



COVID-19 Preparedness Plan for Security Bank^{USA} and Security Insurance^{USA}

Security Bank^{USA} and Security Insurance^{USA} (*Bank or Company*) is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Bank team are all responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Our team members are our most important assets. We are serious about safety and health and keeping our team members working at Security Bank^{USA} and Security Insurance^{USA}. Team involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette
- social distancing
- housekeeping, including cleaning, disinfecting and decontamination
- prompt identification and isolation of sick persons
- communications that will be provided to the team

Screening and policies for employees exhibiting signs and symptoms of COVID-19

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

- We trust our team members to use good judgement and not come to work when they are sick.
- Emails encouraging team members to stay home when sick have been sent out to staff.
- Supervisors will be asking the following questions when someone calls in sick:
 - Do you have a fever?
 - Are you experiencing shortness of breath?
 - Are you suffering from a dry cough or other cold symptoms?
- If someone in our worker's immediate family becomes ill, they must stay home.

- If symptoms develop while at work, workers have to go home.
- Symptoms must be gone for 24 hours without the use of fever reducing or altering medicines.
- Employees are required to stay home or self-quarantine for 14 or more days if they have been exposed to someone diagnosed with COVID-19, are experiencing symptoms of COVID-19, or have been diagnosed with COVID-19.

The Bank will be following the Families First Coronavirus Response Act, which requires us to provide our team with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31st, 2020.

- The FFCRA information has been shared with the team and the poster is posted at both Bank locations.
- If employee has exhausted the time allotted in the FFCRA, the Bank will revert to following our leave of absence policies that are laid out in our employee handbook.
- A business continuity plan for significant absenteeism, supply chain disruptions, or changes in the way we may need to conduct business has been established.

The Bank has also implemented a policy for informing team members if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

- If a team member has been exposed, the bank would address the issue with team members in that area, respecting said individual's confidentiality.
- The bank would rope off / close areas that the employee was in contact with for 24 hours, open doors and use ventilating fans to increase air circulation.
- Once the 24 hours have passed, the area would be cleaned thoroughly, using appropriate CDC approved cleaning products, and using plastic gloves and other PPE as necessary.
- An email addressing the entire staff would be issued, communicating that there was an exposure and updating how the risk would be mitigated.
- Protecting the privacy of the employee's health status would be implemented always.
- Employees are required to stay home or self-quarantine for 14 or more days if they have been exposed to someone diagnosed with COVID-19, are experiencing symptoms of COVID-19, or have been diagnosed with COVID-19.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times.

- Team members are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Team members are allowed to wash their hands as frequently as they wish.
- Touchless soap dispensers have been installed in all bathrooms.
- All employees have hand sanitizer readily available, either at their desk or within their department.
- All supplies are stocked.

- All visitors to the facility will have access to hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that are located at the front doors of all facilities and at each work station.
- Appropriate common area doors are open at all times to reduce the spread of germs.
- Employees are encouraging customers to keep the pen they use.
- Coffee / cups / reading material and some of the chairs have been removed from customer waiting areas.

Respiratory etiquette: Cover your cough or sneeze

Team Members and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

- Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.
- Reminders have been and will be sent to all team members by email on respiratory etiquette and other COVID-19 related topics.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- 6 feet between team members and customers are encouraged, with signs, floor stickers, and instructions located throughout the Bank.
- Customers are welcomed and routed by Reception. All areas outside the main lobby / teller area are roped off to control numbers of people at the main bank. Social distancing will be practiced at other locations.
- Sneeze guards are at all teller windows, the reception desk, bookkeeping and mobile guards are available upon request.
- Cloth masks have been provided to staff.
 - Masks are allowed, but not required.
 - Customers may be required to lower masks for identification purposes
- Spacing on the teller line has been adjusted to help maintain 6 feet between employees.
- Drive-thru, ATMs, online banking, mortgage app, and electronic meetings are encouraged.
- Scheduling appointments with bankers will continue.
- Team members, visitors and customers are strongly discouraged from gathering in groups.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, and meeting

rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

- Each employee has access to sanitizing wipes and/or spray and is encouraged to routinely clean and disinfect their workstations.
- The tellers have a regular cleaning schedule, which includes, but is not limited to, cleaning the outside ATM machines, copy machines, their work area, and common lobby area.
- Our cleaning company, Crazy About Cleaning, has implemented a strict cleaning schedule which includes wiping down any touch surface each night. They switch gloves after each work station.
- The cleaning products used are CDC approved.
- We have purchased additional cleaning supplies.
- If a worker becomes ill with COVID-19, the work area will be decontaminated following CDC protocol, which includes closing off areas visited by ill person, opening outside doors to increase air circulation, and waiting 24 hours before cleaning and disinfection.

Communications and training

This Preparedness Plan was communicated via email to all workers on 05/21/2020. Additional communication will be ongoing via email, electronic meeting, or in person when applicable and provided to the entire team. Instructions will be communicated to customers about our policies and expectations by signs in the bank, our guidance on the phone, and our leading by our example. Employees are to work through this new program together and update the plan as necessary. This COVID-19 Preparedness Plan has been certified by Bank management and was posted in the workplace on 05/21/2020. The Preparedness Plan will be updated as necessary.

Certified by:

Tiffany Baer Paine
President / CEO