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CONTINGENCY PLAN, Prepare and Respond to Coronavirus Disease 2019

In response to the current coronavirus public health emergency, Pines International, Inc. is following interim guidance provided by the CDC and our local Douglas County Health Department to reduce exposure and health risks to employees. Our top priorities continue to be the health and wellbeing of our employees, as well as the mitigation of potential service disruptions to our customers.

We are implementing strategies to protect our workforce during the COVID-19 public health emergency, while ensuring continuity of operations. Those strategies include:

- Actively encourage sick employees to stay home.
- Separate sick employees.
- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees.
- Perform routine environmental cleaning.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Plan to institute flexible workplace and leave policies for employees who may be required to stay home and care for children if schools are dismissed or those who stay home to care for sick family members.

We are identifying essential business functions, jobs or roles and cross training personnel to perform those essential functions to continue to operate even if key staff members are absent.

Pines International, Inc. will strive to communicate with and update customers about delays to raw material shipments during this public health emergency.



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