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Coronavirus Response Plan Policy

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1. Purpose:

   To provide for a coordinated uniform response to prevent the spread of COVID19/Coronavirus on H. M. White property and at any jobsite where H. M. White is performing work.

2. Scope:

   This policy applies to all Company personnel and any Contractor(s) or Subcontractors(s) performing work for H. M. White.

3. Responsibilities:
   LEADERSHIP & MANAGEMENT
   - Identify the person responsible for auditing implementation on each project. That will be the site safety representative (e.g. safety person, superintendent).
   - Project teams to attend the daily pre task discussion and make these action plans a topic of conversation. Similar to safety ask the question – "How will we or what can we do to keep ourselves healthy today." (REMEMBER: SMART Social Distancing.)
   - Project Managers: Have been identified by the company. If an infected person is identified, the respective Project Manager is to be notified. Respect and maintain each persons' dignity and privacy.
   - Implementation is a team responsibility, led by the Project Manager or Superintendent. The Project Manager is to communicate the plan and updates to all Suppliers, Subcontractors, Vendors, and Service Providers.

- The Project Manager is to communicate the plan and updates to the Customer.
- If a person notifies us that they were infected, report the incident to the Home Office immediately.
- If possible, at your site, create an isolation area for those individuals that show/have symptoms of COVID-19.
- Be aware of worker's concern about pay, leave, safety, health, and other issues related to the crisis.
- Stay informed. This is an evolving issue read email notices and use resources provided. CDC Coronavirus Situation Summary Link: https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html?CDC
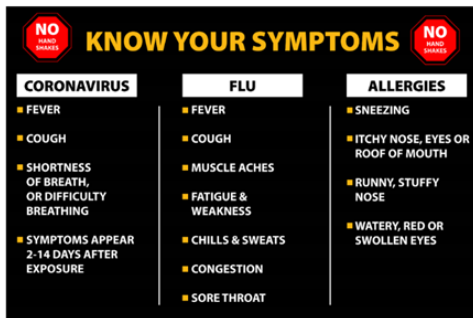- Employees are responsible for attending training sessions and adhering to this policy.

4. Definitions
   a. **H. M. White**-hereafter referred to as the Company.
   b. **Contractors**-hereafter referred to as the Contractor(s).
   c. **Subcontractor**-hereafter referred to as the Subcontractor(s).
   d. **Cleaning**-refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. However, by removing the germs, it decreases their number and therefore any risk of spreading infection.
   e. **Close contact** is defined as:
      i. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case, OR
      ii. Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)
   f. **Disinfecting**-works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. However, killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.
   g. **High-Touch Surfaces**-those surfaces that have frequent contact with hands. This can include but is not limited to doorknobs, keyboards, handrails, locks, handles, etc.
   h. **Isolation**-the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

i. **Quarantine**-in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

j. **Self-monitoring**-people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

k. **Self-observation**-people should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should take their temperature, self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

l. **Social distancing**-remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

5. Training:
   a. The Company, as well The Contractors and Subcontractors, will ensure each of their employees have received the appropriate training in all elements of this policy.

6. Details:
   a. SITE ACCESS CONTROL
      i. Encourage employees to stay home when sick and to notify supervisors of illness.
      ii. H. M. White employees who have been exposed or infected with COVID-19, must immediately notify their Project Manager, Corporate Safety, and the Home Office.
      iii. Each person is to fill out the COVID-19 Self-Reporting Survey for Jobsites. A designated individual(s) at each site will be responsible to verify completions of the online survey.
   b. PERSONAL HYGIENE ON THE SITE:
      i. Encourage people to take their temperature each day before they leave for work. Again, encourage employees to stay home when sick and to notify supervisors of illness.
      ii. Clean office trailers and tool trailers regularly.

iii. Discourage workers from using other worker's desks, tools, phones, PPE, etc.

iv. Regularly clean and disinfect frequently touched surfaces multiple times per day. Consider shared tools, shared equipment, doorknobs, keyboards, cell phones, refrigerators, microwaves, coffee pots, light switches, etc. Also, make wipe-down access easy.

v. Make sure people have cleaned up around themselves each-and-every day. Include field lunch areas, meeting areas, etc.

vi. Provide tissues and trashcans (no touch trash cans when possible) for worker use.

vii. Ensure hand hygiene supplies are readily accessible throughout the workplace and promote wearing proper gloves for work activities.

viii. Eliminate common shared-snacks.

ix. Mandatory to post signage on the site and at job trailers, port-a-johns, break areas, etc.:

x. Make sure there are enough temporary/portable toilets on site, per contract requirements. Increase cleaning of toilets to three (3) times per week and make sure they are properly stocked with supplies. Work with your project vendor

xi. Obtain cleaning station and sanitizing materials noted above from the Project supplies. Note that resources are LIMITED and that these are NOT for personal or home use. Cleaning station and sanitation material requests should be well thought out and support the logistics of the jobsite (size of trailer(s), entry points, break areas, etc.). Subcontractors will be required to procure their own supplies for their respective areas. Assist as necessary.

c. SMART SOCIAL DISTANCING:

i. Promote "no-handshake" guidance.

ii. Encourage people to maintain the CDC-recommended 6' distancing from each other.

        iii. Encourage open-air meetings - utilize the outdoors and well-ventilated areas.

        iv. Minimize face-to-face meetings and gatherings, like safety lunches. Use conferencing and web-technology for meetings, when possible.

        v. Keep in-person meetings to less than 15 people when in a conference room or closed area.

        vi. If areas have tight working areas where multiple people need to work, consider spacing out the timing of trade work, if possible.

        vii. Limit non-essential work travel.

        viii. For office-workers or non-essential onsite labor, evaluate work-from-home smartly. For example:

            1. Managers should ensure they have a way to contact their employees in the event they don't have a company-issued cell phone.

            2. Utilize certain days as office days and rotate and coordinate those days, as needed.

   d. MANAGE YOUR PROJECT PROGRESS AND SUPPLY CHAIN:

        i. Call and/or email suppliers to confirm delivery dates for all materials. Require that suppliers give immediate notice to any change in delivery status or follow-up regularly. Question all equipment and material suppliers to ensure they have validated deliveries from their sub-suppliers. Do not be caught off guard.

        ii. Monitor trade attendance via daily reports.

        iii. Track additional cost impacts that associated companies may incur.

7. Person(s) verified with symptoms of COVID-19:

   a. When a worker calls in reporting flu like symptoms:

        i. Tell the worker to self-isolate at home until further notice.

        ii. Isolate workers who were in close contact with that worker, inform them of the situation without using names, and tell them to stay home until further notice.

        iii. These workers must not go back to the work site until a determination is made by the PM in conjunction with the Safety Department that it is safe to do so.

   b. When a worker exhibits flu like symptoms while at work, move potentially infectious worker to an isolation location away from other workers, customers, and visitors.

   c. Although most worksites do not have specific isolation rooms, the worker's car may be used for an isolation room.

   d. Provide a facemask, if feasible and available, and ask the person to wear it, if tolerated.

        i. Note: A Facemask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be

confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).

    ii. Restrict the number of personnel entering isolation areas.

    iii. Send the worker home and instruct them to self-isolate there until further notice.

    iv. Once person is removed from the isolation room, perform cleaning and disinfection of the room.

8. Location/Materials possibly exposed to COVID-19:
   a. Contact professional cleaners for heavily contaminated, enclosed areas such as office trailers.
   b. If professional cleaners are not available or there is a low risk of material contamination:
      i. It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.
      ii. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

9. Personal Protective Equipment and Hand Hygiene during cleaning and disinfecting of surfaces:
   a. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash.
      i. Gloves and gowns should be compatible with the disinfectant products being used.
      ii. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
      iii. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
   b. Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
   c. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
   d. Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.