**PANDEMIC PREPAREDNESS PLAN**

Piedmont Service Group (PSG)has adopted this policy to inform employees of the written Pandemic Preparedness Policy. This ensures the safety and health of the employees.

The Safety Directoris responsible for dealing with disease issues and their impact at the workplace which includes contacting local health department and health care providers in advance and developing and implementing protocols for response to ill individuals.

It is the determination of PSGto provide and encourage the use of the following items to prevent the spread of disease in the workplace:

 • Hand washing facilities,

 • Hand sanitizers,

 • Tissues,

 • No touch trash cans,

 • Hand soap and,

 • Disposable towels.

**Training**

PSG*s*hall provide periodic training on illness prevention, how to avoid the spread of disease, and company policies concerning illness. Employees shall be trained on the following:

 • Health issues,

 • Initial disease symptoms,

 • Preventing the spread of the disease and,

 • When it is appropriate to return to work.

**Work at Home and Stay at Home**

It is the determination of Piedmont Service Groupto develop flexible work policies as possible. All workers are encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal. Tele-commuting and other work at home strategies shall be developed based on an individual basis.

**Business Continuity Plans**

In the event that a large percentage of personnel become ill, PSG shall develop a strategy for continuation of work operations. Business continuity plans shall be prepared so that if significant absenteeism or changes in business practices are required, business operations can be effectively maintained.

**Immunizations**

PSG encourages all employees to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine shall be considered when vaccines become available in the community.

**Internal Communication Procedures**

To ensure proper internal communication PSG shall develop the following:

 • Key contacts,

 • A chain of communications,

 • Contact numbers for employees,

 • Processes for tracking business, and

 • Employee status.

**External Customer Communications**

To ensure effective external/customer communications PSG shall develop a procedure to notify key contacts including both customers and suppliers in the event an outbreak has impacted the company’s ability to perform services. The procedure shall include notification to customer and suppliers when operations resume.

**Social Distancing**

In the event that an outbreak or increased level of disease is in progress it shall be the determination of Piedmont Service Groupto limit large or crowded gatherings of personnel. Social Distancing including, the space between employee work areas and decreasing the possibility of contact shall be considered.

**Routine Cleaning**

It is the policy of PSG to do periodic routine cleaning. All areas that are likely to have frequent hand contact shall be cleaned routinely and when visibly soiled. Work surfaces shall also be cleaned frequently using normal cleaning products. Examples of areas to be cleaned include the following:

 Desktops, keyboards, lunch tables, doorknobs, faucets, handrails water fountain, Etc.

**Plan and Emergency Communication Test**

The Plan and Emergency Communications strategies shall be tested in a table top exercise annually to ensure that it is effective.

**Lessons Learned**

This program will be evaluated annually or as needed. This program will continue to be updated with the lessons learned from previous outbreaks, how they were handled and how we can be better prepared. Lessons Learned will also be shared company wide so all can benefit and keep their families safe and healthy.