

Renick Brothers Mechanical Contractors:
COVID-19 Exposure Prevention, Preparedness,
& Response Plan for Construction

Renick Brothers Mechanical Contractors takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all of our jobsites.

This plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. Renick Brothers may also amend this plan based on operational needs.

I. Responsibilities of Project Managers and Foremen

All project managers and foremen must be familiar with this plan and be ready to answer questions from employees. They must set a good example by following this plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. This same behavior will be expected from all employees.

II. Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all must play our part. As set forth below, Renick Brothers has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these guidelines. In addition, employees are expected to report to their project manager or foreman if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this plan or COVID-19, please ask your project manager or foreman.

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

III. Job Site Protective Measures

Renick Brothers has instituted the following protective measures at all jobsites.

A. *General Safety Policies and Rules*

- A Pandemic Safety Officer will be designated for each project. This person will be responsible for monitoring and correcting COVID-19 safety measures.
- A *Daily Screening Questionnaire* will be completed at the beginning of each shift. Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people. Eating alone is strongly encouraged.
- Renick Brothers understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, Renick Brothers will provide alcohol-based wipes, if available, to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.

- Employees are encouraged to minimize ride-sharing.
- If practicable, employees should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- **Reminders when in meetings or around others:**
 - Avoid close contact.
 - Avoid shaking hands. Communicate in advance of meetings to remind staff and attendees of this policy.
 - Cover your cough or sneeze with a tissue, throw tissue in trash.
 - When tissues are not available cough or sneeze into your elbow. Wash hands.
 - Avoid touching your eyes, nose, and mouth.

B. Workers entering Occupied Buildings

- When employees perform construction and maintenance activities within occupied office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All workers should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. Renick Brothers will provide alcohol-based wipes, when available, for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. Job Site Visitors

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

D. Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), Renick Brothers will also provide:
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - Eye protection: Eye protection should be worn at all times while on-site.
 - Masks or other items as directed by CDC or government mandates. *As per the Governor's mandate which went into effect on April 19th at 8 pm, employees are required to wear masks/face coverings.*

- Due to the current shortage of N95 respirators, the following work practice controls should be followed:
 - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
 - Limit exposure time to the extent practicable.
 - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

IV. Job Site Cleaning and Disinfecting

Renick Brothers will institute regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day.
- Any trash collected from the jobsite must be changed frequently by someone wearing proper gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, Renick Brothers will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that work space again.
- Renick Brothers will ensure that any disinfection shall be conducted using one of the following:
 1. Common EPA-registered household disinfectant;
 2. Alcohol solution with at least 70% alcohol; or
 3. Diluted household bleach solutions (these can be used if appropriate for the surface).

Cleaning and Disinfecting Materials

- Cleaning solutions:
 1. Multi Surface Cleaning Products (examples: Purell or Clorox Multi Surface Spray, etc.)
 2. Soap and water
- Disinfecting solutions:
 1. Alcohol solutions with at least 70% alcohol
 2. EPA-registered household disinfectants

3. Products with EPA-approved emerging viral pathogens claims listed here:
<https://www.epa.gov/pesticideregistration/list-n-disinfectants-use-against-sars-cov-2>
4. Sodium hypochlorite (bleach) solution diluted with water
 - 5 tablespoons (1/3rd cup) of bleach per gallon of water
 - 4 teaspoons bleach per quart of water

Note: While bleach is an acceptable disinfectant at the proper concentrations, this establishes a splash hazard due to its corrosiveness. Consequently, the other disinfectants listed above are recommended over using a bleach solution. Attention needs to be paid to the label and registrations of all disinfectants as they are approved for specific uses only.

Routine Cleaning/Disinfection Procedure

1. Visibly soiled surfaces should be cleaned prior to disinfecting with multi surface sprays or soap and water. Allow surfaces to air dry prior to disinfecting.
2. Spray or wipe any surface with disinfectant solutions or sprays. Focus should be given to commonly touched objects or surfaces.
3. Follow manufacturer instructions on disinfection. Many solutions require that surfaces remain wet for a specified period of time, after which point they be allowed to air dry.
4. Surfaces used for food preparation or handling may require rinsing following the disinfection procedure. This would be done with soap and water.
5. Soft or porous surfaces should be cleaned with an EPA-approved disinfectant that is suitable for porous surfaces.

V. Jobsite Exposure Situations

Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Renick Brothers will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;¹ and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. Renick Brothers will require an employee to provide documentation clearing their return to work

¹ Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

Employee Has Close Contact with a Tested Positive COVID-19 Individual

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If Renick Brothers learns that an employee has tested positive, an investigation will be conducted. Co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days will be directed to self-quarantine for 14 days from the last date of close contact. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert their project manager or foreman of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

VI. Confidentiality/Privacy

Except for circumstances in which Renick Brothers is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. Renick Brothers reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

IX. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this plan on a case by case basis.

COVID-19 Checklist

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 70% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their foreman and stay home—**DO NOT GO TO WORK**.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

**Follow disinfecting procedure in above policy.*

Personal Protective Equipment and Alternate Work Practice Controls

- Wear the proper PPE, including face coverings when directed or necessary.
- Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
- Eye protection: Eye protection should be worn at all times while on-site.

Additional jobsite safety precautions include:

Project Name:	Project Number(s):
Project Manager:	Contact Number:
Foremen:	Contact Number:

Daily Screening Questionnaire

Date:

To prevent the spread of COVID-19 and reduce the risk of potential exposure to our employees, below is a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and your co-workers.

Self-Declaration by Employees

1. Have you traveled to an area of widespread COVID-19 activity, internationally, or on a cruise within the past 14 days?
2. Have you had close contact or cared for anyone who has traveled to an area of widespread COVID-19 activity, internationally, or on a cruise in the past 14 days?
3. Have you had close contact or cared for someone diagnosed with COVID-19 within the past 14 days?
4. Have you experienced any symptoms of COVID-19 within the past 14 days (*sore throat, shortness of breath, respiratory illness, difficulty breathing, AND 100.4 or greater fever*)?

If you answer yes to any of these questions, you may not enter the worksite and you must inform your supervisor and the Safety Dept.

It is every employee's responsibility to immediately report changes to their health.

I can answer "no" to all of the questions, above:

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CLEANING OF TOOLS TO HELP PREVENT SPREAD OF COVID-19

Should a tool need to be cleaned that does not have blood or visible bodily fluids on it, Milwaukee® recommends the following protocol. This protocol is subject to the recommendations of the Centers for Disease Control (“CDC”), OSHA, and those of State and Local health departments. Please follow applicable guidelines of these agencies.

- People handling tools should wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.
- People handling tools should be properly trained and protected using necessary Personal Protective Equipment (PPE).
- Clean tools with mild soap, a clean damp cloth, and, as needed, an approved diluted bleach solution only. Certain cleaning agents and solvents are harmful to plastics and other insulated parts and shouldn't be used.
- Milwaukee® does not recommend cleaners that have conductive or corrosive materials, especially those with ammonia. Some of these include gasoline, turpentine, lacquer thinner, paint thinner, chlorinated cleaning solvents, ammonia and household detergents containing ammonia.
- Never use flammable or combustible solvents around tools.

CLEANING OPTIONS:

1. **MILD SOAP & REST**

- If no blood was present on the product, it can be **cleaned with mild soap and a damp cloth to remove the fluids and then left to rest for 3 days**. This is based on CDC advisement that the virus may live on plastic surfaces for up to 72 hours, which suggest that the virus would no longer be harmful after the resting period. After this, the tool can be cleaned again.

*Recommended for batteries

2. **MILD SOAP & DILUTED BLEACH SOLUTION**

- If no blood was present on the product, it can be **cleaned with a mild soap and damp cloth to remove dirt and grease and then decontaminated with a diluted bleach solution**, which is consistent with CDC advise. The full diluted bleach cleaning procedure can be found below.

*Not recommended for batteries

PROCEDURE

1. Clean the product surface with mild soap and water to remove dirt and grease.
2. Dip a clean cloth into the dilute bleach solution.
3. Wring out the cloth so it is not dripping wet.
4. Gently wipe each handle, grasping surfaces, or outer surfaces with the cloth, using care to ensure liquids do not flow into tool.
5. No other cleaning material should be used as the diluted bleach solution should never be mixed with ammonia or any other cleanser.
6. Allow the surface to dry naturally.
7. The cleaner should avoid touching their face with unwashed hands and should immediately wash their hands after this process.

A properly diluted bleach solution can be made by mixing:

- 5 tablespoons (1/3rd cup) bleach per gallon of water; or
- 4 teaspoons bleach per quart of water

NOTE: If blood was on the product, advance cleaning is needed. Follow established Bloodborne Pathogen protocols for your business. Under OSHA requirements, anyone required to perform this type cleaning should be trained in Bloodborne Pathogens and the use of the necessary PPE for this work.