



Workplace Safety Related to the COVID-19 Pandemic

It is VPA's top priority to keep its employees and customers safe. In our commitment to do so, VPA aims to combat the spread of the coronavirus through education, safety policies, and the proper safety equipment. We will follow and amend our guidelines as more information is issued by the CDC, state guidelines are adjusted, and in working with our local medical experts.

VALET PARK OF AMERICA
COVID-19 HEALTH & SAFETY OPERATING PROCEDURES
JUNE 2020

Valet Park of America is dedicated to workplace safety with a goal of zero injuries every day. A critical component of achieving this vision is the careful development, implementation, and maintenance of safety procedures. This guidance document, COVID-19 Health and Safety Operating Procedures, describes pandemic response measures, taken by Valet Park of America, to help prevent the spread of COVID-19.

Questions regarding this guidance should be referred to Valet Park of America's Human Resources Department.

1.0 HEALTH & SAFETY OPERATING PROCEDURES

Valet Park of America has developed these Health & Safety Operating Procedures to uniformly apply pandemic response measures to help prevent the spread of the COVID-19 virus. Valet Park of America employees have been provided this information and communications.

2.0 PERSONNEL

Roles and Responsibilities

Valet Park of America shall be responsible for the safety of all its employees and shall ensure COVID-19 pandemic measures are in place. We are committed to keeping everyone safe.

Employees

Valet Park of America employees are responsible for following all COVID-19 pandemic measures:

- Each employee is responsible for reporting to supervision any symptoms of COVID-19, of any direct contact with an individual confirmed to have COVID-19, or in contact with a person in quarantine.
- Appropriate use of PPE by all VPA staff on site.
- Responsible and regular use of hand sanitizer.
- Scripted greetings to customers that include questions surrounding COVID-19 symptoms and outline parking options based on customer's response.
 - o Valet attendants assist those with testing orders to find proper testing location(s).
 - o Valet attendants assist with screening visitors during periods when visitors are not allowed.

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- o Valet attendants assist with mask distribution, as necessary.
- Regular sanitizing and disinfecting of all high-touch areas at all entrances and in all lobbies.
 - o Including (but not limited to) door handles, railings, parking equipment, pay machines, wheelchairs, etc.

3.0 COVID-19 PANDEMIC RESPONSE MEASURES

3.1 COVID-19 Symptoms

COVID-19 Symptoms may include the following:

- Fever
- Cough
- Shortness of Breath
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore Throat
- New loss of taste or smell

3.2 Hygiene and Social Distancing

- Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom, before eating, and after blowing your nose, coughing, or sneezing. Hand washing is the best way to prevent the spread of viruses.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Proper hand washing/sanitizing products will be provided to all employees.
- Maintain a minimum of 6' social distance from other employees on site while performing work and during routine breaks. When work tasks prevent this, ensure proper face coverings are continued to be worn and proper hygiene.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a disinfecting cleaning spray or wipe; if not available, use a soap and water solution.
- All cleaning product trash and potentially contaminated PPE will be stored in a trash bag and immediately disposed of at a Valet Park of America facility at the end of each shift. Immediately wash hands upon disposing of trash bag.

3.3 COVID-19 PPE and Face Coverings

- Face coverings are a requirement for all Valet Park of America employees. Face coverings must be worn by all employees:
 - When working in public places.
 - When working in a customer's premises.
 - When social distancing is not able to be maintained with a co-worker, customer, or member of the public.

- Vinyl, latex, or nitrile gloves may be required for employees at some, but not all, locations. If this is a requirement at your location, then gloves will be provided.

4.0 COVID-19 REPORTING PROCESS

COVID-19 Incident Reporting

To ensure the safety of all employees and the public, any employee shall immediately contact their Supervisor and Valet Park of America Human Resources Department if one of the following conditions occur:

- Employee is exhibiting symptoms of COVID-19
- Employee has been in close contact of another individual with COVID-19
- Employee has been in close contact of another individual who is currently being quarantine for a suspected case of COVID-19

Close contact is defined as being within 6' of a sick/quarantined individual for more than 15 minutes.