

Lifetime Skin Care Centers, LLC's Safety Plan:
Keeping Employees, Patients, Clients, and Visitors Safe

1.0 Purpose

On May 1, 2020, Governor Holcomb introduced the Back on Track Indiana plan, which provides five different stages over which businesses in Indiana will slowly and strategically reopen or return to full capacity. The progression through the five stages is dependent upon external factors and may not occur on a predictable timeline.

In accordance with Governor Holcomb's Executive Order 20-26, Lifetime Skin Care Centers, LLC (Company) has developed this Safety Plan addressing the measures the Company has undertaken to keep its employees, patients, clients, and other visitors safe. This Plan details, at a minimum, the (a) health screening process, (b) cleaning and disinfecting protocols, (c) personal hygiene measures, and (d) social distancing requirements the Company has established and will continue to implement in accordance with applicable local, state, and federal law.

The contents of this Safety Plan are subject to change and may be updated from time to time. Updates will be posted on Company's website and in each physical location that is open to the public. Employees can access the Safety Plan in their designated workplace information posting location and on Company's fileshare folder under Employee HR Forms and Info.

2.0 Locations

This Safety Plan applies to Company's operations at the following location:

1. Lifetime Skin Care Centers
401 West McGalliard Road
Muncie, Indiana 47303
Delaware County

3.0 Definitions

"Back on Track" means Governor Holcomb's *Roadmap to Safely Reopen Indiana*, including the five-stage plan to reopen and all related standards, industry-specific guidelines, and Executive Orders.

Back on Track information is available here:

<https://www.backontrack.in.gov/>

"COVID-19 symptoms" means symptoms of COVID-19, the condition caused by the SARS-CoV2 virus, as currently set forth by the U.S. Centers for Disease Control and Prevention (CDC), including fever (body temperature greater than 100.4°F), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain,

headache, sore throat, new loss of taste or smell, and less common symptoms like nausea, vomiting, or diarrhea.

CDC's symptom list is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

“Patient” means an individual receiving medical services through the Company, and “client” means an individual receiving esthetic services through Company.

“Visitor” means any individual who is not a Company employee or owner who visits Company's physical location, including patients, clients, guests, independent contractors, vendors, and delivery persons.

“Vulnerable population” means, as currently set forth by the CDC, those at higher risk for severe illness from COVID-19, including:

- Individuals who are 65 years of age or older;
- Individuals with underlying medical conditions, including:
 - Individuals with chronic lung disease or moderate to severe asthma;
 - Individuals who have serious heart conditions;
 - Individuals who are immunocompromised;
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDs, and prolonged use of corticosteroids and other immune weakening medications.
 - Individuals with severe obesity (BMI of 40 or higher);
 - Individuals with diabetes;
 - Individuals with chronic kidney disease undergoing dialysis; and
 - Pregnant individuals.

The CDC's vulnerable population list is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

4.0 Safety Plan Measures

The following measures will remain in place until modified or ended by Company. These measures are in addition to Company's standard policies and procedures designed to protect the health and safety of its employees, patients, clients, and visitors and comply with applicable law, including established workplace standards (such as the Occupational Safety and Health Act/OSHA and its state counterpart) and clinical standards. These measures may be modified or ended based on federal, state, or local requirements, including progression through the Back on Track plan.

Protective Equipment/Personal Hygiene

- Employees are provided with disposable masks, gloves, and other personal protective equipment (PPE) for mandatory use and instruction on proper use, as

well as hand sanitizer, tissues, waste receptacles, and other items. Such PPE must be used in accordance with CDC guidelines.

- Visitors, including patients and clients, are asked/encouraged to wear masks or cloth face coverings while on-site unless circumstances dictate otherwise, such as during an exam or procedure.
- Hand sanitizer has been placed in multiple areas on-site for employees and visitors, including exam rooms, and is also available upon request. On-site restrooms are available for employees and visitors to use for hand washing.
- Employees are provided opportunities throughout the work day for hand washing and use of hand sanitizer.
- CDC posters have been placed throughout the workplace to remind employees and visitors of infection control measures.

Health Screening Process

- Employees must monitor and report their own health prior to beginning a shift, follow all employer health related protocols, and not report to work if they are experiencing COVID-19 symptoms. Employees reporting COVID-19 symptoms while at work will be sent home.
- Employees must notify Human Resources promptly if the employee develops symptoms of COVID-19, tests positive for COVID-19, has had close contact with someone who tests positive for COVID-19, or plans to travel outside of the state.
- Employees returning to work after having COVID-19 symptoms, a positive test for COVID-19, or having had close contact with someone testing positive for COVID-19 must be cleared to return in accordance with CDC guidelines and applicable federal, state, and local law.
- Employees returning to work after becoming symptomatic or testing positive for COVID-19 must complete a health self-certification.
 - Employees must attest that they are free of a fever without the use of medication for at least 72 hours, that any symptoms have improved for at least 72 hours, and that at least 10 days have passed since the symptoms first began. Currently, employees are not required to provide a health care provider certification to return to work.
- Employee health screening information is confidential and will only be shared with public health authorities or as otherwise permitted by applicable law.
- Visitors, including all patients and clients, must complete a Visitor Questionnaire prior to entering Company's location and may have their temperature checked. Visitors refusing to complete such certification, or who disclose heightened risk of COVID-19 infection, will not be permitted on-site.
- Visitors who are members of a vulnerable population are encouraged to use caution and limit on-site visits during stages two and three and should continue to exercise caution during all stages of Back on Track. Company may make telehealth options available to patients when feasible.

CDC's Social Distancing Requirements

- CDC-recommended social distancing guidelines will remain in place until no longer required by Indiana's Back on Track program or other authorities. Currently, there is no established end date for social distancing requirements, regardless of stage.
- Company has installed signage where appropriate, to remind employees and visitors of social distancing requirements.
- *Physical Distance*: All employees and visitors must maintain six feet of physical distance from other individuals unless otherwise required by the specific circumstance, such as a medical exam, in which case other measures, such as masks, face shields, or cloth face coverings should be used. Visitors arriving together to an on-site location (such as a parent and child or a caregiver accompanying a patient) are not required to maintain a physical distance from each other but should maintain social distancing with respect to all others.
- *Exam Rooms*: Social distancing must be maintained to the greatest extent possible; however, the nature of medical exams and procedures dictates that social distancing cannot always be followed. In such cases, masks or face shields will be used by employees, and masks or cloth face coverings are [recommended/requested] for patients.
- *Meetings and Gatherings*: Face-to-face meetings are discouraged. Instead, employees should conduct meetings virtually or telephonically whenever possible.
- *Conference Rooms*: Available seating in meeting and conference rooms has been reduced to comply with social distancing guidelines.
- *Kitchen Use*: Employees may still use kitchens but must limit such use to obtaining food and beverages. No gatherings are permitted during Back on Track stages two or three. Employees using the kitchen must ensure that any kitchen use is limited and quick, use provided cleaning and sanitizing supplies for high touch surfaces, and maintain social distancing at all times. Seating in the employee break area has been limited to permit the appropriate social distancing and chairs should not be moved or added to the area at this time. If all seats are taken employees should leave the area until such time as a seat becomes free.

Cleaning and Disinfection Protocols

- Cleaning and disinfection with respect to medical visits or procedures will be undertaken in accordance with all current CDC and other applicable guidelines. Exam rooms are cleaned after each patient and deep cleaned after procedures and at least once daily.
- High traffic areas are cleaned daily with EPA-approved cleaning products. High traffic areas include printer/copier areas, reception, lobby, shared products, restrooms, and kitchens.
- Cleaning crews use appropriate cleaning products and use new materials for each tenant to reduce cross-contamination.
- Touchless options have been increased, including electric automated hand sanitizers, and propped open foyer doors.

- Conference rooms, collaboration spaces, and shared spaces are cleaned after each use.
- Wipe down all work surfaces before and after use.
- Employees are provided with disinfectant cleaning supplies, hand sanitizers, and waste receptacles in readily available open spaces, conferences rooms, equipment areas, and other shared spaces like the kitchen.
- Vendors entering the office space must wear appropriate PPE and follow all sanitation protocols when executing services.
- Employees should reduce printing and limit the number of employees using specific printers/copiers.
- Remove office supplies from common areas.

Telework and Business Travel

- Telework will continue to be an option for certain employees during stages two and three of Back on Track, based on needs of the business and employee preference, with priority given to employees who are members of a vulnerable population or who live with members of a vulnerable population.
- All non-essential business travel outside the state is prohibited until further notice. Essential business travel outside the state will be approved on a case-by-case basis. All other business travel, including local travel, must occur in accordance with applicable federal, state, and local travel restrictions.

5.0 Contact Information

To our employees, patients, and clients, please know that that your safety and health, as well as that of others who visit our location, is our top priority, and we will continue to update our Safety Plan based on applicable federal, state, and local guidance and conditions. Employees, patients, clients, or other visitors with questions regarding this Safety Plan should contact Marsha Venable, Office Manager 765-288-6200 ext. 448.