



**Pandemic Policy
Site COVID-19 Action Plan
SCS Travel Authorization**

April 06, 2020

PANDEMIC POLICY

1 SCOPE

- 1.1 At Strategic Construction Solutions (SCS) the safety and health of our employees and project sites is our first consideration. The safety and health of our subcontractors, clients and visitors also is critical to our success. SCS has clearly defined roles and procedures to meet the demands placed on the company during a Pandemic, including defined requirements subcontractors will need to adhere to.

2 RESPONSIBILITY

- 2.1 Executive management has the responsibility to ensure that all employees receive the information contained within this Plan.
- 2.2 Risk Management / Safety has ownership of the Plan and ensures compliance with all provisions of the Plan. The Safety Department will review the Plan as needed and no less than annually.
- 2.3 The SCS Operational Management Team in combination with the SCS HS&E Department will be responsible for ensuring that the plan is implemented at the project level.
- 2.4 The Safety Department along with Risk Management shall review and implement any lessons learned from a pandemic event.
- 2.5 Employees are responsible to comply with all the provisions contained within this Policy. Subcontractors and other visitors are required to adhere to the applicable SCS Provider Policy for guidance.

3 GENERAL GUIDELINES FOR PREVENTION AND CONTROL

- 3.1 Employees should adhere to all governmental (e.g. Centers for Disease Control) guidance intended to aid in pandemic prevention, which should include no less than:
 - A. Wash your hands frequently and after contact with potentially contaminated surfaces or items with soap and water for 20 to 30 seconds at a minimum or use hand sanitizer if soap and water are not readily available.

PANDEMIC POLICY

- B.** Onsite cleaning crews are to increase the cleaning of all frequently touched surfaces in the workplace such as countertops, tables, and doorknobs daily and more often if require by increased visitor counts.
- C.** Employees are encouraged to disinfect workstations and surfaces on an hourly and daily basis.
- D.** Maintain social distancing when working around other employees. All employees are to arrange workstations to maintain a minimum 6-foot distance with designated visual barriers in offices and trailers. When discussing field work, strive to maintain the 6-foot or greater distance while in field locations especially during safety meetings or any other required assembly type scenario or event.

3.2 Illness Awareness and Classification

- A.** Exposure to the COVID 19 can be classified into several areas:
 - i.** Suspected Case; an employee has all the symptoms of COVID -19 but has not been tested to confirm they have the virus.
 - ii.** Confirmed Case: An employee has received a positive conformation of COVID-19 infection.
 - iii.** Exposure Case: An employee with exposure to another person that is a Suspected Case or Confirmed case. The exposure will be classified a Low, Medium or High.
 - a. High Exposure Risk** are those with high potential for exposure to known or suspected sources of COVID-19 for extended periods of time greater than 15 minutes in an enclosed area, without any infection control PPE.
 - b. Medium Exposure Risk** include those that have had frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19 for greater than 15 minutes in an enclosed area.
 - c. Lower Exposure Risk** are those that have limited contact with people known to be, or suspected of being, infected with COVID -19 and no frequent close contact less than 15minutes within 6 feet of such a person.
- B.** High- Risk and Medium Risk employees will be required to self-isolate for a period of 14 days after the last potential exposure. If they develop fever (measured temperature > 100.0 F or subjective fever) OR respiratory symptoms they should immediately notify their healthcare facility promptly so that they can coordinate consultation and referral to a healthcare provider for further evaluation (Reference 3.2.D in this Policy)
- C.** Low-risk Exposure Category: Workers in the low-risk category should perform self-monitoring with delegated supervision until 14 days after the last potential exposure. Asymptomatic Employees in this category are not restricted from work. They should

PANDEMIC POLICY

check their temperature twice daily and remain alert for respiratory symptoms consistent with COVID-19 (e.g., cough, shortness of breath, sore throat). They should ensure they are afebrile and asymptomatic before leaving home and reporting for work. If they do not have fever or respiratory symptoms they may report to work. If they develop fever (measured temperature > 100.0 F or subjective fever) OR respiratory symptoms they should immediately self-isolate (separate themselves from others) and notify healthcare facility promptly so that they can coordinate consultation and referral to a healthcare provider for further evaluation.

- D.** Employees who exhibit symptoms of acute respiratory illness (i.e. flu symptoms) are recommended to stay home and are not allowed to return to work until they are free of fever 100.0° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their Supervisor immediately and stay home if they are sick or think that they could have any adverse health conditions that could impact others.
- E.** Employees shall notify SCS of any potential exposure. Employees shall inform only SCS Human Resources (HR) along with their supervisor if they have been exposed to another individual who has tested positive for the pandemic or was exposed to any person testing positive or has been exposed to a family member at home who has been confirmed to have COVID-19 or is exhibiting symptoms. SCS will maintain such information confidentially and use the information to appropriately notify SCS clients and potentially affected employees.

3.3 Onsite Development of Symptoms

- A.** If an onsite employee of SCS begins to develop COVID-19 symptoms while on the jobsite, all subsequent steps should be followed:
 - i.** Take the necessary PPE precautions when interfacing with a potentially infected employee.
 - ii.** Isolate the employee in a separate room or office immediately.
 - iii.** Employee shall self-quarantine from the site for 14 days.
 - iv.** Notification to employees who had direct contact with employee showing symptoms. Notified employees shall be isolated for 14 days.
 - v.** Employee will update HR on any testing result for further appropriate action.
 - vi.** All surfaces of the potentially impacted project office will be cleansed and disinfected following the clean-up procedures found in the SCS Bloodborne Pathogens Policy.
 - vii.** Any additional required notification will be undertaken.
- B.** Subcontractors will be required to follow their own protocols if a subcontracted employee develops symptoms while at the jobsite. Subcontractor management shall inform SCS management of any action taken and to assist in determining if any SCS employee was in contact with the subcontractor employee exhibiting symptoms.

PANDEMIC POLICY

4 ONSITE OPERATIONS

4.1 Development of Site Action Plan

- A. A site action plan will be provided for each site to address any unique work activities and mitigation needed to keep employees safe while working. The site action plan will address the elements of this Policy. The site plan will utilize the most updated information from the CDC, OSHA and professional organizations recognized as an industry competent source.
- B. A site subcontractor action plan will also be provided to address how subcontractors are monitored and allowed to work onsite. This plan will utilize the most updated information from the CDC, OSHA and professional organizations recognized as an industry competent source.
- C. A site delivery action plan will be provided to address how deliveries of equipment and supplies are handled and received to properly manage exposure of site personnel. The plan will utilize the most updated information from the CDC, OSHA and professional organizations recognized as an industry competent source.

4.2 On or Off-Site Client Meetings and Business Interactions

- A. On-Site, in person client meetings and business interactions shall be eliminated. Any in-person greetings should be conducted without physical interaction (e.g. handshakes) while maintaining the required social distancing requirements. Available technological resources (mobile/virtual meetings) shall be used for continuity of operational business flow. These include Microsoft Teams, Zoom Meetings, phone / conference calls and email. Overcommunication is encouraged to ensure everyone is in the same information chain.

4.3 Business Travel

- A. All business-related commercial airline travel will be suspended for the appropriate time period as determined by SCS executive management.
- B. No visits or meetings involving any external party will be conducted in an SCS office. This restriction includes clients, vendors and third parties.
- C. Employees who become sick while traveling must notify their leader and promptly consult their healthcare provider.
- D. Employees are restricted to (1) person per vehicle to comply with social distancing requirements.
- E. Employees are restricted to no more than (2) individuals in an office with at least (6) feet of distance separation. Proper social distancing shall be maintained in all project trailers or other indoor locations.

PANDEMIC POLICY

- F. When staying overnight at a field location avoid sharing hotel rooms and avoid gathering in large groups, inside offices and trailers.

5 TRAINING

- 5.1 Employees shall be trained on disease prevention, symptoms, spreading of diseases, and return to work policies contained in this Policy and corresponding site plan. Training for employees shall be initially and on an annual basis as needed. Training will include review of the Policy and site plan with employees. Training methods can be conducted in a variety of methods such as a review of Policy and site plan in a weekly safety meeting or utilizing the technological tools available. Contact the IT department and support@atwell-group.com if you need assistance with any technology tools.
- 5.2 Non-English-speaking employees will have interpreters or multi-language speaking individuals deliver the training in their native language.

SITE COVID-19 ACTION PLAN

1 SITE COVID-19 ACTION PLAN

- 1.1 Until further notice, all SCS employees will submit to a touchless body temperature test prior to engaging in any work onsite for the first time. If temperature is greater than 100.0F degrees, employee will be sent home until they are illness free and symptom free for at least 72 hours.

2 ON OR OFF-SITE CLIENT MEETING AND BUSINESS INTERACTIONS

- 2.1 Site, in-person client meetings and business interactions should be eliminated. Any in-person greetings should be conducted without physical interaction (e.g. handshakes) while maintaining the necessary social distancing requirements. For continuity of operational business flow, we encourage you to use the necessary technological tools available to SCS. These include Microsoft Teams, Zoom Meetings, phone / conference calls and email. We highly encourage overcommunicating during this time to ensure everyone is in the same information chain.
- 2.2 When receiving deliveries or procurement on a jobsite. If you are receiving mass deliveries, consider a staging and sorting location off-site and call in deliveries, if able, in order to control. Ensure you maintain the (6) feet social distancing from the delivery driver. Plan ahead and get your receipts digitally and make sure you can also sign for the delivery electronically.
- 2.3 Currently SCS is not allowing any non-essential personnel on construction projects. If an individual is deemed essential, we will ask a series of pre-screening questions and request a no-touch temperature reading of the individual to ensure is he symptom free and low risk. The pre-screening questions are as follows:
 - A. Have you had contact with anyone with a confirmed case of COVID-19 within the last 14 days?
 - B. Have you had any of these symptoms within the last 14 days?
 - i. Fever greater than 100.0 F degrees
 - ii. Difficulty breathing
 - iii. Cough
 - C. Are you CURRENTLY experiencing a fever greater than 100.0 F degrees, difficulty breathing or a cough?

SITE COVID-19 ACTION PLAN

3 EMPLOYEE R&R AND TRAVEL

- 3.1 Personal travel for R&R will be granted to SCS employees although not recommended to areas heavily impacted or forecasted to be heavily impacted by COVID-19 as defined by the CDC.
- 3.2 If an employee chooses to take R&R to an area heavily affected by COVID-19 per the CDC, they will be subject to local, state and federal requirements and will be required to self-quarantine for 7 days if displaying any symptoms to include having a temperature greater than 100.0° F prior to returning to work.

4 SUB-CONTRACTOR MANAGEMENT

- 4.1 All sub-contractors on an SCS jobsite will provide a copy of their company's COVID-19 program for review by SCS management and the BOP contractor and Owner, as required.
- 4.2 SCS will collect, read and understand all sub-contractor COVID-19 programs and ensure sub-contractors read and understand SCS's COVID-19 program.
- 4.3 SCS management will ensure sub-contractors are following guidelines put out in our SCS Provider Policy. If there are differences between our policy and their program sub-contractors will adhere to whichever is the most stringent of the two documents.

5 COVID-19 PRECAUTIONARY MEASURES

- 5.1 Subject to marketplace availability, SCS will endeavour to provide N95 masks (or equivalent), Tyvek suits and latex gloves at each jobsite should a situation arise where our employees are required to wear this specific PPE. If appropriate PPE cannot be provided due to supply limitations, SCS will evaluate ongoing activities.
- 5.2 SCS will strive to secure the necessary supplies when available as well as provide hand sanitizer, cleansing wipes, disinfecting spray, and hand washing stations at each jobsite so all employees and sub-contractors can maintain good hygiene practices.



Re: Travel Authorization for Strategic Construction Solutions (“Authorization”)

TO WHOM IT MAY CONCERN:

Strategic Construction Solutions, Inc. (SCS) is a general contractor / construction manager providing essential construction services on “critical infrastructure” projects as defined in various state orders and the Director of U.S. Cybersecurity and Infrastructure Security Agency 3/19/20 Guidance. This includes projects related to energy production, electrical utilities, oil and gas transmission, water and wastewater, transportation or other specifically designated industry sectors. Designated employees are required to travel to support these projects.

The SCS Employee holding this Authorization accordingly is exempted from any “shelter in place” restriction under applicable federal, state and local proclamations and is allowed to travel to his/her place of business and /or project site as may be required.

Questions regarding this Authorization shall be directed to:

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