PANDEMIC PREPAREDNESS AND RESPONSE

2020

COVID-19

In an effort to maintain employee wellness, and to ensure business continuity, DSI has implemented the following Pandemic preparedness and response plan. This plan will be modified as needed based on further updates from the United States Government, Center for Disease Control (CDC), or other State, Local, and Federal Agencies.

Please note that this preparedness and response plan does not replace the existing DSI Security Services Emergency Response Plan designed for business continuity for contractual obligations related to security services. In the event that the virus progresses to the point where it impacts significant staffing levels, the emergency response plan will be implemented to address security officer vacancies. DSI is also working with our staffing partners to plan for this eventuality.

The severity of illness, or how many people will fall ill from COVID-19, is unknown at this time. DSI is planning to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general DSI employee population, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed. DSI reserve the right to modify this plan as more information becomes available.

Planning Considerations

DSI has considered how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in our workplace in the event of a further outbreak in the US. Our
objectives are: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in our supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where DSI is located.

- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications.

- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:

**DSI will continue to:**

- Ensure the plan is flexible and involve our employees in developing and reviewing your plan.

- Conduct a focused discussion or exercise using our plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.

- Share our plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.

- Share best practices with other businesses in our communities (especially those in our supply chain).

**Key Elements of our Response**
• Identify possible work-related exposure and health risks to our employees.

• Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws.

• Identify essential business functions, essential jobs or roles, and critical elements within our supply chains required to maintain business operations. Plan for how our business will operate if there is increasing absenteeism or these supply chains are interrupted.

• Set up authorities, triggers, and procedures for activating and terminating the company’s infectious disease outbreak response plan, altering business operations, and transferring business knowledge to key employees. Work closely with our local health officials to identify these triggers.

• Plan to minimize exposure between employees and between employees and the public, if public health officials call for social distancing.

• Establish a process to communicate information to employees and business partners on our infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.

• In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how we will 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 school.
**Actively encourage sick employees to stay home:**

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4°F [37.8°C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

- DSI Security will ensure that our sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.

- DSI will maintain flexible policies that permit employees to stay home to care for a sick family member.

- To the extent necessary, DSI will separate employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

**DSI will Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**

- DSI will place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to our offices and in other workplace areas where they are likely to be seen.
• Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

• Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

**DSI will Perform routine environmental cleaning:**

• Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

• DSI does not recommend any additional disinfection beyond routine cleaning is recommended at this time.

• Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

**Travel Exposure**

*While many of DSI management employees are required to travel for work, DSI will has begun monitoring all such travel and will cancel any travel to effected areas. This policy will be modified as the virus evolves. For those employees who are traveling, DSI will Advise employees before traveling to take certain steps:*

• Check the [CDC’s Traveler’s Health Notices](https://www.cdc.gov/travel) for the latest guidance and recommendations for each country to which you will travel.

• Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
• Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.

• If outside the United States, sick employees should follow our company’s policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country.

**Additional Measures taken by DSI in Response to Currently Occurring Sporadic Importations of the COVID-19:**

• Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

• If an employee is confirmed to have COVID-19, DSI will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).