

New Beginnings Computer Training, LLC takes the health and safety of our employees and students very seriously. In response to the spread of “COVID-19,” a respiratory disease caused by the novel coronavirus, the Company has developed this COVID-19 Safety Plan as part of our efforts to reduce the potential for exposure to and spread of the coronavirus.

This Plan is based on information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), and the State of Indiana and is subject to change based on further guidance from these and other public health agencies. The Company will monitor coronavirus-related guidance and will update where necessary and communicate any changes to this Plan.

Please familiarize yourself with this plan. We are counting on each employee and student to do their part to promote a healthy, safe working environment.

If you have any questions about the Plan, please contact Paul Kelley ([Paul@NBCT.tech](mailto:Paul@NBCT.tech))

### **I. Employee / Student Health Screening Process**

New Beginnings Computer Training, LLC has instituted the following health screening process for all employees and students for on-site training:

- *Symptom Assessment*
  - *An employee or student exhibiting symptoms of COVID-19 must stay out of the school for at least 72 hours after recovery from all symptoms.*
  - *Symptoms of COVID-19 include cough, shortness of breath, and difficulty breathing. Additionally, people may have COVID-19 if they exhibit at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.*
- *COVID-19 Testing and Diagnosis*
  - *Any employee or student who tests positive for COVID-19 or is diagnosed by a healthcare provider with COVID-19 should not report to work or on-site training but should immediately notify Paul Kelley.*
  - *Any employee or student who tests positive for or is diagnosed by a healthcare provider with COVID-19 must stay out of the school for at least 10 days after illness onset (the date symptoms begin) and at least 3 days after recovery (the day symptoms are resolved, including the resolution of fever without fever-reducing medications).*

We remind our employees and students they should stay home when they are sick. Additionally, when coughing or sneezing, employees and students should use proper etiquette, including turning away from other individuals and coughing/sneezing into their elbow.

We also remind our customers and visitors they should stay home when they are sick. Additionally, when coughing or sneezing, employees and students should use proper etiquette, including turning away from other individuals and coughing/sneezing into their elbow.

## II. Enhanced Cleaning and Disinfecting Protocols for the Workplace

The following enhanced cleaning and disinfection protocols will be in place until further notice:

- *New Beginnings Computer Training, LLC is providing disinfectant wipes throughout our office and to employees. We ask each employee regularly to wipe down any area in the employee's personal workspace where the employee has been in contact with high-touch surfaces, including keyboards, telephones, light switches, sinks, tables, and handles.*
- *We have instituted housekeeping practices including frequent cleaning and disinfecting of shared work areas, high-touch surfaces, doorknobs, handles, telephones etc., with appropriate disinfectant products.*
- *We have engaged our cleaning service to increase the depth of cleanings to ensure all areas of the workplace are thoroughly cleaned with additional regularity.*

## III. Enhanced Personal Hygiene Measures

New Beginnings Computer Training, LLC requires all employees to wash their hands with soap and water regularly and thoroughly, including at the beginning of each shift and upon returning from any break. In addition:

- *New Beginnings Computer Training, LLC is providing hand sanitizer stations throughout the workplace for employees, students, customers, and guests to use.*
- *We are providing tissues and no-touch disposal receptacles throughout the workplace for employees, students, customers, and guests to use.*

## IV. Social Distancing

New Beginnings Computer Training, LLC requires all employees, students, customers, and visitors to follow the social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees, students, and members of the general public when possible. In addition:

- *Employees and students are required to wear masks while on the company premises.*
- *We will limit the occupancy of kitchen/breakroom to one person.*