



COVID-19 Infectious Disease Control Policy and Procedures

Date Effective: May 29, 2020

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can include symptoms of fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat and a new loss of taste or smell.

The purpose of this policy is to ensure the health and safety of our cast members, guests and vendors/suppliers/contractors.

Shepler's Mackinac Island Ferry will not discriminate against any job applicant or cast member based merely on the fact the individual has COVID-19. However, Shepler's Mackinac Island Ferry reserves the right to exclude temporarily a person with COVID-19 from workplace facilities, programs and functions if the company finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace. All decisions will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease and a careful weighing of the identified risks.

In light of the current situation, Shepler's Mackinac Island Ferry has adopted the following practices to minimize potential exposure of cast members to COVID-19 in our workplace. Cast members are urged to:

- a) Practice social distancing (staying at least 6 feet away from others)
- b) Wash hands often with soap and warm water for at least 20 seconds
- c) Avoid touching their eyes, nose and mouth
- d) All cast members are to regularly wipe down surfaces when finished with their work space.
- e) Sneeze guards to be placed where necessary.
- f) Advised to eat lunch on your own and no more than 9 cast members in the St. Ignace area and 16 cast members in the Mackinaw City area.
- g) Avoid gathering in breakrooms, work rooms and other areas where groups congregate
- h) Keep workspaces clean using company-provided cleaning supplies
- i) Cover coughs and sneezes with a tissue or the inside of the elbow
- j) Where possible, avoid public transportation and recreational activities where you might come into contact with contagious individual
- k) All cast members are required to wear facemasks.
- l) Wear masks in enclosed and open public spaces as directed by federal, state or local ordinances.



Stay Home if Sick:

Cast members should notify their supervisor of any symptom related to COVID-19, including fever, cough and/or acute respiratory symptoms and those with symptoms should stay home. Cast members should wait until they have been cleared by a healthcare provider before returning to work. If a cast member shows symptoms of acute respiratory illness at work, they will be sent home immediately. Supervisors are required to notify a Workplace Coordinator if cast members are absent or sent home due to illness that may be COVID-19 related.

Report Potential Exposure:

Cast members should notify their supervisor or the Workplace Coordinator they have been in contact with someone who has COVID-19, even if the cast member is asymptomatic. If a cast member has recently traveled to a location that the Centers for Disease Control and Prevention (CDC) has identified as having an active outbreak, the cast member should notify their supervisor or the Workplace Coordinator. These cast members may be asked to isolate for 14 days.

Provide Notice of Absences:

Cast members who will be absent from work should generally follow Shepler's Mackinac Island Ferry's regular procedures for notifying the company of the need for time off.

If a cast member is out sick or shows symptoms of being ill, it may become necessary to request information from the cast member and/or their healthcare provider, subject to applicable laws. In general, Shepler's Mackinac Island Ferry may request medical information to confirm a cast member's need to be absent and to know that it is appropriate for the cast member to return to work. Shepler's Mackinac Island Ferry will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

Guests and Visitors:

- a) No more than one (1) guest at a time in the Mackinaw City and St. Ignace main offices.
- b) Signage will be posted that states the number of guests/cast members that are allowed in one particular space.
- c) No guests allowed in any of our buildings through any entrance other than through the main entrances. Please post signs in the other areas that dictate "PLEASE DO NOT ENTER". Erect a-frames or chain that will not allow guests to wonder into other areas of the buildings.
- d) No guests allowed in any of the storage buildings unless first talking with Worksite Coordinator, Erik Heffernan or a Lead prior to entry.
- e) Sneeze guards to be placed where necessary.



- f) All cast members will be required to wear face masks and have access to all necessary personal protection equipment (PPE).
- g) Maintenance will sanitize the Mackinaw City, St. Ignace and Mackinac Island offices daily.
- h) Maintenance will wipe down all handles, railings and touchable surfaces regularly.
- i) Maintenance will sanitize all rest room facilities every hour during the hours of open to close.
- j) Boat crew will sanitize their vessel throughout each trip constantly. Maintenance will sanitize each vessel after each one-way trip.
- k) Maintenance will sanitize the Mackinaw City and St. Ignace offices daily.
- l) Once the St. Ignace maintenance crew is up and running, they too will be trained on the proper way to clean and sanitize.

Work-Related Travel:

All nonessential work-related travel is restricted without the prior written authorization of a supervisor. Before providing authorization, supervisors must check for the latest guidance and recommendations for each country and location to which the cast member will travel. Cast members must monitor themselves for symptoms of fever, cough or acute respiratory illness before starting and after completing travel and are required to notify their supervisor and stay home if they are sick prior to or after travel.

Personal Travel:

Cast members must report any personal travel plans, whether domestic or international to their supervisor before departure. Depending on the situation, Shepler's Mackinac Island Ferry may ask the cast member to follow certain steps, such as remaining at home for a 14-day period, before returning to the workplace.

Below are examples of heightened health situations that might cause concern.

The cast member:

- Is immunocompromised or lives with someone who is
- Lives with an older family member who has a higher risk for the infection
- Is pregnant
- Has children home from school due to school closure and doesn't have childcare coverage
- Is experiencing significant mental health symptoms

Supervisors may modify job responsibilities if possible, to enable cast members to work from home. Cast members are expected, if able, to work from home during the 14-day isolation period if applicable.



Retaliation Prohibited:

Shepler's Mackinac Island Ferry will not take adverse action against a cast member for exercising their rights under applicable laws.

Resources:

Checklist

COVID-19 Preparedness Response Plan

Department of Labor (DOL) FFCRA Guidance and Regulations
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Centers for Disease Control (CDC) Guidance
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>