA\FFCRA
 - Request Form: Z:\HUMAN RESOURCES\COVID-19\FFCRA\FFCRA Request Form
- Return to Work
 - NOTE: C2C Industries, LLC is part of the United States Critical Infrastructure in Manufacturing
 - Complete the C2C Health Screening Form
 - COVID19-F-1001 HEALTH SCREENING REV 1.0
 - [San Bernardino County Guidance](#)
 - [State of California Guidance](#)
 - [CDC Guidance](#)

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Infection and Exposure Guidance

Positive Test & Symptoms

- Reference Page 3 & 4 of this document for guidance
 - [Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure](#)

Positive Test & No Symptoms

- Reference Page 3 & 4 of this document for guidance
 - [Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure](#)

Negative Test & Symptoms

- Reference Page 3 & 4 of this document for guidance (Treat as if laboratory-confirmed case)
 - [Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure](#)

Negative Test, No Symptoms, Close Contact Exposure, & Critical Infrastructure (Manufacturing)

- Reference Page 8, 6, and 7 of this document for guidance
 - [Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure](#)

No Test & Symptomatic

- Reference Page 3 & 4 of this document for guidance (Treat as if laboratory-confirmed case)
 - [Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure](#)

No Test, No Symptoms, Close Contact Exposure, & Critical Infrastructure (Manufacturing)

- Reference Page 5 or 6 then 7 of this document for guidance
 - [Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure](#)

Less than 3 Symptoms, No Fever, No Chest Tightness, No Loss of Senses, & Unlikely COVID-19

- These are general guidelines, but each case will be determined based on LHD guidelines
- Return to work when your symptoms cease & you feel healthy
- Complete the C2C Health Screening Form
 - COVID19-F-1001 HEALTH SCREENING REV 1.0
- Wear an N95 mask for one week to protect yourself and other coworkers
- Abide by C2C and LHD guidance
- Reference Page 7 of this document for guidance
 - [Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure](#)

Reporting COVID-19 Cases and Outbreaks

Employee Tests Positive for COVID-19 per AB 685

- C2C Staff Reporting
 - Within 1 business day
 - Email and/or distribute exposure notice to all employees
 - Z:\HUMAN RESOURCES\COVID-19\nOTICES\COVID-19-N-1002 EXPOSURE NOTICE\CURRENT REVISION
- Staffing Agencies
 - Within 1 business day
 - Email and/or distribute exposure notice to staffing agencies
 - Complete COVID-Client Notification forms according to agency requirements
- Workers Compensation (Berkshire Hathaway)
 - Within 3 business days
 - Z:\HUMAN RESOURCES\COVID-19\POSITIVE CASE REPORTING\BERKSHIRE HATHAWAY
 - <https://bhccovid19.com/2020/sb1159-information-for-policyholders/>
- Cal/OSHA
 - <https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>
 - Determine if the case is “serious” per Cal/OSHA
 - A “serious” case is:
 - “A serious illness includes, among other things, any illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing.”
 - If “serious”, notify the nearest Cal/OSHA office immediately. 8 hours at the latest.
 - Cal/OSHA Manager Contact (Region 3 including SB County): 714-558-4300
 - Determine if the case is “work-related” per Cal/OSHA
 - A work-related exposure in the work environment would include:
 - Worksite Outbreak (3 or more COVID-19 cases within a 14-day period)
 - interaction with people known to be infected with SARS-CoV-2 (the virus that causes COVID-19)
 - working in the same area where people known to have been carrying SARS-CoV-2 had been; or
 - sharing tools, materials or vehicles with persons known to have been carrying SARS-CoV-2.
 - Given the disease’s incubation period of 3 to 14 days, exposures will usually be determined after the fact.
 - If work-related, include the case on forms: 300, 300A, and 301 for recordkeeping purposes
 - Other Resources
 - https://www.osha.gov/SLTC/covid-19/standards.html#temp_enforcement_guidance

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Worksite Outbreak (3 or more COVID-19 cases within a 14-day period) per AB 685

- C2C Staff Reporting
 - Within 1 business day
 - Email and/or distribute exposure notice to all employees
 - Z:\HUMAN RESOURCES\COVID-19\nOTICES\COVID-19-N-1002 EXPOSURE NOTICE\CURRENT REVISION
- Staffing Agencies
 - Within 1 business day
 - Email and/or distribute exposure notice to staffing agencies
 - Complete COVID-Client Notification forms according to agency requirements
- Local Health Department Reporting
 - Within 48 hours
 - Company Information
 - C2C Industries, LLC
 - 13488 5th Street Chino, CA 91710
 - 909-628-7200
 - contact@c2cindustries.com
 - NAICS: 332710
 - SIC: 3541
 - Worksite
 - San Bernardino County
 - https://dphsbcounty.co1.qualtrics.com/jfe/form/SV_bPYf7kWO69OLQod
 - Employee Residency
 - Los Angeles County
 - <http://publichealth.lacounty.gov/media/Coronavirus/docs/business/PreventOutbreaksWorkplace.pdf>

Worksite Outbreak (4 or more cases within a 14-day period) per SB 1159

- Workers Compensation (Berkshire Hathaway)
 - Report all positive cases
 - Z:\HUMAN RESOURCES\COVID-19\POSITIVE CASE REPORTING\BERKSHIRE HATHAWAY
 - If necessary, provide employees with DWC-1 Claim Form
 - Paid sick leave benefits (FFCRA) must be exhausted before any temporary disability benefits are due per Berkshire Hathaway.
 - <https://bhccovid19.com/2020/sb1159-information-for-policyholders/>

Infection Prevention Measures

Protective Supplies:

- Masks
 - Provided to staff
 - Required to be worn
 - Located at the first-aid station
 - Provided, supplied, and maintained by C2C COVID-19 Coordinator
- Gloves
 - Provided to staff
 - Always allowed to be worn
 - Located at the first-aid station
 - Provided, supplied, and maintained by C2C COVID-19 Coordinator
- Hand Sanitizer
 - Provided to staff
 - Required to be used upon entering the premises
- Disinfectant and sanitation materials provided to staff
 - Alcohol-based (70%+) cleaning solution spray bottles located in the following areas:
 - Bathrooms
 - Kitchen
 - Sinks
 - Lunch tables
 - With department supervisors
 - C2C COVID-19 Coordinator
 - Upon request
 - Sanitizing Wipes located in the following areas:
 - C2C COVID-19 Coordinator's desk
 - With department supervisors
 - Upon request
 - Provided, supplied, and maintained by C2C COVID-19 Coordinator

Screening Process:

- Staff have been informed of, and encouraged to, self-monitor for signs and symptoms of COVID-19
 - Per CDC Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- No-contact forehead thermometer
 - Always available for staff use
 - Staff self-screening training
- Screening and evaluating staff who exhibit signs of illness
 - C2C COVID-19 Coordinator conducts interviews with staff who are potentially symptomatic

Sanitation and Respiratory etiquette:

- Handwashing Procedures
 - Staff training regarding proper handwashing techniques per CDC Guidelines
 - <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Coughing or Sneezing Procedures
 - Staff training per CDC Guidelines
 - https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
- Preventing Illness
 - Staff training per CDC Guidelines
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

External Risk Mitigation:

- External Delivery Protocol
 - Hand sanitizer use before/after interaction with customers or vendors
 - Hand sanitizer available in delivery vehicles
 - Sharing of pens is discouraged
 - C2C pens available in delivery vehicles
- External Visitor Protocol
 - Visitors strongly discouraged unless necessary
 - Scheduled appointments encouraged
 - Masks required for visitors
 - Hand sanitizer required for visitors
 - Check-in required for visitors
 - Social distancing enforced with visitor interactions

References & Notices:

- 2020_07_10 Notice
 - COVID19-N-1001 HANDLE SANITATION REV 1.0
- 2020_03_17 Notices
 - Z:\HUMAN RESOURCES\COVID-19\nOTICES\nOTICES POSTED 2020_03_17

Protocols for Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls.

Employees:

- Maintain six feet of distance between staff
 - Signs posted throughout the shop
 - Staff training
 - Supervisors trained to meet with employees only if the conversation is socially distanced
- Machine Cells
 - If 2 machine operator workstations are closer than 6 feet, there must be a temporary barrier to divide the employees and ensure social distancing
- Time Clock
 - Social distancing while waiting to clock-in and clock-out
 - Taped “X” on the floor ensures adequate social distancing
- Bathrooms
 - Maximum of two employees in the shared restroom at any given time
 - Other employees must wait outside while maintaining social distancing
 - Staff training to sanitize bathroom fixtures after finishing
 - Signs posted
- Staggered Breaks
 - 2 Lunch breaks separated by 15 minutes to allow adequate time for sanitizing, handwashing, and social distancing at the microwaves and refrigerators
 - 2 Rest breaks separated by 10 minutes to allow adequate time for sanitizing, handwashing, and social distancing
- Group meetings
 - Safety meetings conducted in the ventilated shop warehouse with proper social distancing
- Social Distancing Training
 - C2CST-1015 COVID-19 UPDATE REV 1.0
 - Always stay 6 feet away from all other employees.
 - Only 2 people allowed at a table.
 - All chairs inside and outside must always be 6 feet apart.
 - If a supervisor comes to your machine, step 6 feet away until he is finished.
 - While waiting in line for the bathroom or timeclock, stay 6 feet away from each other.

Outside Visitors

- Visitation discouraged with signs posted on the exterior of the building
- By appointment only

Sanitation Policies and Procedures

Employee Hygiene:

- Handwashing instruction and training per CDC guidance
 - <https://www.cdc.gov/handwashing/when-how-handwashing.html>
 - C2CST-1015 COVID-19 UPDATE REV 1.0
- Hand Sanitizing
 - Use hand sanitizer at the start of your shift.
 - Use hand sanitizer before touching the microwave or refrigerator.
 - Use hand sanitizer before and after all breaks.
 - Spray disinfectant on the following areas after using the restroom: Toilet flusher, toilet seat, urinal flusher, sink faucet.

Facility Housekeeping:

- General Workplace Environment cleaned every Monday and Thursday
- Daily Sanitizing of high traffic items
 - Per C2C Training: C2CP-1020 COVID SANITATION REV 1.1
- Materials used to clean include the following:
 - Clorox Disinfecting Wipes
 - Member's Mark Disinfecting Wipes
 - Goldenwest Isopropanol 99%
- Inspection Room Tools
 - Staff must use hand sanitizer before using the shared inspection room tools

Communications and Training

Plan Development:

- Plan was developed with input from the following staff:
 - President/Operating Manager: Jack Bock
 - Vice President/Vice Operating Manager: Cindy Bock
 - Assistant Operating Manager / C2C COVID-19 Coordinator: Steven Bock
 - Production Manager: Jacob Bock
 - Shop Floor Supervisor: Richard Loera
 - Department Leaders: Pedro Lopez, Luis Aparicio, Joaquin Castro, Chris Gonzalez, Brian Franke
- Worker Concerns and Responses
 - Concerns about close-quarter proximity: Social Distancing and Temporary Barriers
 - Shared machines and tools: Department Leaders have disinfecting wipes and isopropanol
 - Sick employees at work: Per protocol, sick employees must go home immediately
 - Shared Restrooms: Sanitized daily and after each persons' use

Initial Business Operation Plan Implementation:

- This Business Operation Plan was communicated to all staff on 11/23/2020 in the following way:
 - Group meeting & training
 - Business Operation Plan emailed to all staff
 - Business Operation Plan posted on C2C website for reference & guidance
- Additional communication and training will be ongoing and provided to all staff who did not receive the initial training in the following way:
 - Individual meeting & training
 - Business Operation Plan emailed to staff
 - Business Operation Plan posted on C2C website for reference & guidance

Ongoing Implementation

Plan Effectiveness:

- Managers and supervisors are to monitor how effective the Plan has been implemented.
 - Feedback:
 - 1.
 - Feedback response & changes:
 - 1.
- Management and staff are to work through this new program together and update the training as necessary.
 - Trainings include the following:
 1. Implementation: 11/23/2020
 - 2.

Plan Revisions:

- Identify the reason and date of each revision that has been made below:
 1. Rev 1.0: 11/23/2020: Implementation
 - 2.

Appendix A – Guidance on COVID-19 Best Management Practices

C2C Industries, LLC: <https://www.c2cindustries.com/covid19>

City of Chino: <https://www.cityofchino.org/covid19>

San Bernardino County: <https://sbccovid19.com/>

State of California: <https://covid19.ca.gov/>

CDC: www.cdc.gov/coronavirus/2019-nCoV

OSHA: www.osha.gov

Handwashing

www.cdc.gov/handwashing

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf