

Cooney, Lucy

From: Donnelly, Tim
Sent: Thursday, June 25, 2020 3:58 PM
To: Newport Users
Cc: Pruette, Deborah; Ranganath, Suneet
Subject: Newport COVID Protocols
Attachments: Newport Beach COVID Plan 062520 clean.pdf

Newport Personnel,

Attached is a revised version of the COVID protocols for our office dated as of today. Revisions from the earlier version are few and include the following: i) we are asking those who have worked remotely throughout the pandemic to give at least three days' notice before returning to the office; ii) we are asking that all employees bring their building key-cards to work, as we soon will be programming the elevators to require use of these cards in order to access the 12th floor; and iii) please keep a face covering and a pen on your person (for signing in and out), if possible. Again, this is not an invitation for remote personnel to return; rather, this is a policy for all employees who come to the Newport office. Also, as a matter of housekeeping, Deb Pruette will be reaching out to all of you to take an inventory of key-cards as well as of keys (to the front doors and to offices). We expect that the elevator change will be made next week – we will, of course, confirm with specificity. Please let me know if you have any questions.

Regards,
TJD

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June 25, 2020

COVID-19 Control Plan – Newport Office

At this stage of the pandemic, with our state commencing reopening of its businesses, AMVAC remains cognizant of its responsibility to ensure the safety and health of its workforce, particularly at our premises. Accordingly, we adopt the following protocols for the Newport Beach office, effective June 25, 2020. These protocols may change from time to time, depending upon changes in pandemic curves, the health of the workforce, applicable COVID orders from governmental authorities and considerations relating to the building and/or campus. Except to the extent expressly stated otherwise, these provisions apply to all employees, including those who have reported to the office throughout the pandemic, those who have reported intermittently and those who have worked remotely throughout.

Remote Employees

Those employees who have worked remotely during the pandemic and wish to return to the Newport office are required to give at least three days' notice of their intent to return to both Deb Pruette (deborahp@amvac.com) and Teresa Chavez (teresac@amvac.com). This will enable us to ensure that the configuration of our space remains consistent with workplace safety and health and that you can be trained on the COVID protocols described below.

Before You Arrive at the Office

Always bring with you a face covering, a pen, and your building key-card. We will be changing our elevator access authorization to require the use of a key-card in order to get an elevator to the 12th floor. In fact, in the near future the elevator display on the first floor will not include the number "12" as a choice. Rather, you will wave your key-card in front of the sensor, and the elevator will take you to our floor.

Controls at the Front Desk

All traffic in or out of the office should be directed past the front desk to ensure both (i) that we may account for occupants (for fire safety purposes) and (ii) that we may ensure that COVID protocols are observed. When you first arrive at the office, employees (whether from this office or visiting from other sites) must do the following when coming to the office:

- Enter through the main lobby entrance doors
- Wear face covering on the way in

- Sanitize your hands at the check-in station
- Self-check your temperature with touchless device (see below) – we will sanitize the device from time to time
- If you pass the test (temperature below 100.4 degrees F), sanitize your hands. You are encouraged to use your own pen to sign in. Alternatively, you may sign in with a clean pen at the sign-in table, then place used pen in used pen container
 - The sign-in sheet will include representations to the effect that you do not have COVID-like symptoms, do not have a temperature of 100.4 degrees or higher, have not been exposed to a COVID-infected person within the past 14 days, and are willing to abide by the COVID protocols of the facility
- If you do not pass the temperature test (at 100.4 degrees or higher), then do not enter, but contact your manager and HR
- After passing the temperature test, you may remove your face covering once at your desk.
- When you leave the office, please follow the foot traffic arrows and sign out at the table situated to the right side of the double doors.

Office protocols

- Maintain a distance of six feet from others whenever possible. If you cannot help but be within six feet of others (as in hallways or other common areas) and then put on a face covering unless you are just passing by
- Keep a face covering on your person and feel free to put it on whenever you wish, and, in any case, when you find that you are present with others in a single room for an extended period of time. Please shield others from sneezing and coughing by doing so into the crook of your elbow
- In conference rooms or offices, if more than two people are present, all should wear face coverings
- In conference rooms and kitchens, no more than four persons should be present, even if wearing face coverings; in some cases the maximum capacity is lower – please abide by the signage in each room
- With the exception of delivery-persons, landlord personnel and equipment service personnel (“Permitted Visitors”), no third-party visitors are permitted on the premises until further notice.
 - Any Permitted Visitors described above must first check-in with the receptionist at the front desk. In order for them to proceed beyond the front desk, such visitors will also be required to undergo and pass a temperature

check, sign in (including the representations above), wear a cloth mask, sanitize their hands before proceeding further, and avoid shaking hands or hugs. Those who invite such visitors must inform visitors of these protocols.

- The company will make infection and antibody testing available free of charge to employees through a service provider to be determined

Temperature Testing

In performing the temperature self-check, before picking up the apparatus, please sanitize your hands. Your temperature will not be recorded by the company. If you present a temperature at or above 100.4 degrees, please inform HR, which, in turn, will advise you to see a health care provider and track your condition. It is permissible for HR to inquire about COVID symptoms and, as appropriate, to require COVID testing as a condition of returning to work. If necessary, HR may also inquire about persons with whom you may have come into contact at the company within the past 14 days.

Personal Health and Hygiene/Cleaning of Premises

If you are sick, do not come to the office. Rather, contact your manager and HR on the matter. We realize that not all sickness is COVID-related, but, given the risk inherent in the pandemic, we take a particular interest in ensuring that those with COVID symptoms (flu-like, fever, respiratory, loss of taste or smell) do not visit the office.

Employees are encouraged to wash their hands frequently using soap and water for at least 20 seconds and to use hand sanitizer from time to time, particularly after coming into contact with high-touch surfaces. Also, keep your hands from your face. Further, employees are encouraged to use disinfectant and paper towels to wipe down items you have touched in the copy rooms, kitchens and conference rooms, including the handles of doors, appliances, and cabinets, and coffee and water dispensers from time to time.

Our landlord is cleaning high-touch surfaces in our bathrooms three times per day. Nevertheless, we request that you wash your hands scrupulously whenever visiting these bathrooms (or any public bathrooms). In addition, our landlord ensures us that our recirculated air is filtered through a CDC-compliant (MERV 13 rated) filter and replaced on our floor every 10 minutes, while the fresh air intake is filtered through an even higher-rated (MERV 15) filter and replaced every two hours. As a heightened measure of safety, the air on our 12th floor is circulated and treated separately from that of other floors.

Out of consideration for those who are seated in open cubicles, please do not congregate in hallways and hold discussions that do not involve those persons.

Irvine Company and Regional Requirements

Finally, please abide by the social distancing requirements of The Irvine Company and regional agencies (of which we will keep you apprised), including standing in a queue if necessary before proceeding to the elevator bank, wearing a face covering in the parking garage and upon entering building, keeping proper distance in the elevators and otherwise observing Irvine Company signage (as it may change from time to time).

Questions or Concerns

Please contact any member of the Pandemic Working Group with questions or concerns: Tim Donnelly (timd@amvac.com), Kelly Willmott (kellyw@amvac.com) or Suneet Ranganath (suneetr@amvac.com).