



PURPOSE

The Company leadership is committed to ensuring the health and safety of our employees. As such, The Company has prepared this prevention and response plan to help safeguard our employees against the threat of the novel coronavirus (COVID-19). This plan highlights how our company is responding to different aspects of the threat of COVID-19.

COVID-19 originated in Wuhan, Hubei Province, China in late 2019, and has spread to a growing number of countries, including the United States. Symptoms of the virus typically include fever, cough, and shortness of breath. Some infected with the virus have reported experiencing other non-respiratory symptoms. Others, referred to as asymptomatic cases, experience no symptoms but can still spread the virus.

According to the Center for Disease Control (CDC), symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. The virus is thought to spread from person to person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly inhaled in the lungs.

Leadership at each work location should defer to the Centers for Disease Control and Prevention (CDC) or the World Health Organization (WHO) for the latest information of COVID-19 transmission and official direction.

Please take the time to review this plan in its entirety. In addition, you may access this plan on our company intranet system on the COVID-19 response page to ensure you are reviewing the most up-to-date version in case changes have been made.



PREVENTION AND RESPONSE PLAN

PREVENTION

- **Maintain stock of soap, alcohol-based hygiene products, hand sanitizers, masks and gloves, and use for regular decontamination of doorknobs, phones, and common surfaces.**
- **Communicate and post symptoms and facts about the disease and outbreak to employees, along with quarantine protocol if needed.**
- **Encourage employees to avoid crowded work settings, cancel face-to-face meetings, space employees at least six feet apart and/or use staggered shifts to allow fewer employees to be in the workplace at the same time.**
- **Encourage the use of alternate forms of communication (i.e. videoconferencing, Microsoft Teams, conference calls, etc.) to conduct business.**
- **Maintain housekeeping, and if necessary, upgrade cleaning service.**
- **Communicate that employees who have symptoms of acute respiratory illness should stay home and not come to work until they are free of fever (100.4 F [37.8 C] or greater using an oral thermometer), signs of a fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (i.e. cough suppressants). Employees should follow regular reporting procedures.**
- **Follow the guidance of the CDC to determine whether international travel poses any health or safety risk to employees. Non-essential business travel for our employees may be suspended in the case of a potential outbreak.**
- **Encourage employees to make safe, responsible choices when it comes to choosing to travel to an at-risk area as it may impact when they are able to return to work.**
- **Communicate that employees who have, within the prior 14 days, travelled or had close contact with someone who has travelled to an area with current travel restrictions imposed, will be required to stay away from work for a period of 14 days after travel is complete. The associate will be required to work remotely if the duties of their job will allow. If the associate remains asymptomatic, they will be able to return to work after the imposed waiting period is over.**



MITIGATION

- Encourage employees who think they may have been exposed to COVID-19 to monitor their own health, work from home, if feasible, and seek testing or medical advice if they develop symptoms.
- Require employees who are experiencing symptoms associated with COVID-19, particularly a fever, or feeling unwell, to contact their local health providers or local health departments for assistance. Call the local clinic in advance to inform health officials that the employee is coming in with exposure or signs of COVID-19.
- Require an employee who believes they've been exposed to, or showing symptoms of, COVID-19, to immediately leave the work site. If they are unable to leave immediately, the employee must be isolated in a secure location on site until transportation arrangements can be made.
- Require managers to contact Human Resources if an associate has been ill for more than three days, as a healthcare provider's note may be required to return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide much documentation in a timely manner. Human Resources will determine if a provider's note is necessary.

PROCESS FOR CONFIRMED CASE

Prompt identification and isolation of potentially infected individuals is a critical step in protecting those at a worksite. Should an employee test positive for COVID-19, or a medical professional indicate an employee is at risk for infection, management should contact Human Resources immediately. Human Resources will engage with onsite management to initiate a close contact analysis, determining potential risk to exposure.

- Human Resources will interview the infected employee to determine the following for the prior 14 days:
 - A timeline of movements.
 - The workspaces in which they were present.
 - Others with whom the infected employee worked or met (including lunches/breaks).
 - Others with whom the infected employee had close contact with (within 6 feet) for a prolonged period of time (10 minutes).
- If the infected employee is unavailable, Human Resources will interview others in the employee's department, or those with whom they frequently work, as appropriate.

Human Resources will follow the procedure below based on information gleaned from the close contact analysis.

- Those who have been within 6 feet of the infected employee for more than 10 minutes, or anyone around the infected employee while they were coughing or sneezing, will be considered high risk and will be asked to self-quarantine and contact their personal healthcare provider via phone or telehealth services.



- **Close workspaces, if necessary, to deep clean, sanitize and disinfect the workspaces identified.**
- **Notify close contacts of other potential exposure and make necessary arrangements with the affected employees regarding the need to quarantine.**

NOTIFICATION PROCESS FOR EXPOSED OR INFECTED EMPLOYEES

- **If an employee believes if a co-worker, subcontractor, vendor, client, or similar individual appears to show symptoms of an infectious disease, they should notify their direct supervisor.**
- **If an employee tests positive for the virus or a medical professional believes the employee may be at risk for infection, the employee may need to be quarantined.**
- **Members of the Crisis Communication Team will work with project/onsite management to execute the proper level of communication for employees and third parties, taking great care to protect the privacy of those involved. Under no circumstances should any communication go out without approval from the Crisis Communication Team**
- **Third parties that frequent or are co-located in The Company location, including clients, subcontractors, vendors, landlords, and building tenants may need to be informed of the situation. The Crisis Communication Team will assist with this communication. Under no circumstances should any communication go out without approval from the Crisis Communication Team.**

RETURN TO WORK

- **Employees who have been diagnosed with COVID-19, or have had close contact with a person confirmed to have, or being evaluated for, COVID-19 infection must remain away from work on medical leave (if eligible), until they are asymptomatic and receive a physician's release to return to work.**
- **If a quarantined employee does not exhibit symptoms within the prescribed 14-day period, they are free to return to work without additional restrictions. A physician's release is not required.**