

COVID-19 Preparedness Plan for EXECUTIVE NETWORK ENTERPRISES, INC. dba: Executive Limousine Service

Executive Limousine is committed to providing a safe and healthy workplace for all our workers [and customers, clients, patrons, guests and visitors]. To ensure we have a safe and healthy workplace, Executive Limousine has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Patricia Stephenson who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **Executive Limousine**'s managers and supervisors have our full support in enforcing the provisions of this plan.

Our clients, drivers and workers are our most important assets. **Executive Limousine** is serious about safety and health and protecting our staff. Driver involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by: Requiring all passengers to wear a face mask, all passengers must use a sanitizer before entering the vehicle, if suspicious the driver will take a forehead temperature of passenger. After the passenger is dropped off, the driver will carefully re-disinfect the entire inside of the car.

Executive Limousine's COVID-19 Preparedness Plan follows the industry guidance developed by the state of California GOVERNOR'S executive orders, orders of California's State Public Health Officer, and orders of the local city and or county where the carrier are operating.

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls, including face coverings;
- 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.

Executive Limousine has reviewed and incorporated the industry guidance applicable to our business provided by the state of California for the development of this plan, including the following industry guidance "**Restaurants and bars,**" ". 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 workers stay home and prompt identification and isolation of sick persons

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Executive Limousine 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. (

Executive Limousine has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers **[and customers, clients, patrons, guests and visitors]**