

WORK SAFE PLAYBOOK

Employee Guide to Gunstock's COVID-19 Pandemic Preparedness and Response

Summer 2021



719 Cherry Valley Road, Gilford NH 03249

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Introduction

Since the abrupt ending of our winter season in March 2020, the world has been turned upside down by the COVID-19 pandemic. Our daily lives changed in ways that none of us could have expected and the Gunstock team faced these challenges with professionalism and grit. Over the course of the past year, we watched the medical and scientific communities study the virus in real time. And as we look ahead to the 2021 summer season, the promise of “life back to normal” is right around the corner. The development of an effective and safe vaccine made available at no cost to anyone in the US over the age of 12 is a truly remarkable achievement. We encourage you to learn more about the [science behind the COVID-19 vaccine](#) and the work being done to monitor its safety as more Americans become fully vaccinated against the virus.

As always, Gunstock Mountain Resort is dedicated to providing a safe and healthy environment for its employees, guests and visitors. The protocols outlined in this document are based on the recommendations issued by the state of NH and other public health entities. These protocols are in place to limit and control the transmission of infectious diseases in general, and of the novel COVID-19 virus more specifically. These guidelines are subject to change in conjunction with public health notices and restrictions.

It is the responsibility of every Gunstock employee to take all necessary steps to consistently abide by these guidelines to protect their own health, and the health of coworkers and guests. It is also the responsibility of all employees to be forthcoming about their own personal vaccination status, COVID-19 symptoms and/or exposure to individuals who have been diagnosed with COVID-19.

The Gunstock management team is responsible to ensure proper education and enforcement of these guidelines. Senior management will remain abreast of the pandemic status in the local area and work in tandem with the Gunstock Area Commission and other state and local officials to adjust these guidelines as necessary.

This Work Safe Playbook is intended to provide procedural guidance for working safely during the COVID-19 pandemic. These guidelines are based on recommendations from the NH Governor’s Economic Reopening Task Force ([Universal Best Practices](#)), NH Department of Health and Human Services ([DHHS](#)), the US Centers for Disease Control and Prevention ([CDC](#)), the Equal Employment Opportunity Commission ([EEOC](#)), and the Occupational Safety and Health Administration ([OSHA](#)). Individual circumstances may call for individual attention.

It is my hope that each of you have a safe, healthy, and fun winter. If you have any questions at all about the materials presented in this guide, please let us know.

~ Becky LaPense,
Director of Human Resources

COVID-19 Work Restrictions & Health Screenings

Work Restrictions

In accordance with [NH's Universal Best Practices](#), the following employees will not be permitted to work on-site:

- i. Anyone with new or unexplained symptoms of COVID-19, regardless of vaccination status
- ii. Unvaccinated employees identified as being in close contact with a person known or suspected to have COVID-19 ("Close contact" is defined as being within 6' for 10 minutes or longer, in either a single interaction or cumulative interactions over the course of a day. "Close contact" does not include brief contact with a person or guest in passing.)
- iii. Anyone diagnosed with COVID-19
- iv. Unvaccinated employees who have traveled outside of the US or on a cruise ship

Symptoms

The state of NH recommends that all businesses, organizations, and individual business operators develop daily screening guidelines to prevent symptomatic employees from entering the workplace. Any employee experiencing unexplained symptoms of COVID-19 is required to **stay home** and immediately notify their Department Manager or Shift Supervisor. These symptoms include:

- Fever of 100.4 °F or higher
- Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath
- General body symptoms such as muscle aches, chills, and severe fatigue
- Gastrointestinal symptoms such as nausea, vomiting, or diarrhea
- Changes in your sense of taste or smell

Fully vaccinated employees experiencing new or unexplained symptoms of COVID-19 should also **stay home** and contact their health care provider for additional guidance and testing.

Travel Restrictions

While at-risk travel restrictions remain in order, unvaccinated employees who travel internationally or on a cruise ship will be required to use PTO or request an unpaid leave of absence to accommodate the self-quarantine period. If remote work is possible, they may be permitted to work from home during the quarantine period. Time off for at-risk travel may be denied due to business needs.

Documentation and Reporting

Department Managers should immediately notify Human Resources of any confirmed infections or exposures. Human Resources or Safety Services personnel will coordinate all follow up procedures, such as contact tracing and notifications, with appropriate agencies, including NH DHHS and/or Primex.

Workers' Compensation

An employee who contracts COVID-19 through a known positive source as a result of employment may be covered by Gunstock's workers' compensation insurance, Primex, for their resulting COVID-19 medical expenses and lost wages for both the prescribed quarantine and recovery periods. An employee exposed to a known positive source of COVID-19 as a result of employment, but who does not contract the virus, will receive coverage for the cost of the prescribed testing and prophylaxis, but not for the lost wages from quarantine. Workers' compensation benefits are subject to NH Workers' Compensation Statute, RSA 281-A, and are based on supporting medical documentation.

Remote Work Employees

Employees who have been approved for remote work must adhere to the following guidelines:

- Maintain regularly scheduled work hours – if working outside of normal business hours, notify your manager in advance.
- Accurately report all hours worked via the Checkmate Mobile App.
- Hourly employees should punch out any time you leave your workstation for 20 minutes or longer, except for your paid breaks (10-minute breaks every 4 hours, 30-minute meal period).
- Continue to monitor office voicemail daily and promptly return all messages.
- Strictly adhere to the IT Info Security policy and maintain confidentiality of all sensitive or proprietary business documents and systems.
- When working on-site, please follow the [Work Restrictions](#) above.

Self-Isolation and Return to Work Protocol

Employees who are exhibiting symptoms of COVID-19 must remain off the property until cleared to return to work. If an employee is sent home as the result of on-site screening, they should contact their health care provider to arrange for testing. Until test results are confirmed, symptomatic employees should remain in self-isolation and practice exceedingly good respiratory hygiene. Working from home may be an option, where possible.

Self-Isolation Guidance

- Notify your health care provider of your symptoms and self-isolation status. Be sure to inform them of any prescription needs so they can arrange for delivery or drop-off, if needed.
- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
- No visitors unless the person needs to be in your home.
- If you need medical attention, call ahead to ensure you are going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a drive to the doctor's office.
- When you cough/sneeze: cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that's not available, clean with [hand sanitizer](#) that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.
- Clean high touch surfaces daily using a household cleaner or wipe. These include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables.
- Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- Shared spaces in the home should have [good airflow](#)—use an air purifier or open windows.
- Continue monitoring for any symptoms. If they worsen, call your health care provider.

Returning to Work After Isolation or Quarantine

The state of NH requires that employers adhere to the following guidelines to determine when it is safe for employees to return to work after isolation or quarantine. In all cases, follow the guidance of your doctor and local health department. The decision to stop home isolation/quarantine should be made in consultation with your healthcare provider and/or state and local health departments.

Confirmed COVID-19 Diagnosis

An employee who **tested positive** for COVID-19 can return to work under the following conditions:

- At least 10 days have passed since the onset of symptoms AND,
- At least 24 hours have passed since their last fever (without using any fever reducing medications), AND
- Other symptoms have improved.

Suspected COVID-19 Symptoms

Employees who are exhibiting symptoms of COVID-19 but who have **not been tested** will be required to stay at home until the following criteria are met:

- i. The employee tests negative for COVID-19 with an appropriate test to detect active infection (PCR-based test or Quidel Sofia Antigen FIA test taken within 5 days of symptom onset). These employees will be allowed back to work when they are fever-free for at least 24 hours without the use of fever-reducing medications with other symptoms improving; OR
- ii. The employee has been fully vaccinated against COVID-19 or has been diagnosed with COVID-19 in the prior 90 days, and their healthcare provider has documented that they do not require testing. These employees will be allowed back to work when they are fever-free for at least 24 hours without the use of fever-reducing medications with other symptoms improving; OR
- iii. At least 10 days have passed since symptoms first started, AND at least 24 hours have passed since last fever (without using any fever reducing medications), AND symptoms have improved.

Close Contact Exposure

Unvaccinated employees who report close contact with someone known to have COVID-19 must self-quarantine for 10 days from the last day of exposure, even if asymptomatic. They are encouraged to get tested for the virus *even though a negative test does not remove the need to quarantine*. Testing will help determine the safest duration for self-quarantine. If they test positive, they should immediately self-isolate and follow the above return-to-work guidance. Exceptions to the quarantine requirement will be made for employees who are fully vaccinated (at least 14 days have passed since their final dose of any COVID-19 vaccine).

Household Members of People Under Quarantine

According to [NH DHHS](#), household members and other close contacts of persons under quarantine for “close contact” exposure are not *required* to stay home, although it may be recommended by a health care provider. As long as the person under quarantine does not show any symptoms, and the household members and other close contacts are well, those living in the same house as someone on quarantine can leave the home. If the person being quarantined develops illness, or is diagnosed with COVID-19, household members and other close contacts must then self-quarantine.

Exceptions to Quarantine

The following people do NOT need to quarantine after close contact to a person with COVID-19 or after international or cruise ship travel:

- i. Employees who are 14 days or more beyond completion of COVID-19 vaccination – this means a person should be at least 14 days beyond receipt of the second dose of either the Pfizer-BioNTech or Moderna COVID-19 vaccine, or at least 14 days beyond receipt of the single-dose Janssen (Jonson & Johnson) COVID-19 vaccine.
- ii. Employees who are within 90 days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing (if a person had a previous infection that was more than 90 days prior, then they should still follow the quarantine guidance).

Such persons, however, should still monitor themselves for symptoms of COVID-19 daily, practice social distancing, avoid social and other group gatherings, always wear a well-fitted face mask when around other people, and practice good hand hygiene. All infection control and other business COVID-19 mitigation guidance should be followed. For health care workers, this includes continuing to use all appropriate personal protective equipment (PPE) when evaluating or treating patients (including patients with suspect or confirmed COVID-19).

Isolation, Quarantine, and Testing Summary

Employee Symptom/Test Status	Close Contact to someone with COVID-19 in past 14 days	Traveled internationally or by cruise ship	No Travel or Travel within the U.S.
<p>New or unexplained symptom of COVID-19</p>	<p>Isolate and get tested immediately</p> <p>If negative Self-Quarantine for 10 days from last day of exposure</p> <p>See “exemptions to quarantine requirements” (household contacts must quarantine unless working in a healthcare setting under crisis standards of care guidance, but such persons must follow all other guidance)</p>	<p>Isolate and get tested immediately.</p> <p>If negative the person can return to normal activities once they are at least 24 hours without a fever (off fever-reducing medications) and other symptoms are improving, AND any one of the following criteria apply:</p> <ol style="list-style-type: none"> 1. Person is at least 14 days beyond completion of COVID-19 vaccination, <u>or</u> person previously tested positive for active COVID-19 in the prior 90 days 2. Person completes 10 days of self-quarantine from last day of travel 3. Travel was “essential travel” to/from Canada* 4. Person ends quarantine after day 7 with a negative SARS-CoV-2 molecular test (e.g., PCR-based test) collected on day 6-7 of quarantine (Note: If person was tested before days 6-7 of quarantine due to symptoms and was negative, then a second test on day 6-7 is still required to end quarantine after 7 days.) <p>If traveler is designated as an essential critical infrastructure employee, then person can return to work when they are at least 24 hours without a fever (off fever-reducing medications) and other symptoms improving, but they must quarantine for all other non-work related purposes following the quarantine guidance.</p>	<p>Isolate and get tested immediately.</p> <p>If negative the person can return to normal activities after at least 24 hours without a fever (off fever reducing medications) and other symptoms are improving</p>

Employee Symptom/Test Status	Close Contact to someone with COVID-19 in past 14 days	Traveled internationally or by cruise ship	No Travel or Travel within the U.S.
Asymptomatic	<p>Self-Quarantine for 10 days from last day of exposure</p> <p>Get tested</p> <p>See “exemptions to quarantine requirements” (household contacts must quarantine unless working in a healthcare setting under crisis standards of care guidance, but such persons must follow all other guidance)</p>	<p>Self-Quarantine for 10 days from last day of travel (unless travel was “essential travel” to/from Canada*, person is at least 14 days beyond full COVID-19 vaccination, or person previously tested positive for active COVID-19 in the prior 90 days)</p> <p>Person has the option of ending quarantine after day 7 with a negative SARS-CoV-2 molecular test (e.g., PCR-based test) collected on day 6-7 of quarantine</p> <p>If traveler is designated as an essential critical infrastructure employee, then person can return to work as outlined above, but they must quarantine for all other non-work related purposes following the quarantine guidance.</p>	No restrictions
Positive Test for COVID-19	Self-Isolate	Self-Isolate	Self-Isolate

Work Safe Guidelines

Gunstock has developed the following Work Safe Guidelines to limit the exposure and spread of COVID-19 in the workplace. All employees working on-site are required to follow the practices outlined here at all times while working. Failure to do so may result in disciplinary action, up to and including immediate dismissal.

Face Coverings

On May 13th, the CDC announced that fully vaccinated people no longer require face coverings, in most indoor or outdoor settings. For people who have not been fully vaccinated, cloth face coverings remain a critical and effective tool in the fight against COVID-19 and we strongly encourage their continued use as outlined in the Choosing Safer Activities chart (right). For the summer 2021 operation season, the use of face coverings for fully vaccinated guests and employees, both outdoors and indoors, will be optional. While working indoors, unvaccinated employees should continue to wear their Gunstock-issued face mask. Our inability to confirm the vaccination status of employees and guests means we must rely on the personal responsibility of each individual. Unvaccinated employees with a disability that makes it impossible or difficult to wear a face mask for prolonged periods of time should contact their Manager or Human Resources to discuss their options for reasonable accommodation or modification.

Physical Distancing

Physical distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. This means:

- Keep at least 6 feet between you and others as a normal practice
- Keep all physical interactions as short as possible
- Eliminate physical contact with others, such as handshakes or hugs
- Avoid touching surfaces touched by others, to the extent feasible
- Avoid anyone who appears to be sick, or who is coughing or sneezing

Physical distancing should be in practice at all times in all work areas where unvaccinated people are present, both indoors and outdoors.

Timeclocks

To reduce the risk of exposure at timeclocks, the biometric feature on all company timeclocks has been disabled. Employees are encouraged to punch in through the HCMtoGo mobile app on their smartphone. Contact your Manager or Human Resources for download instructions. Complimentary

Choosing Safer Activities

Accessible link: <https://www.cdc.gov/coronavirus/2019-nCoV/daily-life-coping/participate-in-activities.html>

	Unvaccinated People	Examples of Activities	Fully Vaccinated People
		Outdoor	
Safest		Walk, run, wheelchair roll, or bike outdoors with members of your household	
		Attend a small, outdoor gathering with fully vaccinated family and friends	
		Attend a small, outdoor gathering with fully vaccinated and unvaccinated people	
Less Safe		Dine at an outdoor restaurant with friends from multiple households	
		Attend a crowded, outdoor event, like a live performance, parade, or sports event	
		Indoor	
Less Safe		Visit a barber or hair salon	
		Go to an uncrowded, indoor shopping center or museum	
		Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households	
Least Safe		Go to an indoor movie theater	
		Attend a full-capacity worship service	
		Sing in an indoor chorus	
		Eat at an indoor restaurant or bar	
		Participate in an indoor, high intensity exercise class	

Get a COVID-19 vaccine



Prevention measures not needed



Take prevention measures

Wear a mask, stay 6 feet apart, and wash your hands.

- Safety levels assume the recommended prevention measures are followed, both by the individual and the venue (if applicable).
- CDC cannot provide the specific risk level for every activity in every community. It is important to consider your own personal situation and the risk to you, your family, and your community before venturing out.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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wi-fi is widely available throughout the resort for use when on company property. Please note, geofencing will restrict employees from punching in until they have reached Gunstock property and employees should only punch in when they have reached their workstation and are prepared to work. Time spent parking or shuttling/walking to/from your work area is not considered compensable time. Any abuse of the remote timeclock capabilities will be grounds for disciplinary action, up to and including immediate dismissal.

Employees who are unable to access the mobile app should report their hours worked on a hand-written Weekly Timesheet or PIN-access timeclock. Employees who are authorized to use the PIN-access timeclocks are required to maintain physical distancing and sanitize the keypad surface before and after each use.

Scheduling & Work Groups

Where possible, managers will implement staggered start and end times for work shifts and breaks to provide for proper physical distancing. To facilitate contact tracing efforts in the event of a worksite exposure, Gunstock will maintain work logs to document “close contacts” between staff members during the work shift. These may include lift logs, lesson assignments, dispatch logs, and shift schedules. In certain areas, employees may be asked to complete a daily shift log to report unscheduled “close contacts” with other employees.

Workstations

Workstations should minimize face-to-face interactions with less than the minimum spacing requirement of 6 feet. If this condition cannot be met, then employees will be provided with alternative measures to mitigate exposure, such as the following:

- Face Masks
- Body Orientation
- Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a shift

Employees are strongly encouraged to disinfect their own workspace at least daily, giving special attention to common surfaces. Remember to avoid touching your face and wash your hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to-person potential infections.

Meetings

Whenever possible, web/phone conferences should be used instead of face to face meetings. If in-person meetings cannot be held outdoors, a proper indoor location allowing for physical distancing will be required, such as the Main Hall or Stockade Lodge. The meeting organizer will be responsible for maintaining distancing requirements, gathering limits, and meeting duration.

Tools and Equipment Sharing

The sharing of any tools or equipment, including phones, computers, pens/pencils, should be avoided when possible. If sharing does occur, employees are required to clean the tools or equipment immediately after each use. Appropriate cleaning supplies and PPE are provided for each task.

Enforcement

Gunstock Mountain Resort is committed to maintaining the Work Safe protocols outlined in this guide and expects all employees to follow them without exception. If an employee knowingly disregards any of the protective measures included here, they will be subject to disciplinary action, up to and including immediate dismissal.

Respiratory Hygiene

Employees are encouraged to practice proper respiratory hygiene to reduce the spread of all infectious diseases, including seasonal flu and COVID-19:

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html

Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The mask is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

Personal Protective Equipment & Disinfectant Supplies

Gunstock will maintain a 30-day supply of hand soap, disinfection spray and wipes, hand sanitizer, paper towels, tissues, and other disinfectant supplies and PPE such as face coverings. The Buildings department is responsible to track usage daily, maintain inventories, and replenish supplies when requested by Department Managers. If you notice a shortage of any PPE or disinfectant supplies, please notify your Department Manager or Shift Supervisor immediately. As always, Department Managers are responsible for conducting training and enforcement of proper PPE usage.

Hand Washing and Hand Sanitizer

Employees should wash their hands thoroughly for at least 20 seconds with soap and water regularly throughout the day, but especially upon arrival to your workstation, before and after restroom use, before and after touching your mask, before and after eating or serving food, and prior to leaving the facility for the day. Avoid touching your face with unwashed hands.

Frequent and thorough hand washing is our best defense against infectious disease. But when soap and water are not readily available, Gunstock will provide employees with hand sanitizer made of at least 60% alcohol, especially before touching face masks or after using shared tools, equipment, or common surfaces. Upon hire, employees will be issued a personal-sized hand sanitizer bottle with refill stations made available throughout the work areas. Notify your Manager or Shift Supervisor if your department supply of hand sanitizer is low or empty.

General Disinfecting Measures

General disinfecting measures have been implemented throughout the facility to reduce the risk of exposure or infection. The cleaning steps outlined below will be taken routinely, based on frequency noted to disinfect workplace surfaces. Along with these workplace disinfection activities, proper personal sanitary practices, including washing hands after bathroom use, are also necessary.

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Work area common surfaces	Including light switches, door handles, counter tops and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand held sprayer or wipe	At least daily
2	Offices, desk, and conference rooms	Table & chair surfaces		Spray with hand held sprayer or wipe	At the end of each meeting
3	Office equipment	Shared printers, copiers, microwave/toaster ovens, refrigerators		Spray with hand held sprayer or wipe	At least daily
4	Tools and other equipment	Handles and other commonly touched areas		Spray with sprayer	Based on use
5	Bathrooms	Doors and windows, handles, faucets, sinks, and toilets		Spray with hand held sprayer or wipe	At least four times per day

6	Break Areas	Table and chair surfaces, dispensers, vending machines, etc.	Spray with sprayer	At least daily
7	Vending machines	Interface surfaces (pay, selection and vending surfaces)	Spray with sprayer	Based on use
8	All vehicles and heavy machinery	Wipe areas of common human interaction (e.g. seat surfaces rails, belts, door and window controls)	Spray with sprayer	At least daily
9	Multi-user safety vest and other PPE	All surfaces	Spray with sprayer	Not applicable/ not allowed
10	All floors and walls	All general floors and walls at site	Mop	Periodic, where frequently touched; mop hard surfaces daily

A daily cleaning log for equipment and locations will be maintained by the Clean Team to document the time and location of each cleaning. Each member of the Clean Team will have access to their own company vehicle for use during their shift (golf cart, truck, or minivan).

Hard (Non-porous) Surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, Gunstock will use a 10% bleach solution or hospital-grade disinfectant.

Soft (Porous) Surfaces

For soft (porous) surfaces, such as carpeted floor and rugs, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, if the items can be laundered, wash items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

Electronics

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

In order to minimize the possibility of dispersing virus through the air, **do not shake dirty laundry**. Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.

Be sure to clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Contractors/Visitors/Deliveries

Unvaccinated vendors, delivery personnel, and visitors are encouraged to wear a face mask and observe physical distancing guidelines at all times on company property.

Signage

Informational signage and notices for each indoor facility will be posted by the Clean Team, as recommended by state officials and the CDC.

Decontamination Procedures after Suspected Exposure

After suspected or confirmed exposure on resort property, the Gunstock Clean Team will conduct a full decontamination of all exposed surfaces with appropriate PPE as outlined in the following CDC guidelines:

- Close off areas visited by the ill persons.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Disinfect all exposed areas including offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

Your Wellbeing

Gunstock is taking these steps to protect the physical health and safety of our employees and guests during the COVID-19 crisis. We hope you find them to be understandable, comprehensive and assuring. Even with these measures in place, you may be experiencing other stressors that make daily life difficult. Gunstock's **Employee Assistance Program** offers many resources designed to help you cope with problems related to stress, depression, mental health, anxiety, and family issues. They offer a variety of tools for self-care, including podcasts, webinars, and online assessments. Be sure to check out The Daily Break, which provides live video stretch breaks and guided meditation sessions, free to all Gunstock employees and their household members.

To access this extraordinary benefit, visit <https://kgreer.com/members/login/> and enter the company code: Gunstock. You can also speak confidentially 24 hours a day with a licensed counselor by calling 800-648-9557.