



COVID-19 Vaccination, Testing and Face Covering Policy – 12/27/2021

Purpose

Consistent with our duty to provide and maintain a workplace that is free of recognized hazards and based on the Occupational Safety and Health Administration (OSHA) Emergency Temporary Standard (ETS), the Peterman Lumber, Inc. (“Company”) has adopted this COVID-19 Vaccination, Testing and Face Covering Policy (“Policy”) to safeguard the health and well-being of our employees, their families, customers, visitors, others who spend time in our facilities, and the community from the risks associated with COVID-19. If an employee chooses not to be vaccinated, they will be required to comply with the testing in this Policy. This policy is intended to comply with applicable federal, state and local laws and guidance.

Scope

This Policy applies to all current and new employees, except:

- Employees who do not report to a workplace where other individuals are present;
- Employees while working from home;
- Employees who work exclusively outdoors; or
- Employees subject to the Executive Order 14042 or Healthcare ETS.

This Policy does not apply to customers and visitors.

Policy

All employees are required to provide accurate and truthful information about their vaccination status, test results and exemption requests (as applicable). If an employee does not provide one of the acceptable forms of proof of vaccination status or declines to respond, the Company will be required to treat the employee as not fully vaccinated for purposes of this Policy and workplace rules and requirements based on vaccination status.

Definition of “Fully Vaccinated”

For purposes of this policy, an employee is considered “fully vaccinated” two-weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval,

authorization, or listing that is: (A) Approved or authorized for emergency use by the FDA; (B) Listed for emergency use by the World Health Organization (WHO); or (C) Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or (ii) A person's status 2 weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine and an employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Acceptable Forms of Proof of Vaccination

To establish proof of being fully vaccinated, employees must provide one of the following forms of proof:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee may submit the signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this manner must, to the best of their recollection, include the type of vaccine administered (e.g., Moderna), the date(s) of administration, and the name of the healthcare professional(s) or location(s) administering the vaccine.

How to Submit Vaccination Status

By no later than 12/30/2021, submit your vaccination status by emailing your proof of vaccination to Rhonda Flamma at rhondaf@petermanlumber.com. Please do not submit any additional medical or family history information, including your reason for deciding to be vaccinated or not be vaccinated. All vaccine-related information and documentation will be maintained confidentially and in accordance with applicable law.

Supporting COVID-19 Vaccination

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send Rhonda Flamma an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

Employees requesting reimbursement, schedule changes or time off to obtain the COVID-19 vaccine or recover from side effects should contact Rhonda Flamma.

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

- (A) must be tested for COVID-19 at least once every seven days; and
- (B) may provide documentation of the most recent COVID-19 test result to Rhonda Flamma no later than the seventh day following the date on which the employee last provided a test result; or
- (C) test weekly by a trained Company Representative beginning the week of February 22, 2022

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to Rhonda Flamma upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

To be a valid COVID-19 test under this policy, a test may not be both self-administered and self-read unless observed by the Company or an authorized telehealth proctor.

Both nucleic acid amplification tests (NAATs) and antigen tests are acceptable under this policy.

Employees who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Employees must provide truthful and accurate information about their COVID-19 testing results. Employees not in compliance with this policy will be subject to discipline.

Requests for Vaccine Exemption as an Accommodation

To assist any employee who has a qualifying disability or medical condition that contraindicates the vaccination or requires a delay in the vaccination, or who objects to being vaccinated on the basis of a sincerely held religious belief, observance, or practice, the Company will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, please notify the Rhonda Flamma in writing at rhondaf@petermanlumber.com. Once the Company is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations. If you believe that you have been treated in a manner not in accordance with this policy, please notify the Company immediately by speaking to Rhonda Flamma. You may request an accommodation without fear of retaliation.

Employees who receive an approved exemption, will be required to comply with certain COVID-19 safety protocols including, but not limited to complying with the face covering requirements and testing for COVID-19. Additional information about testing will be provided under separate cover.

Face Coverings

Regulations on face coverings is continuously changing. As of the date of this policy, the Company will require the employee to wear a face covering over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes, subject to the following exemptions:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where the Company has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Any exceptions to the face covering requirements based on a hazard must be approved by Jeremy Peterman, Regional Manager, who may be contacted at 702-280-9512. Additionally, if you have a request for an accommodation please contact Rhonda Flamma.

Employee Notification of COVID-19 and Removal from the Workplace

Any employee experiencing COVID-19 symptoms shall not report to the workplace or must immediately leave the workplace and contact your direct supervisor.

The Company requires all employees to immediately notify Rhonda Flamma in the HR Department in writing when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

If onsite, when learning of the positive COVID-19 test or diagnosis, the employee must immediately leave the workplace or refrain from reporting to the workplace if offsite until approval to return to work has been provided by Rhonda Flamma.

Return to Work Criteria

The Company will follow the return to work criteria set forth below and further return to work restrictions as required by the applicable local, state or federal jurisdiction.

Testing: If an employee chooses to seek a nucleic acid amplification test (NAAT) for confirmatory testing and receives a negative result on a COVID–19 NAAT following a positive result on a COVID–19 antigen test.

CDC: Under CDC’s [“Isolation Guidance,”](#) asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

New Hires

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment, including the date by which they must be in compliance.

Confidentiality and Privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be maintained in accordance with applicable law.

Questions

Please direct any questions regarding this policy to Rhonda Flamma at 909-329-0313 or rhondaf@petermanlumber.com.