

# HEALTH & SANITATION PROGRAM COVID-19

# **Purpose**

The purpose of this Health & Sanitation Plan is to ensure that Cypress Bayou Casino Hotel will be reopened and operated in a way that ensures the health and safety of its employees and guests following the temporary closure due to COVID-19. This plan will address guest and employee screening, comprehensive training of employees, the use of personal protective equipment (PPE), physical and social distancing and sanitizing and cleaning plans. We are closely monitoring government policy changes, Centers for Disease Control (CDC) guidelines, government mandates, and public health advancements and will continue to make changes to this Plan as necessary or appropriate to our protocols and procedures. The health and safety of our employees and guests is our number one priority.

# **Employee & Guest Health**

**Non-Contact Infrared Thermometers.** Points of entry will be limited to allow our security team to conduct non-contact temperature checks utilizing infrared thermometers. Employees or guests displaying a temperature over 100.0°F or displaying a cough, shortness of breath or other known symptoms of COVID-19 will be denied entry to the property and provided with a COVID-19 information card.

**Physical Distancing**. Guests will be advised to practice physical distancing by standing at least six feet away from other groups of people not traveling with them while standing in lines, using elevators or moving around the property. Restaurant tables, slot machines and other physical layouts will be arranged, or in cases where appropriate, physical barriers will be utilized, to ensure appropriate distancing between guests. Employees will be reminded not to touch their faces and to practice physical distancing by standing at least six feet away from guests and other employees whenever possible.

**Hand Sanitizer**. Hand sanitizer dispensers, touch less whenever possible, will be placed at key guest and employee entrances and contact areas such as various locations on the casino gaming floor, self-serve beverage stations, restaurant entrances, casino cage, and the Club Cypress booth.

**Front of the House Signage**. There will be health and hygiene reminders throughout the property including the proper way to wear, handle and dispose of masks. At entrances, signage will inform guests of screening protocols and exit only doors will be clearly marked to prevent guests from gathering there while waiting to enter the casino. Electronic marketing signs and overhead announcements will also be used for messaging and communication.

**Back of the House Signage**. Signage will be posted throughout the property reminding employees of the proper way to wear, handle and dispose of masks, use gloves (in positions deemed appropriate by medical experts), wash hands, sneeze or cough and to avoid touching their faces.

**Employee & Guest Health Concerns.** Our employees will be given clear instructions on how to respond swiftly and report all presumed cases of COVID-19 on property. We will be ready to provide support to our guests. Employees are instructed to stay home if they do not feel well and are instructed to contact

a manager if they notice a coworker or guest with a cough, shortness of breath, or other known symptoms of COVID-19. Employees and guests who are exhibiting any of the symptoms of COVID-19 while at the property will be instructed to immediately notify their manager (employees) or casino security (guests).

**Case Notification**. If we are alerted to a presumptive case of COVID-19 at the casino, we will work with the Tribal/local health officials to follow the appropriate actions recommended, including any such recommendations provided by a medical professional to an employee.

# **Employee's Responsibilities**

CBCH Employees are vital for an effective sanitation and health program.

**Entry Screening.** The security team will conduct non-contact temperature checks at all employee entry points utilizing infrared thermometers. Employees displaying a temperature over 100.0°F or displaying a cough, shortness of breath or other known symptoms of COVID-19 will be denied entry to the property and advised to seek medical attention.

**Hand Washing.** Correct hygiene and frequent hand washing with soap is vital to help combat the spread of viruses. All CBCH employees have been instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20-seconds) and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the gaming floor, going on break and before or after starting a shift.

**COVID-19 Training.** All employees will receive training on COVID-19 safety and sanitation protocols with more comprehensive training for our teams with frequent guest contact including Housekeeping, Food & Beverage, Slots, Table Games, Cage, Marketing and Security.

**Personal Protective Equipment (PPE).** Appropriate PPE will be worn by all employees based on their role and responsibilities and in adherence to state or local regulations and guidance. Training on how to properly use and dispose of all PPE will be mandatory. Every employee entering the property will be provided a mask and required to wear that mask while on property. Gloves will be provided to employees whose responsibilities require them as determined by medical experts including housekeeping and security officers in direct contact with guests. CBCH will ensure that adequate and sufficient PPE is available to all employees. Employees should notify their supervisor/management if there are concerns about supply/availability of PPE.

**Daily Pre-Shift & Timekeeping.** Employee pre-shift meetings will be conducted in areas that allow for appropriate physical distancing between employees. Hand sanitizer will be available at each time clock location and employees will be required to sanitize their hands after clocking in. Our management team will ensure constant communication and proper PPE and sanitation procedures are followed and updated per the latest expert guidance.

**Procedures for Employees Exhibiting Signs and Symptoms of COVID-19 or a Positive Test.** Employees are encouraged to self-monitor for signs and symptoms of COVID-19. Procedures have been

implemented to assess workers' health status prior to entering the workplace (e.g., Entry Screening and Employee & Guest Health Concerns) and for workers to report when they are sick, experiencing symptoms, have been exposed to or have tested positive for COVID-19. Those procedures dictate when an employee who is sick, symptomatic, or has tested positive may return to the workplace and what management will to do to help protect the health of other employees.

# **Entry Screening & Case Reporting Protocols**

**Guest Arrival and Entry Screening.** A security officer will greet each visitor to the casino. Guests will be screened using non-contact infrared thermometers. Any person displaying a cough, shortness of breath or other known symptoms of COVID-19 or a temperature above 100.0°F will be denied entry. Guests will be asked to use hand sanitizer and to wear a mask (which will be provided by the casino if needed). Appropriate signage will also be prominently displayed outlining proper mask usage and current physical distancing practices in use throughout the property.

- All guests will be requested to briefly lower their masks for age and identification purposes in compliance with the tribal-state compact, tribal law, and casino security protocols.
- Valet services will be suspended until further notice.

**Guests Displaying an Elevated Temperature**. A Security Supervisor will collect basic visitor information including name, names of room shares (if applicable), and close contact guests in their traveling party and ID (i.e. driver's license or employee ID). The Supervisor will then make initial observations for the known symptoms of COVID-19, including cough, fever, and shortness of breath.

If a guest refuses to provide information or cooperate with Security, the visitor will be denied entry to the property. The incident report will be updated as new information is available and when/if the guest returns to property.

#### **In-House Hotel Guests**

If a current hotel guest is deemed to have an elevated temperature, and not in medical distress, the guest should be offered the opportunity to return to their room and gather their belongings before transportation is arranged.

(skip to Transportation for employees and non-resident guests)

- If a guest requests to return to their room:
  - A Security Supervisor will be called to escort the guest for the remainder of the process.
  - The guest will be provided appropriate PPE (if not already wearing) and escorted directly to their room.
  - o The Security Supervisor will control the elevator to ensure no other visitors use the elevator.
  - The elevator will be returned to service only after properly sanitized.
  - The guest's room will be removed from service and quarantined.
  - The guest room will not be returned to service until undergoing an enhanced sanitization protocol by a licensed third-party expert.
- If the guest does not return to their room:
  - o The guest's room will be removed from service and quarantined.
  - The guest room will not be returned to service until undergoing an enhanced sanitization protocol by a licensed third-party expert.
  - The guest's belongings will remain in the room until security can arrange for the safe removal and storage of the belongings.
  - Hotel Management will determine the best course of action to handle the outstanding folio on a case by case basis.
- If the Guest with an elevated temperature is sharing the room or has had close contact with other visitors:
  - The Security Supervisor will determine room shares and close contact guests traveling with the elevated temperature guest. The full protocol will be followed beginning with a screening for all close contacts.

#### Transportation

- o If the visitor has their own vehicle the visitor may leave in their own vehicle.
- If the visitor does not have their own vehicle an ambulance will be called to transport the person to the appropriate medical care facility.
- Visitors who are displaying the symptoms of COVID-19 should NOT be directed to use public transportation such as a taxi service.

#### Internal Reporting

- The Security Supervisor will prepare an incident report.
- At a minimum, the incident report is to include the visitor name, identification information, room number (if applicable), if the temperature reading(s) was above 100.0°F, other identifiable symptoms, and if the visitor was transported for medical care.

stay safe & healthy, be fun & friendly

# **Cleaning Products and Protocols**

CBCH uses cleaning products and protocols which meet EPA guidelines and are approved for use and effective against viruses, bacteria and other airborne and blood borne pathogens. We are working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

**Public Spaces and Communal Areas.** The frequency of cleaning and sanitizing has been increased in all public spaces with an emphasis on frequent contact surfaces including, but not limited to, customer service counters, elevators and elevator buttons, door handles, public bathrooms, ATMs, casino cage counters, gaming machines, gaming tables, dining surfaces and seating areas.

**Back of the House.** The frequency of cleaning and sanitizing will also increase in high traffic back of house areas with an emphasis on the employee dining rooms, employee entrances, employee restrooms, offices, and kitchens.

**Shared Equipment.** Shared tools and equipment will be sanitized before, during and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers and other communication devices, terminals, kitchen implements, engineering tools, cleaning equipment, keys, time clocks and all other direct contact items used throughout the property.

**Air Filter and HVAC Cleaning.** The frequency of air filter replacement and HVAC system cleaning has been increased and fresh air exchange will be maximized.

#### Locations for the Distribution of Personal Protection Equipment.

- Front of the House All entrances and Security Office
- Back of the House Employee entrance, HR Office, department specific locations

#### **How to Clean and Disinfect**

The following cleaning and disinfecting standards are based upon the guidelines issued by the CDC.

#### Hard (Non-Porous Surfaces)

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered disinfectants should be effective.
  - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
  - Additionally, diluted bleach solutions (at least 1000ppm sodium hypochlorite) can be
    used if appropriate for the surface. Follow manufacturer's instructions for application,
    ensuring a contact time of at least 1 minute, and allowing proper ventilation during and
    after application. Check to ensure the product is not past its expiration date. Never mix

bleach with ammonia or any other cleanser. Unexpired bleach will be effective against coronaviruses when properly diluted.

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3 cup) bleach per gallon of water or
  - 4 teaspoons bleach per quart of water

#### **Soft (Porous Surfaces)**

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

#### **Electronics**

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
  - o Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

#### Uniforms, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

# **Physical Distancing**

Throughout the property, we will meet or exceed guidelines on proper physical distancing that are issued by public health authorities, including the Center for Disease Control and Prevention, the Department of Labor, and/or state and local public health authorities.

**Queueing.** Any area where guests or employees queue will be clearly marked for appropriate physical distancing. This includes, but is not limited to, hotel check-in and elevators, cage and ATMs/TRUs, Marketing kiosks, Club Cypress, restaurants, and beverage stations.

**Slot Operations.** Slot machines will be disabled and/or reconfigured with the chairs removed to allow for physical separation between guests. Casino Supervisors and managers will ensure that guests do not congregate around slots.

**Table Games Operations.** Table games will have chairs removed and tables opened will be spaced with sufficient physical distance between them. Casino Supervisors and managers will ensure that guests do not congregate in groups.

**Bizzute's Gift Shop.** The General Manager or a designee will establish guest occupancy limits that allow for appropriate distancing, communicate limits to Bizzute's Gift Shop, and Bizzute's Gift Shop will enforce the guest occupancy limits.

**Back of the House.** Physical distancing protocols will be used in the employee dining rooms, shared office spaces, the employee services window (employee cage) and other high-density areas in order to ensure appropriate distancing between employees.

# **Department Specific Sanitation Policies**

Additional protocols will be added/modified as developed

#### **Human Resources**

- Cleaning & Sanitizing Protocols
  - o Employee uniforms to be cleaned in accordance with CDC guidelines
  - Door handles, workstations and offices cleaned and sanitized as often as time permits, especially after interactions with other employees or applicants.
- Physical Distancing Protocols to be utilized in HR office
  - o Front office area workstations spaced sufficiently. Clear plastic guards to be placed at both front desk workstation areas.
  - No more than 4 employees or applicants in waiting areas at any given time.
  - Applicants and employees will be required to wear masks or face coverings while inside the HR office.

## **Casino Cage**

- Cleaning & Sanitizing Protocol
  - Guest facing counters and employee workstations to be sanitized at least once per hour and at shift change
- Physical Distancing Protocol

- Guests to maintain six feet of separation while waiting in line with the spacing to be clearly marked on the floor
- Clear plastic shields will separate guests and employees at each window
- o Employee workstations will be spaced to allow for sufficient physical distancing
- Guest Considerations Hand sanitizer stations are located outside of the cage and at each (bank) of ATMs/TRUs

#### **Slot Operations**

- Cleaning & Sanitizing Protocol
  - Hand sanitizing stations will be located in various locations on the casino floor
  - Workstations to be sanitized at least once every four hours; only one slot attendant will be allowed in the slot jackpot processing station at one time
  - O Slot attendants to offer to sanitize slots for guests sitting down at a machine
  - Slots to be sanitized at least once every four hours in coordination with Housekeeping
  - Slot supervisors to complete a log in each section to track each machine's sanitization schedule
- Physical Distancing Protocol Slot machines will be disabled and/or reconfigured with the chairs removed to allow for separation between guests
- Guest Considerations Signage will be placed throughout the slot floor to remind guests to sanitize slot machines before use or contact a slot attendant for assistance

#### **Table Games Operations**

- Cleaning & Sanitizing Protocol
  - Supervisors to sanitize table game rails after each guest leaves a game
  - Supervisors to sanitize each chair area after each guest leaves a game
  - Dealers to sanitize dice for each new shooter
  - Dealer to sanitize the on/off button when entering game
  - Dealer to sanitize the exterior of the card shoe when entering a game and the interior of the card shoe when the game goes dead
  - Supervisors to sanitize the outside of shufflers every four hours; inside to be sanitized once per week
  - o Roulette wheel head, ball and dolly sanitized when a new dealer enters the game
  - Pit Podiums to be sanitized by Supervisor every hour including phones, computers, all hard surfaces and cabinetry
  - Dealer to sanitize the money paddle when arriving at the game
  - o BJ discard holders to be sanitized by supervisor once every four hours
  - Dealer to sanitize toke boxes when entering a game
  - Housekeeping to increase trash pick-up in pits

- Physical Distancing Protocol
  - o Tables opened will be spaced with sufficient physical distance between them
  - Three chair/guest maximum per table game (corners and middle seat remain)
  - o Three players maximum on each side of dice tables
  - Discourage unrelated guests from congregating behind players
  - o Dealers to verbally give breaks instead of "tapping in" and maintain appropriate separation
- Guest Considerations
  - Guests will be reminded to use hand sanitizer prior to the start of play and reminded of proper mask usage
  - Cocktail Servers will remain available and serve beverage upon request

#### Housekeeping

- Cleaning & Sanitizing Protocol
  - Cleaning agents have been reviewed to ensure they meet EPA guidelines, are approved for use and are effective against COVID-19 and other viruses. The frequency of cleaning and sanitizing will be increased in all employee and public areas with an emphasis placed on high traffic areas and frequent contact surfaces.
  - Guest restrooms will be sanitized at least once every four hours
  - Office restrooms will be cleaned and maintained daily by office staff. Offices will be cleaned and sanitized by Housekeeping once a week.
  - o Slot machines shall be sanitized every 4 hours in coordination with the slot team
  - Entry doors will be cleaned and sanitized at least three times a day. Security posted at entry doors will also assist with sanitizing.
  - Employee dining and break areas will be cleaned and sanitized daily. Employee restroom will be cleaned and sanitized at least 3 times a day. Employees will have access to disinfectants in these areas and can assist with cleaning. Booths, tables and chairs will be cleaned by Chat Room staff periodically throughout the day.
  - ATMs/TRUs will be sanitized every 4 hours
  - Time clocks will be cleaned and sanitized once per day. Hand sanitizer will be placed at all time clocks and employees will be required to sanitize hands after clocking in.
  - Table Games rails and chairs will be cleaned and sanitized by night shift. Table Games will
    also assist with cleaning as guests leave tables.
  - Storage areas will be kept clean, organized and well stocked with cleaning supplies and essential disinfecting chemicals
  - Shoeshine is suspended until further notice
- Physical Distancing Protocol Employees will practice physical distancing in front and back of house areas where possible

 Guest Considerations – Guest contact while cleaning restrooms to be minimized. Public restrooms will be cleaned and serviced at times when social distancing practices can be adhered to.

### Marketing & Player's Club

- Cleaning & Sanitation Protocol
  - o Employees will either wear gloves or sanitize hands after each interaction or both
  - Workstations will be sanitized before and after each employee changeover
  - Guest facing counters to be cleaned and sanitized every hour
  - o Marketing kiosk will be cleaned and sanitized every hour
- Physical Distancing Protocol
  - Clear plastic shields will separate guests and employees at each workstation at the players club.
  - Areas where guests queue will be clearly marked for appropriate physical distancing including the Club Cypress Booth and marketing kiosks.
- Guest Considerations While visiting the Club Cypress booth, all items exchanged between guests and employees (Club Cypress Card, ID, coupons, gifts... etc.) will be placed on counter instead of being handed directly to a guest or vice versa.

#### **Restaurants & Bars**

- Cleaning & Sanitizing Protocol
  - Host Podiums including all associated equipment to be sanitized at least once per hour
  - Service stations, beverage stations and counters to be sanitized at least once per hour and logged by a supervisor
  - POS terminals to be assigned to a single server where possible and sanitized between each user and before and after each shift. If multiple servers are assigned to a POS terminal, servers will sanitize their hands after each use
  - o Dining tables, bar tops, stools and chairs to be sanitized after each use
  - Check presenters and pens and all other reusable guest contact items to be sanitized after each use
  - Menus to be single use or sanitized after each use
  - Sanitize trays (all types) after each use
  - Storage containers to be sanitized before and after each use
  - o Food preparation stations to be sanitized at least once per hour
  - o Kitchens to be deep cleaned and sanitized at least once per day

#### Physical Distancing Protocol

- Hostesses and managers to manage physical distancing at entries, waiting areas and queues (in addition to signage)
- Tables and booths to be utilized with appropriate physical distancing (six feet or as otherwise advised by public health authorities)
- Reduce bar stool count to provide appropriate physical distancing
- Manage the line flow at Mabel's Kitchen to ensure areas remain appropriately distanced
- Casino Service Bars will be staffed to allow for appropriate distancing between employees

#### Guest Considerations

- o All self-serve condiments and utensils to be removed and available from cashiers or servers
- All straws to be wrapped
- All food and beverage items to be placed on the table, counter or other surface instead of being handed directly to a guest

#### Additional Employee Dining Room (EDR) Protocols

- Food to be served by EDR cooks and line attendants
- Single use cups for beverage (no refills)
- o Disposable plastic flatware
- Plates to be distributed by EDR attendants
- o Employees will be required to clean and sanitize tables and chairs after each use
- Tables will be spaced to allow for appropriate physical distancing and clear plastic shields will be placed between booths; employees will be encouraged to practice safe physical distancing whenever possible

#### **Security Operations**

- Cleaning & Sanitizing Protocol
  - All contact surfaces to be sanitized at the completion of an incident
  - o Radios and all related equipment and contact surfaces to be sanitized after each use
  - Supervisors will notify Security Dispatch after unscheduled or specialty cleaning protocols are complete (i.e. after a subject is released from a holding room and the room has been sanitized)
  - Wheelchairs to be sanitized after each use

#### Physical Distancing Protocol

- Standard protocols will be followed unless a specific incident requires more invasive contact (i.e. taking a subject into custody for a criminal offense)
- Security Officers to assist with enforcing physical distancing protocols in guest queuing areas as required (restaurants, casino floor, registration areas, etc.)

- Guest Considerations
  - Security Officers to familiarize themselves with hand sanitizer and mask distribution points for guests and coworkers
  - Valet is suspended until further notice

#### **Bizzute's Gift Shop**

- Cleaning & Sanitizing Protocol Cashier stations and counters to be sanitized at least once per hour and at shift change
- Physical Distancing Protocol
  - Signage will be prominently posted at store entrance reminding guests of maximum occupancy and distancing guidelines
  - Clear plastic shields will separate guests and employees at each register

#### Bingo

Bingo is suspended until further notice.

#### Hotel

(In the event that the hotel is opened for operations, the following protocols will apply.)

- Cleaning & Sanitizing Protocol
  - Hotel guest elevators, including button panels, to be sanitized at regular intervals, at least once an hour.
  - O No more than four guests will be permitted per elevator.
  - A spray bottle of sanitizer or wipes will be provided in each room for guest use (subject to availability and out of reach of small children.)
  - Guest check-in counters will be sanitized after each use
  - Luggage carts will be sanitized after each use
  - Pens and all other reusable guest contact items to be either sanitized after each use or single use
  - Room keys to be sanitized before restocking
  - Registration desk, including counters, phones and computer terminals to be sanitized upon shift change
  - Cleaning and sanitizing protocols are used to clean guest rooms, with particular attention paid to high-touch items including television remotes, toilet seats and handles, bathroom vanities, door and furniture handles, water faucet handles, nightstands, telephones, light switches, temperature control panels, alarm clocks, luggage racks, closets, hangers and flooring.

 All bed linen and laundry will be changed daily and continue to be washed at a high temperature and in accordance with CDC guidelines. Dirty linen will be bagged in the guest room to eliminate excess contact while being transported to the laundry facility.

#### Room Recovery Protocol

- o In the event of a presumptive case of COVID-19, the guest's room will be removed from service and quarantined.
- The guest room will not be returned to service until an enhanced sanitization protocol by a licensed third-party expert.

#### Physical Distancing Protocol

- o Areas where guests queue will be clearly marked for appropriate physical distancing
- Lobby furniture will be spaced appropriately to maintain physical distancing. Lobby to be cleaned and sanitized every four hours.
- Guest contact while cleaning guest rooms will be minimized. Guest room attendants will
  offer to return at an alternate time for occupied rooms.
- Fitness center will be limited to one guest at a time with access controlled by hotel staff.
   Fitness center will be cleaned and sanitized after each use.

#### Guest Considerations

- All reusable collateral to be removed from rooms; critical information to be placed on single use collateral or electronically posted
- Disposable collateral to be disposed and changed after each guest
- All guest amenities to be packaged before being placed in room

# Procedures for Employees Exhibiting Signs and Symptoms of COVID-19 or Tested Positive for COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess employees' health status prior to entering the workplace and for workers to report when they are sick, have been exposed to COVID-19 or experiencing symptoms.

#### **Employees**

*Self-Monitor:* CBCH has asked that all employees conduct personal health checks before coming to work and look for the following symptoms identified by the CDC:

- Fever (100.0°F or higher)
- Chills
- A new cough
- Shortness of breach
- New loss of smell or taste
- Vomiting or diarrhea

If any of these symptoms are present, employees must inform Human Resources that they are ill and contact their health care provider and request a COVID-19 test. Employees exhibiting these symptoms should not come to work.

Entry Screening: Employees will undergo non-contact temperature checks before entering the workplace. Employees who display a temperature over 100.00°F or display cough, shortness of breath, or other known symptoms will not be permitted to enter the workplace. An employee who is denied entry due to a non-contact temperature check must contact Human Resources and their health care provider to request a COVID-19 test.

Symptoms at Work: If an employee exhibits any of the symptoms described above at work, he or she should first immediately notify Human Resources and then go home. If an employee is not able to go home immediately, he or she should immediately notify Human Resources and isolate themselves in their office (if relevant), adhere strictly to six feet of social distancing, and wear their mask. The symptomatic employee should go home as soon as possible (or as directed by Human Resources). All symptomatic employees must contact their health care provider to receive a COVID-19 test.

#### Returning to Work Conditions:

- Employees who test positive for COVID-19 and/or who exhibit symptoms (described above) may discontinue isolation and return to work under the following conditions:
  - At least ten (10) days have passed since symptoms first appeared, the symptoms have subsided, and, if the employee had a fever, the employee is fever-free for at least 72 hours (3 days) without the use of fever-reducing medication; or
  - The symptoms have subsided, the employee is fever-free without the use of fever-reducing medication, and the employee provides to HR two (2) negative laboratory confirmed molecular tests on samples collected at least twenty-four (24) hours apart.

- Employees who test positive for COVID-19 and who do not exhibit symptoms (described above) may discontinue isolation and return to work under the following conditions:
  - At least ten (10) days have passed since the date of the positive diagnostic test; or
  - The employee provides to HR two (2) negative laboratory confirmed molecular tests on samples collected at least twenty-four (24) hours apart.

These conditions are subject to change based on guidance issued by the Center for Disease Control and Prevention.

Support for Testing Costs: CBCH is committed to ensuring that employees who need a test can get a test. To that end, management will evaluate on a case by case basis whether to pay the costs of a test if an employee cannot pay. As a general principle, management will pay for the costs of a test that an employee cannot pay (after taking into account insurance coverage or other benefits) if the employee cannot report to work or is sent home because he or she is symptomatic or has been exposed while performing job duties.

Sick and/or Family Medical Leave: CBCH has established policies that promote employees staying at home when they are sick or when household members are sick. Those policies include accrued Paid Time Off, Family Medical Leave, Medical Leave of Absence, or a Personal Leave of Absence, which are described in employees' Team Member Guidebook.

#### Management

CBCH management has also implemented a policy for helping to ensure the safety of employees who may have been inadvertently exposed to a person with COVID-19 at the workplace and required to self-isolate for a required amount of time.

Procedure for Exposure Determinations: After receiving notice that an employee is symptomatic or has tested positive for COVID-19, management will use best efforts—including surveillance, employee interviews, and other available means—to determine whether the employee may have exposed another individual within 48 hours of the last shift that they worked. For this purpose, "exposure" means that the employee has spent a prolonged amount of time (15 minutes or more) in close proximity (less than 6 feet) to the other individual without wearing a mask.

Management will use best efforts to notify the individual that they may have been exposed to a person who tested positive for or was experiencing symptoms of COVID-19. If the individual is a guest, management will recommend that the guest contact their health care provider. If the individual is an employee, the employee will be directed to go home and contact their health provider to request a COVID-19 test.

Employees who have been exposed to a person who exhibits symptoms of COVID-19 or who has tested positive for COVID-19 shall be required to self-quarantine fourteen (14) days from the last exposure. Employees who do not develop symptoms of COVID-19 may return to work after the fourteen (14) day self-quarantine period. Employees who develop symptoms of COVID-19 and/or who test positive for COVID-19 must meet the Returning to Work Conditions provided in this Program for their relevant circumstance(s) before returning to work.

In limited instances and out of an abundance of caution, management may require some employees to be tested even if they have not been exposed, as that term is defined above. Employees may also request to be tested even if they were not exposed, as that term is defined above. In these cases, employees may return to work immediately after receiving a negative test result (without isolating for 14 days).

Immediate Cleaning and Sanitizing Protocols When an Employee is Sick at Work: If an employee exhibits symptoms of COVID-19 while at work and is sent home, all areas the employee had contact with such as offices, bathrooms, common areas, or shared electronic equipment used by the ill employee will be promptly closed off, cleaned and disinfected, focusing especially on frequent touched surfaces. In other circumstances, management will evaluate, based on the unique facts and circumstances presented, whether the risk of COVID-19 is elevated within an area or part of the casino and will promptly close, clean and disinfect any such area or part.

Notice and Reports to the Chitimacha Tribal Gaming Commission: Management will work closely with the Chitimacha Tribal Gaming Commission to ensure the health and safety of CBCH's employees and guests. Specifically, management will implement the following procedures relative to employees who are symptomatic, tested positive, or have been exposed.

- Within 24 hours of the time that it learns of a positive test result, Human Resources will provide
  written notice to the Executive Director of the CTGC that an employee has tested positive for
  COVID-19. The notice will identify the employee's department, the employee's title, and the
  actions that management has taken to determine exposures at the time of the notice. The
  employee's name will not be provided.
- Each week, Human Resources will provide a written report to the CTGC that identifies the number of employees who are not reporting to work because they exhibited symptoms, tested positive, or were determined to be exposed. For each employee, the report will identify only the employee's department and title.
- CBCH's Executive Director of Compliance is the employee that management has designated to respond to inquiries from the CTGC concerning any notice or report provided to CTGC.