



Commitment - Opportunity - People

Infectious Disease Control Policy

COP Construction will take proactive steps and make every attempt to adhere to these recommendations and guidelines in this policy, in the event of an infectious disease outbreak. However, in some cases it might not be possible nor feasible to take every step outlined in this policy. For example, during the COVID-19 outbreak there is a shortage of hand-sanitizer and disinfectant products which has prevented us from having enough supply to distribute these items out to every job site. Our steps and measures will also be determined on the severity of the outbreak by following Federal, State and/or Local health guidance and recommendations. It is the goal of COP Construction during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

COP Construction is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

- **Preventing the Spread of Infection in the Workplace:**

COP Construction will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles, light switches and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water for at least 20 seconds; covering your mouth with a tissue or into your elbow whenever you sneeze or cough; and discarding used tissues into non-touch wastebaskets. We will also attempt to have available alcohol-based [60-95%] hand sanitizers throughout the workplace and in common areas.

Individuals who believe they may face challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule. *In the case of the COVID-19 outbreak, we are complying with the FMLA Leave Expansion and Emergency Paid Sick Leave Policy.*

- **Travel:**

All nonessential travel will be avoided until further notice during an infectious disease outbreak.

- **Telecommuting:**

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

**This policy is subject to change at any time during an infectious disease outbreak based on Federal, State and/or Local Health guidance and recommendations.*

- ***Staying Home When Ill:***

Many times, with the best of intentions, employees report to work even though they feel ill. We provide, when eligible, paid time off and, in some cases, telework options to compensate employees who are unable to work at the office due to illness. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness, such as the flu, remain at home until at least 72 hours after they are free of fever (100.4 degrees F or 38 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines. In no case should an employee return to work without first communicating with their supervisor. *In the case of the COVID-19 outbreak, we are complying with the recommended CDC guidance on returning to work.*

- ***Requests for Medical Information and/or Documentation:***

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

- ***Confidentiality of Medical Information:***

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

- ***Social Distancing and Recommended Practices for Office and Construction Jobsite Guidelines for Workplace Infectious Disease Outbreaks:***

In the event of an infectious disease outbreak, COP Construction may implement these social distancing guidelines and practices to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible; avoid person-to-person contact such as shaking hands and in all cases limit meeting sizes to no more than 10 people.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in lunch areas, work rooms, pantries, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others.

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Where Possible, Recommended Practices for Construction Jobsites:

- Provide soap and water and alcohol-based sanitizers in the workplace. Ensure that adequate supplies are maintained. Place sanitizers in multiple locations or in conference rooms to encourage hand hygiene.
- Immediately post instructed signage that is received from the corporate office in a common location and share with crews.
- All COP employees and subcontractors will be required to comply with the daily wellness check log.
- Employees should carry and use their own personal pens to avoid sharing.
- Conduct meetings outside, while maintaining a 6-foot distance between people and limit groups to 10 or less, when possible.
- The number of people will be limited to two in the jobsite conex/office and must maintain a 6-foot distance between each other.
- If possible, break and lunch times should be staggered on site to prevent all workers from taking break at the same time.
- Do not congregate in lunch areas.
- Do not share tools or any multi-user devices and accessories such as iPads, laptops, hand-held radios, computer stations, etc. When iPads are shared for Field View use, they must be disinfected after each person's use.
- Limit the exchange/sharing of paper documents by encouraging use of electronic communication whenever possible.
- Do not share personal protection equipment (PPE).
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- Ensure used PPE is disposed of properly.
- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment.
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).
- Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
- Suggest workers change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.
- Utilize disposable hand towels and no-touch trash receptacles.
- Request additional/increased sanitation (disinfecting) of portable toilets.
- Clean surfaces of vehicles and equipment such as; steering wheel, gear shift, handles, controls, instrument panels, etc.; use aerosol sanitizers inside closed cabs.
- If shuttling employees is necessary, ensure distancing but encourage workers to provide their own transportation where possible.
- Designate only one person to a piece of equipment.

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▪ **In the Event of a Reported Illness or Visible Symptoms:**

- Employees who appear to have symptoms, but not limited to; fever, cough, aches, or shortness of breath upon arrival at work or who become sick during the day will be immediately separated from other employees, customers, and visitors and sent home.
- Once the illness is reported and the employee is separated or removed, the supervisor must inform the HR Manager immediately.
- If an employee is confirmed to have the COVID-19 infection, COP Construction will inform fellow employees of their possible exposure in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms such as, but not limited to; fever, cough, aches, or shortness of breath.
- Employees must inform their supervisor if they have a sick family member at home that has been diagnosed or has similar symptoms of the illness; in this case COVID-19. The supervisor will then report this immediately to the HR Manager.
- COP Construction will evaluate each situation on a case-by-case basis and make decisive decisions accordingly with collaboration with the designated Task Force. In the particular case of the COVID-19 outbreak, the COVID-19 Task Force group consists of the following: President & CEO (Ed Bedell) , Chief Operating Officer (Glen Perry), Chief Financial Officer (Rick Morrison), Human Relations Manager (Haley Verhasselt), Safety Managers (Jeff Jordan & Brad Cutler), Area Manager, MT (Sam Aiton) and Operations Manager, UT (Jared Nessler).
- All questions, communication, reporting, and inquiries should be directed to the HR Manager.

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