

Liberty Partners, Inc. Infectious Disease (COVID-19) Actions and Mitigation Policy

Liberty Partners, Inc. (LPI) is committed to protecting our employees, customers and community by closely following the CDC, state, and federal government guidelines as well as our customer and vendor guidelines during this pandemic.

LPI operates a multi-region employment base to support our customers. This approach also mitigates a shutdown in the case of an infectious disease exposure. We are also committed to providing our customers with the quality services that they expect and require. We continue to work closely with our customers and suppliers to minimize any impact on their operations.

We have implemented rigorous health and safety conditions regarding hygiene, cleaning, and self-distancing, while maintaining our ability to operate efficiently under the new working conditions. The following stringent but necessary health and safety measures are in effect and applicable to all LPI personnel and individuals visiting our facility effective immediately while securing business continuity.

Instructions for LPI personnel and our facilities:

1. Encourage everyone to review the guidelines set forth by the CDC in addition to requirements listed herein.
2. Reduce the number of employees in the facility to a minimum by splitting shifts if required and working remotely whenever possible.
3. Increase and enhance the cleaning of high-touch areas by contracting a firm specializing in biological sanitation.
4. Maintain minimum distance between persons of no less than 6 feet.
5. Avoid close contact with people who are sick.
6. Avoid touching your eyes, nose, and mouth with unwashed hands.
7. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
8. Wash hands for at least 20 seconds with antibacterial soap and use 60% (minimum) alcohol-based hand sanitizer often, including after using the toilet, blowing your nose, coughing, or sneezing.
9. Remain at home if you are sick or have been caring for someone at home who is sick.
10. Clean and disinfect frequently touched objects and surfaces
11. The LPI family is strongly encouraged to keep their activities outside of work within the CDC guidelines to help keep our community and facility safe.

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Instructions for LPI visitors and facility access:

1. LPI visitors are limited to mail and packages delivery personnel only. All other site visitors including vendors and customers are encouraged to postpone visits whenever possible.
2. Packages and mail arriving to the LPI facility are quarantined in postage crates outside the facility and are sanitized before processing them in accordance with our quality manual requirements.
3. Visiting individuals entering the facility must sign in and wear a mask at all times. The minimum distancing, hand washing, hand sanitizing and zero physical contact shall be strictly enforced within the LPI facility.
4. The visitor requirements also apply to LPI employees working remotely, who are temporarily returning to the facility.

Instructions for LPI personnel when interacting with customers:

1. LPI is encouraging virtual meetings whenever possible and physical distancing when face-to-face meetings are critical.
2. To minimize the risk of unexpected quarantine, as travel restrictions change, national and international travel are restricted to business-critical activities only.
3. LPI crews performing work at customers' facilities shall adhere to the customer's facility requirements and shall be provided with gloves, masks and alcohol-based hand sanitizer for their personal use within your facility.
4. LPI crews performing work on customers' equipment shall wear mask and gloves, and/or use sanitizing wipes to disinfect all areas that will come into contact with the LPI employee before and after contact.
5. LPI government contract administrators shall be immediately notified if an employee becomes sick or has had a high-risk exposure to COVID-19.