



COVID-19 Preparedness Plan for Phoenix Elite Security Services

Phoenix Elite Security Services is committed to providing a safe and healthy workplace for all our security employees and clients. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

Managers, security employees and security drivers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and vehicles, and that requires full cooperation among our security drivers, management and clients. Only through this cooperative effort can we establish and maintain the safety and health of our security employees, workplaces and vehicles.

Management, security employees and security drivers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Phoenix Elite Security Services managers and supervisors have our full support in enforcing the provisions of this policy.

Our security employees and security drivers are our most important assets. We are serious about safety and health and keeping our security employees working at Phoenix Elite Security Services. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our security employees in this process by conducting periodic electronic meetings and surveys to hear employee concerns, get driver suggestions and feedback and have integrated those suggestions into developing this plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Myanmar Ministry of Health and Sports (MOHA) guidelines, federal OSHA standards, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation in vehicles;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and security drivers and support staff;
and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off of clients;
- protections and controls for vehicle operation; and
- communications and instructions for clients.



Screening and policies for security employees exhibiting signs and symptoms of COVID-19

Security employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

The following policies and procedures are being implemented to assess security employees' health status prior to entering the workplace and for security employees to report when they are sick or experiencing symptoms.

All security employees are to be screened upon arriving at the workplace with a non-contact infrared thermometer and asked general health condition questions.

Any employee displaying symptoms of fever cough or body aches and pains or any other symptoms of feeling unwell **SHOULD NOT REPORT** to the workplace but instead call in to their manager and describe their condition.

If an employee begins experiencing symptoms while at work, they should immediately inform management. Security employees displaying symptoms will be isolated in the workplace until they can be sent home.

Phoenix Elite Security Services has implemented leave policies that promote security employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Normal sick leave and family medical leave will be provided to all security employees experiencing symptoms of COVID-19. Accommodations for security employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Phoenix Elite Security Services has also implemented a policy for informing security employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of security employees' health status and health information.



Hand washing

Basic infection prevention measures are being implemented at our workplaces at all times. Security employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All clients and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering any Phoenix Elite Security Services facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

All vehicles will be provided with hand sanitizer for security drivers and clients.

Vehicle Cleaning and Sanitation

All vehicles will be thoroughly washed and sanitized at the end of each shift. Security drivers and supervisors will use Vehicle Dynamics Institute (VDI) guidelines for cleaning; disinfecting and sanitizing executive vehicles as the checklist for maintaining safe, clean vehicles. A copy of the VDI guidelines have been posted on the Phoenix WhatsApp chat room and passed to all vehicle managers and security drivers.

Specific Driver Instructions

HEALTH POLICIES & PROCEDURES FOR SECURITY DRIVERS

Security drivers need to maintain the highest level of cleanliness and precaution. Below is list of our current policies and procedures to ensure we keep you and our clients safe. *Please note that this list is subject to change as we are committed to following recommendations from the CDC and DOT.

- All security drivers are to be screened for health before starting their shift. (Temp checks and respiratory questioning)
- Security drivers must wear a mask and gloves at all times.
- Security drivers must use sanitizing wipes/spray on all surfaces after every trip.
- Security drivers must never shake hands or exchange any items with passengers.
- Vehicle maintenance crew must use the disinfectant fogging machine to ensure all surfaces are cleansed.



Respiratory etiquette: Cover your cough or sneeze

Security employees, clients and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all security employees, clients and visitors.

Social distancing

Social distancing of six feet will be implemented and maintained between security employees, clients and visitors in the workplace through the following engineering and administrative controls: The company has implemented telework, flexible work hours, staggered shifts and additional shifts to reduce the number of security employees in the workplace at one time; and we have provided signage, markings and instructions for security employees, visitors and clients about social distancing. We have increased distance between workstations and worker spacing by marking sections of floors as no-stand spaces.

Vehicles have been equipped with Plexiglas partitions between driver and rear seated passengers. No more than 4 persons are allowed in any vehicle.

Do not gather in groups at the workplace, in common areas and confined areas, including elevators. Personal protective equipment, phones, pens, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, they will be cleaned and disinfected between users.

The company will provide recommended protective supplies, such as masks or nonmedical cloth face coverings, gloves, disinfectant, face-shields for security employees. Charts and posters for instruction about when and how they should be worn will be posted at all workplaces.



Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, maintenance equipment and shop tools.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Communications and training

This COVID-19 Preparedness Plan was communicated by electronic (email) to all security employees and posted on the company WhatsApp chat room and necessary training was provided. Additional communication and training will be ongoing with current notices posted on WhatsApp, our company Facebook page and our company website.

Instructions will be communicated to clients and visitors about: how drop-off, pick-up will be conducted to ensure social distancing between the clients and security employees; required hygiene practices; and recommendations that clients and visitors use face masks when being transported, during drop off and picking up. Clients and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers, security drivers and supervisors are to monitor how effective the program has been implemented by providing feedback to the PSOC. Management and security employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Phoenix Elite Security Services management and was posted throughout the workplace on May 1st, 2020. It will be updated as necessary.

Certified by:



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