## Infection Preparedness and Response Plan – COVID-19

At Company we have been following the spread of the Corona Virus (COVID-19) daily. As always, the health and safety of our employees, customers and their families and communities is our top priority.

We’ve assembled a team including our top management and the leaders of our Human Relations, Safety, and Legal departments to monitor and respond to the COVID-19 pandemic. We’ve created a plan to minimize the risk to the health and well-being of our employees, customers, their families and the communities in which they work. Our plan follows the recommendations from the U.S. Centers for Disease Control (CDC), the World Health Organization (WHO), and all governing authorities including OSHA.

While we remain focused on the health and safety of our employees and those around us, we are also focused on our contractual obligations and continued service to our customers. We remain committed to delivering the level of quality and professionalism you expect from us under these unusual circumstances. As such, we would like to take this opportunity to reassure you that Company is engaged in efforts to support our customers and maintain business continuity during this critical time.

## Safety and Protection of People and Project Sites Coronavirus Planning and Response Team

We have established a COVID-19 Planning and Response Team to drive consistent and expeditious guidance to all of our project teams across the country based on evolving requirements and recommendations issued by CDC, WHO, OSHA, and local, state and federal authorities.

## Project Mitigation Plan

Communication

* Performed a Risk Assessment
* Implement directives from the Planning and Response Team.
* Maintain timely communication with all project stakeholders.
* Continue to monitor our supply chains and the risk for possible labor shortages daily.
* Remain ready to appropriately respond to our customers’ particular needs during this pandemic

Risk Assessment – Job Classifications

OSHA - OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk.

Company falls into the Lower Exposure Risk Category

* Lower Exposure Risk (Caution) Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 (COVID-19) nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Heightened Hygiene Diligence

* Increase the number of handwashing and/or sanitizing stations on the jobsite.
* Utilize posters promoting the importance of handwashing as a primary defense against potential spread of the virus.
* Emphasize respiratory etiquette and refrain from handshaking.
* Increase professional cleaning staff to sanitize common areas on a more frequent basis.
* To the extent possible, maintain appropriate sanitizing supplies to allow for self-cleaning by employees of gathering spaces, conference rooms and workstations.
* To the extent possible, utilize cleaning products with EPA-approved disinfectant labels with claims against emerging viral pathogens. Follow the manufacturer’s instructions for use of all cleaning and disinfection products.

On-Site Staffing

* Actively encourage sick employees to stay home from work and seek appropriate medical care.
* Use videoconferencing for meetings when possible. When in-person meetings are necessary, limit attendance and duration, maximize spacing between participants, and hold the meetings outside (where feasible) or in open, well-ventilated spaces.
* Barring project-specific circumstances and/or a government-issued order, maintain adequate staffing to keep the project moving and meet contractual requirements. To the extent feasible and safe, however, employ social distancing measures such as staggered work shifts and permitting certain project team members to work from home.
* Work from home has been offered to all who can perform their jobs remotely.

Travel Considerations

*Business Travel*

* All non-essential business travel has been suspended.
* All essential business travel shall be approved by supervision.

*Personal Travel*

Recommended avoiding personal travel to certain areas. Supervisors shall be notified of any personal travel plans scheduled. Employees may be directed to remain away from the workplace upon return for fourteen days to determine whether exposure has occurred.

Isolation and Social Distancing Strategies

* We have advised our employees not to come to work if they, someone they live with, or someone they have been in close contact with is sick and exhibiting COVID-19 symptoms, and follow CDC guidelines, as they may evolve.
* We have instructed all of our offices and project sites to instruct employees to leave the work site if they are sick.
* Following departure of sick employees the office will cleaned and sterilized by a professional cleaning company who specialized in this type of cleaning.
* Promoting separate and staggered work breaks to minimize gatherings on the job sites.

## Response to a Positive COVID-19 Test

* Any individual who was present on a Company project or at a Company office who is waiting for the results of a COVID-19 test is required to remain at home pending the results of the test.
* Any such individual who has tested positive for COVID-19 should immediately contact their Supervisor or a member of the COVID-19 response team.
* The COVID-19 Response team will evaluate the circumstances.
* While maintaining the individual’s confidentiality, Company informs the client, immediately stops work in the area, controls the situation, posts warnings and retains a qualified third-party to perform a cleaning of the area.
* Company completes a full investigation of the employees contact on any jobsites and offices and thereafter makes appropriate contacts.

## Links to Additional Resources [CDC - COVID-19 Updates](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

[**CDC - COVID-19 Prevention & Treatment**](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html)

[**CDC - Coronavirus Disease 2019 (COVID-19) in the U.S.**](https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html)[**CDC - Global Map Confirmed COVID-19 Cases**](https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html)

[**CDC - Coronavirus Disease 2019 Information for Travel**](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)[**CDC - COVID-19 Videos**](https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html)

[**WHO - COVID-19 Rolling Updates**](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen)[**WHO - COVID-19 Advice for the Public**](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public)

[**WHO - Global Map Confirmed COVID-19 Cases**](https://experience.arcgis.com/experience/685d0ace521648f8a5beeeee1b9125cd)[**WHO - COVID-19 Videos**](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/videos)

[**EPI-WIN - COVID-19 FAQs**](https://www.epi-win.com/covid-19-faqs)[**OSHA - COVID-19**](https://www.osha.gov/SLTC/covid-19/)

[**OSHA - Guidance on Preparing Workplaces for COVID-19**](https://www.osha.gov/Publications/OSHA3990.pdf)[**CDC - What to Do If You Are Sick**](https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html)