



**Fraza, Inc. and Vitan Equipment**

**COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**In accordance with Executive Order 2020-91 (COVID-19)**  
**Safeguards to protect Michigan's workers from COVID-19**  
Effective June 1, 2020  
Revised January 2022

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## FRAZA, INC. and VITAN EQUIPMENT COVID-19 PREPAREDNESS AND RESPONSE PLAN

FRAZA, INC., and its subsidiary, VITAN EQUIPMENT, (“Fraza” or “The Company”) takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Our employees have been working throughout this crisis because they are critical infrastructure workers or because they are needed to conduct operations for our business.

Our company is committed to reducing the risk of exposure to COVID-19 and we have been proactively working to provide a healthy and safe workplace for our employees, customers and guests. Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels.

### **Fraza is focused on five (5) lines of defense:**

1. Limiting the number of people in each branch (office location) to ensure 6’ social distancing guidelines are met.
2. Restricting access to visitors / guests, providing a single entry point for each branch and “no entry” policy for non-employees, who must call a contact person within the branch to pick up / deliver packages and parts.
  - a. Clear signage on each branch
  - b. Plexiglass barriers between our Parts Counter Employees (entry point for branches) and customers
3. Providing personal protection equipment to all employees, as follows:
  - a. Paper face masks – ample supply
  - b. Fabric Fraza/Vitan branded face masks (2 per employee)
  - c. Nitrine gloves
  - d. Individual 3.5 oz. hand sanitizer
  - e. Two (2) 24-oz. spray bottles of liquid sanitizer (for hands, tablets, phones, vans, etc.) for technicians
  - f. Plastic face shield (technicians)
  - g. Fabric Fraza bag for easy storage of items
4. Regular cleaning and disinfecting of office and shop areas, including all restrooms, breakrooms, stairwells, handrails, door handles and common touchpoints, as well as regular disinfecting of carpeted areas.
5. Conducting health assessment checks for all employees, including an online check-in process for employees who work remotely, even if it’s in addition to our customers’ check-in procedures.



The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Customers
- Guests - visitors/vendors/family members
- The General Public

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public)
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

### Covid-19 Workplace Coordinators (Task Force)

The Company has designated the following staff as its COVID-19 Workplace Coordinators:

Branch	Primary Contact	Secondary Contact
<b>Canton</b>	Christen Powers Director of Human Resources <a href="mailto:cpowers@frazagroup.com">cpowers@frazagroup.com</a> 734.414.3052	Sarah Prince HR Manager <a href="mailto:sprince@frazagroup.com">sprince@frazagroup.com</a> 734.368.0255
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<b>Bridgeport</b>	Beth Duve (Schafer) Field Service Advisor <a href="mailto:bschafer@frazagroup.com">bschafer@frazagroup.com</a> 734.260.6494	Ethan Rogier Shop Leader <a href="mailto:erogier@frazagroup.com">erogier@frazagroup.com</a> 989.385.2937
<b>Grand Rapids (Vitan)</b>	James Johnson General Manager <a href="mailto:jjohnson@frazagroup.com">jjohnson@frazagroup.com</a> 616.984.0375	Artis Collins Parts Advisor <a href="mailto:acollins@frazagroup.com">acollins@frazagroup.com</a> 616.984.0375

The coordinators' responsibilities include:

- Staying up to date on Federal, State and Local guidance
- Incorporating requirements and recommendations into our workplace
- Training our workforce on control practices and proper use of personal protective equipment
- Communicating the steps our employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19
- Reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements



## Responsibilities Of Fraza Supervisors and Managers

All Fraza managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, the Company expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Fraza will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including using ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and technicians will utilize face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, a Fraza HR Representative will notify:

1. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

Additionally, the Company will:

- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Train employees on how to report unsafe work conditions.



## Responsibilities of Employees

We are asking each of our employees to help with our prevention efforts while at work. At Fraza, we understand that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing.

While at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor, or Human Resources.

## OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive 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, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19.

The primary symptoms of COVID-19 include the following:

- Dry cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately and consult your



healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider.

We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines “close contact” as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” (the CDC estimates range from 10 to 30 minutes) or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

### **Health and Safety Preventative Measures for Fraza**

Fraza has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our Plan is focused on three lines of defense – (1) limiting the number of people together at a time, (2) ensuring social distancing in seating and working arrangements, (3) regular cleaning and sanitizing all common areas and touchpoints, and (4) requiring appropriate personal protection equipment.

#### **Minimize exposure from co-workers**

Fraza takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

- Posting CDC information, including recommendations on risk factor
- Ensure disinfecting wipes, hand sanitizer, tissues and no-touch trash bins are readily available to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encouraging good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discouraging handshaking and encouraging the use of other non-contact methods of greeting
- Limiting the use of other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces. If this cannot be avoided, clean and disinfect the items before and after use



## Promote Social Distancing

- Limit in-person meetings
- Promote remote work where possible
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Eliminate ridesharing for the foreseeable future
- Do not share food utensils and food with other employees
- Ensure employees have 6' or more between work areas; or provide plexiglass barriers when moving work areas is not possible
- Strategic placement of employees within the branches; providing additional protections such as masks and plexiglass barriers where social distancing is difficult; setting capacity limitations on stairwells, elevators, breakrooms, restrooms, and conference rooms
- Limit deliveries and pick up of packages and parts to a designated external exchange area at each branch

## Checklist for Employers When Employee Tests Positive for COVID-19

Fraza will:

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers’ compensation carrier
  - a. Place the employee on workers’ compensation leave (with pay)
  - b. Record the infection in the employer’s OSHA 300 log
  - c. Consider and then include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
  - a. If yes:
    - Notify employee’s manager(s) or supervisor(s) that employee is infected with COVID-19 and is out on leave.
    - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
  - b. If no:
    - Notify employee’s manager(s) or supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes
  - c. Regardless of yes or no:
    - Disclose identity of employee to any required notification to OSHA or the health department.
    - Notify employee’s co-workers who may have come into contact with employee at work within the past 5 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
    - Will not be required to notify other office locations unless the employee visited those sites within past 5 days.



- WILL NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 5 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. WILL NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- Currently, there is no guidance on how far a company should investigate for third parties who may have come into contact with an employee through work. It is safe to include any parties on the employee's work calendar, in visitor logs, or otherwise readily available or known.
- Arrange for a professional cleaning of the employee's workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

#### Restrict employees from the workplace if they display symptoms of COVID-19

- Employees working in the branch or at remote locations must complete a health assessment – including temperature checks) – prior to entry into the facility.
- Remote employees will complete Fraza's health assessment as well as comply fully with the protocols set forth by our customers.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be encouraged where possible.
- Guidance from the employee's health care provider on their return to work date will be Adhered to, if not available, CDC guidelines will be followed.

#### Actively encourage sick employees to stay home:

- Our employees will be made aware of the Families First Coronavirus Response Act Policies, as well as reminded of PTO policies.
- Employees are reminded regularly by all company communications as well as by their managers to call before reporting to work if they, or someone in their household, is not feeling well and showing any of the symptoms of COVID-19.
- Fraza will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

#### Additional Cleaning and Safety Protocols

- We will perform increased environmental cleaning and disinfection
- Employees should sanitize their work areas regularly
- We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.





- After using a Fraza vehicle, employees are responsible for cleaning and disinfecting the vehicle.
- Fraza provides disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.
- Restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID19 symptoms
- Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
- Monitor and respond to absenteeism
- Return to Work plans have been developed based by department to continue essential business functions in the event higher than usual absenteeism occurs.

### Minimizing exposure from the general public

- Business practices are regularly evaluated to ensure safety and health of all individuals throughout the reopening process.
- As of December 2021, Fraza continues to restrict visitors to business-critical only, conduct virtual meetings whenever possible, limiting in-person meetings with appropriate precautions and approval of Human Resources.
- Social distancing practices to be observed:
  - Six foot distances are marked in areas where individuals might gather/wait
  - Disposable masks and hand sanitizer are available for visitors
  - Information is posted in multiple locations within each Fraza facility educating individuals on ways to reduce the spread of COVID-19
- Health assessments
  - Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
  - Physical barriers between Fraza employees and the public are in place in high impact areas

### Training

All Fraza employees receive a copy of this Plan as well as training by Fraza's Operator Training and Safety Manager. This plan will be available via our [frazagroup.com](http://frazagroup.com) and [vitanequipment.com](http://vitanequipment.com) websites for our customers, vendors, and the general public to review.

### Summary

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and visitors remains the top priority at Fraza. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reducing the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, Fraza is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.