

RESERVE WINE & FOOD INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

Overview. This Infectious Disease Preparedness and Response Plan (“Plan”) is being designed to help guide Reserve Wine & Food (“Reserve”) during the COVID-19 infectious disease pandemic. Reserve will stay abreast of guidance from federal, state, local, tribal and/or territorial health agencies in developing workplace specific protocols, including those related to the development of contingency plans for situations that may arise as a result of an outbreak.

The Plan will consider and address:

- Where, how and to what sources of infectious diseases workers might be exposed to, including:
 - The general public, customers and coworkers.
 - Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) infectious disease transmission, healthcare workers who have had unprotected exposure to people known to have, or suspected of having, an infectious disease).
- Non-occupational risk factors at home and in community settings.
- Workers’ individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).
- Controls necessary to address those risks.

Basic Infection Prevention Measures. Reserve has established good hygiene and infection control measures. Such measures include:

- Promoting frequent and thorough hand washing, including by providing workers and customers on the premises with a place to wash their hands. Reserve will provide alcohol-based hand rubs containing at least 60% alcohol and sanitizing wipes.
- Encouraging workers to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Providing customers and the public with tissues and hands-free trash receptacles, where applicable.
- Exploring flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others to the extent possible.
- Discouraging employees from using other workers’ personal phones, desks, offices or other work tools and equipment, when possible.
- Establishing increased housekeeping practices to meet environmental cleaning guidelines set by the CDC, including by cleaning and disinfecting frequent touchpoints throughout the day. The products used for cleaning will be appropriate to kill the virus and/or bacteria in question (consult information on EPA-approved labels) and the manufacturer’s

instructions for use, including concentration, Personal Protective Equipment (PPE), etc.) will be followed.

Based on the current COVID-19 pandemic, Reserve has implemented the attached COVID Prevention Policy.

Procedures for Prompt Identification and Isolation of Sick People and Responsive Disinfection: To limit the potential spread of an infectious disease, prompt identification and isolation of potentially infectious individuals is critical to protect workers, customers, visitors and others in the workplace.

- Reserve's COVID Prevention Policy requires employees to complete a daily wellness screening prior to coming on the premises.
- In the event an employee provides responses on the daily wellness screening indicating they are experiencing symptoms of COVID-19, have travelled outside their state of residence within the past fourteen (14) days, or had close contact with someone diagnosed with COVID-19 in the last fourteen (14) days, the wellness screening will direct the employee not to report to work and Windquest HR will follow up with the employee to determine the date and circumstances under which the employee can resume in-person work.
- If an employee on the premises shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough), Reserve management, together with Windquest HR, will immediately send that employee home, close the restaurant, and perform a deep clean consistent with guidance from the FDA and the CDC.
- If Reserve learns there has been a COVID-19 positive individual on the premises, Reserve together with Windquest HR will notify employees and other parties as directed by government requirements and will restrict access to the areas used by the ill person until cleaning and disinfection has been completed in compliance with FDA and CDC guidance.
- Employees with a confirmed or suspected case of COVID-19 will be allowed to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

Development, Implementation and Communication about Workplace Flexibilities and Protections. Reserve will continue to review its current practices and policies in light of any newly issued or revised regulatory requirements and:

- Actively encourage sick employees to stay home.
- Ensure that sick leave policies are flexible and consistent with public health guidance and the employees are aware of these policies.
- Communicate with companies that provide temporary workers or contract workers about the importance of sick workers staying home and encouraging them to develop non-punitive leave policies.

- Recognize and maintain flexible leave policies that permit employees to stay home to care for a sick family member.
- Prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or leave work when they are at particular risk of infecting others with COVID-19
- Address employee's concerns about pay, leave, safety, health and other issues that may arise during an infectious disease outbreaks; and provide appropriate training, education and informational materials about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).
- Work with insurance companies (e.g., those providing employee health benefits) and state and local agencies to provide information to workers and customers, if applicable, about medical care in the event of a COVID-19 outbreak.

Workplace Controls. Reserve has implemented the following workplace controls:

- Reserve has implemented the attached COVID Prevention Policy.
- Each employee has been provided with at least one face mask.
- All employees will wear a mask covering over their nose and mouth while in the kitchen, in the public areas of the premises, while making a delivery or any other time the employees cannot consistently maintain six feet of separation from other individuals.
- Employees must wear gloves when in kitchen area.
- All supervisors have been designated and trained on implementing, monitoring, and reporting on the COVID-19 control strategies in this Plan. One or more supervisors are on-site at all times when employees are present.
- Allow employees sufficient break time to wash hands as needed.
- Using best efforts to ensure checkout employees carrying out in-person transactions disinfect hands between orders.
- Using best efforts to provide employees and customers access to alcohol-based hand sanitizer.
- Using best efforts to provide disinfecting wipes at appropriate locations.
- Cleaning supplies are available to employees upon entry and at the worksite, and employees have been directed to wipe down workspaces at least twice daily.
- Ensure that both employees and customers remain at least six feet apart to the maximum extent possible, including during employee breaks, by spreading workspaces, staggering usage, restricting nonessential common spaces, and providing visual cues to guide movement and activities.
- Replacing face-to-face meetings with virtual communications and implementing telework where feasible.
- Turning off any drinking water fountains.
- Provide access to handwashing facilities for employees and customers.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. The Human Resources Department will regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.

- Developing emergency communication plans, including a way to answer employees' questions and internet-based communications, if feasible.
- Monitoring public health communications about COVID-19 recommendations and ensuring the workers have access to that information. The Human Resources Department will frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Provide training to all employees covering COVID-19 workplace infection control practices, proper use of personal protective equipment in conjunction with food safety guidelines, food safety health protocols, how to manage symptomatic customers upon entry or while in the restaurant, steps employees must take to notify HR of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions,
- Create protocols for minimizing personal contact upon delivery of materials to the facility.
- Delivery orders will be delivered via contactless delivery only. Orders will be left in a designated location at the customer's direction.
- Pick-up orders will be via curbside pick-up only. Employees carrying out customer orders will wear gloves and a mask.
- Capacity will be limited to 50% of normal seating.
- Patrons are required to wear a face covering except when seated at their table or bar top (unless the patron is unable medically to tolerate a face covering).
- Patrons are required to remain seated at their tables or bar tops, except to enter or exit the premises, to order food, or to use the restroom.
- Alcoholic beverages for consumption on premises will be sold only via table service not via orders at the bar except to patrons seated at the bar.
- Patrons will be prohibited from congregating, dancing, or mingling in any common area.
- Six feet of separation will be maintained between parties or groups at different tables or bar tops.
- Communication materials have been posted informing and reminding customers to refrain from entering if sick, wear a mask until seated, and to maintain safe social distancing.
- Shared items for customers have been limited.
- High contact surfaces will be sanitized between each group.
- Install sneeze guards in areas where maintaining six feet of physical distance is difficult.

Safe Work Practices. Reserve will promote safe work practices by implementing the following measures:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, hands-free trash cans, hand soap, alcohol-based hand rubs containing at least 60% alcohol, disinfectants and disposable towels for workers to clean their work surfaces.
- Encouraging regular hand washing or using of alcohol-based hand rubs. Workers should always wash hand when they are visibly soiled and after removing any PPE.
- Posting handwashing signs in restrooms.

Based on the current COVID-19 pandemic, Reserve has implemented the attached COVID Prevention Policy to encourage safe work practices.

Modification and Communication. Reserve has adopted the above protocols for execution of Reserve's critical infrastructure functions or its minimum basic operations. If these protocols are altered, or if any additional change in the situation merits communication, Reserve will communicate with employees. Reserve will review and modify this Plan as needed.

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