

Washington Gaming Corporation
Corporate Employee Return to Work COVID-19 Plan

Washington Gaming would like to welcome back our corporate staff after this long absence due to the Stay Home Stay Healthy orders issued by Washington State. As we return to work, we will be returning with some new and mandatory guidelines as set forth by Washington State Agencies and the CDC. Below are the new COVID-19 Guidelines that we will be following at the Washington Gaming corporate offices. If you feel additional training on sanitizing or use of personal protective gear is necessary, please let us know immediately so we can provide this for you. Employees are expected to follow all Return to Work COVID-19 Guidelines while at work in the corporate office or while working at any Washington Gaming operated locations. Please read these and sign the acknowledgement prior to returning to work so we know you are informed and understand the new guidelines. COVID-19 related questions and concerns may be directed to the Washington Gaming COVID-19 Supervisor.

Washington Gaming COVID-19 Supervisor: Mike McCarthy, mmccarthy@evergreengaming.com

Return to Work COVID-19 Guidelines

1. Do not come to work if you are sick or showing possible signs of COVID-19.
 - a. If you feel you may have COVID-19 symptoms, please contact your health care provider.
 - b. If you have a fever do not return to work until fever free for seventy-two hours.
2. Report any persons you believe are showing signs of COVID-19 or appear to be sick at work to your COVID-19 Supervisor.
3. All employees will be required to wear a face covering while in the general office area or around other employees or guests where social distancing cannot be maintained. Masks may be lowered in your personal office / workspace if you are alone, and while eating and drinking.
4. Daily health screenings may be required but are not mandatory at this time.
5. Employees must wash and sanitize their hands **upon entering** the office or their workstations and must wash and sanitize their hands throughout the day.
 - a. Sanitizing solutions will be provided in the offices. If you require additional sanitizing supplies, please let us know and they will be provided for your use while at work.
6. Employees are responsible for and are required to sanitize their personal work areas, and high touch areas they utilize. Sanitizing solution and clean towels will be provided along with posted instruction on CDC requirements for proper cleaning and sanitizing. Attached are the recommended CDC Cleaning and Sanitizing Guidelines. **(Exhibit A)**
 - a. High Touch Office Areas – Doors and Door Handles, Copiers, Counters, Desks, Computers, Pens, Pencils, Coffee Maker, Refrigerators...etc.
 - b. If you see other high touch areas that you feel need to be thoroughly cleaned and sanitized, please bring this to our attention.
7. Employees are always to maintain proper social distancing when possible.

- a. Social Distancing Guidelines set forth by the CDC requires employees to maintain six feet of separation where possible.
 - b. Employees are encouraged to have meetings via Skype, Zoom or other virtual meeting platforms.
 - c. Where transit areas reduce proper social distancing, please yield to others, and remain courteous in everyone's efforts to follow social distancing.
 - d. Stay out of crowded areas in the workplace.
8. Avoid touching your face.
 9. Contain coughs and sneezes with your elbow.
 10. Contact your COVID-19 Supervisor with any questions on this plan and other COVID-19 related questions and concerns.

Exhibit A

CDC Guidelines for Proper Cleaning and Sanitizing

How to clean and disinfect

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA Certified Disinfectants.
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children.

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

- Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
OR
 - 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
 - Alcohol solutions with at least 70% alcohol may also be used.

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant.
- Vacuum as usual.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly

Washington Gaming Corporate Employee COVID-19 Return to Work Plan Acknowledgement

Please print, date, and sign your name below acknowledging you have read and understand the COVID-19 Return to Work Plan Guidelines. This acknowledgement form will be placed in your personnel file.

Name (Print): _____

Position: _____

Date: _____

Signature: _____