

Tier 1	
<p>COVID-19 has been identified in the country or state where you live and work and is spreading via human contact.</p>	<ul style="list-style-type: none"> • Implement tier escalation plan – also see Exhibit 1 • Increase sanitation procedures • Provide approved information to associates and lessees on prevention measures • Restrict travel as required by the CDC, State and local mandate. • Prepare for discretionary remote work schedule. • Activate Management team (Diahann, David and Karen) to monitor the situation and provide additional recommendations.
Tier 2	
<p>COVID-19 cases are confirmed within the County of a company location.</p>	<ul style="list-style-type: none"> • Follow protocols as defined in Tier 1 above, with the following refinements: • Engage plan to work from home on a discretionary basis, in accordance with individual telecommunications agreements. • Increase sanitation practices at company locations and practice “social distancing” as recommended by the CDC. • Weekly updates for staff available via email or port website
Tier 3	
<p>COVID-19 cases are confirmed within the County of a company location with multiple cases of community transmission.</p>	<ul style="list-style-type: none"> • Follow protocols as defined in Tier 2 above, with the following refinements: • Practice “social distancing” in meetings and with peers. • Limit visitors at company locations to only those who are critical to operations • Engage contingency plan for critical job functions; escalate as appropriate. • Limit office activity to only essential personnel and activities, all employees who can work remotely will be asked to do so. Direct supervisors will notify employees if they should report to the office. • Increase sanitation practices. • Engage critical job function plan as agreed upon • Weekly updates for staff available via Zoom, with additional information provided via email or port website
Tier 4	
<p>A Port of Benton team member at a specific location tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Follow protocols as defined in Tier 3 above, with the following refinements: • Location lock down as required by the authority of the Port of Benton Commission. No staff allowed onsite. • Intensive sanitation completed by qualified third-party vendor • Engage in self-isolation protocol. • Engage customer and partner communication plan through designated Management team.

We have been monitoring and meeting regularly to assess the evolving situation and discuss the potential threat to employee health and safety as well as potential business impacts. We will use a four-tier escalation plan as a guide for response to changes that impact Port of Benton locations. Criterion for escalation are based on the number and type of transmitted cases in the direct vicinity of our locations, with higher severity associated with community transmission, which means our port protocols may change based on real-time information and unique situations.

EXHIBIT 1

Sanitation Procedures - Additional information

Tier 1-

- Place hand sanitizer and tissue in public areas for direct access.
- Contact janitorial service – increase common surface cleaning to a daily basis.

Tier 2-

- Add daily common surface wipe-downs to Maintenance Team routine.

Tier 3-

- Employees that are not working remotely are responsible for sanitizing their individual work space on a daily basis.