

RECOMMENDED COVID-19 EMPLOYEE SAFETY GUIDELINES

MAY 11, 2020

THE FOLLOWING PROTOCOL HAS BEEN ADOPTED BY TAMARACK RESORT TO ENSURE THE SAFE OPERATION OF PERMITTED ACTIVITIES FOR THE GUESTS, EMPLOYEES, AND HOMEOWNERS.

General Controls

1. The management team will stay informed of federal, state, local, tribal and/or territorial health agency guidelines. These guidelines will be incorporated into the resort's specific workplace Infectious Disease Preparedness and Response Plan, which will be reviewed and updated on a regular basis.
2. Helpful resources to support this effort include:
 - a. OSHA's alert (<https://www.osha.gov/Publications/OSHA3989.pdf>) that lists basic steps employers can take to prevent worker exposure.
 - b. CDC's resources for businesses and employees (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) to prevent the spread of COVID-19.
3. Employees are expected to practice proper social distancing when away from work. Tamarack will provide refresher training when guidelines change.
4. Tamarack will be cognizant of employees who are in a high-risk category (e.g., older adults, people of any age who are immunocompromised or have a chronic medical condition, pregnant mothers, etc.) and will address work assignments accordingly.

Implementation Guidelines

1. A plan to mitigate the spread of infection between employees will be developed to address:
 - a. Temporary quarantining of an employee with symptoms; notifying managers, supervisors and transportation that employee is advised for testing or medical services; notification per local health authority instructions; disinfection of areas where the employee was present; and PPE for persons assisting the employee. The quarantine period is 14 days after testing positive for COVID-19.
 - b. Training of employees on COVID-19 plans, procedures, programs and local/regional guidelines. Options include hosting online or phone training to discuss new work environment policies and procedures and hand-washing-technique videos prior to employee(s) returning to work.

- c. Employees may be asked to voluntarily monitor their temperature each morning and report to their manager if their temperature is at or above 100.4 degrees Fahrenheit.
 - d. Employees who have experienced symptoms of COVID-19, received a diagnosis of COVID-19, or have been exposed to an individual with confirmed or suspected COVID-19, will be asked to stay away from the workplace. Employees will be directed to follow the latest guidance from the CDC and/or the Idaho Department of Health and Welfare, Division of Public Health regarding how long to stay at home and any documentation required to return to work.
2. All employees will practice proper hygiene, including:
- a. Maintaining an adequate onsite supply of soap, hand sanitizer, paper towels and tissues, face masks, face shields, safety glasses and gloves.

Frequent hand-washing using soap and water for at least 20 seconds or a hand sanitizer with a minimum of 60% alcohol. Hands must be washed after removing a face mask or respirator, before and after using the bathroom, after blowing your nose, after touching surfaces that might be contaminated, etc. Use disinfectant when soap and water are not available.
 - b. Employees will be required to carry and frequently use hand sanitizer in the field.
 - c. Common surfaces, such as doorknobs, toilets, countertops, touch screens and shared work vehicle interiors, will be cleaned between each scheduled crew change.
 - d. Tools will not be shared to a practicable extent without proper cleaning between uses.
 - e. Touchless water faucets and touchless paper towel dispensers will be installed.
 - f. Only disposable coffee cups, cutlery and dishware will be used on-site.
3. The resort will establish an immediate response protocol for employees with possible COVID-19 symptoms. Procedures will be distributed to employees for a daily, self-screening protocol. Educational signage will be added to workplaces for both employees and the public.
- a. Employees who feel ill or develop a temperature will be expected to stay home. If an employee has a household member who is ill or confirmed to have COVID-19, the employee is required to stay at home until 14 days after the symptoms have subsided.
 - b. Employees who become ill or develop a temperature at work are required to report to their manager immediately.
 - c. A protocol to isolate on-site symptomatic employees will be developed and address: designated location(s) to isolate the employee, PPE, communication with local health authorities and transport based on their instructions, and disinfection of the room. The resort will adhere to local and state recommendations for seeking medical attention.

- d. The isolation area, employee's work area and all other common surfaces recently touched by the symptomatic employee will be thoroughly cleaned and disinfected. All individuals responsible for cleaning must wear disposable nitrile (surgical type) gloves and properly discard PPE prior to resuming normal work functions.

If you are well, but believe you have been exposed to a person with COVID-19 or who has symptoms of COVID-19, please report to the general or daily manager immediately and follow CDC guidelines. (See 3a. above.)

4. Specific operational protocols will be established to ensure social distancing and other necessary preventive measures, including:
 - a. Practice social distancing (at least 6 feet) with co-workers, wherever practicable. If not practicable, use face masks. Eliminate unnecessary contact with others, such as handshakes or embracing coworkers, visitors or friends. Avoid touching surfaces touched by others, when practicable.
 - b. Employees must wear non-medical cloth-face coverings (bandanna, scarf, nonmedical mask, etc.) over their nose and mouth when in the presence of others and when a distance of six feet in the work environment is challenging.
 - c. For situations where social distancing cannot be maintained, such as processing payments, plexiglass windows or a sneeze guard will be installed. Touchless, electronic payment options and electronic waivers will be used.
 - d. Employees will always cover a cough or sneeze with the inside of their elbow. If an employee coughs or sneezes into a tissue, it should be promptly disposed of in a trash receptacle.
 - e. Every opportunity to clean will be encouraged based on CDC guidelines, including the cleaning and disinfecting of frequently touched surfaces — counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, time clocks keyboards and tablets. A program with assigned responsibilities will be established to frequently disinfect common areas/surfaces, including keyboard covers, restrooms and shared vehicles or equipment.
 - f. Work-arrival and break times will be staggered to avoid groups and wait times at time clocks or arrival/break areas. Supervisors will clock in/clock out for employees or develop a cleaning protocol for the time clock.
 - g. Do not share food or utensils. Do not share headsets, phones or other objects that are near the face or mouth without thoroughly disinfecting between each use by different employees.
 - h. Workstations should be arranged to allow a separation of 6 feet where practicable (e.g. avoid face-to-face desk layouts). If this condition cannot be met, employees should use face masks, adjust body orientation away from others and construct physical barriers where practicable.