



Communicable Illness Prevention Plan

Effective February 2023

This Communicable Illness Prevention Plan (CIPP) is designed to manage employee exposures to communicable illnesses in the workplace.

RESPONSIBILITIES

The Vice President of Health & Safety has overall corporate authority and responsibility for implementing the provisions of this CIPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CIPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand. All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe and healthy work environment.

APPLICABILITY

This CIPP applies to all Davey employees, except for the following:

- Work locations with one employee who does not have contact with other persons.
- Employees working from home.
- Employees teleworking from a location of the employee's choice, which is not under the control of Davey.

EXCLUSION OF EMPLOYEES WITH A KNOWN OR SUSPECTED COMMUNICABLE ILLNESS

Employees who are diagnosed with or are suspected to have a communicable illness are instructed not to come into work. Symptoms of a communicable illness can include, but are not limited to, a fever, fatigue, headache, diarrhea, vomiting, sore throat, and cough. Employees should "self-screen" for symptoms of a communicable illness before reporting to work. If presenting with symptoms of a communicable illness, employees should stay home at least 24 hours after their symptoms are gone without the aid of medicines, or at least 4-5 days after symptoms began.

HANDWASHING

Employees shall wash their hands with soap and water for at least 20 seconds or use hand sanitizer after activities such as eating, drinking, touching your face / nose, caring for someone who is sick, using the restroom, blowing your nose / coughing / sneezing, and touching unsanitary items.

- Hand sanitizers are flammable and use and storage in hot environments can result in a hazard.
- Use of hand sanitizers with methyl alcohol is prohibited.

DISINFECTING / CLEANING

Managers and supervisors shall ensure that all high touch surfaces and common areas are cleaned and disinfected regularly to help prevent the spread of disease. Disinfectants are chemical solutions capable of killing both bacteria and viruses. Common disinfectants include bleach and alcohol solutions.

PHYSICAL BARRIERS / AVOIDING CONTACT WITH POTENTIALLY INFECTIOUS MATERIALS

Cover cuts and scrapes with bandages to protect from and prevent the spread of infection. Avoid contact with all materials potentially contaminated with bodily fluids, such as discarded needles and medical waste (for example, used bandages). Avoid sharing personal items such as clothing, towels and personal protective equipment. Use proper precautions when providing first aid, including the use of gloves. It is advisable to use a breathing barrier when performing CPR.



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If an employee is exposed to blood or other potentially infectious materials (OPIMs), Davey will provide Hepatitis B vaccinations at no cost to the employee. However, the supervisor must be notified no later than 24 hours after the incident. The supervisor must notify the Claims Section of the Legal Department immediately. Employees who decline the Hepatitis B vaccine post-incident must sign the Vaccination Declination Form (Appendix B). The signed form must be sent to the Claims Section of the Legal Department. If you have any questions regarding the vaccination or declination, ask your supervisor to contact the Health and Safety Department.

FACE COVERINGS

All employees are permitted to voluntarily wear masks (respirators, medical procedure masks, or cloth face coverings) and personal protective equipment (PPE) as long as it does not create a safety hazard, such as interfering with the safe operation of equipment.

ACCOMMODATIONS

Anyone with specific concerns related to personal or health issues should review their individual circumstances with their supervisor and advise of any requested accommodation. Employees or supervisors can also reach out to Human Resources, the Legal Department, or Davey Voice at (844) 916-2751 or [EthicsPoint - The Davey Tree Expert Company](#), as needed for reasonable accommodations, or Molly Senter for any facility related questions or concerns.

Any questions on this CIPP can be directed to Morgan Conrad at morgan.conrad@davey.com



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APPENDIX A: COVID-19 MANAGEMENT AND PREVENTION

COVID-19 is an infectious disease caused by the SARS-CoV-2 virus. Symptoms of COVID-19 can include:

- Cough / sore throat
- Shortness of breath
- Fever / chills
- Congestion / runny nose
- Headache / body aches
- New loss of taste or smell

Employees who are diagnosed with or test positive for COVID-19 should notify their manager or supervisor and consult and follow current CDC guidance for isolation and return to work criteria. Employees who have reason to believe they have COVID-19 are encouraged to get tested before reporting to work.

Some helpful reference links below:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [Coronavirus Self-Checker | CDC](#)
- [What to Do If You Are Sick | CDC](#)

Communication

Employees shall report to their supervisor or manager, without fear of reprisal, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards in the workplace. If employees do not feel comfortable reporting concerns to their supervisor or manager, they may contact the COVID-19 Hotline at 330-673-9515, Ext. 1900.

Managing COVID-19 in the Workplace

In case of a positive COVID-19 case in the workplace, the manager / supervisor should notify all employees who had close contact with the case during the infectious period without identifying the employee who tested positive for COVID-19.

Work-related investigation begins when:

- Employee reports work-related case
- An employee is infected as a result of performing their work-related duties

If workplace transmission of COVID-19 is suspected, managers / supervisors must notify the COVID-19 Hotline at 330-673-9515, Ext. 1900.

COVID-19-related Benefits & Options

Employees may be able to work remotely with their supervisor or manager's approval. If they are not able to work remotely, they may use any accrued leave or any federal, state, or local benefits they may be eligible for. Call the COVID-19 Hotline at 330-673-9515, Ext. 1900 for more information about employee benefits.

Any questions regarding COVID-19 can be directed to the COVID-19 Hotline at 330-673-9515, Ext. 1900.



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APPENDIX B: VACCINATION DECLINATION FORM

Employee Name: _____ DATE: _____

Employee ID#: _____ DATE: _____

I understand that due to my exposure to blood or other potential infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

DATE: _____

Employee Signature

DATE: _____

Supervisor/Manager

Note: This is to be completed only after an event resulting in exposure to bodily fluids or other potentially infectious materials when the employee chooses to decline vaccination. The completed form is to be sent to the Claims Section of the Legal Department.