

VANGUARD WINES

COLUMBUS OFFICE COVID-19 PLAN

Per guidelines from the CDC updated as of Dec. 9, 2021,
the following is considered SOP for Vanguard Wines:

WORKPLACE ENVIRONMENT REQUIREMENTS

1. *All unvaccinated employees are required to wear masks/facial coverings in all shared workplace areas, unless eating or drinking*
2. *Proper and frequent handwashing and/or use of hand sanitizer is strongly encouraged*
3. *All employees who receive a COVID-positive test result are required to report such results to the HR Lead. The utmost discretion and anonymity will be observed. The name and personal information of the employee will not be released to the company at large.*

TERMS

1. *An "Outbreak" is defined as ≥ 2 positive cases in workers who have been in close contact with other people in a non-residential and non-healthcare worksite.*
 - a. *In the case of a "cluster" or "outbreak", the local health department should be notified.*
2. *"Close contact" is defined as within 6 feet for ≥ 15 minutes.*
3. *Quarantine vs. Isolation*
 - a. *You **quarantine** when you might have been exposed to the virus and may or may not have been infected*
 - b. *You **isolate** when you have been infected with the virus, even if you don't have symptoms*
4. *Symptoms to be mindful of include fever of 100.4 or higher, cough, shortness of breath, sore throat, new loss of taste and/or smell, congestion or runny nose, fatigue*

COVID-POSITIVITY

1. *COVID-positive employees are required to isolate at home for 5 days from their positive test result*
 - a. *COVID-positive employees are permitted to return to work only after a full quarantine period, assuming symptoms have subsided/no symptoms have presented*
 - b. *A COVID-negative test will be required for return to work*
2. *Sick and/or quarantined salaried and hourly employees are permitted to work from home if they are able and/or feel well enough to do so.*

COVID EXPOSURE

1. *UNVACCINATED employees who come in close contact with a COVID-positive person are required to isolate at home:*
 - a. *For 5 days from their direct exposure to the COVID-positive employee if a COVID-negative test result is not obtained*
 - b. *Infectious period is qualified as two days before the onset and three days after the presenting of symptoms*

2. *VACCINATED employees who come in close contact with a COVID-positive person but are not showing symptoms ARE NOT required to quarantine.*
 - a. *Vaccinated employees who have been directly exposed to someone with confirmed COVID-19 but are not showing any symptoms should:*
 - i. *Wear a mask indoors in public for 14 days following exposure or until a negative test result is obtained*
 - ii. *Get tested 5-7 days after close contact with someone with suspected or confirmed COVID-19*
 - iii. *Get tested and isolate immediately if symptoms begin*

In the case of an outbreak at the Vanguard Wines Columbus office:

1. *The office will close immediately following positive COVID-19 test results reported by two or more employees*
2. *The office's contracted cleaning service provider will be immediately called to schedule an emergency deep clean/sanitize of the entire office and warehouse at first availability*
 - a. *The office will not reopen until the building has been completely sanitized, as confirmed by the cleaning service account manager*