



A/Z Corporation

## SAFETY MANUAL

Procedure No. 49

Issue Date: Jun 2010

Revision Date: Mar. 2020

Revision 2

Subject:

### INFECTIOUS DISEASE RESPONSE PLAN

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#### PURPOSE

A/Z Corporation is dedicated to the protection of its employees, facilities, and resources. We are also committed to ensuring that our facilities and jobsites can continue all aspects of its critical processes during an infectious disease pandemic and can safely resume normal operations as quickly as possible after such a pandemic affects our facilities and jobsites. We place a high priority on developing, validating, and, if necessary, implementing our Company's Infectious Disease Response Plan. If after reading this plan, you have any questions or recommended improvements, please contact Edwin Jones, our Environmental, Health & Safety Director, at 860-445-3410. We encourage all suggestions because the success of this written plan is important. This plan is intended to be used as a guide only and deviation from the plan may be necessary depending on each situation.

#### DEFINITIONS

Seasonal (or common) flu is a respiratory illness. Flu symptoms include rapid onset of fever, chills, sore throat, runny nose, headache, non-productive cough, and body aches. Seasonal flu is a contagious illness and can easily spread from one person to another. It is spread through contact with droplets from the nose and the throat of an infected person during coughing and sneezing. Most people have some immunity, and a vaccine is available.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. There is no human immunity and currently no vaccine available.

Pandemic flu is a virulent flu that causes a global outbreak, or pandemic, of serious illness. Because there is little to no immunity, the disease can spread easily from person to person.


#### PANDEMIC PERIODS & PHASES

An infectious disease pandemic can occur when a change takes place in an influenza strain resulting in the emergence of a new strain to which people have little or no immunity. If this new subtype, or strain, has the ability to spread easily from person to person, many people around the world could become ill and possibly die. This is referred to as an influenza pandemic.

The World Health Organization (WHO) has identified three distinct pandemic periods: the inter-pandemic period, when there are outbreaks of influenza in animals and/or birds but no new influenza strains are detected in humans; the pandemic alert period, characterized by human outbreaks of a new influenza strain; and the pandemic period, with sustained human-to-human transmission of the virus in the general population. Each period is further subdivided in specific phases, according to the assessed risk of a pandemic. Changes from one phase to another are triggered by several factors, including the spread of the disease among humans and the characteristics of circulating viruses. Each phase coincides with a series of recommended activities to be undertaken by the WHO, the international community, governments and industry.

#### Inter-Pandemic Period

**Phase 1:** No viruses circulating among animals have been reported to cause infections in humans.

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**Phase 2:** An animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.

Pandemic Alert Period

**Phase 3:** An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

**Phase 4:** Is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause "community-level outbreaks." The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

**Phase 5:** Is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Pandemic Period


**Phase 6:** The pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in **Phase 5**. Designation of this phase will indicate that a global pandemic is under way.

**ADMINISTRATIVE LEADERSHIP**

Our Pandemic Leadership Team is responsible for establishing and implementing our written Infectious Disease Response Plan. The Leadership Team has full authority to make necessary decisions to ensure the success of this plan. Copies of this written plan may be obtained from the Human Resource or Health & Safety Departments. It should be noted that orders from the State may supersede this plan at any time.

Leadership Team

- Perry Lorenz, President
- Greg Cox, Vice President of Operations
- Don Swanson, Vice President
- Kevin Chronley, Vice President
- Robert Rose, Vice President
- Scott Loureiro, Vice President
- Seth Handyside, Human Resource Manager

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Edwin Jones, Environmental, Health & Safety Director

**BUSINESS IMPACT ANALYSIS**

The business impact analysis determines the effect of mission-critical system failures and employee absenteeism on the viability and operations of critical business processes. The business impact will be determined on an as needed basis.

**COMMUNICATION**

A/Z will communicate to those working for our company to inform them of the status of the pandemic flu approaching or affecting our facilities and jobsites and their responsibilities during the pandemic. Also, A/Z will reach out to management to provide input and notify them of any needs or changes in absenteeism rates and health status. Likewise, communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears.

Perry Lorenz or his Designee officially declares the dates on which our pandemic containment period begins and ends. Employees will be notified of these dates via mass email distribution.

**TRAINING**

Information and training is at the heart of infectious disease planning and containment. Our goal is to ensure employee comprehension and understanding of how employees may be exposed to pandemic flu, what their responsibilities are, and what protective measures they can take. Due to the complexity of a flu pandemic and the continuity and recovery process, Seth Handyside and Edwin Jones will coordinate A/Z’s pandemic training and will distribute information as it becomes available.

**TECHNOLOGY SERVICES**

In case of a Pandemic emergency, the A/Z IT department will be able to support and manage essential services (Payroll, e-mail, and network stored data) remotely from employees’ homes. The IT department is able to remotely manage and control our essential servers using remote access.

The IT department will also be working with A/Z Executive Management to determine essential staff that we will install a remote access program onto their home computers to access the essential tools they will need to continue to work from home. Staff has been and will be notified again to save all essential documents to their network drive storage space for back up and access remotely.

**VACCINATIONS & MEDICATIONS**

A/Z encourages employees to obtain vaccinations unless a person has a known allergy to the vaccine or its preservatives.

While the seasonal flu vaccine will not protect against pandemic flu, it can help persons stay healthy.

At the current time, there is no vaccination for COVID-19.

**PREVENTATIVE MEASURES**

Housekeeping



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A clean work environment is key to reducing the spread of any flu including a pandemic flu. Frequent hand washing with soap and water will be necessary. Alcohol-based hand rubs where available will be distributed to all departments and dispensers will be placed in entry points and jobsite office areas. The maintenance staff will be responsible for maintaining and refilling soap, alcohol-based hand rubs, paper towels, and disposal containers.

#### Hygiene

Because good hygiene practices may lower any potential risk of a flu outbreak and /or pandemic flu infection and prevent its spread, we encourage employees to take the following precautions before and during a pandemic flu outbreak:

- Wash hands often with antibacterial soap and water or use an alcohol-based hand rub.
- Wash hands after coughing or sneezing.
- When wearing gloves for cleaning, wash hands after removing.
- Keep hands away from the eyes, nose, mouth, and face.
- Cough/sneeze into a tissue, sleeve, or elbow.
- Dispose of used tissue in proper waste receptacles.
- Disinfect work surfaces, keyboards, and telephones after your shift.
- Wash dishes in hot water or dishwasher.
- Use disposable dishes and dispose of them properly.

#### Social Distancing during Pandemic Phase 5 and 6

Social distancing is taking measures to keep employees away from other people, including other employees, customers, and the public, in order to prevent exposure. Perry Lorenz will be responsible for determining which one or more of the following social distancing measures must be taken, the specifics of each measure, the affected employees, and the means by which affected employees will be notified:

- Prohibiting hand shaking or hugging
- Prohibiting public events
- Prohibiting group activities
- Prohibiting group training
- Prohibiting shared workstations
- Encourage employees to refrain from eating in lunchrooms, break rooms, and restaurants
- Spread out at lunch and breaks. Use your own vehicle as your own break area if necessary
- Prohibiting unnecessary travel
- Avoid riding together (carpooling) to and from work.
- Allow telecommuting
- All meetings will be held by teleconference when possible
- For all safety meetings and activity plan reviews: Do not pass around a pen and clipboard
- For activity plans, have the supervisor initial that each team member was present during the brief and then check with each TM at the end of the shift to ensure no injuries and sign them out.
- For safety meetings, print out a list of team members on site and have someone assigned to check off every person who is at the meeting. Ensure team members spread out for each of these to maintain that social distancing
- Implementing quarantine or isolating those who are or may be infected



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Closing the facilities  
Assigned Administrative home based team

#### SICK LEAVE and TIME OFF

During a pandemic, the company recommends that any employee who is symptomatic stay at home and not be in physical contact with other employees to avoid spreading the illness.

#### STRESS MANAGEMENT

Fear, stress, frustration, anxiety, and loss are to be expected during a pandemic flu outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and lowered productivity. For these reasons, A/Z ensures the following measures are taken in hopes that stress can be reduced and/or eliminated:

- 1) Information will be kept current as to the status of the pandemic.
- 2) Information of any necessary changes will be made as soon as possible.
- 3) Information will be available as to what A/Z is doing about the current situation.
- 4) Employees will be made aware of any Employee Assistance Program.

During a pandemic, the company will strive to maintain all operational and support services functioning and will encourage all personnel to take the infection control precautions outlined in this plan. It is recognized, however, that during the active phase (i.e., Phase 5 and 6) of an epidemic, significant changes may be necessary to reduce human contact.

#### JOBSITE GUIDANCE

##### 1. Jobsite Protocols

Make sure that proper signage alerting all workers to prioritize hand hygiene is visible at all jobsite entrances.

Workers are discouraged from gathering or socializing, unless they're following the recommended social distancing measures.

In-person meetings will be reduced to the extent possible. If in-person meetings are necessary, workers should maintain the recommended separation from each other.

Visitors to the jobsites are strictly limited to essential personnel.

A/Z jobsite management shall be prepared for a decreased workforce.

##### 2. Jobsite Cleaning

Work areas, tools, and equipment will be cleaned in accordance with CDC and local health department guidance on a regular basis.

A/Z jobsite management will preemptively consult with and have available a company that can clean the site in accordance with CDC and local health department guidance if an increased level of cleaning is necessary.

##### 3. Subcontractors

The safety of all our project personnel is paramount. We have taken responsible measures to safeguard that no one with confirmed or suspected contact with COVID-19 works onsite, and that all jobsites are safe and maintained in accordance with our contractual obligations and with guidance from public health authorities like the CDC and others.



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All relevant personnel are encouraged to report to work as long as the jobsite remains open; high-risks individuals will consider their own circumstances. We are all bound by our responsibilities to the owner as we work through this situation and appreciate everyone’s support as A/Z continues to fulfill our obligations.

Subcontractors will be instructed to develop labor and supply contingency plans to minimize potential disruptions.

The appropriate A/Z resource will maintain regular contact with material suppliers to identify early sign of potential supplier disruptions.

4. Operations

Project personnel should reach out to the manager in charge of the project if any project delay is anticipated. The jobsite management will work with the appropriate internal resources to ensure that all relevant parties are notified of any potential project delay.

Project personnel must be diligent in their required notifications to any schedule or project delays connected to COVID-19. This includes both internal documentation and external communications to clients, subcontractors, and any other relevant third parties (e.g. any delay should be communicated in writing to the project owner).

Project personnel will prepare project-specific contingency plans to address a project closure. The plan should address all reasonably foreseeable implications of a site closure, including site safety, subcontractor and supply chain management, and a project recovery plan. Project personnel will need to review fixed cost items and address terms where appropriate (cranes, machinery, and other unused equipment).

5. Project Impact and Communication

Project personnel will regularly update A/Z’s executives about any implications of COVID-19 related disruptions. Jobsite management must promptly communicate any potential impacts to A/Z’s executive management and, where appropriate, to any affected third parties.

6. Travel Restrictions and Guidance

A/Z will follow the recommendations of the CDC and other relevant agencies for anyone who visits our jobsites after traveling, internationally or domestically.

7. Jobsite Worker Health Considerations

**Personnel with an illness**

All jobsites have signage onsite instructing any personnel who don’t feel well to immediately leave the jobsite.

Any personnel found to have signs of an illness will be asked to immediately leave the site.

**Personnel with suspected or confirmed contact with COVID-19**

Personnel must leave the jobsite and follow CDC and local health department protocols.

Personnel must immediately notify their employer, who must notify the appropriate A/Z representative, who in turn must notify A/Z executive management. The appropriate A/Z resource must notify the owner and, where applicable, building management.

Personnel may not return to the jobsite until:

- o 14 days have passed since the time their infection was suspected or confirmed;



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- They are free of any symptoms without the use of fever-reducing or other symptom-altering medicine for at least 24 hours and potentially longer, depending on local health department protocols; and
- They are cleared by a healthcare provider and secure written confirmation of clearance before returning to work.

**POST-PANDEMIC MEASURES**

Once it appears that a wave of pandemic flu has passed, operations will return to "normal" as soon as possible. A/Z will consult with local and state agencies to determine what actions need to be taken, if any, before business can safely resume.

**PLAN EVALUATION**

By having the Pandemic Leadership Team thoroughly evaluate and, as necessary, revise our plan, we ensure our plan's effectiveness and prevent or eliminate any problems. Plan evaluation involves the following:

The Pandemic Leadership Team will distribute the information to all employees. This plan will be reviewed yearly and as new flu information becomes available.

It is important to note that the pandemic flu is predicted to occur in waves over as much as a two-year period. Each wave offers a more deadly virus than the first. Therefore, the company cannot afford to drop its guard once the first wave passes. Our employees too must remain vigilant. After each wave, the Pandemic Leadership Team will evaluate our plan's effectiveness and revise it as necessary.