

COVID-19 Preparedness Plan for All American Co-op

All-American Co-op is committed to providing a safe and healthy workplace for all our employees and customers. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and other employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and employees are responsible for implementing, supporting, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. All-American Co-op managers and supervisors have our full support in enforcing the provisions of this plan.

Our employees are our most important assets. All-American Co-op is serious about safety and health and protecting our employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by asking employees for input and feedback on our operation plan via email and face-to-face meetings. Managers have finalized plans and operating procedures for their specific departments and locations.

Our COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing for workers not fully vaccinated – at least six-feet apart (where practical);
- worker hygiene and source controls, including face coverings for those not fully vaccinated;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

All American Co-op has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance: Manufacturing and Transportation, Distribution and Delivery. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for face coverings and personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;

- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick employees stay home and prompt identification and isolation of sick persons

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Employees have been directed to stay home if they are experiencing fever, cough, shortness of breath, sore throat, body aches, headache, chills or fatigue. If an employee will not be reporting to work they will contact their supervisor who will notify Human Resources. If an employee becomes sick at work they will contact their supervisor or Human Resources and head home.

All-American Co-op has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees absent from work for a qualified reason under the Families First Coronavirus Response Act (FFCRA) will receive paid leave per FFCRA requirements. All-American Co-op provides Paid Time Off (PTO) for employees to use should their FFCRA benefits be exhausted. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. All-American Co-op will consider, on a case-by-case basis, requests from employees for accommodations.

All-American Co-op has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace. Should we learn of an employee testing positive for COVID-19 applicable work areas will be cleaned and disinfected along with common areas the employee may have used. This includes vehicles, forklifts and/or field application equipment.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. At no time will All-American Co-op share the name of any employee undergoing testing and/or confirmed positive for COVID-19.

Social distancing for those not fully vaccinated

Social distancing of six feet for those not fully vaccinated will be maintained between employees, customers and visitors in the workplace through the following engineering and administrative controls: posters with reminders of keeping distance of at least six feet are posted, floor in retail area will be marked for customer guidance. Some employees have individual office spaces and/or cubicles with high sides for separation. Plexiglass barriers have been installed at counter areas for face-to-face business transactions. Occupancy of individual offices or cubicles and retail/counter areas are posted by area as applicable to state regulations. Occupancy of break rooms is limited to the number of people who can occupy the space with a minimum of 6 feet of distance. Customers are allowed only in certain parts of the building (not in production areas, warehouses or administration office area). Employees will not share phones, desks, computers unless they are cleaned prior to and following use.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, especially prior to any mealtimes and after using the restroom. All customers and visitors to the workplace will be required to sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Handwashing facilities are provided in restrooms. Hand sanitizer is provided at main entrances and at multiple workstations. Supplies are maintained by All-American Co-op employees. Notices of hand washing and hand sanitizing are posted near building entrances and proper hand washing procedures are posted in restrooms.

Face coverings are required indoors for those not fully vaccinated at All-American Co-op per CDC and State of Minnesota guidelines.

Employees, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors. Posters/signs will contain reminders to cover coughs and sneezes and to avoid touching your face.

Employees who use drinking fountains, pop or snack machines, coffee pots, coffee creamers, microwaves, and other objects in shared spaces will sanitize objects prior to and following use. Either wipes or a spray and wipe solution will be used.

Workplace building and ventilation protocol

Operation of the buildings in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained by third party vendors. Steps are also being taken to minimize air flow blowing across people. No fans are allowed in air conditioned buildings to control flow across people. Warehouse doors will be open for air flow as needed.

Workplace Cleaning and disinfection protocol

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, meeting rooms and checkout stations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as shared keyboards, touch screens, controls, door handles, railings, copy machines, etc. A third-party vendor is used for routine cleaning. Extra cleaning will be done by All-American Co-op employees using sanitizing or cleaning wipes. Should an employee, customer or visitor be diagnosed with COVID-19 or visit the facility while symptomatic co-op staff will clean and disinfect affected areas and surfaces.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. Household cleaning products and disinfecting wipes will be used according to label directions. Gloves are available for employee use while cleaning if needed.

Drop-off, pick-up and delivery practices and protocol

Deliveries to All-American Co-op will be conducted in a contactless method whenever possible. Small packages are to be left at counter/reception areas where plexiglass has been installed. Receipt of packaged products to loading docks or bulk products to bulk receiving areas will be completed while maintaining a distance of six feet or greater between All-American Co-op employee and delivery personnel if individuals are not fully vaccinated. Customers picking product up from All-American Co-op sites may either pick up product and place in their vehicle, or maintain a minimum of 6 feet of distance from an All-American Co-op employee who will load product into the customer vehicle if parties are not fully vaccinated. Product delivered by All-American Co-op to customer farms will be done contactless or with a minimum of 6 feet of distance between employee and customer if parties are not fully vaccinated.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated via email to all employees on May 14, 2021. Additional communication and training will be ongoing via manager instruction and/or emails.

All workers, vendors, contractors and customers will be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Signs will be posted in buildings and at entrances to buildings. Our COVID-19 Preparedness Plan is also available in its entirety on our company website at AllAmericanCoop.com.

Managers and supervisors are to monitor how effective the program has been implemented through on-site visits, evaluations and conversations with employees across locations and departments. Management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by All-American Co-op management and was posted throughout the workplace and made readily available to employees on May 14, 2021. It will be updated as necessary.

Certified by:

Glenn Lutteke

General Manager