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Office Location:
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Suite 2
Midland, MI 48642

Bay Group Ventures, INC referred to as BayTech herein this Covid-19 Policy.

This Plan is based on information and guidance 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. We are following the experts as closely as possible, and to the extent allowable based upon the unique nature of our business.

We recognize that employees, customers, vendors, and other visitors are all potential sources of the possible spread of COVID-19 in the workplace. Based on criteria established by the CDC, most of our employees fall into the lower exposure risk category as 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.

Covid-19 Workplace Coordinator

We have designated Melissa Conrad as our COVID-19 Workplace Coordinator. As Coordinator, Melissa is responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into our facilities. She is also responsible for reviewing human resources policies and practices to make sure that they are consistent with this Plan and existing federal, state and local requirements. Melissa can be reached by phone at 989-662-7552 or by e-mail at mconrad@thebaygroup.com

Responsibilities of our office staff

We are asking our staff to lead by example by following this plan at all times. This involves practicing good personal hygiene and workplace safety practices to prevent the spread of the virus. Our staff will encourage this same behavior from all BayTech employees.

Responsibilities of our Employees

BayTech is asking every one of our employees to help with our prevention efforts while at work, in their homes, and in the community. In order to minimize the spread of COVID-19, everyone must play their part. As set forth below, we have instituted various housekeeping, social distancing, and other best practices in our office to minimize exposure to COVID-19 and prevent its spread in the workplace. We ask that all employees follow these best practices at all times for them to be effective. Beyond these best practices, we require employees to report immediately to their managers or supervisors and BayTech if they are experiencing Covid-19 symptoms.

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



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- 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 people who are sick.
- While COVID-19 is a pandemic, maintain appropriate social distance of six feet to the greatest extent possible.

All temporary employees are expected to adhere to the Covid 19 protocols of the specific Client to which they are assigned. Any quarantine, testing or return to work requirements should be determined by each individual client in conjunction with CDC and OSHA guidelines. It is the employee's responsibility to contact BayTech and keep us up to date.

Signs and Symptoms of Covid-19

Employees must familiarize themselves with the symptoms and exposure risks of COVID-19. People with COVID-19 have had a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing; and

Individuals may have COVID-19 if they are experiencing at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

Sick Pay is not offered to temp employees. If Mandated the following applies to qualify.

BayTech will only provide pay to individuals that have been employed for at least **30 days**. Up to but not exceeding 10 days. BayTech does not offer sick time to temporary staff. Sick time will only apply to Covid-19 related illness, based on the following; Temporary Staff is defined as anyone hired and placed on assignment outside of the BayTech Office.

- 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;**
- 2. has been advised by a health care provider to self-quarantine related to COVID-19;**
- 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;**
- 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);**



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5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

We will continue following state and federal guidance for return to work. If a COVID-19 test is recommended and refused for any reason, you will be off **without** pay. BayTech will only provide pay based on BayTech's Covid 19 protocol's listed above. Up to 10 days from start of symptoms, or until a negative test result is obtained.

Potential Covid-19 Exposure scenarios if an employee is exhibiting Covid-19 Symptoms

If an employee develops symptoms as outlined above, they must do the following:

- **Do not report to work**
- Notify your supervisor immediately and contact BayTech (following company policy)
- Consult your healthcare provider

Employees exhibiting symptoms must remain home until they are symptom-free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (i.e. cough suppressants).

If an employee develops symptoms of Covid-19 while at work

If an employee develops symptoms while at work, he/she will be immediately separated from other employees and sent home. Employee should contact a health care provider as soon as possible.

If an employee tests positive for Covid-19

If an employee tests positive for COVID-19, they will be directed to self-quarantine. They may return to work when they have been symptom-free for at least 72 hours (3 full days) and once at least seven (7) days have passed since the date of the positive test (provided they have not had a subsequent illness). Employees that have been hospitalized may return to work when released to do so by their health care provider. Documentation clearing the employee's return to work will be required.

If an employee has had close contact with an individual with a positive Covid-19 result.

If an employee has been in close contact with a confirmed-positive COVID-19 individual (coworker or otherwise), they will be directed to self-quarantine for 14 days from the date of last contact with the carrier.



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If an employee comes into close contact (defined below) with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider.

Close contact is not a brief or incidental contact with a person with Covid-19 Symptoms. Instead, the CDC defines “close contact” as either;

- Being within approximately six feet of a COVID-19 infected person or a person with any Covid-19 symptoms for a “prolonged period of time” OR
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

There is no precise definition of “prolonged period of time.” CDC estimates range from 10 to 30 minutes. To protect employees, we are using the lower end of this range and consider a prolonged period to be 10 or more minutes of exposure.

Cleaning Protocols

BayTech has instituted regular housekeeping practices, which include cleaning and disinfecting frequently touched surfaces, and other elements of our work environment. Employees are expected to regularly do the same in their work area. This pertains to internal BayTech staff. Temporary employees should discuss with company they are placed on assignment to see what measures are being followed regarding cleaning/disinfecting.

- BayTech has developed enhanced cleaning procedures and these procedures have been communicated to all cleaning crews.
- Routine cleaning and disinfecting of all frequently touched surfaces in the workplace, such as shared work surfaces, shared office equipment, timeclocks, break rooms, handrails, and doorknobs are scheduled to take place daily at the beginning of each work shift.

Preventative Measures

BayTech is taking the following steps to minimize exposure, educate employees on protective behaviors, and provide employees with the necessary tools to model these protective behaviors to reduce the spread of COVID-19:

- Daily clearing of employees upon entry to workplace with verification that employee does not have a temperature and seeking a response to the COVID-19 exposure question.
- Ensuring adequate supply of soap, hand sanitizer, cleaning products, tissues, and PPE (gloves, masks, etc.) throughout our office.



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- Informing employees of the importance of good hand hygiene and proper hand washing protocols.
- Discouraging handshaking and instead, encouraging the use of other noncontact methods of greeting.
- Avoiding the use of other employee's phones, desks, offices, and other commonly touched surfaces when possible. If necessary, cleaning and disinfecting them before and after use.
- Avoiding sharing food utensils and food with other employees.
- Encouraging and requiring social distancing to the greatest extent possible while in the workplace.
- Requiring mandatory use of masks when it is not possible to maintain 6 feet of distance.
- Implementing enhanced cleaning protocols of personal work spaces and common areas.
- Limiting building access until further notice.

Confidentiality

Except for circumstances in which BayTech is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable laws and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally- required reporting, but also to assure proper care of the employee owner and to detect situations where the potential for transmission may increase. BayTech reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so that the employee may take measures to protect their own health.

General Questions

Given the fast-developing nature of the COVID-19 outbreak, BayTech may modify this Plan on a case-by-case basis. If you have any questions concerning this Plan, please contact BayTech

REVIEW & ALTERATION

This plan will be reviewed and altered as conditions change regarding Covid-19.