GOODWILL INDUSTRIES OF SOUTHERN NEW JERSEY AND PHILADELPHIA
CRISIS EVENT: COVID-19

RISK MANAGEMENT PREPAREDNESS AND RESPONSE PACKAGE

THE PLAN: In response to COVID-19 and for the safety of our clients, team members, customers, and donors, Goodwill Industries of Southern New Jersey and Philadelphia has modified its Risk Management program and policies to align with the guidelines provided by the CDC, OSHA, Federal, and State policies. This Risk Management response package is to support the reconstitution of GISNJP operations.

ABOUT US: Goodwill Industries of Southern NJ and Philadelphia serves all of Southern New Jersey and the City of Philadelphia. We are part of a very large organization; you may be surprised to learn that there are over 150 independent, local Goodwill organizations in North America, with a presence in 12 other countries. More than 3,200 Goodwill® retail stores provide clothing, household goods, and useful items for people in small towns and large cities.

Goodwill Industries of Southern New Jersey was founded in 1948 with the idea that ***people can use a hand up, not a hand out.*** Today, over 70 years later, our principles are nearly the same as demonstrated by our mission statement.

OUR MISSION: To provide education, training and employment services that prepare individuals with disabilities and disadvantages for competitive employment in the community.

INTRODUCTION

Goodwill Industries of Southern New Jersey and Philadelphia will use this plan to prepare for and respond this crisis, **COVID-19**, that may affect the goals of the organization. The response plan to the pandemic will be managed by the Crisis Management Team and COVID-19 Task Force to mitigate any potential operational interruption. The Crisis Management Team and COVID-19 Task Force will have ultimate authority for managing our response and is primarily made up of executive and senior level leadership as listed:

Current Crisis Management Team Members:

- Mark B. Boyd, President/CEO
- Michael Shaw, COO
- Stephen Castro, CFO
- Robert Hain, VP of Donated Goods
- Jennifer Mauro, VP of Employment & Training
- Juli Lundberg, Director of Corporate Communications
- Wes Hughes, Director of Contracts and Facilities Management

Current COVID-19 Task Force Members:

- Michael Shaw, COO
- Jennifer Mauro, VP of Employment and Training
- Robert Hain, VP of Donated Goods
- Jeremiah Taylor, VP of Distribution
- Lynn Tighe, VP Goodwill Home Medical Equipment
- Stephen Castro, CFO
- Richard Lindsay, VP of Administration
- Juli Lindberg, Director of Corporate Communications
- Timothy Reeser, Director of Human Resources
- James Yetter, Director of IT
- Wes Hughes, Director of Contracts and Facilities Management

Mission Services COVID-19 Task Force Members:

- Jennifer Mauro – VP of Employment and Training
- Wes Hughes – Director of Contracts and Facilities Management
- Jeffrey Shisler – Director of Mission Services
- Richard Choate - Senior Employment Specialist
- Danielle Fithian – Adult Education Administrator

PURPOSE

The purpose of this document is to provide guidance to our Mission Services staff to prepare clients for the threat posed by a potential crisis event and develop a plan of action and response procedures. The response thresholds and actions planned in these procedures will be taken to mitigate and respond to any threat, based upon information that becomes available prior to and during the spread of the

COVID-19 virus.

To succeed in minimize the effects of the crisis event; The Crisis Management Team focuses on the following key objectives:

- Limit loss of life, or impact on health and property.
- Reduce the impact of the crisis on individuals.
- Optimize cooperation with emergency services personnel.
- Reduce the impact of the crisis on the organization.
- Preserve public trust and confidence in the organization.
- Provide timely communication to the organization that is appropriate for each level in the organizational structure.
- Maintaining essential function.
- Applying for grants.

To succeed in minimizing the effects of the crisis event; The COVID-19 Task Force focuses on the operational implementation of the Crisis Management Team objectives including:

- Staffing
- Safety Protocols
- Training

RECONSTITUTION PLAN

The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. GISNJP will continue to protect its team members, clients, shoppers and donors with the guidelines below that are in accordance with federal, state, local regulations and best practices. In order to ensure ongoing safety, GISNJ will bring clients back incrementally. Our intent is to bring back approximately 25% of our clients at a time over the course of approximately 8-12 weeks. GISNJP will continue to monitor day-by-day state and local government requirements and make adjustments as necessary. GISNJP's mission, "to provide education, training, and employment services that prepare individuals with disabilities and disadvantages for competitive employment in the community," continues to be the focus of our organization.

PRIOR TO OPENING

Once a reopening date is determined a letter will be sent to each EE client/guardian. (Attachment 1) The letter will indicate the clients start date, new safety requirements for entering the building and a Health Declaration Protocol letter to be read and signed on the date of return. Goodwill's Counselors will also followup with each client on an individual basis to confirm receipt of the letter and to answer any questions/concerns clients may have. If a client is not ready/uncomfortable returning to their assigned program, Goodwill staff person will contact the CRP unit to determine next steps.

Goodwill will perform tempature checks of all clients entering the facility. In addition, Goodwill is providing each client a questionaire that is required to be answered at home

before the client comes to work. Goodwill staff will ask these questions again and log responses each day priorto the client starting work. The goal is to prevent a client from entering the building if they are experiening symptoms or are sick.

ATTENDANCE/CAPACITY

Goodwill's Extended Employment facility located at 7060 Colonial Highway., Pennsauken NJ, has a production area of 14,000 square feet. Goodwill had estimated that 144 square feet per client is necessary to ensure proper social distancing. Based on this, Goodwill can safely accomodate the 79 clients we are contracted to serve through the The New Jersey Department of Labor and Workforce Development.

CLIENTS FIRST DAY BACK

Goodwill will implement a staggered start for clients first day back at the facility. We will bring 25% of the clients back at a time over the course of 8-12 weeks to help acclimate them to the changes, new process and procedures. A staggered start and smaller groups will eleviate social distancing concerns while training clients on the proper use of PPE and explaining the new procedures within the facility. Goodwill recognizes that learning these new rules will be an ongoing process and has provided couselors with the resources to assist with redirecting clients when these rules are not followed.

DAILY HEALTH CHECKS

All clients, employees and visitors entering the facility will be temperature checked and must answer the questions on the daily Health Declaration Protocol (Attachment 2) in regards to COVID-19 exposure. Specifically:

- Goodwill staff will perform temperature checks with a no-contact infrared hand-held thermometer prior to entering the facility. All screeners will follow CDC guidelines by wearing an approved mask and gloves to ensure the screener is protected from coronavirus . To gain entry, the employee, client and/or visitor must have a temperature below 100.4.
- Goodwill staff will then ask the 5 questions on the Health Declaration Protocol checklist.
    - NO responses to all questions client/staff can start their shift.
    - YES to any of the questions the client/staff will be sent home.
        - If transportation is needed, the client/staff will be sequestered in a separate "quarantine" room until transportation can be arranged. Goodwill will arrange transportation via family member, Lyft, Uber, Taxi or Access Link.

VISITORS

Goodwill will require all visitors to enter the building through the front door. All visitors will be required to wear masks and to adhere to social distancing guideline. Upon enterring, each visitor will be temperature screened and asked the Health Protocol Questions. If any visitor has a fever above 100.4 or answers YES to any of the Health Protocol questions they will be prohibited from entry. If allowed entry, all visitors must wait in theor vehicle or, if space

allows, in the reception area until staff person is able to see them.

PERSONAL PROTECTION EQUIPMENT

Goodwill Industries of Southern NJ and Philadelphia will issue PPE (Personal Protection Equipment) to each of its locations to limit exposure to the virus. PPE is a requirement for entering the building. If the client/employee/visitor does not have a minimum 2-ply breathable fabric facial mask that fits snugly against the face , one will be provided to them.

CLEANING AND DISINFECTION

Goodwill Industries of Southern NJ and Philadelphia has created a new position specifically to address building cleanliness and sanitation. The Enviromental Technician role will perform a variety of custodial duties to ensure cleanliness/sanitation of Goodwill facilities. See below for Enviromental Technician job description (Attachment 3) and CDC and OSHA Guidelines. (Attachment 4). In addition, the Environmental Technician will disinfect the entire facitily twice a week through use of the Vector Fog Machinedirections (Attachment 5) and Safety Data Sheet (Attachement 6)

HVAC

GISNJ has 2 Rooftop HVAC Units at the Extended Employment Workshop located on Colonial Highway. These units provide heat and air conditioning to different parts of the building. Each unit is equipped with filters with a MERV-8 rating.

1. RTU 01 – Office Unit. This unit solely services the office area of the building. Clients only pass through this area as they go to their workstation.
2. RTU 02 – Break Room. This unit services the client lunch and break room.
   - RTU 02 has an economizer which draws fresh air in from the outside at all times. The vents on this were opened up to twice the factory setting. Hutchinson advises not opening any more than that. (Attachment 7)
3. Warehouse (Client workspace) – this space is not serviced by an HVAC system. In an effort to provide optimal ventilation to reduce COVID-19, GISNJ has implemented the following:
   - We have purchased 9 Industrial Fans to promote air exchange. These fans will be placed at open doorways to increase the amount of outdoor/indoor air exchange. They will not be contained within workspaces and will not allow for air to blow from one worker to another ,
   - We have 2 Overhead Bay doors that can be opened,
   - We have an exhaust fan the circulates outside air into the warehouse, and
   - We are able to open exterior doors within the warehouse for additional ventilation.
   - Personal cooling fans will be prohibited

HAZARD ASSESSMENT OF THE WORKPLACE

Facility site management along with our on-staff Safety Manager have conducted a hazard assessment to the facility prior to allowing clients to return. The purpose of this assessment is to protect workers and employees from workplace hazards; help avoid injuries, illnesses and accidents; minimize or eliminate safety and health risks, and help provide workers with safe and healthful working conditions. Facility Management and workers will continue to conduct the assessment monthly and through completion of our internal Safety Checklist (Attachment 8) in accordance with OSHA Hazard Prevention Guidelines.

WAGE AND HOUR COMPLIANCE

At this time Goodwill does not have a need for additional time studies for our existing jobs due to new social distancing guidelines. Goodwill will continue to review its processes and adjust when necessary.

LUNCH AREAS/BREAKROOMS

The lunchroom within our EE facility is 960 square feet. We've constructed an additional lunch area adding 522 square feet of space. With the addition of the extra square footage and staggering lunch times into we will be able to accommodate all client lunch breaks and still follow social distancing guidelines.

BREAKS AND LUNCHES

Lunch breaks will be staggered to accommodate the number of clients and to follow social distancing guidelines. Clients will be required to wash their hands before/after taking their break. Lunch areas will also have dedicated entrances/exits within break areas to limit contact of clients. Hand sanitizer/wipes will be located in both lunch areas. Both Lunch rooms will be sanitized after each lunch break. The next group of clients will not be able to access the break room until the Enviromental Technician is completed cleaning/sanitizing the area.

LOCKERS

Locker usage will be required for all personal items brought from home. Personal items will not be brought to client work stations. Clients will be prohibited to bring personal items with them to the facility. Lockers will be spaced to follow social distancing guidelines

COUNSELING SESSIONS

Individual client counseling sessions will be conducted in the councelors office. An acrylic barrier has been installed on the desk of each counselor. The counselor and client are both required to wear masks and social distance during the counseling session.

RESTROOMS

Goodwill's EE facility has 3 men and 3 women separate restooms. Restrooms will be limited to single use. Bathrooms will be monitored to ensure one person enters at a time. Clients will be required to wash their hands before returning to their workspace. The Enviromental Technican will wipe down after each use.

HAND SANITIZATION STATIONS

Hand sanitizing stations will be located throughout the workfloor as well as next to the restrooms and break/lunch areas. Hand sanitizing will be required before/after breaks and when returning from the restroom.

FUNDING

Goodwill Industries of Southern New Jersey and Philadelphia is self funding the changes/construction cost required to follow the guideline requested by the State of New Jersey. These cost include the following:

- Building and reconfiguing work-stations
- Addition to break/lunch room
- Construction of a quarantine room
- Purchase and installation of plexiglass barriers where social distancing is not possible
- Signage – decals and floor tape
- Labor cost associated with construction
- Hiring of Enviromental Technician
- Hand sanitization stations
- Purchase of fogger to disinfect work areas

FREQUENTLY ASKED QUESTIONS

WHAT IS GISNJP DOING TO PROTECT ITS CLIENTS?

- GISNP operates at all times according to the Eight Principles of a Safe Workplace
- GISNJP is providing all clients with PPE (Personal Protective Equipment), including gloves and facemasks. Facemasks are to be worn at all times.
- Facility site management along with our on-staff Safety Manager will conduct an assessment to the facility prior to allowing clients to return. Thereafter, Facility Management and workers will conduct the assessment monthly. Each assessment will be conducted through completion of our internal Safety Checklist (Attachment 8) in accordance with OSHA Hazard Prevention Guidelines.
- HVAC – GISNJ has had its HVAC system professionally serviced and reviewed according to COVID-19 precautions and has been found to be operating according to ASHRE guidelines to improve ventilation and reduce COVID-19

WHAT ARE THE EIGHT PRINCIPLES OF A SAFE WORKPLACE

1. **Safety is an Ethical Responsibility.**
   It is our ethical responsibility to do what is necessary to protect employees from death, injury, and illness in the workplace. This is the only foundation upon which a true safety culture can be established in any workplace.
2. **Safety is a Culture Not a Program.**
   Every person in the organization, from the top management of the corporation to the newest employee, is responsible and accountable for preventing injuries.
3. **Safety is Everybody's Responsibility, but it starts with Leadership.**
   Leadership's is responsible to develop programs & implement procedures that lead and support the safety effort in a sustained and consistent way, establish safety goals, maintain accountability, and provide required resources. Managing safety is the responsibility of every employee.
4. **Employees Must Be Trained to Work Safely.**
   Awareness of safety does not come naturally; we all need to be trained to work safely. Effective training programs both teach and motivate employees to be a productive part of the safety culture.
5. **Safety is a Condition of Employment.**
   Leadership will exhaust every reasonable means to lead, motivate, train, and provision employees to maintain a safe workplace. However, in the event employees refuse to take the actions required to work safely, the Leadership will utilize a system of progressive discipline to enforce safety requirements and ensure the cooperation of the employees or removal from the workplace in order to protect the employees and their coworkers.
6. **All Injuries Are Preventable.**
   Sometimes accidents occur without the apparent indication of fault or blame. But there is always some chain of events that occurred leading up to the accident that, had we realized the eventual outcome, someone could have interceded. The fundamental belief that injuries are, by their nature, preventable is a catalyst that encourages us to prevent injuries.

7. **A Safe Workplace is Inspected Regularly so Unsafe Conditions are Identified & Corrected.**
   The purpose of workplace inspection is to discover and remedy the actual hazards of the site before they can injure workers. Recurring hazard analyses, comprehensive inspections, and aggressive investigation of accidents or near misses, discover potential workplace hazards and identify weaknesses in safety plans, programs, policies, and procedures. Whenever a safety deficiency (physical or behavioral) is found, prompt action is required both to overcome the hazard and to reinforce the message that safety is a priority.
8. **Safety is Good Business.**
   Reducing workplace injuries and illnesses reduces the costs of workers' compensation, medical expenses, indirect costs, potential government fines, and the expenses of litigation. Effective workplace safety is not an expense, it is an asset.

AS A CLIENT, WHAT ARE MY EXPECTATIONS?

Client Social Distancing expectations: Clients will be required to adhere to social distancing guidelines while working at Goodwill. For the protection of clients and employees, GISNJP will have a zero tolerance approach to this expectation.

Daily Health Check: All clients, employees and visitors entering the facility will be temperature checked and must answer the questions on the daily self-checklist (Health Declaration Protocol attached) in regards to COVID-19 exposure.

Specifically:

- Goodwill staff will perform temperature checks with a no-contact infrared thermometer.
- Goodwill staff will then ask the 5 questions on the checklist. If the client answers NO to all questions the client can start their shift. If the client answers YES to any of the questions the client will be sent home.
    - The client will be sequestered in a separate "quarantine" room until transportation can be arranged. Goodwill will arrange transportation via family member, Lyft, Uber, Taxi or Access Link.

Must wear Facial Covering: All clients, employees and visitors entering the facility will be required to wear a facemask with two or more layers of breathable fabric that fits snugly against sides of face and does not have gaps. If the client, employee or visitor does not have a mask that meets these guidelines, one will be provided to them.

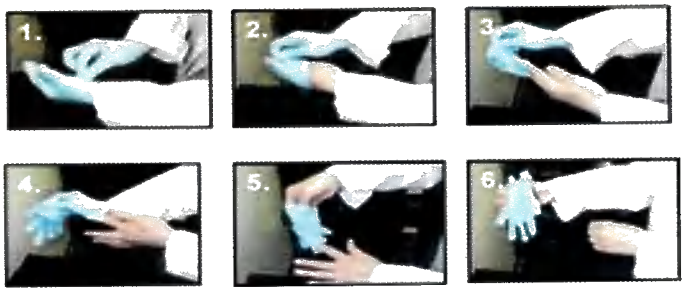
HOW DO I PROPERLY USE THE PPE I'VE BEEN GIVEN?

Follow all proper steps when applying and removing PPE.

When applying masks or gloves:

1. Wash hands with soap and water for at least 20 seconds.
2. Apply facemask. For facemask, place mask over your nose and mouth so it fits just under the chin. Secure ties behind your head or elastic over your ears. Ensure the mask fits snugly to your face and under your chin.

3. When putting on gloves, select the correct size and ensure there are no rips or tears in either glove. Make sure gloves are pulled on tightly so that each finger is securely in the finger sleeve.



To remove masks:

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
3. Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
5. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

To remove PPE Gloves:

1. Pinch and hold the outside of the glove near the wrist but not touching the wrist.
2. Peel downwards and away from the wrist, turning the glove inside-out.
3. Pull the glove away to completely take it off, and hold it in the hand you took it off with.
4. Slide fingers of the un-gloved hand into the other glove in gaps under the wrist, without touching the outer surface.
5. Peel downwards and away from the wrist, turning the glove inside-out.
6. Pull the glove away to completely take it off; hold the inner surface of the glove as a pocket with the other glove inside the pocket.
7. Dispose of the gloves in a rubbish bin with a lid.

8. Immediately wash your hands with soap or sanitize with hand sanitizers.

If you are wearing goggles due to PPE requirements, to remove goggles:
Wash or sanitize your hands before removing eyewear.
Remove your eyewear and sanitize them with sanitizer or disinfectant

HOW DO I PROPERLY CLEAN A CLOTH FACE MASK?

- Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with every day preventive actions and social distancing in public settings.
- Cloth face coverings should be washed after each use. It is important to always remove face coverings correctly and wash your hands after handling or touching a used face covering.

HOW TO CLEAN:
Washing Machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Washing by Hand

- Prepare a bleach solution by mixing:
- 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
- 4 teaspoons household bleach per quart of room temperature water
  - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
  - Soak the face covering in the bleach solution for 5 minutes.
  - Rinse thoroughly with cool or room temperature water.

HOW TO DRY:
Dryer

- Use the highest heat setting and leave in the dryer until completely dry.

Air Dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

WHAT SHOULD I DO IF I, SOMEONE I LIVE WITH, OR SOMEONE I HAVE BEEN IN CLOSE CONTACT WITH HAS TESTED POSITIVE FOR COVID-19?

All clients are required to communicate immediately to their counselor if he/she, or a member of their household, has tested positive for COVID-19. If unable to reach their counselor, the client may also contact Human Resources via the COVID-19 Support Line at **1-856-439-0200 ext. 99019**.

According to CDC guidelines, the client may:

1. **Client Gets Tested to Confirm One is Negative for COVID-19** - Client may return to work by meeting the following conditions,
   - Documented receipt of a negative final test result with specimens obtained and tested per CDC guidance, **AND**
   - Symptom free for at least **3 full days** (72 hours) including:
     - Fever is resolved without use of fever-reducing medication, **AND**
     - Improvement in respiratory symptoms (cough and shortness of breath)

2. **Client Is Not Tested For COVID-19**
   - At least **14 days** have passed since symptoms first appeared, **AND**
   - At least **3 full days** (72 hours) have passed since resolution of a fever without use of fever-reducing medication, **AND**
   - Improvement in respiratory symptoms (cough and shortness of breath)

As an organization, we will not disclose the medical status of any of our clients. Counselors will work closely with Human Resources to determine the appropriate next steps and what communication is required to take place. Any concerned client/guardian should also visit the CDC's website for more information on what to do if you have been in contact with someone who has tested positive.

WHAT SHOULD I DO IF I HAVE COVID-19 SYMPTOMS OR IF I FEEL SICK?

The client must produce documentation of a negative COVID-19 test and not exhibit and symptoms for 72 hours **or** be symptom free for 72 hours with a doctor's note clearing them to return to work.

WHAT CAN I DO TO HELP DECREASE FEAR & DISCRIMINATION RELATED TO COVID-19?

There is a lot of misinformation circulating about COVID-19 on social media, not based on the facts. Stay informed and obtain information from trusted sources like your city's Health Department, the CDC, and the Federal Emergency Management Agency (FEMA).

EMPLOYEE SECTION
&
TRAINING

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Extended Employment Reopening Guidelines

WHAT TO DO IF A CLIENT EXHIBITS SYMPTOMS OF COVID-19

(Fever, dry cough, shortness of breath, or other COVID-19 symptoms identified by the CDC)

1. **Isolate and Send Client Home:** GISNJP will immediately isolate the client, arrange transportation home and advise the client to call their doctor. Counselor will contact COVID-19 Hotline and provide client full name, symptoms and action taken. Per GISNJP's OM-300-413 Communicable Disease Policy, the client is to remain out of work until they are able to produce an all clear written return to work letter from their doctor.
2. **Identify Coworkers/Clients Who Had Close Contact with the Ill Client:** GISNJP will identify any person that has been in contact with the potentially affected client. At this time, unless proven positive for COVID-19, GISNJP will treat the client's illness as confidential per the HIPPA guidelines. If client test positive, Goodwill will initiate contract tracing protocol.
3. **Clean Up:** GISNJP Crisis Management Team will support the location to deep clean the areas the team member has worked at or touched, i.e.: workstation, door handles both back room and sales floor, as well as any Material Handling Equipment that has been used by the affected employee.
4. **Return to Work**: Follow the appropriate procedures below for returning the client to work. When possible, obtain a doctor's note to confirm that the client is released to work.

Return-To-Work Options for Symptomatic Clients

Unless advised otherwise by a health care provider or is under a government-mandated quarantine order with different requirements, the client who exhibited symptoms of COVID-19 and stayed home (home-isolated) can discontinue home isolation and return to work under the following conditions:

1. **Client Gets Tested to Confirm One is Negative for COVID-19 -** Client may return to work by meeting the following conditions,
   - Documented receipt of a negative final test result with specimens obtained and tested per CDC guidance. **AND**
   - Symptom free for at least **3 full days** (72 hours) including:
     - Fever is resolved without use of fever-reducing medication, **AND**
     - Improvement in respiratory symptoms (cough and shortness of breath)
3. **Client Is Not Tested For COVID-19**
   - At least **14 days** have passed since symptoms first appeared, **AND**
   - At least **3 full days** (72 hours) have passed since resolution of a fever without use of fever-reducing medication, **AND**
   - Improvement in respiratory symptoms (cough and shortness of breath)

WHAT TO DO IF A CLIENT IS CONFIRMED POSITIVE OF COVID-19

(Fever, dry cough, shortness of breath, or other COVID-19 symptoms identified by the CDC)

1. **Isolate and Send Client Home:** GISNJP will immediately isolate the client and direct them to return home and call their doctor. Counselor will contacts COVID-19 Hotline and provide employee full name, symptoms and action taken. Per GWISNJP's OM-300-413 Communicable Disease Policy, the team member is to remain out of work until they are able to produce an all clear written return to work letter from their doctor.
2. **Identify Coworkers Who Had Close Contact with the Ill Client:** GISNJP will identify any person that has been in contact with the potentially affected client. If client test positive, Goodwill will initiate contract tracing protocol.
3. **Notify Coworkers:** GISNJP notifies any person who has had close interaction with the infected client and have them remain home for 14 days before returning to work.
4. **Immediate Clean Up:** GISNJP Crisis Management Team will support the location to deep clean the areas the client has worked at or touched, i.e.: workstation, door handles both back room and sales floor, as well as any Material Handling Equipment that has been used by the affected employee.
5. **Facility Closure:** If warranted, GISNJP will immediately cease all operations in the facility to conduct a deep clean.
6. **Contracted Deep Cleaning:** GISNJP will contract additional deep cleaning services to sanitize the location.
7. **Re-open:** The facility will reconstitute business as usual.

Return-To-Work Options for Test-Positive Client

Follow the appropriate procedures below for returning the client to work.

- At least **14 days** have passed since symptoms first appeared, **AND**
- At least **3 full days** (72 hours) have passed since resolution of a fever without use of fever-reducing medication, **AND**
- Improvement in respiratory symptoms (cough and shortness of breath), **AND**
- Obtain a doctor's note to confirm that the client is released to return to work.

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Client Meeting: Day 1 (6 feet apart)

Welcome back and thank you! We're looking forward to a great first day back! Yes, a lot of things have changed since you were last here, however the bulk of your job duties have remained the same.

Counselor:

- Take temperature and Ask Health Declaration Protocol Questions (Assess client for illness)
- Check each client for Masks/PPE if they don't have counselor will provide.
- Ask everyone if they washed their hands—it's the best way to prevent COVID-19

Counselor Review the Following with Clients:

- What we expect from you & what you can expect from us
- Onboarding Check list (see attached)
- Limiting Your Exposure (handout)
- Review hand washing
- Review social distancing
- Review Properly handling PPE

Counselor Discuss the following with Clients:

- Review job expectations (including everyone is responsible for cleanliness of location)
- Review protocol that cleanliness is every clients responsibility
- Review Clocking In and Out procedure
- Answer any questions/concerns

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Client and Goodwill Expectations

What you can expect from us:

- Procedures and work areas designed to **limit close contact** with coworkers.
- **Cleaning supplies** to clean break rooms, offices, workstations, restrooms, etc.
- **Soap, warm water, and paper towels** in restrooms and breakroom. Use hand Sanitizer when unable to wash hands.
- **Social distancing in work areas and breakrooms.**
- **Outdoor space** to take breaks, when possible.

What we expect from you:

- **Wash your hands often**. We require you to wash your hands when you arrive to the facility, before you leave the facility, before and after lunch and breaks, after using the restroom, etc. and wear PPE at all times.
- **Cough and sneeze into your elbow or into a tissue.**
- Tell your counselor immediately if you **feel ill or have a fever.**
- **Stay home if you are sick**, including a fever and cough.
- Keep breakroom and common areas **clutter-free and clean.**
- **Do not bring unnecessary items into the workplace; all personal belongings must be kept in designated areas.**
- **Wipe down your eating area** when done.
- **Maintain 6 feet** distance from coworkers.
- **Discuss concerns with your counselor.**

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Communicable Disease COVID-19 Onboarding Checklist

To assist with new regulations and best practices due to the COVID-19 crisis, counselors will meet with clients to discuss additional training and safety related topics:

- **COVID-19 Awareness:** Client/Guardian has reviewed "Limiting COVID-19 Exposure" related job aid outlining personal hygiene expectations and health related symptoms to COVID-19.
- **Communication Expectations:** Clients/Guardian are required to communicate to their counselor if a member of their household has tested positive for COVID-19.
- **Call-out Procedures**: Clients/Guardian is responsible for immediately contacting their counselor and must stay at home if have any COVID-19 related symptoms (specifically shortness of breath, cough or fever).
- **Social Distancing Expectations:** Clients will be required to adhere to social distancing expectations while working at Goodwill. GISNJP will have a zero tolerance approach to this expectation.
- **Updated PPE Appearance Code Guidelines:** Clients have reviewed how to wear and remove gloves, facemasks & usage requirements. Facemasks are to be worn at all times.

Acknowledgment (Please Print Name, Sign Name, and Date below):
I have reviewed all of the above information and agree to follow COVID-19 safety and training best practices. Failure to follow the COVID-19 safety and training best practices may result in disciplinary action up to and including termination.

Client (Print Name): _____

Client (Signature): _____

Date: _____

LIMITING YOUR EXPOSURE HANDOUT

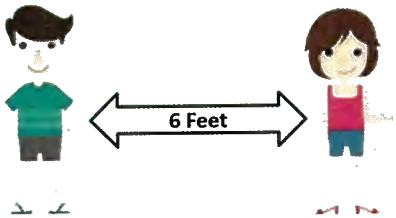
What is GISNJP doing to limit your exposure?

GISNJP is issuing PPE (Personal Protective Equipment) at each location to limit client exposure to the virus. Wearing a mask or neck gaiter does not fully protect you from COVID-19; however, it can serve as a reminder to employees to practice social distancing guidelines and to avoid touching your face. Please review the guidelines for properly wearing a mask or neck gaiter cover.

1. Before putting on your mask or neck gaiter cover, clean hands with soap and water.
2. Cover mouth and nose with mask or neck gaiter cover and make sure there are no gaps.
3. Avoid touching the mask or neck gaiter cover while using it. If you do, clean your hands with soap and water.
4. If applicable, remove mask from behind and discard or wash immediately, then clean hands with soap and water.

What can YOU do to limit your exposure?

★ Practice social distancing. Stay at least 6 feet away from others when possible.



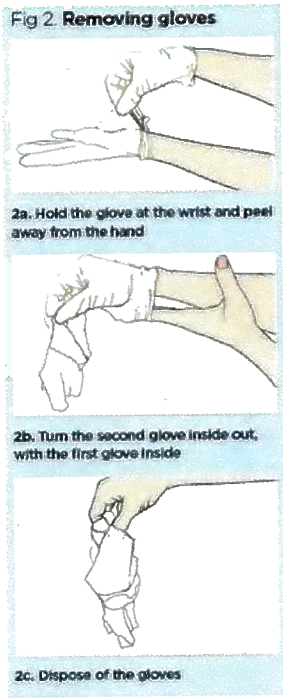
★ Disinfect surfaces frequently.

★ Upon arriving home, immediately remove and wash clothing, then proceed to shower in order to limit exposure to those living with you.

★ Avoid touching face and any PPE after it is secured in place.

★ Wash hands when arriving and prior to leaving work site.

★ If wearing latex gloves, sanitize them with alcohol-based hand sanitizer. Be sure to remove gloves properly. See Figure 2 for reference.



Goodwill INDUSTRIES
Southern New Jersey & Philadelphia
Recycle. Reuse. Renew.

SAFETY TOPICS – ON GOING TRAINING

WEEKS 1 & 4
SOCIAL DISTANCING – 6 FEET APART

WEEKS 2 & 5
MANDATORY PERSONAL PROTECTIVE EQUIPMENT (PPE) (CLEANING AND MAINTANANCE)

WEEKS 3 & 6
PROPER HYGIENE

Goodwill strives to provide an environment that is both safe and healthy for all clients. Clients must comply with all safety and health requirements whether established by management or by federal, state or local law.

All accidents must be reported to your Counselor immediately.

If a client is injured on any Goodwill premises, we will ensure that individuals requiring medical attention are immediately provided with appropriate care and that they are treated with 100% customer satisfaction.

SAFETY IS A CONDITION OF EMPLOYMENT:

Counselors will exhaust every reasonable means to lead, motivate and train clients to maintain a safe workplace. But, in the event the client refuses to take the actions required to work safely, the counselor will utilize a system of progressive discipline to enforce safety requirements and ensure the cooperation of the client or removal from the workplace in order to protect client and their coworkers.

ATTACHMENTS

ATTACHMENT 1

September xx, xxxx

Dear Extended Employees and/or Guardians,

We are excited to announce on XXXX xx, xxxx we will restart operations at Goodwill's Extended Employment program located at 7060 Colonial Blvd., Pennsauken.

The following guidelines have been put in place for your return to Goodwill's Extended Employment Program. In compliance with state guidelines each person returning to Goodwill's EE program are required to adhere to the following:

- Each participant is required to wear a mask
- Each participant is required to adhere to social distancing rules
- Each participant is required to read/sign the Health Declaration Protocol

Please answer the following questions, and sign this letter that we will keep in your file. Please bring this signed letter with you when you return to the program. Additionally, to ensure your safety, and the safety of everyone in the building, **every day** that you come to the program, you must report to your case manager upon arrival. He/she will ask you these questions and record your answers.

Training will be provided to each participant on their first day back to work to ensure that all participants are clear on the new rules to ensure everyone's safety.

If you have any questions or concerns please feel free to contact me at 856-665-7270 x61216 or rchoate@goodwillnj.org.

We can't wait to see you again!

Richard Choate

ATTACHMENT 2

Health Declaration Protocol

Please complete the below questionnaire at your home before leaving to report to your work location. Ask yourself the following questions and answer truthfully:

1. Have you experienced any difficulty breathing, shortness of breath, loss of smell or taste, or symptoms of acute respiratory illness in the last **72 hours**?
   YES **NO**

2. Have you experienced a fever (100.4° F or greater) within the last **72 hours** (without the use of fever-reducing medications)?
   YES **NO**

3. Have you experienced signs of a fever such as chills, aches & pains, etc. within the last **72 hours** (without the use of fever-reducing medications)?
   YES **NO**

4. Have you traveled within the past **14 days** to an affected area as identified by the CDC? (A current list of countries is maintained at https://www.cdc.gov/coronavirus/2019-cov/travelers/index.html.)
   YES **NO**

5. Have you had contact within **14 days** with a lab confirmed COVID-19 patient (contact defined as being within 6 feet of a COVID-19 case for a prolonged period (>10 minutes) or having direct contact with infectious secretions (e.g., being coughed or sneezed on) of a COVID-19 case)?
   YES **NO**

If you answered **YES to any of the 5 questions** above kindly contact your counselor and/or Human Resources on the COVID-19 Hotline at 856-439-0200 ext. 99019. If you answered **NO to all 5 questions** then you may report to work.

Signature: _____ Date: _____

Guardian: _____ Date: _____

ATTACHMENT 3

POSITION TITLE:	**Environmental Technician**
DEPARTMENT:	Retail
CLASSIFICATION:	Hourly/Non-Exempt
EMPLOYMENT STATUS:	Full-Time or Part-Time
PAY RANGE:	$13.00/hour - $15.00/hour

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	Production Manager
POSITION (S) SUPERVISED:	Not Applicable
PROMOTIONAL OPPORTUNITY:	Production Manager
TEAM MEMBERSHIP:	☐ CORPORATE OFFICE ☒ RETAIL ☐ WAREHOUSE ☐ CONTRACTS ☐ MISSION SERVICES

POSITION PURPOSE

The Environmental Technician performs a variety of custodial duties to ensure the cleanliness and appearance of both the interior and exterior of the building. The Environmental Technician operates assigned power equipment and hand tools, and delivers customer service with respect, dignity, and loyalty to the Goodwill brand. The position is a member of the Retail Team.

SPECIFIC DUTIES

1. Follow all Goodwill policies and safety procedures. Must possess professional etiquette.
2. Following established cleaning schedule, sanitize, disinfect, wash, clean, deodorize, and maintain building and building restrooms in a clean, orderly, and sanitary condition using assigned power equipment and hand tools. Replace toilet tissue, towels, soap, deodorizer, etc., as required.
3. Following established cleaning schedule, sweep and/or vacuum floors/carpets, hallways, corridors, and stairways, and mop, scrub, wax, and polish floor surfaces using assigned power equipment and hand tools. Perform necessary service and preventive maintenance such as cleaning and oiling equipment, to prevent breakdown and ensure effective and efficient operation.
4. Following established cleaning schedule, clean and polish office furniture, and empty wastebaskets.
5. Follow instructions regarding the safe use of chemicals and supplies, including mixing of various cleaning agents.
6. Following established cleaning schedule, pick up litter from the immediate vicinity of assigned buildings around entrances and steps and sweeps free of leaves.
7. Perform snow and ice removal by scraping shoveling, or mechanical devices provided in assigned areas such as walkways, entranceways and steps, where applicable.
8. Maintain stock of designated custodial supply areas.
9. Identify and report building maintenance needs as necessary.
10. Conducts daily safety inspection on all company owned equipment.
11. Responsible for following and ensuring all safety rules are complied with and appropriate safety equipment is used. Ensures work areas are maintained in a clean, uncluttered, hazard free condition. Immediately takes action and/or reports any unsafe or potential hazards.
12. Reports all non-employee and employee injuries in a timely by notifying store manager.
13. Must maintain a clean and neat personal appearance at all times. Must wear company issued uniform.
14. Regular attendance is required.
15. All other essential duties as assigned.

JOB QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Customer Service – Ability to meet customer needs, understand their concerns, and resolve issues in a friendly and efficient manner.
2. Reliability – The trait of being dependable and trustworthy.
3. Safety Awareness – Ability to identify and correct conditions that affect employee safety.
4. Honesty/Integrity – Ability to be truthful and be seen as credible in the workplace.
5. Accountability – Ability to accept responsibility and account for his/her actions.
6. Working Under Pressure – Ability to complete assigned tasks under stressful situations.
7. Ability to pass a training certification class if needed for assigned power equipment and hand tools.
8. Enthusiastic – Ability to bring energy to the performance of a task.
9. Accuracy – Ability to perform work accurately and thoroughly.
10. Ability to communicate and understand instructions, both verbal and written, in English.
11. Must be able to work a flexible schedule on short notice, including night, weekends and occasionally long hours.
12. **Physical Demands and Work Environment**

Physical Demands		**Lift/Carry**	
Stand	F (Frequently)	10 lbs. or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs.	C (Constantly)
Sit	N (Not Applicable)	21-50 lbs.	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs.	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs.	O (Occasionally)
Reach Above Shoulder	F (Frequently)	**Push/Pull**	
Climb	F (Frequently)	12 lbs. or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs.	C (Constantly)
Squat or Kneel	F (Frequently)	26-40 lbs.	C (Constantly)
Bend	F (Frequently)	41-100 lbs.	O (Occasionally)

N (Not Applicable): Activity is not applicable to this occupation.
O (Occasionally): Occupation requires this activity up to 33% of the time (0 – 2.5 hours/day)
F (Frequently): Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5 hours/day)
C (Constantly): Occupation requires this activity more than 66% of the time (5.5+ hours/day)

13. Ability to be flexible and assist other areas of the store when needed.
14. Vision corrected to within normal limits. Sense of sound (ability to hear donation bell). Sense of touch.
15. Ability to function in a hectic work environment with occasional periods of high stress.

EDUCATION/EXPERIENCE

High School or GED equivalent preferred but not required.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

INTENT AND FUNCTION OF POSITION DESCRIPTION

Position descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

Position descriptions are not intended as and do not create employment contracts. Goodwill Industries of Southern New Jersey and Philadelphia maintains its status as an at-will employer.

I have read or have had read to me this job description. I understand that this description will be referred to during my performance evaluation.

Team Member Name	Team Member Signature	Date
Supervisor Name	Supervisor Signature	Date

Employer Safety and Health Practices to Mitigate Client Exposure Risk Per CDC and OSHA Guidelines

CDC Guidelines for Cleaning and Disinfecting (April 12, 2020)

The CDC provides the following recommendations for most non-healthcare businesses that have suspected or confirmed COVID-19 cases:

- It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

To clean and disinfect:

- Depending on scope, we would contact the third party identified to disinfect location. **Or,**
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Follow the manufacturer's instructions regarding other protective measures recommended on the product labeling.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

OSHA Guidelines to Limit Exposure (April 12, 2020)

General Guidance for All Workers and Employers

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.

- Avoid close contact with people who are sick.
- Stay home if sick.

Recognize personal risk factors: According to U.S. Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

ATTACHMENT 5

Goodwill INDUSTRIES
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Fogger Operation Instructions

- Ensure you have one person to assist you and that you each have appropriate Personal Protection Equipment (**Facemask, eye protection and gloves**).
- Ensure that you have an adequate extension cord.
- Remove the cap to the **Vector Fog C150+** and begin to fill with one gallon of water.
- Place one (1) **PX-10 tablet** and secure the cap.
- Wait approximately ten (10) minutes for the tablet to dissolve in the water.
- Locate a convenient electrical socket and ensure the Vector Fog unit is plugged in.
- Place the strap over your opposite shoulder and turn the unit on to begin fogging.
- Adjust the nozzle to create the desired mist/fog.
- The Vector Fog unit should be aimed high and above areas to be cleaned.
- Avoid excessively wetting or soaking areas.
- Please review the training video for the best method to utilize the Vector Fog unit.

NOTE: *Water weighs 8.34 lbs. per gallon. To make the weight of the Vector Fog machine lighter, you can use a bucket and add the PX-10 tablet.*

Fogger Cleaning Instructions

Clean the fogger after every use to prolong the life of the machine.

Step A: When fogging is complete, pour any liquid left in the tank to a suitable container, using a funnel. Operate the fogger for one minute with the nozzle opened to the largest droplet size setting (counter-clockwise). This will get rid of any existing liquid remaining in the fogger's internal tubes.

Step B: Fill the fogger with some clean water and operate again for one minute. Remove any excess water from tank.

It is suggested that areas be fogged to disinfect twice per week (Sunday and Tuesday for retail locations). Fogging should only occur at the conclusion of the workday and when staff has departed.

Any questions, please don't hesitate to contact your Manager on Duty, Warehouse Manager or the Safety Manager

VECTOR FOG PX10
Safety Data Sheets

Safety Data Sheet

Issue Date: 28-JUN-2019 **Revision Date:** 28-JUN-2019 **Version** 1

1. IDENTIFICATION

Product Identifier

Product Name PX10 End Use

Other means of identification

SDS # PX10 - 001

Recommended use of the chemical and restrictions on use

Recommended Use Hard Surface Disinfectant
Kill Odors, Mildew, and Mold
Fungicide
Biocide

Details of the supplier of the safety data sheet

Manufactured For
S&A DISTRIBUTORS LLC
11352 W. STATE RD 84, DAVIE, FL 33325

Emergency Telephone Number

Company Phone Number 1-954-636-8877
Emergency Telephone (24 hr) 1-855-285-2223

2. HAZARDS IDENTIFICATION

Emergency Overview PX10 is a 1 gram (0.035 oz) or 20 gram (0.71 oz) tablet comprised of 20% Sodium Chlorite Technical 80 PCT as the known active with the remaining inert ingredients acting as desiccants, effervescent agents, stabilizers, binders, and pelleting auxiliary agents as necessary. In its end use form, PX10 is diluted to 1-500ppm and therefore is not considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200).

Appearance Tablet dissolved into water **Physical state** Liquid **Odor** Slight chlorine

Classification

This chemical does not meet the hazardous criteria set forth by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200). However, this Safety Data Sheet (SDS) contains valuable information critical to the safe handling and proper use of this product. This SDS should be retained and available for employees and other users of this product.

3. COMPOSITION/INFORMATION ON INGREDIENTS

Chemical Name	CAS No.	Weight-%
PX10	Proprietary	1-500ppm

If Chemical Name/CAS No is "proprietary" and/or Weight-% is listed as a range, the specific chemical identity and/or percentage of composition has been withheld as a trade secret.

4. FIRST AID MEASURES

First Aid Measures

General Advice The following first aid information applies to an exposure of PX10 before dilution. Adverse reaction to the end use product is not expected. When possible, have the product container or label with you when calling a poison control center or doctor or going for treatment.

Eye Contact Hold eye open and rinse slowly and gently with water for 15 to 20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice.

Skin Contact Take off contaminated clothing. Rinse skin immediately with plenty of water for 15 to 20 minutes. Call a poison control center or doctor for treatment advice.

Inhalation Move person to fresh air. If person is not breathing, call 911 or an ambulance, then give artificial respiration, preferably mouth-to-mouth if possible. Call a poison control center or doctor for further treatment advice.

Ingestion Call a poison control center or doctor immediately for treatment advice. Have person sip a glass of water if able to swallow. Do not induce vomiting unless told to do so by a poison control center or doctor. Do not give anything by mouth to an unconscious person.

Most important symptoms and effects

Symptoms Prior to dilution, PX10 is corrosive to the skin, eyes, and respiratory tract. Adverse reaction to the end use product is not expected.

Indication of any immediate medical attention and special treatment needed

Notes to Physician Probable mucosal damage may contraindicate the use of gastric lavage if undiluted PX10 is accidentally ingested.

5. FIRE-FIGHTING MEASURES

Suitable Extinguishing Media
Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

Unsuitable Extinguishing Media None known.

Specific Hazards Arising from the Chemical
None known.

Protective equipment and precautions for firefighters
As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

6. ACCIDENTAL RELEASE MEASURES

Personal precautions, protective equipment and emergency procedures

Personal Precautions PX10 End Use dilutions do not require personal protective equipment, however wet floors due to spilled product may be slippery. Exercise caution during clean-up to avoid falls.

For Emergency Responders Follow all fire fighting procedures in Section 5.

Environmental precautions

Environmental precautions See Section 12 for additional Ecological Information.

Methods and material for containment and cleaning up

Methods for Containment Prevent further leakage or spillage if safe to do so.

Methods for Clean-Up Keep in suitable, closed containers for disposal.

7. HANDLING AND STORAGE

Precautions for safe handling

Advice on Safe Handling Handle in accordance with good industrial hygiene and safety practice. Always be aware of product fumes during mixing. Do not inhale above open containers. Close container quick and tightly and store in cool, dark, well ventilated room. [Ask your supplier before opening package for dosage.]
1. Fill an opaque spray bottle or appropriate container with specified amount of tap water
2. Slowly add correct number of Tablets to Water. Do Not add water to tablets.
Tablet => Water
3. Wait 3 minutes, stir gently

Conditions for safe storage, including any incompatibilities

Storage Conditions PX10 tablets should be stored in tightly sealed original container in a cool, dark, well-ventilated room.

Incompatible Materials None known based on information supplied.

8. EXPOSURE CONTROLS/PERSONAL PROTECTION

Exposure Guidelines PX10 End Use dilutions are not known to contain any materials with established occupational exposure limits.

Appropriate engineering controls

Engineering Controls None under normal use conditions.

Individual protection measures, such as personal protective equipment

Eye/Face Protection None under normal use conditions.

Skin and Body Protection None under normal use conditions.

Respiratory Protection None under normal use conditions.

General Hygiene Considerations Handle in accordance with good industrial hygiene and safety practice.

9. PHYSICAL AND CHEMICAL PROPERTIES

Information on basic physical and chemical properties

Physical state	Liquid		
Appearance	Tablet dissolved into water	**Odor**	Slight chlorine
Color	Clear	**Odor Threshold**	Not determined

Property	Values	Remarks • Method
pH	Not determined	
Melting point / freezing point	Not determined	
Boiling Point / Boiling Range	Not determined	
Flash Point	Not determined	
Evaporation Rate	Not determined	
Flammability (Solid, Gas)	Not determined	
Flammability Limit in Air		
Upper Flammability Limit	Not determined	
Lower Flammability Limit	Not determined	
Vapor Pressure	Not determined	
Vapor Density	Not determined	
Relative Density	Not determined	
Water Solubility	Not determined	
Solubility in other solvents	Not determined	
Partition Coefficient	Not determined	
Autoignition temperature	Not determined	
Decomposition Temperature	Not determined	
Kinematic Viscosity	Not determined	
Dynamic Viscosity	Not determined	
Explosive Properties	Not determined	
Oxidizing Properties	Not determined	

10. STABILITY AND REACTIVITY

Reactivity
Not reactive under normal conditions.

Chemical Stability
Stable under recommended storage conditions.

Possibility of Hazardous Reactions
None under normal processing.

Conditions to Avoid
Keep out of reach of children.

Incompatible Materials
None known based on information supplied.

Hazardous Decomposition Products
None known based on information supplied.

11. TOXICOLOGICAL INFORMATION

Information on likely routes of exposure

Product Information	PX10 End Use dilutions do not present an acute toxicity hazard based on known or supplied information
Eye Contact	Not expected to be an eye irritant during prescribed use.

Skin Contact Not expected to be a skin irritant during prescribed use.

Inhalation Under normal conditions of intended use, this material is not expected to be an inhalation hazard.

Ingestion Not expected to present a hazard by ingestion during prescribed use.

Component Information

Chemical Name	Oral LD50	Dermal LD50	Inhalation LC50
PX10	> 90 mL/kg (Rat)	-	-

Information on physical, chemical and toxicological effects

Symptoms Please see section 4 of this SDS for symptoms.

Delayed and immediate effects as well as chronic effects from short and long-term exposure

Carcinogenicity Based on the information provided, this product does not contain any carcinogens or potential carcinogens as listed by OSHA, IARC or NTP.

Numerical measures of toxicity
Not applicable due to form of the product.

12. ECOLOGICAL INFORMATION

Ecotoxicity
The product is not classified as environmentally hazardous. However, this does not exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment.

Persistence/Degradability
Not determined.

Bioaccumulation
Not determined.

Mobility
Not determined

Other Adverse Effects
Not determined

13. DISPOSAL CONSIDERATIONS

Waste Treatment Methods

Disposal of Wastes Disposal should be in accordance with applicable regional, national and local laws and regulations.

Contaminated Packaging Disposal should be in accordance with applicable regional, national and local laws and regulations.

14. TRANSPORT INFORMATION

Note PX10 End Use dilutions are not intended to be transported.

DOT Not applicable

IATA Not applicable

IMDG Not applicable

15. REGULATORY INFORMATION

International Inventories

Chemical Name	TSCA	DSL/NDSL	EINECS/ELINCS	ENCS	IECSC	KECL	PICCS	AICS
PX10	X	X	X	X	X	Present	X	X

Legend:

TSCA - United States Toxic Substances Control Act Section 8(b) Inventory

DSL/NDSL - Canadian Domestic Substances List/Non-Domestic Substances List

EINECS/ELINCS - European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances

ENCS - Japan Existing and New Chemical Substances

IECSC - China Inventory of Existing Chemical Substances

KECL - Korean Existing and Evaluated Chemical Substances

PICCS - Philippines Inventory of Chemicals and Chemical Substances

AICS - Australian Inventory of Chemical Substances

US Federal Regulations

CERCLA
This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355).

SARA 313
Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product does not contain any chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

CWA (Clean Water Act)
This product does not contain any substances regulated as pollutants pursuant to the Clean Water Act (40 CFR 122.21 and 40 CFR 122.42)

US State Regulations

California Proposition 65
This product does not contain any Proposition 65 chemicals.

U.S. State Right-to-Know Regulations
This product does not contain any substances regulated under applicable state right-to-know regulations

16. OTHER INFORMATION

NFPA	**Health Hazards**	**Flammability**	**Instability**	**Special Hazards**
	0	0	0	None
HMIS	**Health Hazards**	**Flammability**	**Physical hazards**	**Personal Protection**
	0	0	0	See Section 8

Issue Date: 28-JUN-2019
Revision Date: 28-JUN-2019
Revision Note: End use safety information

Disclaimer
The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.

End of Safety Data Sheet

HVAC LETTER

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Home: 800-360-5807
Business: 888-777-4501

621 Chapel Ave., Cherry Hill, NJ 08034
HutchBiz.com

Work Order # 1561706 Details	
Call Type	Service
Caller	Wes Hughes
Date Created	2020-09-22
Purchase Order	Wes
Job #	1047156
Date Completed	Sep 22, 2020 - 12:19:24 PM

Site Information	Billing Information
Goodwill/Contracts Department 7060 Colonial Highway Pennsauken, NJ 08109 Phone: (856)665-7270	**Goodwill Industries** 2835 Route 73 Maple Shade, NJ 08052

Work Requested

BFO $90/hr - Look into the following for Wes
- Increase the percentage of outdoor air (e.g. using economizer modes of HVAC operations) potentially as high as 100% - Disable demand - control ventilation (DVC) controls that reduce air supply based on temperature and occupancy

Equipment Name: Commercial S/C - 4X/$90/$135/15% — **Model:**
Manufacturer: — **Serial Number:**

Work Performed

Equipment Name: RTU 01-Office Area — **Model: 48TCEA07A2A5A0A0A0**
Manufacturer: Carrier — **Serial Number: 4015C84447**

Work Requested

BFO $90/hr - Look into the following for Wes
- Increase the percentage of outdoor air (e.g. using economizer modes of HVAC operations) potentially as high as 100% - Disable demand - control ventilation (DVC) controls that reduce air supply based on temperature and occupancy

Work Performed

Sep 22, 2020
This unit does not have an economizer and would need one in order to qualify for the requests of the CDC guidelines. Pricing and availability of this product are listed in the recommendations section of the receipt.

Equipment Name: RTU 02 - Break room — **Model: 48TCEA05A2A5A0F1C0**
Manufacturer: CARRIER — **Serial Number: 0715C86778**

Work Performed

Sep 22, 2020
According to the customers request of allowing for more outside air to enter the building. I went ahead and adjusted and tested the minimum position for the out door air setting. this originally was set for 15% min position but is now adjusted to 33% min position. As far as the Demand control ventilation goes this system does not have this feature so this would be something that does not need to be addressed.

Summary

Labor Detail

Technician	Equipment	Labor Type Id	Date	Hours
Napoleon, Andrew	CommS/C	Com Lab	2020-09-22	1.33
Napoleon, Andrew	CommS/C	Com Trv	2020-09-22	0.5
			Total	1.83

Material / Misc / Flat Rate Details

Equipment	Item	Description	Quantity

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Home: 800-360-5807
Business: 888-777-4501

621 Chapel Ave., Cherry Hill, NJ 08034
HutchBiz.com

Work Order # 1561706 Details	
Call Type	Service
Caller	Wes Hughes
Date Created	2020-09-22
Purchase Order	Wes
Job #	1047156
Date Completed	Sep 22, 2020 - 12:19:24 PM

Site Information	Billing Information
Goodwill/Contracts Department 7060 Colonial Highway Pennsauken, NJ 08109 Phone: (856)665-7270	**Goodwill Industries** 2835 Route 73 Maple Shade, NJ 08052

Recommendations

CommS/C - Commercial S/C - 4X/$90/$135/15%

Sep 22, 2020
Todays charge for adjusting the settings- $208.88

RTU 1 GAS - RTU 01-Office Area

Sep 22, 2020
Economizer install - $2,386.46
(1) day lead time (8) hours labor (1) man
P.P. quote number #12890972

Customer Signature

Verbal

Customer Name: verbal Wes

Thank you again for choosing Hutchinson!

Location Upon Signature

SAFETY CHECKLIST

Monthly Safety Checklist Contracts

Audit Date: 2/6/2019
End Date: 2/6/2019
System Completed: 2/6/2019 8:03:38 AM
Version # : 1.4

Audit #:	161-1993
Store Number:	161
Store Name:	Contracts
Store Manager:	
Performed By:	161 Contracts

Audit Summary

Audit Score: %

Section	Possible Points	Points Scored	% Scored	Scoring
Fire Protection & Prevention	0	0	100.00	
Housekeeping	0	0	100.00	
Observed Safety Acts/Practices	0	0	100.00	
Tools, Equipment & Machinery	0	0	100.00	
	0.00	0.00		

Comments:

Fire Protection & Prevention		Possible Pts	Answer	Pts Earned	Prev Failed
		0		0	
1	Are "No Smoking" signs posted at all entrances and Break Rooms & Bathrooms?	0	Y	0	
2	Are the "Emergency Exit Maps" Information on evacuation routes posted conspicuously around the location? Retail Store & Warehouse Area.	0	Y	0	
3	Test the "Emergency Exit Signs & Emergency Lights". Do they light for 30 seconds of viewing time/operation and in plain view?	0	Y	0	
4	Doors; Unlocked and Unobstructed during operational hours	0	Y	0	
5	Fire Extinguisher: Conspicuosly & Properly Hung, no higher than 48" with Wall Sign, Readily Accessible, Safety Pin, Full Charge, No Leaks, Annual Inspection Tag & Initialed Monthly.	0	Y	0	
6	Flammable material stored safely until properly disposed of by Safety Manager - Call Safety Manager ASAP for Pick Up.	0	Y	0	
7	All areas free of excess material, debris accumulations	0	Y	0	
8	Authorized Appliances Only - 1 Refrigerator, 1 Microwave & 1 Automatic Shut off Coffee Machine. (Power cords should be in plain sight and free of wear or exposed wire)	0	Y	0	
9	Are all electric panels easily accessable? (Elec Panels must be accesable at all times)	0	Y	0	
10	Do all employees know that candles are not to be used for light, scent, or for any reason?	0	Y	0	
11	Do all outlets near a water supply have GFCI Outlets? (Ground Fault Circuit Interrupter)	0	Y	0	
Fire Protection & Prevention		0		0	

Housekeeping		Possible Pts	Answer	Pts Earned	Prev Failed
		0		0	
1	Is the overall general housekeeping acceptable?	0	Y	0	
2	Are all floors clean, dry and clear of waste?	0	Y	0	
3	Are nonskid floor surfaces intact where appropriate? (Needed on all wood steps, ramps, platforms and any painted surfaces)	0	Y	0	
4	Are all floor surfaces in good condition free of cracks, holes or tripping hazards?	0	Y	0	
5	Do all aisle and hallways have adequate clearance for employees and customers to pass through safely?	0	Y	0	
6	Are all items in merchandise storage areas kept out of aisle/walkways/hallways? ie. picture frames, power cords, area rugs etc.	0	Y	0	
7	Are "Exits" and "Aisles to Exits" kept clear at all times?	0	Y	0	
8	Are storage areas clean & orderly and maintained to prevent all tripping hazards?	0	Y	0	

Housekeeping		Possible Pts 0	Answer	Pts Earned 0	Prev Failed
9	Are all storage shelves, display units and racks maintained so items will not fall, slide, or collapse? (All free standing display units above 4'6" should be secured to prevent from falling)	0	Y	0	
10	Are all work places, tables, and benches orderly and clean?	0	Y	0	
11	Is the lighting throughout the facility adequate & operational?	0	Y	0	
12	Is the ventilation adequate & operational? (Check maintenance for HVAC is current)	0	Y	0	
13	Are the waste containers properly located and emptied regularly?	0	Y	0	
14	Is there any signs of rodents, pests, or insects? (Check with your exterminator agreement if so)	0	Y	0	
15	Are the restroom floors clean and dry? Trash Empty? Paper products and hand soap available?	0	Y	0	
16	Are the toilet facilities accessible and are all fixtures working properly.	0	Y	0	
17	Are the water fountains clean? (when applicable)	0	Y	0	
18	Is the break room area clean and free from clutter or any donations? No wet surfaces?	0	Y	0	
19	Is the refrigerator cleaned out regularly and all food stored safely and sanitarily?	0	Y	0	
20	Are the trailer steps stable and free from cracks and is the railing secure form movement?	0	Y	0	
21	Does the sidewalk, outside grounds & parking areas get cleaned & inspected at least once a day and inspected for any tripping hazards? (More often during times of foul weather & snow)	0	Y	0	
22	Are all stairs kept clean and free from tripping/slipping hazards and have proper lighting?	0	Y	0	
23	Is the dock area organized and clear of all trash and material?	0	Y	0	
24	Are all loose and torn carpets secured to mitigate any tripping hazards?	0	N	0	
	Comments / Actions carpets are secure				
25	Are chocks available and used correctly to preven trailer creep? (Locations with Fork Lifts)	0	Y	0	
Housekeeping		0		0	

Observed Safety Acts/Practices		Possible Pts 0	Answer	Pts Earned 0	Prev Failed
1	Are employees that smoke doing so in designated areas only? Is there a butt receptacle to properly extinguish? Cigarette butts must not be flicked haphazardly!	0	Y	0	
2	Are employees wearing Personal Protective Equipment properly?	0	Y	0	

Text1

Observed Safety Acts/Practices		Possible Pts	Answer	Pts Earned	Prev Failed
		0		0	
3	Are all employees wearing the proper foot wear, no open toed shoes?	0	Y	0	
4	Are all employees constantly looking for injury hazards? (Slips, Trips, and Falls) (Ask and employee for an example)		yes		
5	Schedule and Conduct a Fire Drill and document it completion. Review with all employees so that they know their responsibilities for such an event.	0	Y	0	
Observed Safety Acts/Practices		0		0	

Tools, Equipment & Machinery		Possible Pts	Answer	Pts Earned	Prev Failed
		0		0	
1	Eliminate or Limited use of approved extension cords? (Extension cords should be eliminated and only used as a last resort)	0	Y	0	
2	Only use approved ladders in good condition? (STICKLY LIMIT THE USE OF LADDERS)	0	Y	0	
3	Are the Bale Machines checked Daily or Prior to all shifts? Ask Bailers what they look for before operating and do they report any problems to their supervisor?	0	Y	0	
4	Are the Forklift operators inspecting the fork lift prior to their shift and documenting it? Review the Daily Logs for accuracy and completeness. Are service problems reported to supervisor and corrected immediately?	0	Y	0	
5	Inspect all Pallet Jacks, no leaks, cracks and working as it should? Are they stored under a skid to eliminate any tripping hazards?	0	Y	0	
6	Are the wheeled carts and bins working properly? The wheels should roll easily with out force. (Label any that need repair and send to maintenance dept.)	0	Y	0	
7	Are the work tables and chairs in good condition? Stable and free from any defects?	0	Y	0	
8	Are all the Dock plates in good working condition, free from cracks or signs of significant wear?	0	Y	0	
9	First Aid Cabinet Fully Stocked? Bandages, Gauze Pads, Gauze Wrap, Antiseptic Wipes, Antiseptic spray, Gloves, Tweezers, Eye Wash, First aid tape, Ice packs, Rescue Breathing Mask	0	Y	0	
10	First aid kit maintained and accessible	0	Y	0	
11	MONTHLY SAFETY CHECKLISTS UP TO DATE	0	Y	0	
12	What date did your location hold the Monthly Safety & Operations Meeting.		2/25/2019		
Tools, Equipment & Machinery		0		0	

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GOODWILL'S SAFETY STATEMENT

Goodwill Industries® of Southern New Jersey/Philadelphia (GISNJ/P) is committed to a safe workplace. It is our goal to provide all of our employees, customers, volunteers and persons served with adequate protection from on-the-job injuries. To assist in achieving this goal, we have developed formal safety practices and guidelines. However, this manual alone cannot prevent accidents or replace the common-sense approach to safety.

Accident prevention in our daily work-life becomes a fundamental part of our job. It is our policy that every reasonable effort be made to eliminate recognized hazards from our operations. Not only should we be aware of our personal safety, but we should also be just as concerned about the safety of our co-workers and the property and equipment necessary to accomplish our various jobs safely.

In order for our safety program to be effective, it is a basic requirement that each member of management make the safety of all employees an integral part of his/her management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Failure to follow safety rules could result in serious injury and may lead to disciplinary action up to and including termination. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his/her duty to ask a qualified person for assistance. Safety is an on-going and important aspect of work and success at Goodwill®. Through involvement, teamwork and commitment we will achieve an outstanding safety record.

SAFETY MISSION

One of the primary goals of this organization is to eliminate or control both known and potential safety and health hazards that our employees face on the job. In order to do so we need to adhere to the following guidelines:

- Every employee of this organization needs to take ownership of his or her own safety and that of co-workers – we are a team.
- Maintaining a safe and healthy work environment is not just a good idea – it's a top priority.
- It is everyone's job to spot accidents waiting to happen and to correct them or report them in a timely manner.
- Where hazards cannot be completely eliminated, they must be reduced through engineering or administrative controls or, as a final precaution, through the proper use of personal protective equipment (PPE).
- Every employee will be trained to perform work safely. Should an employee feel inadequately trained to perform a certain procedure, he or she will immediately discuss the situation with his or her supervisor.
- As a condition of employment, each employee must consistently work in a safe manner.

SAFETY COMMUNICATIONS

SAFETY COMMUNICATION

All employees are encouraged to voice their concerns regarding unsafe working conditions and make suggestions on ways to create a safer workplace. These concerns and suggestions can either be made verbally or in writing to the Safety Department or by talking directly to a Supervisor or Manager. No employee shall be retaliated against for reporting hazards or potential dangers, or for making suggestions related to workplace health and safety.

HAZARD COMMUNICATION

All employees have the right to know what chemicals are in their workplace. At Goodwill®, information is available regarding the hazardous properties of chemicals in the workplace, safe handling procedures and measures to take for protection against these chemicals. Material Safety Data Sheet (MSDS) and other "Right to Know" information are made available to all employees.

The Supervisor or the Safety Manager will train new employees on the hazards associated with their positions before they are sent out on the job, or when new chemicals or hazardous chemicals or materials are introduced into their work areas. A list of all hazardous chemicals and related work practices (including the Material Safety Data Sheets) used in the facility will be maintained by the Safety Manager and updated as necessary, with the assistance of supervisors responsible for training employees or purchasing chemicals. All materials must be labeled. Every employee who must use chemicals on-the-job should become familiar with the location of the MSDS's, as well as the information provided in the MSDS's, in the event of an emergency.

SAFETY INCENTIVE PROGRAM

Goodwill® believes that employees are its greatest asset and that **"our work is NEVER so urgent or important that we cannot take the time to do it safely".** We want to create an environment that is safe for our employees, donors, persons served, and customers. In an effort to create such an environment, and to prevent accidents, we need **YOU, all of you.** To reward employees for their efforts in helping create a safe workplace, we instituted the Safety Incentive Program. All employees at any location that has been workman's compensation treatable accident-free for a 90-day period will receive a reward (rewards may differ from time to time).

SAFETY IN THE WORKPLACE

Goodwill® is committed to providing a safe workplace for its employees, persons served volunteers, donors and customers. This is accomplished through frequent training of employees, constant maintenance of facilities and regular attention to safety procedures. Employees share in the responsibility and are expected to take an active role in maintaining a safe work environment.

EMERGENCY INFORMATION

DANIELLE'S LAW - DEALING WITH LIFE THREATENING INCIDENTS

In compliance with N.J.S.A. 30:6D-5.3 (Danielle's Law) and N.J.A.C. 10:42-2 (Life Threatening Emergencies) and because Goodwill® is concerned with the welfare of our consumers, employees, and volunteers this policy has been developed and implemented in all events when a life-threatening emergency arises.

"Life-threatening emergency" means a situation in which a prudent person receiving services at a facility for persons with developmental disabilities or a facility for persons with traumatic brain injury or from a public or private agency, or to protect the lives of other persons at the facility or agency, from an immediate threat or actual occurrence of a potentially fatal injury, impairment to bodily functions or dysfunction of a bodily organ or part.

1. All staff shall be responsible to immediately call 911 in the event of a life-threatening emergency.

2. If a staff member is unsure whether a medical condition such as an elevated temperature, seizure or other condition has become a life-threatening emergency, he or she shall call 911.

EMERGENCY NUMBERS

Emergency telephone numbers are located by the main telephones (that dial outside lines) at your location. You should become familiar with the location of this sheet.

EMERGENCY PROCEDURE DRILLS

Emergency procedure drills are a necessary element of any safety program to prepare employees for a variety of emergencies that could occur while on-the-job. Goodwill® periodically conducts drills or training for the following emergency procedures: Bomb Threat, Earthquake, Fire, Gas Leak, Hazardous Materials, Hurricane, Power Failure and Tornado. Every location has Employee Guidelines for Dealing with a Crisis posted.

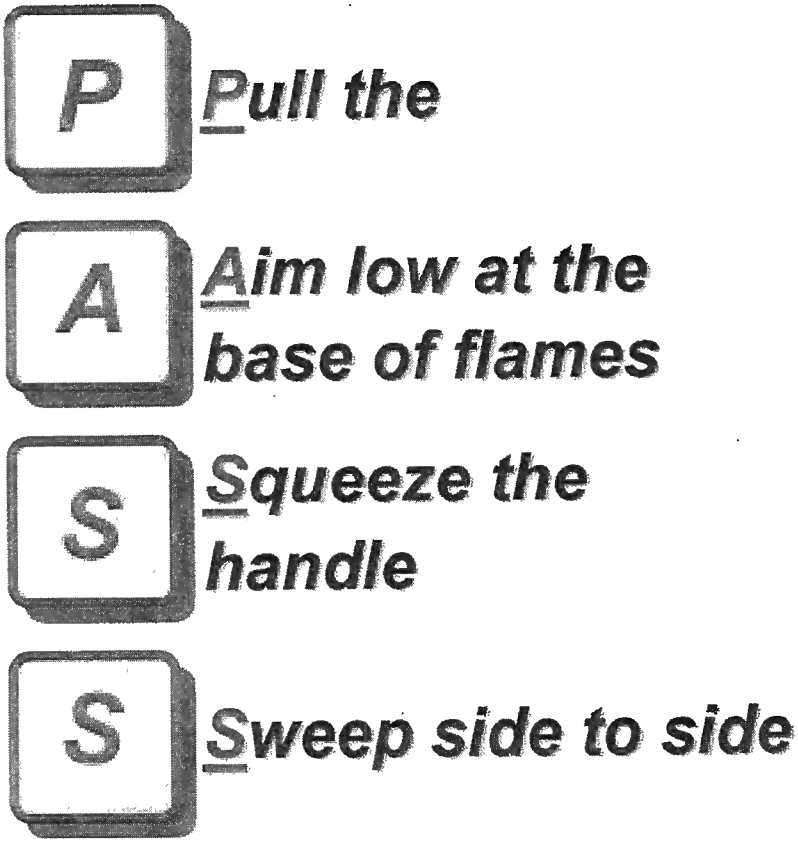
FIRE SAFETY

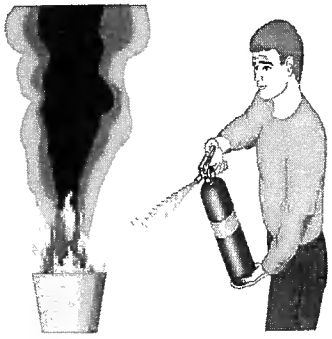
FIRE EXTINGUISHERS

Each Goodwill® location is required to have fire extinguishers available for emergency use. The number of fire extinguishers per location will be determined by the size of the location, the layout, and any suggestions made by the local Fire Marshall. Each Goodwill® vehicle will be equipped with a fire extinguisher.

In the event of a fire, the extinguisher should only be used after employees, clients and customers have been evacuated and the fire company has been called. Then, **only if you are trained** to use a fire extinguisher, determine whether you should attempt to extinguish the fire. If so, proceed as follows:

1. Maintain the proper distance identified on the extinguisher nameplate.
2. P.A.S.S.
    - **P**ull the safety pin, or release any locks on the extinguisher.
    - **A**im the extinguisher at the base of the fire.
    - **S**queeze the lever at the handle or the nozzle.
    - **S**weep back and forth at the base of the fire.





FIRST AID AND MEDICAL EMERGENCIES

FIRST AID

A medical emergency is a situation in which an individual has been injured or is seriously ill due to an accident, illness or disease. On-site first aid and/or cardiopulmonary resuscitation (CPR) should only be performed by currently certified staff members.

Various departments, all stores, and all trucks throughout the agency are equipped with first aid kits. The manager for that area is responsible for ensuring that supplies in the kits are used judiciously. The Safety Manager must be contacted for any and all First Aid supplies. Lists of employees currently certified in First Aid and/or CPR techniques are posted on each first aid kit, along with a medical emergency plan.

MEDICAL EMERGENCIES

AMBULANCE ASSISTANCE

If an ambulance is needed, do not leave the victim alone, but have someone call 911 (some locations may need to dial 9 first to get an outside line) as quickly as possible. Perform basic first aid if trained to do so. If you are not First Aid/CPR certified, send someone to get a staff member trained in first aid. If the victim is not breathing, administer mouth-to-mouth resuscitation (only to be done by someone who is certified). There is a mask for self-protection in the First Aid Kit. If you are trained in CPR, begin cardiac resuscitation. Keep the victim as calm, warm and quiet as possible. Do not give the victim any food or drink unless advised to do so by a trained medical professional.

When the ambulance arrives, direct them to the patient and assist as needed. Give them as much information as you have about the victim's condition and the nature of the accident/incident so they can be prepared for treatment. If chemicals were involved in the accident, provide the appropriate Material Safety Data Sheet for medical personnel.

ADMINISTERING OF MEDICATION

Goodwill® does not administer, handle, store or dispose of medications (including aspirin, Tylenol and epinephrine). Any and all medications taken by an employee/trainee are the sole responsibility of that employee/trainee.

Do not use the eyewash if there are open wounds, the seal is broken, the solution has become cloudy or the expiration date has passed. Discard the bottle after use and order a new one from the Safety Manager.

GENERAL SAFETY

HAZARDOUS MATERIALS/WEAPONS/FIREARMS

Goodwill Industries®/Philadelphia does not accept donations of hazardous materials, flammable liquids or substances, chemicals, weapons, firearms or ammunition. This includes, but may not be limited to:

1. Household paints or paint thinners, propane cylinder, pool chemicals, mercury-containing items, cleaners or solvents,
2. Knives (including hunting knives), decorative swords, novelty or pocket knives and multi-tools with knife blades,
3. Medications – including prescription or over-the-counter medications,
4. Explosives – including gunpowder, black powder, fireworks, and shotgun or small arms primer,
5. Ammunition – including shotgun shells, small arms cartridges and signal flares,
6. Weapons – including firearms, BB and pellet guns, and martial-arts type weapons,
7. Medical supplies for invasive procedures – including syringes, needles, infusion kits, catheters, IV sets, etc.
8. Alcoholic beverages
9. Drug paraphernalia

If a donation is discovered **DO NOT** try to dispose of the item. An employee who finds any of the above-mentioned materials and/or weapons should not touch or move the items, but must immediately notify the manager.

INFECTIOUS DISEASES

Goodwill Industries® is committed to providing fair and equitable employment opportunities to all employees; however, Goodwill does reserve the right to protect its employees and consumers from exposure to infectious diseases from other employees or trainees. Should an employee or consumer discover they are infected with an infectious disease such as Tuberculosis, Staph, Rubella, Hepatitis, HIV/AIDS, etc., which may pose a direct threat to the health of others in workplace, the Safety Department Manager should be called immediately. Goodwill maintains strict confidentiality when dealing with this type of information and does not discriminate against employees with infectious diseases other than to protect the infected employee and consumer or employees who might be at risk of infection. Please contact the Human Resources Manager if you questions or need more information.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

When hazards are present on-the-job, or likely to be present, the supervisor – with assistance from the Safety Manager – will:

- Select and have affected employees use, the types of personal protective equipment (PPE) that will protect them from the hazards identified,
- Communicate selection decisions to each affected employee,
- Select PPE that properly fits each affected employee,
- Discard or return any damaged or defective PPE – it shall not be used,
- Contact the Safety Manager with any questions or for any assistance

All PPE required for on-the-job use will be provided at no expense to the employee. In addition, the supervisor or the Safety Manager will provide training to each employee who is required to use PPE.

Each affected employee will demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

PROACTIVE PREVENTION

It is Goodwill's goal to identify hazards that exist or develop in the workplace, determine how to correct hazards, and initiate steps to prevent their recurrence. The Safety Manager or a Safety Committee member will conduct an inspection or investigation as follows:

1. The Safety Manager will conduct random safety visits/inspections of each location on a monthly basis.
2. Representative facilities will be inspected annually by an outside authorized inspector.
3. When there is the introduction of new substances, processes, procedures or equipment that could potentially present a new safety danger.
4. When the Safety Manager or manager/supervisor becomes aware of a new or previously unrecognized danger - either independently, from an employee, or by receipt of an Accident Report.
5. When an occupational injury, occupational illness, or near-miss accident occurs.

SAFETY COMMITTEE

Employee participation in the organization's safety program is essential in order to effectively prevent accidents and increase safety awareness. The Safety Committee provides an opportunity for employees to become involved with, and take an active role in, Goodwill's safety program. The safety committee is comprised of a representative from each department.

INJURIES AND ACCIDENTS

ACCIDENT INVESTIGATION

An accident is any unwanted, unplanned event that interrupts the normal flow of scheduled activity. Accidents should be investigated properly so the cause can be determined and corrected and procedures can be put in to place to prevent a re-occurrence. All accidents or "near-misses" (something that could have resulted in an accident) should be investigated.

PERSONAL INJURY ACCIDENT REPORTS

Goodwill Industries® of Southern New Jersey and Philadelphia maintains records of all accidents involving consumers, donors, volunteers, customers and employees. On-the-job injuries are handled promptly with the utmost consideration given to the injured person's safety, health and well-being.

Progressive discipline procedures are applied to employees who disregard safety procedures or who willfully inflict personal injury on others.

RULES OF SAFETY

1. Report all accidents, injuries, work-related illnesses, and near misses immediately to your supervisor. Reporting an injury in a timely manner ensures that prompt medical attention is administered to the injured person, and expedites the investigation process. A completed Supervisors Investigatory Report should be faxed to the Safety Manager.

2. Smoking is only permitted in designated outside areas. Tobacco products must be extinguished in proper designated containers.

3. Never operate a piece of equipment unless you have been fully trained to do so and understand how to properly de-energize the equipment for lockout purposes. Make sure all safety guards are in place before running machinery. This will reduce exposure to injury. Never clean, adjust, un-jam, or work on equipment unless all sources of energy are locked out. This will prevent injury to the operator.

4. Walk within designated travel areas. Stop, look and listen at all blind spots. Pedestrians always have the right of way. This will reduce struck-by-equipment injuries.

5. Report any broken equipment or safety hazard immediately to your supervisor. Broken equipment is not to be used until repaired. All equipment not in working condition must be tagged and locked out-of-service when applicable. This will prevent serious potential injury to employees.

6. Notify your supervisor when leaving your work area. This will help in the event of an emergency situation.

7. Always wash your hands before leaving the bathroom. Dispose of towels in designated containers. Wash your hands before eating and drinking.

8. Immediately report any blood or bodily fluid spill to your supervisor and secure the area. This will prevent the potential for disease transmission.

9. Wear proper clothing appropriate for your job task. Improper and loose fitting clothing can lead to exposures to cuts, scrapes, burns, or could cause you to get caught on/in objects.

10. Wear proper PPE (Personal Protective Equipment) for your job task. Inspect your PPE prior to use, maintain good quality, store appropriately when not in use, and replace when life of PPE has deteriorated. Safety is everyone's responsibility.

11. Running inside or outside company property is unacceptable (including stairways). This will reduce slip and falls and other injuries.

12. When going up and down stairs, one hand must be kept on the handrail. This will prevent falling down the steps if you lose your balance.

13. Eating and drinking will only be permitted in designated areas.

14. Keep exits and walkways clear. This will provide for a clear escape route in an emergency and prevent trip hazards.

15. Area around Fire Extinguishers must be maintained at all times. This is crucial in time of fire. Areas around Electrical Panels must be kept clear at all times. The National Electric Code 110.26 states, "There must be a clear path 36" working depth and a minimum 30" in width or the width of the equipment."

16. Battery chargers are to be free of debris (nothing stored on top). This will prevent a potential ignition source for starting a fire.

17. Dispose of oily rags, wipes, and waste in the appropriate waste containers. This will also prevent a potential ignition source.

18. The Department of Environmental Protection has established regulations for the proper disposal of hazardous waste. See your supervisor for details.

19. Limit the height of stacked materials. This will ensure the stability of the load/stack and allow fire protection equipment to work effectively.

20. Use the proper tool for the job. Do not use defective tools. Return all worn or broken tools to your supervisor. This will prevent personal injury.

21. Use proper lifting techniques. Always ask for help when lifting heavy or awkward objects. Know your weight-lifting limitations. Use available material-handling equipment. Lift with your knees, not your back. This will help reduce exposure to injury.

22. Obey all safety rules. Willful disregard for safety rules can lead to disciplinary action up to and including termination. Safety is everyone's responsibility.

23. Store flammable and combustible materials in a properly designed/designated flammable cabinet. This will prevent an immediate ignition source and fuel for the fire.

24. Horseplay, practical jokes, clowning around, etc., will not be tolerated. This is disruptive and can lead to injury. These practices can result in disciplinary action up to and including termination.

25. Goodwill® has zero tolerance for workplace violence, harassment, and/or threats. These could lead to physical and emotional injury. These practices can result in disciplinary action up to and including termination.

Eye Up The Load

=

Bend Knees

=

Grasp The Load

Lift With The Legs

Carry the load with your back straight. Take even measured steps.

26. Do not exceed the weight capacity of elevators, material-handling equipment, or any other pieces of equipment that have weight capacity limits. This will prevent equipment breakdown and personal injury.

27. Keep the volume of radios to a respectable level (low) in order to hear instructions, emergency announcements, and/or fire alarms.

VEHICLE SAFETY

DRIVER SAFETY

It is mandatory to wear seatbelts in Goodwill® vehicles or in personal vehicles when traveling on Goodwill® business. Smoking is not allowed in any Goodwill vehicle. Be certain that the vehicle has "Accident Investigation Reports" while traveling.

Anyone involved in a vehicle accident, whether in the accident or witness to an accident, has certain responsibilities. The driver of the vehicle is required by law to stop if involved in an accident. If possible, the cars involved in the accident should be moved off to the side of the road. If someone is seriously injured, do not try to move him/her unless he/she is in a life-threatening situation. Moving an injured person could cause additional injuries or death. Call 911 immediately, giving them the location and the number of injuries.

If you become involved in an accident while driving on Goodwill® business, the following steps should be taken. Failure to comply with any appropriate item on this list will result in disciplinary action.

a. Stop and secure the scene of the accident.
b. Set up temporary warning flares / four-way flashers.
c. Check for injured people and administer first aid if you have current certification to do so.
d. Call for an ambulance and the local police.
e. Take all precautions to prevent fire and additional accidents.
f. Notify Program Manager so that injured consumers' families may be notified.
g. Notify divisional Director, Safety Manager and Human Resources Manager.
h. Obtain names and addresses of witnesses at the scene.
i. Only give your name, address, driver's license number and vehicle information to the authorities at the scene.
j. Fill out Accident Investigation Report at the scene.
k. Discuss the accident with the police and Goodwill® representatives only.
l. Clear the scene of debris with the authorization of the police.
m. Review the accident with your supervisor immediately upon your return, including scheduling a blood / urine test.

STATEMENT OF EMPLOYMENT RELATIONSHIP

YOU, LIKE ANY OTHER GOODWILL INDUSTRIES® OF SOUTHERN NEW JERSEY/PHILADELPHIA EMPLOYEES, ARE AN "EMPLOYEE-AT-WILL." IN ORDER TO EXPLAIN WHAT THIS MEANS, NEW JERSEY LAW REQUIRES US TO TELL YOU THAT THE COMPANY CAN TERMINATE YOU AT ANY TIME WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE.

This is true no matter what may be stated elsewhere in Goodwill Industries® of Southern New Jersey/Philadelphia's employee manual or in any other writing given to you by the Company. Likewise, you can quit at any time you want, with or without notice.

No one other than the CEO (or named official) of this Company has the authority to enter into any agreement with you that is contrary to this Statement of Employment Relationship and, if a contrary agreement is made, it must be in writing and signed by the CEO (or other named official).

_____ _____

Employee's Signature Date

RECEIPT OF HANDBOOK

Each employee receives a copy of the handbook, which outlines the personnel policies, procedures, and benefits.

It is your responsibility to familiarize yourself with these policies and procedures. If you have any questions or suggestions for changes, see your immediate supervisor, the Human Resources Manager, Divisional Director, COO, or CEO.

I acknowledge the receipt of a handbook for Goodwill Industries® of Southern New Jersey/Philadelphia.

_____ _____

Employee's Signature Date

goodwill

Please remember to keep a

SIX FOOT DISTANCE

from others in the building.

FACE MASKS REQUIRED

In compliance with state guidelines, all staff and students/clients are required to wear masks or face coverings.

Thank you for your help in creating a safe and healthy environment for all.

Subject: Communicable Disease
Applies To: All Divisions

Ref. No. OM-300-413
Effective: 03-20

POLICY STATEMENT

GISNJ/P will exercise this policy to establish guidelines for the effective and appropriate management of issues relating to communicable diseases affecting team members and the community.

Communicable Disease:
A communicable disease is a disease that transmits from one individual to another via:

- Direct physical contact
- The air (cough, sneeze or inhaled particle)
- Through a transmission vehicle (either ingested or injected)
- Through a vector (animals or insects)

Examples of some of the most common communicable diseases include, but not limited to:

- Measles
- Influenza
- Viral hepatitis-A (infectious hepatitis)
- Viral hepatitis-B (serum hepatitis)
- Human Immunodeficiency Virus (HIV)
- Coronavirus Disease 2019 (COVID-19)
- Acquired Immunodeficiency Syndrome (AIDS)
- AIDS-related complex (ARC)
- Leprosy
- Severe Acute Respiratory Syndrome (SARS)
- Tuberculosis (TB)

This definition may be broadened in accordance with the recommendations and information provided by the Centers for Disease Control and Prevention (CDC).

HIPAA Notice:
The Privacy Rules under the Health Insurance Portability and Accountability Act (HIPAA) require employers to protect the privacy of all employee medical information. As a result, employers must determine what diseases employees must report, who will have access to this information and whether reporting this information to public health officials is necessary. If other employees must be notified of a possible communicable disease case in the workplace, all necessary precautions must be taken to protect the privacy of the infected individual.

PROCEDURES

1. **Reporting**
   a. Team members who demonstrate signs or symptoms of a communicable disease that poses a credible threat of transmission in the workplace should report potential infections or disease immediately to Human Resources (HR).
   b. Any team member diagnosed with a communicable disease must directly notify their immediate supervisor and HR.

c. Team members are responsible to update HR on their condition in the event of extended care, and or additional time missed from work.
d. Depending upon the nature of the illness, HR may in turn notify the appropriate officials, as well as the respective County Public Health Department (as required by law).

2. **Return to Work**
   a. Diagnosed team members may be requested not return to work until proper documentation produced by their treating physician.
   b. As long as medical evidence indicates that, the involved team member does not pose a risk to himself/herself or others, all reasonable accommodations will be made to permit the team member in question return to work.
3. **Hiring and Employment**
   a. GISNJ/P will not discriminate against job applicants or employees with a communicable disease. These individuals will not be denied access to the worksite solely because they have a communicable disease, but may be excluded from company facilities, programs and functions if GISNJ/P determines that restriction is necessary to protect the welfare of the infected individual or the welfare of others.
   b. GISNJ/P will comply with all applicable statutes that protect the privacy of individuals with communicable diseases.
4. **Modified Work Hours**
   a. Team members may be asked to work reduced hours, work from a remote location and/or may be removed from nonessential job duties per business needs.
5. **Paid Time Off (PTO)**
   a. Team members are required to following standard PTO procedures as outlined in HR's Standard Operating Procedure.
   b. During a pandemic event, GISNJ/P may communicate modified processes of PTO requests.
6. **Leave of Absence**
   a. Leave request must have understanding of:
      i. How employees should request communicable disease leave.
      ii. Requirements for regularly reporting medical conditions.
      iii. Whether leave is paid or unpaid.
      iv. Whether benefits are provided or accrued during the leave period.
      v. If leave becomes exhausted, whether employee will return to work.
7. **Abuse of this policy will result in disciplinary action up to and including termination of employment.**