



PANDEMIC RESPONSE PLAN

Policy

It is the policy of Mb Staffing Services to provide a process to maintain, resume and sustain business operations as a result of a pandemic event. All employees have access to this plan to ensure continuation of services in the event of a major disruption of operations.

Purpose

To prevent, reduce the spread, and mitigate/minimize the effects of a Pandemic event while providing staffing services.

Plan Review and Update

This Plan will be updated annually and when training exercises, emergencies, or other sources of information show that plan edits are needed.

OSHA Compliance

Mb Staffing Services as an employer will ensure that all mandatory regulations of the Occupational Safety & Health Administration (OSHA) are followed. The **OSHA General Duty Clause** states that (1) "Each employer shall furnish to each of its employees a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees and (2) shall comply with occupational safety and health standards promulgated under this Act."

Efforts to Help Stop the Spread of a Pandemic

The Center for Disease Control (CDC) has indicated that the survival times for "Influenza" particles on surfaces would be 8 to 12 hours on paper and cloth, 24 to 48 hours in ambient temperatures on non-porous surfaces such as doorknobs, counters, desks etc., and up to 72 hours on wet surfaces. Using these facts, Mb Staffing Services will request that all owned locations are cleaned and disinfected by contractors to the recommended standards set forth by the CDC and WHO (World Health Organization). The CDC recommends during a pandemic that normal cleaning procedures with use of detergent cleaner when applicable and disinfection with alcohol-based products that have *type A influenza kill claim*, should be used.



Mb Staffing Services' employees are instructed to follow all preventative guidelines issued by the CDC and WHO as well as any additional guidelines or procedures outlined by the client, they are assigned to. Due to the nature of services provided, clients' procedures during a pandemic event will be primary if they meet OSHA, CDC, and WHO's minimum requirements for pandemic control.

Quarantine Cleaning Procedures

Mb Staffing Services will request cleaning contractors for owned locations to employ standard cleaning procedures that are nationally recognized and suitable for the identified pandemic. Any special procedures outlined by effected areas of owned locations will be adopted as an appendix to this plan.

Employee Training

Employees are trained to use precautions: *e.g.*, directing employees to follow proper hand washing techniques and reporting of direct exposure to identified pandemic contagions. Employees are educated on how the virus is spread; what the symptoms are of the virus; what to do if they have the symptoms; to avoid touching their eyes, nose, and mouth; and to avoid coming into contact with individuals who are ill. Ultimately, Mb Staffing Services trains its employees on potential exposure as part of its regular suite of trainings. Employees are also trained on the individual guidelines and requirements set forth by the individual client.

In times of elevated pandemic threat, Mb Staffing Services will issue specific guidance to employees in the form of refresher training that includes the specifics of the current pandemic, any special control methods, and/or requirements of the client.



Table 1: Table 1 provides mitigation factors outlined by the World Health Organization (WHO) on how to continuously prepare for the virus.

Mitigation Triggers		
Phase	Description	Response
0	No pandemic concerns	<ul style="list-style-type: none"> Implement normal good health practices (washing hands frequently, common areas cleaned routinely, hand sanitizer available in public areas, etc.)
1	News of a specific potential pandemic threat is circulated by the World Health Organization (WHO) or the Centers for Disease Control (CDC) with reports of human cases outside of countries of operation.	<ul style="list-style-type: none"> Monitor disease progress Review Company Pandemic Plan Provide generic disease information to employees as deemed appropriate
2	News of a specific potential pandemic threat is circulated by the World Health Organization (WHO) or the Centers for Disease Control (CDC) with reports of human cases within countries of operation.	<ul style="list-style-type: none"> Enact Company Pandemic Plan Begin non-invasive mitigation measures (wash hands more frequently, distribute hand sanitizer, clean common rooms more frequently, etc.)
3	WHO or CDC reports that a pandemic disease is present within the country of operation, but no reported cases are present in the region/area of operation.	<ul style="list-style-type: none"> Begin invasive mitigation measures (limit face-to-face meetings; reduce use of public transportation, etc.)
4	WHO or CDC reports that a pandemic disease is present within the region/area of operation.	<ul style="list-style-type: none"> Continue invasive mitigation measures (stop face-to-face meetings, restrict use of public transportation, implement PPE, etc.)
5	Cases have been confirmed within company/location	<ul style="list-style-type: none"> Implement aggressive mitigation measures (reduce human interfaces, cross-level/staffing contingencies, etc.)



Communication

Mb Staffing Services realizes that as the severity of the situation increases, it will have to continue its planning efforts to meet the demands of our clients. This will require effective, frequent communication with the client to tailor Mb Staffing Services' response to the specific client need.



Appendix 1: Pandemic Response Plan - Novel Coronavirus

Mb Staffing Services is following the data about coronavirus, or COVID-19, and has provided employees with information on the virus, cleaning procedures, reporting, and follow up. Mb Staffing Services, in partnership with each client, has assessed the risk of exposure and ensured procedures are in place to effectively control transmission. Workplace illness prevention training has been a continued imperative focus for all employees.

With respect to COVID-19, Mb Staffing Services has acted upon the recommendations from OSHA, WHO, and CDC, which include the following:

- Practice proper infection control and sterilization measures
- Frequently wash hands with soap and water; if soap and water are not available, use alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose or mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home when you are sick, if at all possible, and see a doctor immediately to be evaluated for COVID-19
- If a worker becomes infected, insist that he or she fully recovers before returning to work
- Implement an active reporting system of 'See Something, Say Something' where hazards including health issues can be reported to Mb Staffing Service Management and Client's officials

Mb Staffing Services will continue to follow the information, guidelines and recommendations provided by OSHA, WHO, CDC and ISSA and will comply with contractual obligations set by our contract management team.