

RP Power Pandemic Plan



PURPOSE:

This documents purpose is to demonstrate RP Power's resilience and proactive planning to mitigate disruptive events and ensure operational capability during disruptive or pandemic events. This guidance identifies RP Power's plan for maintaining essential functions and services during a pandemic event.

INTELLIGENCE:

RP Power will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the threat. This plan is implemented to support the continued performance of essential functions. Examples of monitored intelligence for informed decisions and actions include:

www.pandemicflu.gov (Managed by the Department of Health and Human Services; offers one-stop access, including toll-free phone numbers, to U.S. government avian and pandemic flu information.)
www.osha.gov (Occupational Safety and Health Administration website)
www.cdc.gov (Centers for Disease Control and Prevention website)
www.fda.gov (U.S. Food and Drug Administration website)
<https://www.healthy.arkansas.gov> (Arkansas Department of Health)

SENIOR MANAGEMENT RESPONSIBILITY:

All RP Power personnel have been informed regarding protective actions and or modifications related to the plan and daily activities that may change due to disruptive events. Brandon Stewart, our Human Resources Manager, will conduct messaging and risk communications during an emerging infectious disease. Guidance and decisions on establishing infection control measures such as social distancing, personnel protective equipment, and telework guidelines are shared to assist in limiting the spread of any virus at primary worksite locations.

Within the workplace, social distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., telecommuting); promoting social distancing between employees and customers to maintain 6 feet spatial separation between individuals; and implementing strategies that request and enable employees with any sickness to stay home at the first sign of symptoms. If needed RP Power will include the following deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies.

- Implement a formal worker and workplace protection strategy for assessing worker conformance and workplace cleanliness. This may include:
 - Necessary inventory of cleaning and sanitizing common use areas more frequently than daily cleaning
 - Providing sanitizers for human and device cleaning on a more frequent schedule than normal
 - Control building access and right of entry
 - Enact travel restrictions
 - Deploy employees to work from home
 - Enact social distancing and virtual meeting usage
- Monitor and periodically test protection methods to adjust or change as needed
- Track and implement changes in approved or recommended protection measures gleaned from intelligence sources listed above
- Ensure essential personnel are at the primary worksite or able to work remotely
- Reaffirm that essential vendors have their material and/or personnel on-hand and are able to respond and support as planned

PANDEMIC RESPONSE:

RP Power's Pandemic Coordinator (PC), as directed by the CEO, will oversee a Pandemic Response Team (PRT) made up of our CEO, Controller, Senior Accountant, Director of Operations and Director of Sales to anticipate the impacts of a pandemic on RP Power and to assist with developing and implementing strategies to manage the effects of a disruptive or pandemic event.

If needed, RP Power's Pandemic Coordinator will develop pandemic risk communications procedures for communicating with RP Power's customers. This includes the use of existing notification rosters with essential names and telephone numbers for RP Power employees, vendors, contractors, or other key information. These rosters are maintained and updated periodically for quick/easy access and shared by RP Power when the need is determined or requested.

ESSENTIAL FUNCTIONS:

Depending upon the expected duration and potential multiple waves of pandemic outbreaks, RP Power has reviewed the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations, which support essential functions. RP Power will continue to provide all expected services unless limited personnel mandate limitation of functions and services. At this determination, RP Power will communicate on our website (www.rppower.com) what services will not be offered. Routine essential services that may be temporarily halted or slowed include:

- Face-to-Face meetings with customers
- Face-to-Face meetings with vendors
- Non-critical planned maintenance or other service work that can be rescheduled

CONTINUITY FACILITIES:

RP Power may choose to implement safe work practices, which include social distancing and transmission interventions, to reduce the likelihood of contacts with other people that could lead to disease transmission. RP Power has developed preventative practices such as social distancing procedures, hygiene etiquette, and cancellation of organizations non-essential activities to reduce the spread of the pandemic. This may include separation of individuals per our facility layout, remote work capabilities available for every critical function of our business, and appropriate call routing, help desk functioning, and essential function execution all tested and capable from remote locations such as home.

HUMAN RESOURCES:

Although a pandemic may not directly affect the physical infrastructure of RP Power, a pandemic could ultimately threaten operations by its impact on human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic. RP Power has established plans to protect the entire employee population and their families; with additional guidance for key personnel should a pandemic occur.

RP Power will periodically take the following actions to ensure alignment and understanding by employees of the following:

- Publish and share policies or practices for Personal Time off (PTO), work from home, short-term disability, and other key policies associated with missing work due to personal or family illness, school or day care closings, or spouse/partner office closings
- Publish and awareness of where supplies are located for hand and surface hygiene while at work
- Communicate with RP Power employees to ensure they understand medium and location of communicating any important pandemic infectious disease information or updates as necessary.
- Use common communication to educate and keep employees informed about symptoms of the pandemic infectious disease, mitigation steps, clear up misconceptions about media or other fear, uncertainty, and doubt spreading. Communication will also include specific information on travel, social distancing, and minimizing contact with clients and other employees until they are well.

DELEGATION OF AUTHORITY:

At the height of a pandemic wave, absenteeism may be significant, as such, RP Power has established delegations of authority that are at a minimum two deep to take into account the expected rate of absenteeism and nature of the outbreak to help assure continuity of operations over an extended time period. This two deep leadership is documented and will be shared with customers and key vendors as needed along with necessary emergency contact information if enacted per RP Power's Pandemic Coordinator.

RECONSTITUTION:

Reconstitution is the process whereby RP Power has regained the capability and physical resources necessary to return to normal operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations.

RP Power will ensure we follow published instructions, best practices, or guidelines from Centers for Disease Control and Prevention and/or local public health authorities before normal operations are deemed complete. This includes determining that all facilities/buildings are safe to return to and that all clients have been notified that RP Power is complete.

GENERAL INFORMATION/EMPLOYEE EDUCATION:

Steps to Reduce the Risk of Exposure to Pandemic in Their Workplace

The best strategy to reduce the risk of becoming infected during a pandemic is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If it is necessary to be in a crowded setting, the time spent in a crowd should be as short as possible. Some basic hygiene (see www.cdc.gov) and social distancing precautions that are implemented when needed at RP Power include:

- Require sick employees or those who have displayed symptoms to stay at home per CDC guidelines.
- Encourage employees to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available. Also, encourage employees to avoid touching their noses, mouths, and eyes.
- Encourage employees to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves if tissues are not available. All employees should wash their hands or use a hand sanitizer after they cough, sneeze or blow their noses.
- Employees should avoid close contact with their coworkers and customers (maintain a separation of at least 6 feet). They should avoid shaking hands and always wash their hands after contact with others. Provide customers and the public with tissues and trash receptacles, and with a place to wash or disinfect their hands.
- Keep work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment clean. Be sure that any cleaner used is safe and will not harm your employees or your office equipment.
- Discourage employees from using other employees' phones, desks, offices or other work tools and equipment.
- Minimize situations where groups of people are crowded together, such as in a meeting. Use email, phones and text messages to communicate with each other. When meetings are necessary, avoid close contact by keeping a separation of at least 6 feet, where possible, and assure that there is proper ventilation in the meeting room.
- Reducing or eliminating unnecessary social interactions can be very effective in controlling the spread of infectious diseases. Reconsider all situations that permit or require employees, customers, and visitors (including family members) to enter the workplace.

- Promote healthy lifestyles, including good nutrition, exercise, and smoking cessation. A person's overall health affects their body's immune system and can affect their ability to fight off, or recover from, an infectious disease.
- RP Power's Pandemic Coordinator (PC) will issue companywide updates on a bi-weekly basis.

Please forward any questions regarding this document to the current RP Power Pandemic Coordinator, Brandon Stewart, who can be reached at brandon@rppower.com or by calling 501-551-4219.