



Dupré Logistics COVID-19 Remote Work Guideline

COVID-19: Remote Work Guidelines

Target Effective Date: Wednesday, March 18 2020 and No later than day, March 23 2020.

Target Office Return Date: (4/29/2020 Notification) Remote Work will continue per White House Guidance in Phase 1, while increasing our presence and coverage at all field locations to support phased in State or Local relaxation of Stay at Home Orders. We will continue to monitor each state's progress while making plans for returning all staff to regular office work environment when we feel it is safe and prudent to do so.

White House Guidance for Return to Work

<https://www.whitehouse.gov/openingamerica/#guidelines>

- Phase 1** *For States and Regions that satisfy the gating criteria*
Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with - business operations.
If possible, **RETURN TO WORK IN PHASES**.
Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce strict social distancing protocols.
Minimize **NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.
- Phase 2** *For States and Regions with no evidence of a rebound and that satisfy the gating criteria a second time (see website)*
- Phase 3** *For States and Regions with no evidence of a rebound and that satisfy the gating criteria a third time (see website)*

Each Office is encouraged to begin more in office coverage hours of staff to support the increased level of business due to partial state re-openings, while remaining safe and following social distancing guidelines. As you develop your plan, remember our highest priority is to follow CDC guidelines of social distancing and safe work environment for our front line employees to continue to serve our customers.

Please staff in office hours appropriately to support the increased support needs during your state's re-opening to best support our frontline employees and customers.

Our goal is to follow CDC guidelines to minimize team member exposure to Covid-19 and protect team members/customer as we continue to operate for our customers. Remote work can be helpful in urgent situations, allowing for continuity of operations. This guide outlines key considerations, best practices, and Dupré Logistics guidance specific to COVID-19 remote work.

Review the COVID-19 Dupré Logistics ongoing guidance/updates (via CDC) for information regarding working during quarantine or isolation, illnesses in the workplace, and workers at higher risk.



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Key Considerations Checklist



Priorities & Essential Work

Evaluate the responsibilities and priorities of your position, considering customer/collaborator impact and feasibility of completing some or all of it remotely (with or without adjustments). Share your thoughts with your supervisor.



Technology

At a minimum, employees need a computer, internet, and phone access. If you do not have a Dupré Logistics-issued laptop, but have a personally owned computer/laptop, you may use this. However, you are responsible for following all Dupré Logistics practices and policies to maintain security on your device. Speak to your internet/cell provider about your plan(s) to ensure that you will not experience any overage fees. Dupré Logistics does not cover the cost of home internet and phone and does not insure personal technology.



Home Environment

Consider whether your home environment is conducive to remote work. Factors include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Remember you will have the same responsibilities and may need more concentration at home to get your daily work accomplished. Set expectations with others in your home regarding your interactions and availability.



Pay

Non-exempt (hourly) employees are eligible to work remotely with manager approval, however must adhere to the same accurate "Timeclock Plus" time reporting requirements (including meal periods) and processes already in place with the manager and department. Non-exempt employees must receive advanced approval from the manager before incurring overtime.

Exempt employees will receive their regular pay.

Any performance issues will impact your continued approval from Manager to work from home. If you do not have approval, then you would resort to sick leave and/or vacation pay balances available.



Contact Information

Provide multiple forms of contact information to your supervisor. Update your emergency contact information via employee portal.



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Remote Agreements & Expectations

Due to the fast pace of evolving health regulations and the anticipated wide use of remote work, employees and managers are not required to complete the Dupré Logistics [Flexible Work Agreement](#). However, managers and employees are encouraged to put the agreement outlined duration and expectations below, including:

- [Approval for Remote work until notified to Return to Office, with periodic updates as needed](#)
- [Each Office is encouraged to begin more hours of in-office staff coverage to support the increased level of business due to partial state reopening. Please staff in-office hours appropriately to support the increased support needs for our frontline employees and customers.](#)
- Normal Hours of work unless stated otherwise
- Work responsibilities/areas of focus during remote work will remain the same

Meetings

Your manager will likely define what tools you will use to hold meetings virtually. Within your purview, identify which upcoming meetings can/should be rescheduled if necessary.

Time & Performance

Discuss with your manager how your time and performance will be managed. Communicate regularly with your manager regarding your work priorities, deliverables, timelines, etc.

Dupré Logistics – COVID-19 Video Message #2

Hello to all you Dupré Team Members.

Thank you for how you've handled this unprecedented global event which has impacted all parts of our lives and our business. Your attitude, actions, service, and generosity are inspiring to me and I thank you!

Let's continue to focus on safe operation and utilizing behavioral guidelines that will keep us and our families healthy during this event. This message is intended to inform you on some strategic values and objectives that are guiding our decisions and actions as we move through this event. Our decisions and actions should reflect these values and objectives, though sometimes you may question that statement. I'm not getting into specific decisions and actions, this is intended to let you see what's guiding our decisions and actions.

Together, over the last 40 years, we have built a strong brand of meeting the ever changing needs and demands of our diverse customer base. We have also built a strong brand of being a great place to work for the best logistics professionals. These 2 strong brand positions are the guiding objectives that are shaping our decisions. We believe this event is short term and will last no longer than the 2020 calendar year. It may last shorter than that. When it is over our customers business levels will come back up and some will even start growing again.

We want to keep our team together to meet our customer needs at the end of this event. Over the last 40 years we have together built a company with a strong balance sheet which gives us the ability to weather this storm. We will use this strong financial position to help us accomplish these 2 objectives.

So to be clear, we want to:

1. Meet the demands and needs of our customers now and after this event is over
2. Keep our team **safe and keep our team** together to meet our customer demands

We are seeing customer demand fluctuate as we move through this event. Some are very busy while others are seeing significant declines.

- We will try to best match our workforce to the needs of our total business.
- We may ask some of you to do different things than you were originally hired for to help accomplish these 2 objectives.
- We may ask some of you to travel for short periods of time to help out.
- Again, these are unprecedented times and will require new and different actions than anytime before.

As some of you are aware, the Federal Government has passed a stimulus package into law – the CARES Act.

As a result, we are using the best tools available to us to keep the team together.

This means we will replace Guarantee Pay with Furlough Expanded Unemployment Pay where we have seen customer volume slowdowns – as some of our customers business has been more impacted than others. This will allow us to keep people on the Dupre Team together and keep them with Dupre Benefits while we endure these uncertain times! Our decisions will be guided by what's best for our customers and what's best for you in both the short and long terms.

Thank you again for choosing Dupré as your home to deploy your God given talent and skills!

Thank you for how you've responded to this unprecedented global event!

Thank you for helping us build a strong brand and strong financial position which will help us successfully navigate these uncertain times!

And finally thank you for what you will do in the future which will make yourself and Dupré successful!

My intent with this message is to inform you on the guiding values and objectives that are shaping our decisions and actions. I hope this helps you as we move forward together!

Dupré Logistics – COVID-19 Video Message #3

ReOpen Message

Hello to all you very valuable Dupré Team Members, I'm Reggie Dupré.

First let me thank you for the outstanding response you and the entire Dupré Team have delivered in this unprecedented pandemic. In mid March the entire world changed which impacted our customers, our personal lives, and our business. You adjusted to the unprecedented change with a can-do attitude, individual courage, and tremendous team work.

As our work environment changed, you paid attention to the details on how to deliver Safe Service for our customers.

- Our professional drivers are on the front line keeping America rolling during this crisis, I cannot thank you enough and I'm so proud of the way you have responded.
- Our support and administrative teams have quickly adjusted to working from home which presents many challenges but you rose up to meet and overcome each challenge. Again, I cannot thank you enough and I'm so proud of the way you have responded.

Your response is not surprising to me but each time you rise up to a challenge, you inspire me and the rest of our country! It is times like these that highlight the importance of transportation and logistics services to the American people and the American way of life. Thank you for who you are and everything you do to make yourself, your family, this country, and Dupré successful!

We're entering a new phase of this crisis, I call it the ReOpen phase.

- Some states will open sooner than others;
- some states will have more businesses open;
- some states will be more cautious and more restrictive as to what businesses can open.

This means we'll have many different operating conditions throughout Dupré.

- You will need to know what are your areas conditions; what are the restrictions; and what are the requirements for operation in your particular area.
- We will keep you informed as we learn of the changes, but I ask you to continue to keep alert, take responsibility, utilize physical distancing, face coverings, frequent hand washing, and help us keep work areas sanitized.
- Communicate with your team to stay aware of your local changing conditions.

It's fair to say that we will see more and more businesses open, more and more traffic on the highways, and more and more people out and about. This will change our operating environment. -- more traffic, more speeders on the highways, and more distracted drivers around us. Continue to use your professional driving skills and tools of the Smith Driving System to operate safely.

Along with this pandemic, June 1 begins the 2020 hurricane season.

Have a plan for your household if you live in an area prone to storms. Know what your local Dupre' plan is for the storm season. Forecasters are predicting a very active storm season for 2020. Let's all get prepared.

Dupré Logistics – COVID-19 Video Message #3

Let's stay focused and disciplined - Social distancing, personal hygiene, and decreased mobility have helped the world lower the devastating impact of the Covid 19 virus. Still millions will be infected and hundreds of thousands will die worldwide. Covid 19 is still around and will be around. We must develop a discipline of personal distancing, personal hygiene, and wearing face coverings. Workspace hygiene is critical! Together we have lowered the impact Covid 19 has had on the world. Let's continue to work together as we ReOpen and ReOpen in a way that is safe for all of us. I do believe a vaccine will be developed which will enable us to get back to a normal way of living. We are seeing different drugs and combinations of drugs being developed quickly which lower the severity of the disease. We will defeat this virus and we will do it together.

Finally, thank you again for who you are and how you've responded to this pandemic.

At times, this has been challenging, disorienting, dangerous, and frightening. You have been courageous and resilient. You have been both disciplined in following practices for Safe Operation and yet you've been flexible to changing conditions. You have shown your Servant's Heart and your team work has been outstanding. You are an inspiration to me and to America. Together we will persevere and come out of this crisis an even better country and a better Dupré Logistics. Thank you !



Dupré Logistics Covid-19 Workplace Safety Plan Exposure Prevention, Preparedness, and Response

Version: 01
Effective Date: 5/11/2020
Approved by: BH

The safety of our employees, contractors, supplier partners, customers, families and visitors remain Dupré Logistics's overriding priority. As the COVID-19 Virus outbreak continues to evolve and spreads throughout US, Dupré Logistics Business Continuity team are monitoring the situation closely and will periodically update guidance based on updated recommendations from the Centers for Disease Control (CDC) and Prevention. Only Dupré Logistics team members and business critical visitors are permitted at any Dupré Logistics facility at this time. Our team's participation is important to help us take precautionary measures to protect you and everyone as we continue to serve our customers.

Every Dupré Logistics operational location is different. What is feasible and appropriate for any one operation depends on its size, location and other unique characteristics. To help Dupré Logistics Managers develop a sound approach to each of their operations, Dupré Logistics is pleased to make this high level sample plan available. We do not intend this document to be a definitive statement of the protocols and procedures that are applicable to each and every Dupré Logistics.

In addition, new and better information could well supersede the information included in this document. We will update guidance and procedures according to the changing guidance provided by the CDC, OSHA and other agencies as appropriate. As the situation evolves, each Dupré Logistics Manager should continue to monitor the environment in which they are working and related developments and react accordingly.

Dupré Logistics takes the health and safety of our employees very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, the Dupré Logistics must remain vigilant in mitigating the outbreak. The Dupré Logistics is a proud part of the logistics industry, which many have deemed "essential" during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Dupré Logistics and at all of our operations. The Dupré Logistics has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention ("CDC") and Occupational Safety and Health Administration ("OSHA") continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Dupré Logistics may also amend this Plan based on operational needs.



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I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and operation safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

Dupré Logistics is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our operations, everyone must play their part. As set forth below, the Dupré Logistics has instituted various housekeeping, social distancing, and other best practices at our operations. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact your Safety or HR support representative.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, including covering for coughs and sneezes.
- Avoid close contact with people who are sick.

Employees must familiarize themselves with the symptoms of COVID-19(CDC), including:

- Coughing
- Fever
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

CDC defines “**close contact**” as:

a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time(15 minutes or longer); close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).



III. Operations and Office Protective Measures

The Dupré Logistics has instituted the following protective measures at all operations.

A) General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the operation and return home. All employees will be asked to complete Daily “Fit for Work Questionnaire” electronically prior to coming to work location. COVID19.duprelogistics.com Each Manager will monitor this daily and report any Covid-19 related concerns to their designated Safety or HR rep.

If the employee/visitor answers “yes” to any of the following questions, they should not be permitted to access the operation (Employee screens to be done electronically prior to work):

Self-Declaration by Employee/Visitor	
1	Have you returned from any country outside of US on within the last 14 days? <small>CDC: Warning - Level 3, Avoid Nonessential Travel—Widespread Ongoing Transmission</small>
	Yes No
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 48 hours?
	Yes No
3	<i>Have you been in close contact with anyone who has traveled within the last 14 days to any country outside of US?</i> <small>CDC: Warning - Level 3, Avoid Nonessential Travel—Widespread Ongoing Transmission</small>
	Yes No
4	<u>Symptoms Check:</u> Have you experienced any cold or flu-like symptoms in the last 10 days (to include cough, sore throat, respiratory illness, difficulty breathing)?
	Yes No To remain at work: At least 10 days have passed since symptoms first appeared or have tested Negative via Covid-19 Test.
5	<u>Temperature Check:</u> Have you experienced fever in last 3 days over 100.4 F
	Yes No To remain at work: At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath);

- Employees must avoid physical contact with others and shall direct others (co-workers/customers/visitors) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or web-conferencing. Please get with IT to help setup Microsoft Teams resource.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the Manager/supervisor will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.



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- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Dupré Logistics understands that due to the nature of our work, access to running water for hand washing may be impracticable at times. In these situations, the Dupré Logistics will provide, if available, alcohol-based hand sanitizers.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Dupré Logistics will require employees to clean and sanitize tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- The Dupré Logistics will divide shifts using staggered scheduling where possible so that we can maintain customer service levels while limiting exposure of our team members.

COVID-19 Testing – Guidance

The availability of coronavirus tests in the United States is changing rapidly and depends on where you live.

- 1) If exposed to known COVID-19 diagnosed patient, For all screening & symptoms Call Teladoc 800-835-2362 (have employees have Teladoc # on cell). This will be the fastest & least exposure way for employees to get direction and there is \$0 Copay.
- 2) Monitor local news and web for info on Drive through Testing Sites made available.

B) Workers entering Occupied Building and Homes

- Logistics and maintenance activities within customer locations, office buildings, shops, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Dupré Logistics will provide alcohol-based sanitation materials for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C) Visitors

- The number of visitors to any operation or office, will be limited to only those necessary for the work. All visitors will be screened in advance of arriving on the site.
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

D) Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks, the Dupré Logistics will also provide:



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- Face Coverings: As each State and Local Governments are providing differing guidance as to use of face coverings, we advise each local Manager to adhere to their location guidance as it pertains to face coverings.

Most guidance is devised for protecting oneself in a public setting. Although, most of our employees while on our premises, customers premises and when working can keep the required recommended 6 feet of Social Distancing - we would recommend that each employee follow the instructions from the Local Orders to make their own cloth masks, in case they are presented with a work situation that they are unable to maintain the 6 feet of Social Distancing recommended.

Please provide all employees the below resources:

1) Follow link to watch Video Instructions for Making cloth masks by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

2) CDC - DIY Cloth Face Coverings:

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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cdc.gov/coronavirus



IV. Location/Office Cleaning and Disinfecting

The Dupré Logistics has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Operation office and break/lunchroom areas will be cleaned at least once per day.
- Any trash collected from the operation must be changed daily.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

Notwithstanding this, the Dupré Logistics will clean those areas of the operation that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.

- The Dupré Logistics will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- The Dupré Logistics will maintain Safety Data Sheets of all disinfectants used on site.

V. Operation Exposure Situations

Encourage employees to Stay Home When Ill!

A) Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Dupré Logistics will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.



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B) Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19, But Employee Exhibits No COVID-19 Symptoms (Asymptomatic)

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

CDC defines “**close contact**” as:

a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (15 minutes or longer); close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

Pre-Screen: Employers should confirm the employee’s temperature and assess symptoms prior to them starting work.

Ideally, temperature checks should happen before the individual enters the facility.

Regular Monitoring: As long as the employee doesn’t have a temperature or symptoms, they should self-monitor under the supervision of their employer.

Wear a Mask/Face Covering: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.

Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.

Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

C) Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work.

Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;³ and (2) at least ten (10) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. Dupré Logistics will require an employee to provide documentation clearing his or her return to work.

If the Dupré Logistics learns that an employee has tested positive, the Dupré Logistics will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 2 days and a designated Safety or HR rep will screen those individuals for symptoms and advise accordingly.

If applicable, the Dupré Logistics will also notify any customers, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come



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into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor via daily scheduled screenings required before beginning work each day.

VI. Confidentiality/Privacy

Except for circumstances in which the Dupré Logistics is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Dupré Logistics reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Dupré Logistics also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

VIII. General Directions

Given the fast-developing nature of the COVID-19 outbreak, the Dupré Logistics may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact
Contact your designated Safety and/or HR representative.

COVID-19 Prevention and Work Practice Controls:

Worker Responsibilities

- A) Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- B) Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- C) Avoid touching your eyes, nose, or mouth with unwashed hands.
- D) Avoid close contact with people who are sick.
- E) Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- F) Sick employees should follow [CDC-recommended steps](#)

General Operations / Office Practices

- A) Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), the cause of COVID-19, and are appropriate for the surface.



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- B) Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- C) Clean and disinfect frequently used tools and equipment on a regular basis. Includes all elements of the operation where possible and assigned work areas.
- D) Clean shared spaces such as common areas and break/lunchrooms at least once per day.
- E) Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.

Social Distancing Guidelines for Workplace

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other; avoid person-to-person contact such as shaking hands.
3. Avoid any travel and cancel or postpone nonessential meetings, gatherings, workshops, training sessions, etc.
4. Do not congregate in work rooms, lunch area, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage team members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Interruption of Normal Business Policy – Emergency, Disaster or Weather Days

It is the policy of Dupré Logistics, LLC to remain open during most periods of COVID-19 pandemic; however, where extraordinary circumstances warrant, Dupré Logistics reserves the right to close a facility. Thus, team members are encouraged to monitor all of the following Dupré Logistics communications tools to find out status of whether their office location will be open or closed: calling emergency contact numbers, checking internal Web page communications, phone & text messages, email, listen to radio broadcasts, etc.. Regardless of whether a Dupré Logistics facility will be open or closed, it is each employee's decision as to whether you will show up for work during the COVID-19 pandemic. If an employee elects not to work on a given day, we request you contact your manager or supervisor per normal company policy advising as to your status for the day.

Facility Closed

If a Dupré facility is announced closed, all exempt level (salaried) staff will receive their regular pay for the day of closure. All non-exempt (hourly/performance pay) team members on the day(s) of closure will be eligible for weekly guarantee pay.

For example: If a Dupré facility is closed for emergency or weather during any pay week: all drivers/mechanics will receive pay for actual work performed during that week or the weekly guarantee, whichever is greater - provided that you qualify for the weekly guaranteed as per normal Dupré policy.

Facility Open or Designated as Re-Opened

If a Dupré facility is announced Open or Re-opened, all team members who report to work will receive their normal pay for the day, i.e. exempt staff (salaried) will receive their regular salary and non-exempt team members (hourly/performance pay) will be paid their base rate (for all work performed). If a team member elects not to report to work on a facility open day, the employee will not be paid for the day. If an employee calls in unable to report to work due to such a weather condition, the manager has discretion depending on the circumstances - to grant the employee the option to make up time in the current week for the additional lost time. Non-exempt (hourly/performance pay) team members who are not available for assigned work on day(s) a facility is open will void their right for guaranteed pay.