



Atrium Staffing Health & Safety Policy – Associate Notice

The health and safety of our associates is a vital concern; therefore, Atrium strives to provide you with a safe and healthy work environment. All associates must make a conscious effort to be aware of safety procedures and potential hazards, at all times.

In order to promote safety and prevent accidents, please adhere to the following safety guidelines:

- Familiarize yourself with the safety practices and procedures at your assigned client;
- Devote your full skill and attention to the performance of your job responsibilities, utilizing the highest standard of care and good judgment. When lifting, bend your knees and keep your back straight. If the item is too heavy, obtain assistance before proceeding;
- If you become aware of any potentially hazardous conditions, it is your responsibility to report the situation promptly to your on-site supervisor.

If You or Another Atrium Associate Experience an Injury at Work:

- If you experience an injury at work that should require immediate medical attention, **please call 911 immediately**. Please then report the incident to your Atrium Relationship Manager as quickly as possible.
- If you do not require immediate medical attention, you still need to notify your on-site supervisor and your Atrium Relationship Manager as quickly as possible.
- Atrium recommends that whoever witnesses the incident should take notes or photos, if applicable. HR will run an investigation similar to when an employee issue arises – which means it is often necessary to speak with anyone who may have witnessed the incident or provided assistance to the employee. All this information ensures that the claim is properly processed.
- Please document the following:
 1. Who was involved?
 2. What happened?
 3. Where did the incident occur (specific location)?
 4. When did the incident occur (time/date)?
 5. How did the incident occur?
 6. Were there any witnesses?
 7. Did you seek medical attention? (where/when)
 8. Are you able to go back to work?

**PLEASE CALL YOUR ATRIUM CONTACT ASAP AND EMAIL THE HR DEPARTMENT
workerscomp@atriumstaff.com**

Policy brief & purpose

Atrium's Occupational / Workplace Health and Safety Policy is designed to help us preserve the best possible work conditions for our employees. Every employee has a right to feel safe at work. Our company is committed to follow legal standards and create a hazard-free workplace.

Our Health and Safety Policy help us preserve the best possible work conditions for our employees.

Scope

This Health and Safety Policy applies to all prospective and current employees of the company as well as associates, contractors, and consultants.

Policy elements

There are two aspects to consider when establishing an Occupational / Workplace Health and Safety Program: Preventative Action and Emergency Management.

Preventative Action

Preventative action is any action we take to avoid injuries or illness related to workplace conditions.

Atrium will conduct periodical risk assessments and job hazard analysis to discover what is likely to harm employees. We'll establish preventative measures accordingly.

Potential threats and dangerous situations include but are not limited to:

- Performing tasks on heights, scaffolds, ladders, and other unsteady structures
- Chemical substances
- Operating dangerous equipment
- Slippery or uneven surfaces
- Electrical infrastructure
- Noise/temperature
- Quality of air

We'll take the following preventative measures:

- When employees work in dangerous contexts or locations, we'll make sure there are safety precautions like safety nets and ropes.
- We'll provide protective gear like gloves, protective uniforms, goggles etc. Using safety equipment is obligatory.
- Inspectors and quality control employees will inspect equipment and infrastructure regularly

- We'll hold employee training sessions in health & safety standards and procedures.
- All highly dangerous job tasks require at least two employees to be present
- Exposure to chemicals and radiation will not exceed a certain time limit
- Employees who do repairs or cleaning need to put up caution signs
- We'll prohibit smoking indoors

Also, we'll enforce a substance abuse policy to protect employees from colleagues' misconduct.

Emergency Management

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. These depend on human error or natural forces.

Atrium's emergency management involves the following provisions:

- Functional smoke alarms and sprinklers that are regularly inspected by [*maintenance supervisor*]
- Technicians (external or internal) available to repair leakages, damages, and blackouts quickly
- Fire extinguishers and other fire protection equipment that are easily accessible
- An evacuation plan posted on the walls of each floor and online
- Fire escapes and safety exits that are clearly indicated and safe
- Fully stocked first-aid kits at convenient locations

We'll also schedule fire drills and emergency evacuations periodically. We will monitor performance of health and safety procedures and will revise them to ensure higher level of protection.

Airborne Infectious Disease Exposure Prevention Plan

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan applicable to the entire Atrium Company is in also in compliance with the New York Heroes Act and goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health.

This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards. Employees should report any questions or concerns with the implementation this plan to the designated contact. This plan applies to all "employees" by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual's immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers, and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors, or subcontractors on

behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality. As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect currently.

Please check the websites of Departments of Health and Labor for up-to-date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

Supervisory Employees designated to enforce compliance are as follows:

Linda Gesell, President of Operations, NYC - 212.292.0550

Cara Zibbell, Vice President of People and Engagement, NJ - 212.292.0550

Andrea Serafino, Facilities Manager, NYC - 212.292.0550

Or ATRIUMCARES Hotline: 888-706-0813

EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

Minimum Controls During an Exposure or Outbreak:

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - a. Maintain physical distancing.
 - b. Exercise coughing/sneezing etiquette.
 - c. Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate.
 - d. Individuals limit what they touch.
 - e. Stop social etiquette behaviors such as hugging and hand shaking, and
 - f. Wash hands properly and often.
2. **“Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
3. **Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms

of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g., have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained. In situations where prolonged close contact with other individuals is likely, use the following control methods:
 - a. restricting or limiting customer or visitor entry.
 - b. limiting occupancy.
 - c. allowing only one person at a time inside small, enclosed spaces with poor ventilation.
 - d. reconfiguring workspaces.
 - e. signage and floor markings.
 - f. telecommuting.
 - g. remote meetings.
 - h. preventing gatherings.
 - i. restricting travel.
 - j. delivering services remotely or through curbside pickup.
6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
 - a. Touching your eyes, nose, or mouth.
 - b. Touching your mask.
 - c. Entering and leaving a public place; and
 - d. Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens. Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.
7. **Cleaning and Disinfection:** See Section V of this plan.
8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing, or yawning.

9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

Advanced Controls During an Outbreak:

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary.

1. **Elimination:** Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. **Engineering Controls:** Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent.

Atrium will do the following:

- Change layout to avoid points or areas where employees may congregate.
- Increasing the percentage of fresh air introduced into air handling systems by: Avoiding air recirculation; Using higher-efficiency air filters in the air handling system; If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and
- Opening outside windows and doors to create natural ventilation; and • Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors
- “Administrative Controls” are policies and work rules used to prevent exposure:
 - Increasing the space between workers.
 - Slowing production speed to accommodate fewer workers at a time.
 - Disinfecting procedures for specific operations.
 - Employee training.
 - Identify and prioritize job functions that are essential for continuous operations.
 - Limit the use of shared workstations.
 - Post signs reminding employees of respiratory etiquette, masks, handwashing.
 - Rearrange traffic flow to allow for one-way walking paths; • Provide clearly designated entrance and exits.
 - Require PPE when needed – masks, gloves, etc.

HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. **Disinfection Methods and Schedules** Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by

fewer individuals, may require less frequent disinfection. The disinfection methods and schedules selected are based on specific workplace conditions. The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required. Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed. Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See cdc.gov for more guidance.

C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

1. Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
2. Follow local and state authority guidance to inform impacted individuals.

TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

1. Atrium will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the

employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter).

2. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:
 - a. The infectious agent and the disease(s) it can cause.
 - b. The signs and symptoms of the disease.
 - c. How the disease can be spread.
 - d. An explanation of this Exposure Prevention Plan.
 - e. The activities and locations at our worksite that may involve exposure to the infectious agent.
 - f. The use and limitations of exposure controls
 - g. A review of the standard, including employee rights provided under Labor Law, Section 218-B. C.

The training will be

- i. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
- ii. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
- iii. Verbally provided in person or through telephonic, electronic, or other means

PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

Atrium will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements.

Additional Measures

Atrium will also keep abreast of changes and try to promote health & safety actively. We will:

- Update our policy according to changes in occupational health and safety legislation.
- Use incentive actions for health & safety (e.g. presenting safe employee awards.)
- Analyze past incidents to discover what went wrong.
- Establish clear procedures for accident reporting.
- Revise work procedures to make them safer.

Atrium will also consult experts or insurance representatives to ensure it complies with local and international standards.

Disciplinary Consequences

Every team leader is responsible for implementing this health and safety policy. Employees should follow health and safety instructions and will be held accountable when they don't. We'll take disciplinary action that may extend to termination when employees consistently disregard health and safety rules.

It's everyone's responsibility to contribute to a healthy and safe workplace.

RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions. Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high-risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when an employee may be working.