

TRADERS POINT CHRISTIAN SCHOOLS

Safety Plan

Traders Point Christian Schools (TPCS) takes the health and safety of our employees very seriously. In response to the spread of “COVID-19,” a respiratory disease caused by the novel coronavirus, TPCS has developed this COVID-19 Safety Plan as part of our efforts to reduce the potential for exposure to and spread of the coronavirus. This Plan is based on information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), and the State of Indiana and is subject to change based on further guidance from these and other public health agencies. The Company will monitor coronavirus-related guidance and will communicate any changes to this Plan.

Please familiarize yourself with this plan. We are counting on all employees to do their parts to promote a healthy, safe working environment. If you have any questions about the Plan, please contact Heather Quilhot.

I. Employee Health Screening Process.

TPCS has instituted the following health screening process for all employees reporting for work on-site at our facilities:

- *Temperature Screening*
 - *An employee with a temperature of 100.4 degrees Fahrenheit or higher will be asked to return home and not report to work until his or her temperature stays below 100.4 degrees Fahrenheit for 72 hours without the use of fever-reducing medication.*
- *Employee Symptom Self-Assessment*
 - *An employee exhibiting symptoms of COVID-19 will be asked to return home and not report to work until at least 72 hours after recovery from all symptoms.*
- *COVID-19 Testing and Diagnosis*
 - *Any employee who tests positive for COVID-19 or is diagnosed by a healthcare provider with COVID-19 should not report to work but should immediately notify Human Resources.*
 - *Any employee who tests positive for or is diagnosed by a healthcare provider with COVID-19 must stay out of the workplace for at least 10 days after illness onset (the date symptoms begin) and at least 3 days after recovery (the day symptoms are resolved, including the resolution of fever without fever-reducing medications).*

We remind our employees they should stay home when they are sick. Additionally, when coughing or sneezing, employees should use proper etiquette, including turning away from other individuals and coughing/sneezing into their elbow.

II. Enhanced Cleaning and Disinfecting Protocols for the Workplace

The following enhanced cleaning and disinfection protocols will be in place until further notice:

- *We are providing disinfectant wipes throughout our facility and to employees. We ask each employee to regularly wipe down any area in the employee's personal workspace where the employee has been in contact with high-touch surfaces, including keyboards, telephones, light switches, sinks, tables, and handles.*

III. Enhanced Personal Hygiene Measures

TPCS requires all employees to wash their hands with soap and water regularly and thoroughly, including at the beginning of each shift and upon returning from any break. In addition:

- *TPCS is providing hand sanitizer stations throughout the workplace for employees, customers, and guests to use.*
- *We are providing tissues and no-touch disposal receptacles throughout the workplace for employee use.*

IV. Social Distancing

TPCS requires all employees, customers, and visitors to follow the social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible. In addition:

- *Employees may choose to wear masks while on the company premises.*
- *Supervisors have contacted employees who are able to work from home effectively regarding plans for ongoing telework.*