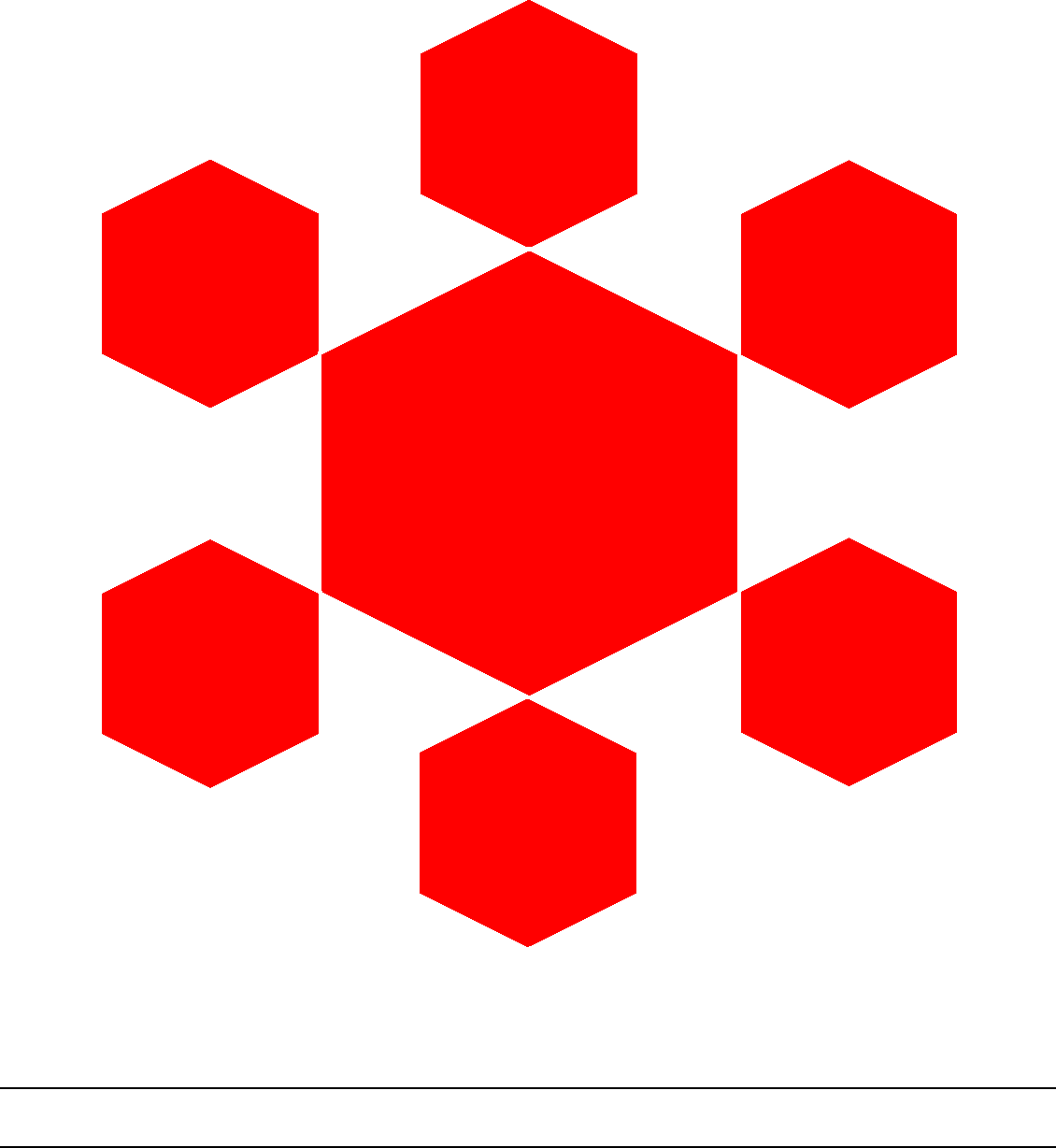
MacCaa Cars



**Detect**

**Protect**

**Prevent**

**COVID-19**

**Vaccinate**

**Respond**

**Educate**

**COVID-19 Prevention and Response Plan**

The information contained in this Dealership COVID-19 Prevention and Response Plan represents the Dealership’s plan to detect, prevent and respond to the COVID-19 pandemic based on the California Department of Public Health’s and Cal/OSHA’s COVID- 19 Prevention Non-Emergency Regulations, as well as guidance issued by the U.S. Center for Disease Control and/or other applicable public health agencies.

COVID-19 symptoms can vary significantly, and there is still uncertainty as to the long- term impact of COVID-19 infection. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death.

Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely to occur when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not currently available. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19. Examples of these workplaces include retail facilities, long-term care facilities, prisons, food production facilities, warehouses, meat processing plants, and grocery stores.

It is essential that we all take every possible step to ensure the safety of our employees and the public. Key prevention practices may include:

* Physical distancing to the extent possible, especially where there is a high risk of exposure, is always a good idea for prevention;
* Indoor use of face coverings for employees and customers/clients is optional unless there has been an outbreak, following close-contact exposures and/or following a COVID-19 illness (unless an exception applies);
* Frequent handwashing, cleaning and disinfection;
* Self-disclosure by employees of any COVID-19 symptoms and/or positive test result before starting any shift; and
* Training all employees on these and other elements of our COVID- 19 Prevention & Response Plan.

In addition, this Plan outlines our processes to identify new cases of illness in the dealership and, when they are identified, implement our plan to intervene quickly and work with public health authorities to halt the spread of the virus.

Our Plan will change from time to time as new guidance is received from government officials and health care professionals.

This Plan provides processes and practices to support a safe, clean environment for our employees, customers, and vendors. The guidance in this Plan is not intended to be exhaustive, as it does not include all county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.

Stay current on changes to public health guidance and state/local orders, as the COVID- 19 situation continues. Cal/OSHA has more safety and health guidance on its Cal/OSHA website. CDC has additional guidance for businesses and employers. While this Plan addresses many important issues, no one can anticipate every possible future scenario. It’s intended to provide you with processes, practices, and guidelines.

Please use common sense in avoiding contact with others in the workplace where possible and in preventing the spread of COVID-19.

The Dealership maintains an open-door policy and invites those interested to share any questions, inquiries, or concerns so we can openly discuss and address them without fear of reprisal and/or retaliation.

This Plan sets forth practical recommendations and guidelines to prevent the transmission of COVID-19 in the workplace.

The Dealership has established a COVID-19 Prevention and Response Team led by the Dealership’s COVID–19 Team Captain. The Team Captain will be responsible for the following items:

## Team Captain

Responsible for overseeing the Dealership’s Prevention and Response Plan, which includes:

## Social Distancing Protocol

Ensure that social distancing guidelines for employees and customers are adhered to where appropriate or where required by federal, state and/or local guidelines.

## Communication & Training

Manage all related communications, training, and responses to any COVID-19 situation.

## Protective Equipment and Supplies

Secure all necessary equipment and supplies to protect employees and customers, including face coverings and respirators, when required or requested.

## Symptom and Vaccine Status

Be the contact point for reported symptoms or infection and maintaining the confidentiality of all related records.

Here is our COVID–19 Team Captain’s contact information with questions or concerns:

|  |  |
| --- | --- |
| **Team Captain:** |  |
|  |  |
|  |  |
|  |  |

[INSERT CONTACT INFORMATION FOR STATE, COUNTY, AND LOCAL HEALTH AUTHORITIES]

We are committed to providing effective employee training and instruction including:

* Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
* Information regarding COVID-19-related benefits (including mandated sick leave) to which the employee may be entitled under applicable federal, state, or local laws.
* The fact that (a) COVID-19 is an infectious disease that can be spread through the air; (b) it may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; and (c) an infectious person may have no symptoms.
* The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, optional face coverings, and increased ventilation indoors decrease the spread of COVID-19 and are most effective when used in combination.
* The right of employees to request face covering or an N95 or KN95 respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators.
* Employees using respirators will be trained according to section 5144(c) requirements, including the following:
  + The necessity of the proper use of respirators, including proper placement of straps against the head and checking face seals;
  + Regular disposal of disposable respirators; and
  + Procedures for regularly evaluating the effectiveness of the program.
* The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
* Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
* Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
* Information on our COVID-19 policies and how to access COVID- 19 testing.

## Masks

* + Customers and Vendors without their own masks will be provided with disposable masks upon request.
  + Employees may choose to use a face covering while indoors in the workplace or in a vehicle with others. This may be a washable cloth mask covering the nose and mouth or a disposable mask.
  + Face coverings/masks —including N95 Respirators—will be provided to any employee upon request, regardless of vaccination status.
  + Masks must be worn in the following circumstances:
    - Outbreak situations
    - By COVID cases from the date of first symptom or first positive test until 10 days have passed
    - Following asymptomatic close contact exposure (discussed later) when in contact with immunocompromised or other high-risk individuals; but
    - ***Mask requirements will no longer apply where an individual obtains two consecutive negative antigen tests sampled at least 24 hours apart.***
  + Use of face coverings/masks is recommended to test drives and/or shuttle service
  + Face covering requirements may vary widely from time to time and from jurisdiction to jurisdiction. If you have any questions, see the Team Captain.

## Gloves

* + Touch flex/Surgical Nitrile Gloves are available when requested.

## Infrared Thermometer

* + Available for no-touch verification of temperature of employees and vendors to check for temperature above 100.3

## Hand Sanitizer

* + Sanitizer with minimum 60% ethyl alcohol or 70% isopropyl alcohol

## Hand Soap

* + Antibacterial Soap located in all hand-washing areas

Travel restrictions and recommendations introduced during the pandemic have, in many cases, been removed or relaxed. But even if there are no state-wide restrictions in place, Employees should be aware of any local requirement that may remain or be (re)introduced.

Employees are recommended to follow Travel Guidelines, including:

* + Limit all business travel only to essential business requirements. Essential travel does not include manufacturer product launches, factory/industry meetings, or meetings that could be conducted by phone/conference.
  + Consult with your manager if you are unsure about the criticality of any upcoming travel.

Outside of work, employees may travel at their own discretion. We do, however, require all employees to inform the dealership’s Team Captain of any international travel, including travel on a cruise ship.

The following procedures and equipment should be used to protect you, fellow employees, vendors, and customers that enter our dealership:

## Wash Hands

With Soap and Water Wash your hands frequently with soap and warm water, scrubbing with the soap for 20 seconds

* + - **Before, during**, and **after** preparing food
    - **Before** eating food
    - **Before** and **after** caring for someone who is sick with vomiting or diarrhea
    - **Before** and **after** treating a cut or wound after using the toilet
    - **After** changing diapers, or cleaning up a child who has used the bathroom
    - **After** touching an animal, animal food, or animal waste
    - **After handling pet food or pet treats**
    - **After** touching garbage, blowing your nose and/or sneezing or coughing
    - If your hands are visibly dirty or greasy

Employees or customers who elect to wear a face covering when not required will be permitted to do so, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

## Gloves and Hand Sanitizer

Gloves and Hand Sanitizer are provided to anyone who desires to use them

## Wearing Disposable Gloves

* + - **DO** Change gloves when heavily soiled or torn
    - **DON’T** touch surfaces such as door handles, keyboards, etc., with contaminated gloves
    - **DO** Dispose of used gloves appropriately in an approved receptacle
    - **DON’T** touch your face or adjust masks or gloves with contaminated gloves
    - **DO** wash hand thoroughly before and after glove use
    - **DON’T** remove one glove and then pull the other glove off by the fingertips
    - **DON’T** reuse disposable gloves once they have been removed

## Using Hand Sanitizer

* + - If soap and water are not readily available, use an alcohol- based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
    - Put enough sanitizer on your hands to cover all surfaces
    - Rub your hands together until they feel dry. This should take around 20 seconds
    - Do not rinse or wipe off the hand sanitizer before it is dry; it may not work well against germs.

**PROCEDURES FOR ACCOMMODATING EMPLOYEES WITH MEDICAL OR OTHER CONDITIONS FOR INCREASED RISK OF SEVERE COVID-19 ILLNESS**

Consistent with OSHA requirements, the Dealership makes every effort to accommodate employees who have medical or other conditions for increased risk of severe COVID-19 illness. In the event Dealership personnel believe they have medical or other conditions creating increased risk of severe COVID-19 illness, they are encouraged to contact their Team Captain or Human Resources. The goal will be to consider whether there are reasonable accommodations that would eliminate or reduce the risk of exposure so that it would be safe for the employee to remain in or return to the workplace while still permitting performance of essential job functions.

If an employee with a medical or other condition causing increased risk of severe COVID- 19 illness requests an accommodation the Dealership may discuss with the employee:

* + How the condition creates a limitation. The Dealership may request medical documentation of a condition that is not obvious, including health records or prescriptions if doctors are difficult to reach.
  + How the requested accommodation will effectively address the limitation.
  + Whether another accommodation could solve the issue.
  + How the proposed accommodation will enable the employee to continue performing the essential functions.

The goal of this procedure is to find a way, through discussions between the employee and the Dealership, to return the employee to work while still performing the essential job functions.

Accommodations for employees with increased risk of severe COVID-19 illness may include additional or enhanced protective gowns, masks, gloves, or other gear beyond what the Dealership may generally provide to employees in the workplace. Accommodations also may include additional or enhanced protective measures, for example, erecting a barrier that provides separation between an at-risk employee and coworkers and the public or increasing the space between an employee with increased risk and others. Another possible reasonable accommodation may be elimination or substitution of particular “marginal” functions—less critical or incidental job duties as distinguished from the “essential” functions of an employee’s particular position.

In addition, accommodations may include temporary modification of work schedules, if that decreases contact with coworkers and the public when on duty or commuting, or moving the location of where one performs work, for example, moving work areas to provide enhanced social distancing or limiting exposure to high-traffic areas.

The Dealership encourages all personnel—employees and any on-site vendors or others—to participate in the identification and evaluation of potential COVID-19 hazards. All personnel should be familiar with their surroundings and be attentive to possible weak links in our approach.

This includes, for indoor airspace, evaluation of how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with the existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission.

Anyone who becomes aware of a condition they believe may be a COVID-19 hazard is both encouraged and required to bring it to the attention of the Response Team Captain or other Response Team Member or Dealership manager. Likewise, we ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace.

While Social Distancing requirements imposed with initial COVID-related protocols have been largely relaxed, some distancing is still appropriate in populated indoor areas or where infection is a more serious risk. For example, six-foot distancing is appropriate where individuals have had a close contact exposure to an individual with a known case of COVID-19, or when in contact with immunocompromised or others at high-risk for COVID-19 or complications thereof.

In addition, employees are reminded that many individuals—regardless of vaccine status or other mandatory distancing requirements—have become accustomed to social distancing standards and will continue to choose to follow them even in the absence of any mandate. We encourage all employees to be sensitive to any such preferences (whether spoken or unspoken) and work to maintain comfortable distance between individuals in the workplace.

## Social Distancing Means:

* Stay at least six feet apart from coworkers and customers whenever feasible
* Follow guidelines on occupancy limitations that have been modified in response to COVID-19
* Use digital platforms when available
* Avoid congregating in close-quarters with co-workers

## Social Distancing with Customers:

* Avoid handshakes or similar greetings
* Encourage customer appointments and have customers practice physical distancing while waiting for service
* Limit passengers in the vehicle during test where possible
* Social Distancing Includes Physical Distancing
* Why do we practice physical distancing as part of our Social Distancing Protocol?

Health officials believe that COVID-19 spreads among people who are in close contact and/or sharing the same indoor airspace for an extended period. This spreading of infection occurs when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the eyes, mouths or noses of people in close proximity with one another. The droplets can also be inhaled into the lungs.

Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19, as well as children who may not show any symptoms.

Physical distancing is an important measure for stopping the spread of COVID-19 both at work and off work time

Physical distancing helps limit contact with infected people and contaminated surfaces.

Although the risk of severe illness may be different for everyone, anyone (even those persons who are up to date on all vaccinations) can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

## Structural Measures to Reduce Contact with Others

Measures can include:

* Visual cues (*e.g.*, floor markings, colored tape, or signs to indicate where workers and/or customers should stand).
* Adjusting meetings to ensure physical distance and conducting smaller individual meetings at facilities
* Restricting common areas where personnel are like to congregate
* Staggering employee breaks to maintain physical distancing
* Adjusting maximum occupancy rules based on the size of the facility (capacity limits should be low enough to ensure physical distancing)

Do not allow congregating in customer waiting lounge.

Try to encourage electronic signatures where possible from customer (email, etc.).

## Checklist

* Inform customers before they come to the dealership about the dealership’s COVID-19 procedures.
* Inform customers how we disinfect their vehicles.
* Observe 6-foot social distancing between customers and service advisors
* Use photo-estimating as much as possible to contact customer outlining needed repairs.
* Minimize touch points such as tablets, pens, credit cards and keys.
* Complete payments electronically
* Do not reuse pens until they can be disinfected

## Checklist

* Observe 6-foot social distancing between customers and parts counterperson
* Tape off distance area on ground or by other means of demonstrating distancing.
* Minimize physical contact with customers (e.g., use tablets, pens, credit cards, parts scanners, keyboards).
* Enable online ordering with online payment and notification of curbside pickup.
* Offer contactless delivery services for local area.
* Designate a shelf or bin for each technician to expedite storage of needed parts and eliminate social contact.

COVID-19 Symptoms may appear 2–14 days after exposure to the virus.

### People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness

Symptoms identified by the CDC include:

* + Fever or chills
  + Cough
  + Shortness of breath or difficulty breathing
  + Fatigue
  + Muscle or body aches
  + Headache
  + Sore throat
  + New loss of taste or smell
  + Congestion or runny nose
  + Nausea or vomiting
  + Diarrhea

As additional information becomes available regarding  
COVID-19 and its variants, public health officials will  
continue to update the list of symptoms and other  
related guidance. The Dealership will continue to advise employees as parameters change.

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

The Dealership requires every employee to report any COVID-19 symptoms and/or a positive COVID-19 test result prior to starting each shift.

Employees should stay home and call a healthcare provider if they have symptoms.

Employees should NOT come into work before speaking with the Team Captain if the employee is experiencing:

* + Fever or chills
  + Cough
  + Shortness of breath or difficulty breathing
  + Fatigue
  + Muscle or body aches
  + Headache
  + Sore throat
  + New loss of taste or smell
  + Congestion or runny nose
  + Nausea or vomiting
  + Diarrhea

Seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

### This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 if you have a medical emergency** Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

If an employee or customer is (or becomes) symptomatic of COVID-19, it is important that they be sent home immediately.

Symptomatic employees should be asked to return home and isolate until the “return to work” criteria

have been satisfied.

COVID-19 exposures are defined by Cal-OSHA regulations as a “close contact” exposure to a COVID-19 case, which includes sharing the same indoor airspace (e.g., office, waiting area, vehicle, etc.) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person’s “infectious period.” The “infectious period” for symptomatic infected persons begins upon the first positive COVID-19 test or the onset of symptoms (whichever is first) and continues until the individual has been fever-free for at least 24 hours and other symptoms are mild and improving.

There is no longer an “infectious period” for cases without symptoms.

COVID-19 “close contact” exposures is normally evaluated without regard to whether employees were wearing face coverings by individuals involved in a potential close contact exposure.

## Identifying the COVID-19 Exposure and the Infectious Period

In the event of a COVID-19 Exposure, the Dealership will attempt to determine the date and time that the COVID-19 Case was in the workplace and when any close contact exposures may have taken place.

The Dealership will, where possible, identify the time periods during which the COVID-19 Exposure may have happened, including when the affected individuals were in the workplace, as well as their activities and all locations within the workplace which may have been visited by the COVID-19 Case during the Infectious Period. This will require the Dealership to determine the parameters of the Infectious Period for the affected individual.

## Determining who may have been affected by a potential Exposure

In investigating the timing and location of potential COVID-19 Exposures, the Dealership will seek to identify any individual(s) who may have come into Close Contact with theCOVID-19 Case during the Infectious Period. This will generally include discussions with affected individuals and those identified as potentially affected.

We ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace.

Watch out for Potentially Confusing Changing Information

Because of the wide variety of federal, state, and local government and health department officials involved in overseeing COVID-related restrictions in many aspects of pandemic life, and because of the ongoing scientific evaluation of an increasing array of data regarding the virus and its behavior, changes to existing exclusion recommendations and requirements may be done periodically. Because of this, the Dealership works hard to ensure that its COVID-19 response operates under the most recent applicable standards, which may not be the most recent limits publicized in news media sources.

### If you hear of modified standards you think may be applicable, contact the COVID Response Team Leader for Clarification

Employees should contact Human Resources prior to returning to work to advise that they have met one of these criterion for their return, and to discuss

***Documentation may be required prior to return to Dealership premises.***

**Effective January 9, 2024, Isolation Requirements for those with COVID-19 symptoms** require the employee to remain out of the workplace and in isolation during their Infectious Period, which is defined as the period from the onset of symptoms until 24 hours have passed without a fever (without the use of fever-reducing medications) and other symptoms are mild and improving.

There is no Infectious Period for COVID-19 cases without symptoms for purposes of isolation or exclusion. However, such individuals should pay careful attention to the development of symptoms.

Those returning to work following COVID-19 isolation must wear a face covering for the 10-day period following their first onset of symptoms or first positive test.

***Mask requirements will no longer apply where an individual obtains two consecutive negative antigen tests sampled at least 24 hours apart.***

An “Outbreak” is three or more COVID-19 cases among employees in an "exposed group" within a 7- day period. If there is an Outbreak, we will exclude all employees who had close contact where required. We will also ensure all employees in the exposed group are tested for COVID-19; will repeat the testing one week later; and will continue to make tests available to employees at least weekly until the workplace no longer qualifies as an outbreak. Also, all employees in the exposed group regardless of vaccination status must wear face coverings when indoors, or when outdoors and less than six feet from another person, unless an exception applies.

A ”Major Outbreak” is where 20 or more COVID-19 cases in an "exposed group" occur within a 30-day period. In addition to the requirements list under “Outbreaks” above, we will ensure all employees in the “exposed group” are tested for COVID-19 at least twice weekly until there are no more than 1 new case detected for a 14-day period. We will also offer respirators to all employees, regardless of vaccination status, to use on a voluntary basis. Where respirators are not worn, employees must be separated in the exposed group from other persons by at least six feet where feasible. We may also consider halting all or part of operations to control the virus if deemed necessary by our dealership.

Note that regulatory definitions and other rules remain fluid as authorities continue to respond to updated data, so these requirements may continue to change from time to time.

This Dealership strongly recommends that all employees keep up to date on COVID-19 vaccinations.

## Why Do We Strongly Recommend Employees Stay Up to Date on Vaccinations?

Vaccinations can help to prevent serious illness and/or death, especially in those persons who have co-morbidities.

It is our policy to:

* Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
* Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
* Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
* Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
* Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
* Make and keep a record of vaccination status for all personnel. Employees are allowed to decline to state their vaccination status, although all such responses must be treated among those not fully vaccinated. All such records are kept confidential, in keeping with Dealership policy and all requirements.

## Paid Sick Leave Obligations Continue In Limited Circumstances

Employees who are required to be excluded from the workplace because of COVID-19 and related circumstances (*e.g.,* vaccine impacts) may be entitled to paid leave under California’s Labor Code—which provides five days per year of paid sick leave—or under various regional or local paid sick leave requirements.

Employees may also be eligible for compensation or other benefits through Workers’ Compensation for COVID-19 contracted in the workplace.

Any employee who has had a potential COVID-19 exposure in the workplace will be provided with

* + COVID-19 testing at no cost and during working hours. If you believe that you have had a potential exposure and wish to take advantage of this benefit, please contact

at your earliest convenience at

\_( ) or @ .

## Other COVID-related benefits

In addition, we would like to inform you of COVID-19-related benefits to which you may be entitled under applicable federal, state, or local laws.

You may be entitled to benefits through State Disability Insurance (SDI) program, Paid Family Leave (PFL), Unemployment Insurance, andWorkers’ Compensation.

More specific information about any of these potential benefits can be obtained by contacting or via resources made available by the State of California such as those at [*https://www.labor.ca.gov/coronavirus2019/#chart*](https://www.labor.ca.gov/coronavirus2019/#chart)

For more information, go to:

Information on California’s Department of Public Health’s Directives

* + [*https://www.cdc.gov/coronavirus/*](https://www.cdc.gov/coronavirus/)
  + [*https://www.cdph.ca.gov/COVID19*](https://www.cdph.ca.gov/COVID19)*/*

Management and/or the Dealership COVID-19 Team Captain is tasked with ensuring that our dealership takes appropriate measures to meet city, state, and federal guidelines

What the Dealership must do:

* Follow the written plan
* Provide contact info for COVID-19 Team and for local health department
* Train and communicate with all current employees and new hires prior to working
* Regularly audit for compliance and correct deficiencies
* Investigate any COVID-19 illness and update plan as needed
* Identify close contacts of an infected employee and isolate
* Adhere to guidelines of Dealership-provided training

**This will acknowledge that I have received and reviewed a copy of the Dealership COVID-19 Prevention and Response Plan.**

**I also acknowledge that I have been instructed to read the Plan and become familiar with its contents.**

**I further acknowledge and agree that I will comply with the terms of the Plan as a condition of my employment.**

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |
| Printed Name |  |  |

***Please return the signed acknowledgement to Human Resources***