

COVID-19 Safety Plan

Purpose / Scope:

This plan has been developed to help inform and protect employees from the spread of COVID-19, also known as Coronavirus. The policies and procedures in this document will apply to all Smith Electric employees, job sites, and places of work. This plan will be updated as necessary to reflect any new or updated CDC recommendations and / or state regulations.

Procedures:

- I. Stay at Home Encouragement: Smith Electric will actively encourage employees who have symptoms of COVID-19 to notify their supervisor and stay at home. Common symptoms of COVID-19 are, but not limited to:
 - a. Shortness of breath
 - b. Fever
 - c. Cough
- II. Sick employees should follow the CDC recommended steps and shall not return to work until cleared to do so by a medical provider.
- III. Workers who suddenly become ill while at work must immediately notify their supervisor and leave work. If a worker becomes a confirmed COVID-19 case, Smith Electric will actively identify all employees who were in close contact with the ill employee (within about 6 feet for about 10 minutes) within 48 hours of the onset of symptoms.
 - a. If those employees exposed remain asymptomatic, the person should adhere to the practices listed below:
 - 1) Take your temperature before work,
 - 2) Wear a face mask at all times,
 - 3) Practice social distancing in the workplace as duty permits.
 - b. If those employees exposed develop symptoms:
 - 1) Send the employee home immediately
 - 2) Disinfect surfaces that they have come in contact with.
- IV. Employees who have a sick family member at home with COVID-19 or have been in close contact with another person who has tested positive for COVID-19 shall notify their supervisor, stay at home, and follow the CDC recommended steps before coming to work.
- V. In accordance with the Pennsylvania Department of Health's Guidance for Construction Industry from April 23rd, 2020, the Smith Electric foreman assigned to each project will be the "Pandemic

Safety Officer” for that particular job site, whenever there is a lack of one from the general contractor. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of this guidance for the protection of employees, suppliers, and other personnel at the site.

Education:

- I. All Smith Electric employees will be provided educational materials from the CDC before work operations begin. The contents of the material will include:
 - a. Stopping the spread of germs. Respiratory etiquette, hand washing, social distancing, etc.
 - b. General information on the COVID-19 virus: What it is, how it affects you.
 - c. Handwashing: How to, how often, with what.
 - d. Cleaning and disinfecting frequently touched surfaces.
- II. Records of such trainings will be documented and made available upon request.

Controls:

I. Social Distancing:

In accordance with the Pennsylvania Department of Health’s Guidance for Construction Industry from April 23rd, 2020, Smith Electric will take the following precautions and procedures:

- a. Start times will be staggered as necessary, to minimize the amount of employees who are at the shop at one time. Schedules should be checked and changed as necessary to eliminate employee congestion at the shop.
- b. Smith Electric employees will be encouraged and required to maintain a 6 foot distance from other crew members and trades when feasible.
- c. All employees must travel to job sites separately. Wherever possible, employees should not share a vehicle.
- d. Employees shall not gather for lunch or break. Employees may take breaks together but should remain a minimum of 6 feet from one another. Staggered breaks and lunch are strongly encouraged.
- e. Toolbox / Other Meetings are to be conducted in a group of less than 10 employees while maintaining 6 feet from one another.
- f. To the extent feasible, all managers and foremen will use virtual meetings and disseminate information electronically (e-mail, text, etc.) as much as possible.
 - i. Manager offices shall be used exclusively by the managers they are assigned to. Traffic in / out of these offices will be limited as much as possible. Managers should sanitize their offices frequently, and after every visitor.
 - ii. Appointments shall be made for all meetings between foremen and project managers.

- iii. The shop area / work bench shall be used to review all drawings with foremen and project managers. This area will be sanitized after the meeting, and these meetings shall be limited to only those necessary.
- g. Unless absolutely necessary, meetings with suppliers, salesmen, and other solicitors will be highly discouraged. If one is absolutely necessary, and a virtual meeting is not feasible, then all other guidelines here will be adopted, including the use of face coverings and proper social distancing.

II. Limiting Sharing:

- a. Smith Electric will limit the amount of tool sharing. Employees will be encouraged to use their own tools and disinfect shared tools after use. The use of gloves will limit the skin to surface contact of tools and other equipment.
- b. Personal Protective Equipment such as gloves, hard hats, safety glasses, face shields, etc. are not to be shared.
- c. Employees should avoid using other employees' items such as phones, desks, pens. If not feasible, then properly disinfect before use.
- d. The shop computer will not be accessible until further notice (the keyboard and mouse have been removed). While both monitors will be active and show the updated schedule and master job list, foremen will need to use their phones in order to make changes to the schedule.

III. Cleaning / Disinfecting:

- a. Employees will be provided proper disinfecting products to clean all frequently touched surfaces. Disinfecting is to be done throughout the day and at the end of the shift. Such surfaces include:
 - 1) Company van interiors (door handles, seats, steering wheels, arm rests).
Sharing of the spare van and the bucket truck should be limited as much as possible. Extra attention should be given these two vehicles in terms of cleaning / disinfecting if they are needed.
 - 2) Handles (job box, roof hatch handles, door knobs, handrails)
 - 3) Shared Equipment (ladders, power tools, & hand tools)
- b. Common areas in the shop / office will be cleaned and disinfected daily by management, including the forklift, all door handles, copiers, the plotter, and shop restroom.
- c. When an employee has tested positive for COVID-19, the areas in which they worked shall be closed off for a period of 24 hours. After 24 hours of the area being ventilated, cleaning in accordance with CDC guidelines may begin. Once the area is cleaned and disinfected, employees may return to work in that area.

IV. Hand Washing:

- a. Crews will be provided a 60% based alcohol hand sanitizer to clean and disinfect their hands throughout the day. Employees will be encouraged to wash their hands in accordance with CDC Guidelines.
- b. Projects will have hand washing stations with adequate disinfecting supplies. If these are not supplied by the general contractor, Smith Electric will make arrangements to provide adequate hand washing stations as needed.

VI. Face Coverings:

As of April 15th, 2020, the Pennsylvania Department of Health is requiring all businesses permitted to maintain in-person operations to provide and mandate the use of face coverings.

- a. Face coverings are to be worn as soon as you exit your vehicle, whether that is at the shop / office, or at the job site.
- b. Smith Electric will actively source face masks, but if they are unavailable or on back order, homemade face coverings will be accepted so long as they are constructed in accordance with the CDC guidance. Employees will be provided a copy of the CDC guidance on making a face covering.
- c. The face covering will be mandatory at all times except while on break (eating/drinking).
- d. Managers, while not in their personal office, must wear face coverings when meeting with anyone, or when going through common areas of the shop / office.

Reporting:

- I. Reporting incidents and exposures to the COVID-19 virus is a valuable tool to slow and stop the spread of the virus, therefore Smith Electric will report to employees when they have potentially been exposed to the COVID-19 virus.
 - a. Reporting shall be done in a manner that does not violate HIPAA regulations. You must let other employees know of their potential exposure, but you shall not do it in a way that exposes the sick employee's name or personal information.