

Document ID COVID101	Title COVID-19 Response Plan	Date Prepared 8/8/2021
Revision 3	Prepared By Julie Hoover, Corporate Director of HR	Effective Date 08/16/2021

Update: In light of the updates from the Centers for Disease Control and Prevention (CDC), we will be discontinuing our COVID-19 protocols, as they are no longer recommended. We are grateful for everyone's cooperation during this time and encourage all employees to continue practicing health and safety measures as they see fit.

If you experience an extended absence due to COVID-19 or any other illness, please follow our established protocols for leave and short-term disability. For more information on these policies or assistance with your specific situation, please contact Human Resources. Thank you for your understanding and support as we transition back to standard operations.

Policy: Miller Industries is committed to providing a safe and healthy workplace for all our employees. The Company has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19, help slow the spread of COVID-19, and safeguard our staff.

Purpose: This plan, which is based on Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps Miller Industries is taking to address COVID-19.

Scope: This plan applies to all employees, visitors and vendors who come onto our property.

Responsibilities:

Leadership, including **managers** and **supervisors**, should familiarize themselves with the details of the response plan. Above all, leadership must be prepared to answer questions from employees and set a good example by adhering to the guidance prescribed in the plan. This involves practicing social distancing and good personal hygiene.

Employees play a critical role in Miller Industries' COVID-19 prevention efforts. To protect everyone in the facility, here are several best practices employees should follow:

- Understand the signs and symptoms of COVID-19 and stay home if you are feeling sick: Any employee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills, or loss of smell/ taste) should stay home.

Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.

- Practice good hygiene: Employees should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and employees should wash their hands with soap for at least 20 seconds. In addition, employees should avoid touching their face and cough into their arm.

Definition: Exposure - Contact between two people for a total of at least 15 minutes during one day in a proximity of less than 6 feet.

Procedure:

1.0 OPERATION PROTOCOLS

To keep staff safe and prevent the spread of COVID-19, Miller Industries requires the following workplace protective measures:

- Employees and visitors who exhibit signs or symptoms of COVID-19 will be asked to leave the premises.
- Miller Industries will provide access to handwashing areas and alcohol-based hand sanitizers.
- Face masks, although not required, will be supplied to those who wish to wear them.
- Surfaces and equipment will be disinfected frequently.
- When an employee has tested positive for COVID-19, deep cleaning will be triggered, and Maintenance will ensure areas in which the individual worked are cleaned thoroughly.
- Each location has an HR Representative designated to handle COVID-19 reporting and contact tracing:
 - Ooltewah: Rachel Slikker, 423-238-6917
 - Greeneville: Tonya Metcalf, 423-774-3070
 - Hermitage: Theresa Tremmel, 724-551-0947

2.0 EXPOSURE SITUATIONS

Miller Industries has this response plan in place for situations where employees are exposed to COVID-19 at home or work.

Positive Cases

For employees who test positive & develop symptoms

1. Do not report to work. Leave your workplace if symptoms develop at work.
2. Notify your supervisor.
3. Call your location's designated HR Representative for guidance and follow the instructions you receive.
4. If you test positive, you cannot return to work until:
 - At least 5 days have passed since symptoms first appeared, **and**

- At least 24 hours have passed since last fever without the use of fever-reducing medications, **and**
 - Symptoms (e.g., cough, shortness of breath) have improved.
5. You must wear a mask to work until 10 days have passed since symptoms first appeared.

For employees who test positive & are asymptomatic

1. Notify your supervisor.
2. Call your location's designated HR Representative for guidance and follow the instructions you receive.
3. If you test positive, you cannot return to work until at least 5 days have passed since the date of your first positive test.
4. You must wear a mask to work until 10 days have passed since the date of your first positive test.

Direct Contact Cases

If you were previously diagnosed with COVID-19 & are asymptomatic:

1. You will not have to quarantine if you have been previously diagnosed with COVID-19 within the past three months.
2. Notify your supervisor.
3. Call your location's designated HR Representative for guidance and follow the instructions you receive.
4. You will be required to provide proof of a positive test from the past three months before returning to work.

If you are asymptomatic (regardless of whether you are vaccinated or unvaccinated):

1. You may return to work immediately.
2. You must wear a mask to work until 10 days have passed since the date of contact with a positive case.
3. You should take a test 5 days after direct contact, if possible.
4. Notify your supervisor.
5. Notify your location's designated HR Representative.
6. If you develop symptoms, stay home and get tested.

3.0 CRITICAL INFRASTRUCTURE GUIDELINES

The CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic. This option will only be used as a last resort in limited circumstances to maintain critical business operations and must be approved by the Corporate Director of HR and Chief Manufacturing Officer. The precautions described below will be followed if this protocol is implemented:

- Prior to starting work, you measure your temperature and assess symptoms at home for 14 days after your last known exposure to COVID-19.

- At work you measure your temperature and assess symptoms through the temperature kiosk system for 14 days after your last known exposure to COVID-19.
- Wear a mask at all times while at work for 14 days after your last known exposure to COVID-19.
- Regularly monitor your symptoms for the next 14 days.
- Maintain 6 feet and practice social distancing as work duties permit in the workplace.

4.0 COVID-19 TEST RESULT REQUIREMENTS

A test result must be in the form of written documentation (paper or electronic copy). The documentation must include:

- Type of test (e.g. rapid, antigen).
- Entity issuing the result (e.g. laboratory, healthcare entity, or telehealth service).
- Specimen collection date.
- Information that identifies the person (i.e., full name).
- Test Result (e.g., negative or positive).

Revision History:

Revision	Date	Description of Changes	Requested By
0	8/16/2021	Initial Release	J Hoover
1	9/29/2021	Covid-19 Test Result Requirements	J Hoover
2	12/27/2021	Update to Recommended Isolation/ Quarantine Periods	J Hoover
3	8/16/2022	Changed Protocol for Direct Contact Cases (no longer required to isolate if unvaccinated)	J Hoover
4	4/1/2025	Response Plan discontinued	J Hoover