

COVID-19 Mitigation and Prevention Plan

1.0 Objective

To prevent the potential spread of COVID-19 among (Company Name) employees, subcontractors, suppliers and clients. The following measures will be implemented to ensure a safe working environment, the business continuity, and services to our clients.

Scope

This document applies to all (Company Name) facilities and project sites. Our subcontractors, suppliers, clients and visitors must follow these guidelines when visiting each of our facilities in order to comply with the goals and objectives of the plan. We will include our client's site-specific recommendations and guidelines as necessary.

Definitions

Coronavirus: Coronavirus disease 2019 (COVID-19) is defined as illness caused by a novel coronavirus, may cause severe acute respiratory syndrome. It can be transmitted from one person to another with considerable ease and can cause various other illnesses.

Symptoms: Dry cough, fever, shortness of breath or difficulty breathing, and in some cases, it can cause a sore throat and diarrhea.

Know how COVID-19 is spread: You can become infected when an infected person sneezes or coughs, scattering droplets of body fluid through the air. These droplets can land in the noses or mouths of people who are nearby or possibly be inhaled into the lungs. A person may be able to get infected by touching a surface with droplets that have the virus on it, and then by touching the nose, mouth, or eyes.

Guidelines and recommendations to reduce the risk of infections:

1. Avoid contact with anyone who is sick or has symptoms.

2. Wash your hands often with soap and water for at least 20 seconds.
3. Cover your mouth and nose with your elbow or a tissue when you cough or sneeze. Throw away the used tissue.
4. Avoid touching your eyes, nose and, mouth.
5. Clean and disinfect your work surfaces.
6. Stay home if you are sick.
7. Stay at least 6 feet away from other people.

2.0 Preventive Measures in (Company Name) Offices

2.0.1 Cleaning procedures

2.0.1.1 To allow the continuation of work activities within any of (Company Name) offices. A process has been established for a thorough cleaning of all the offices.

2.0.1.2 Increase housekeeping and cleaning personnel as necessary.

2.0.1.3 Clean at least twice per day: bathrooms, entrance hall, stairs railings, elevator, doors handle, and other exposed surfaces.

2.0.1.4 By end of regular business hours perform a final complete cleaning of all the office areas.

2.0.1.5 The dining area must be kept clean after each single use.

2.0.1.6 Janitors must use face masks and gloves at all times.

2.0.1.7 Avoid any type of physical greeting.

2.0.1.8 Go Paperless. Avoid as far as you can, using printers and plotters. Do not share paper documents or drawings. Share documents in electronic format.

2.0.1.9 Hand sanitizers will be provided in lobby entrances areas.

2.0.2 Upon returning to work after the end of the Government Stay at Home Orders, all employees must go through an orientation that will include a questionnaire about: recent travel, exposure to anyone who tested positive or who is in quarantine for suspected COVID-19, currently ill, body temperature reads more than 103 degrees Fahrenheit or not feeling well. If yes is answered to any of these questions, return to work admittance is restricted for 14 days, unless you provide a negative result to a COVID19 test certified by a medical professional.

2.0.3 Remote work will be practiced for authorized personnel. This situation will be reassessed on a weekly basis.

2.0.4 Establish separate entry times for employees to the facilities in order to prevent the conglomeration of people in common working spaces.

2.0.5 All personnel must use the hand sanitizers placed in the lobby entrance areas. The use of the elevator will be limited exclusively for people with physical impairment. It will also only be used individually.

2.0.6 Establish a staggered timetable to access the dining areas. There will be a maximum limit of people using these areas at the same time, depending on the room capacity (where available) to enforce the required minimum social distancing of 6 feet between each person.

2.0.7 It is required the use disposable utensils. Dishwashing will not be allowed.

2.0.8 Cleaning products will be provided to all employees to ensure that they actively clean their (work areas desks, computers, mouse, keyboard, or any other object in their workspace).

2.0.9 All meetings/gatherings confined to one location will not be allowed until further notice. Meetings will continue via video conference tools like GoToMeeting, WebEx, Zoom, Skype, etc., to minimize large gatherings. If it is critical to have a physical meeting, it should be broken into smaller groups to keep social distancing rules. Meeting spaces must be wiped down or clean after each use.

2.0.10 Personnel that develop any symptom like fever, cough, difficulty breathing, among others should not come to work under any circumstances. The employee should notify their condition to their supervisor immediately.

2.0.11 Any person with travel history will not be allowed to return to the workplace for a period of 14 days after their return. It should be considered a risk to travel in this moment, due to the fact that the pandemic is advancing quickly and future restrictions are unknown at the time. This situation will be reassessed on a weekly basis.

2.0.12 Food delivery services to the office is strictly prohibited.

2.1 Preventive Measures in Projects Sites

To avoid the possible spread of COVID19 in our projects, the following measures will be implemented until **(Company Name)** and its clients consider it safe to return to regular activity. Specific client's restrictions will supersede **(Company Name)** guidelines.

2.1.1 Social distancing by means of division. Personnel will be separated in different zones or work areas. No personnel will be allowed to cross to a different zone unless is authorized by the Project Manager and the Safety Officer. The areas may be labeled with different color to indicate limit restrictions.

2.1.2 No visitors are allowed in projects, unless they are authorized by the Safety Officer. Before entering the site, the Safety Officer must brief the visitor on the various prevention rules used and must complete an orientation form.

2.1.3 Upon returning to work after the end of the Government Stay at Home Orders, all employees must go through an orientation that will include a questionnaire about: recent travel, exposure to anyone who tested positive or who is in quarantine for suspected COVID-19, currently ill,

body temperature reads more than 103 degrees Fahrenheit or not feeling well. If yes is answered to any of these questions, return to work admittance is restricted for 14 days, unless you provide a negative result to a COVID19 test certified by a medical professional.

2.1.3.1 A similar questionnaire must be implemented on a weekly basis to identify potential contagion amongst employees. This should be reassessed on a weekly basis. The questionnaire will be available for clients and any regulatory agency.

2.1.4 Safety Orientations should be outdoors and limited to 10 people per section. Must comply with social distancing of 6 feet.

2.1.5 An amendment to our daily JHA or security program has been added requiring anyone (1) with a fever, cough, shortness of breath; (2) in close contact with a known or suspected case of COVID-19 in the last 14 days; (3) traveled in the last 14 days, leaves the site immediately.

2.1.6 The use of shuttle buses for group transportation is restricted for the moment. Only authorized shuttle busses will be allowed following a specific prevention plan for each project. This situation will be reassessed on a weekly basis.

2.1.7 Projects will segregate portables toilets facilities. There will be a watcher assigned that will ensure that everyone washes their hands before and after using the bathroom. It will be instructed to the cleaning company to augment the quantity of services during this emergency. Bathrooms will be located in the same area to ensure that the hand washing process is effective.

2.1.8 Portable water coolers are eliminated. Water bottles may be supplied at room temperature or employees may bring their own containers (limited to 1-gallon) and must be identified with their names.

2.1.9 Tools will be assigned to each employee to prevent sharing the same tools between different persons. Project site warehouses will have

additional cleaned tools available if required but these tools must be returned by the end of each shift to be properly cleaned for the next day.

2.1.10 Increase in the frequency of cleaning common areas. Provide disinfecting towels in all conference rooms and hand sanitizer in every trailer entrance. Use Lysol, Clorox or similar spray products in the bathrooms and conference rooms.

2.1.11 Large gatherings or meetings confined in one place are cancelled. Including but not limited to Toolbox meetings. These security briefings should be divided into small groups.

2.1.12 All Project meetings will be conducted online by using Webex, Zoom, Skype to avoid meeting with many people. It is indispensable that all meetings in person must include social distancing norms of 6 feet between each person. Used of outdoor areas is recommended.

2.1.13 Remote work will be practiced for authorized personnel. This situation will be reassessed on a weekly basis.

2.1.14 Social distancing by means of division. It is imperative to separate administrative construction personnel that is critical, this will minimize risk of infection, they will be placed in different trailers or offices areas to avoid infecting a large group of people.

2.1.15 Social gatherings are prohibited in all areas. Field employees must coordinate with their supervisors for any support from the site office personnel.

2.2.16 All personnel must use of face masks to cover nose and mouth. A face shield may be necessary in those tasks not complying with social distancing rules.

2.1.17 COVID-19 communication boards have been posted near the entrances and common areas.

2.1.18. Any field employee with travel history will not be allowed to return to the workplace for a period of 14 days after their return. It should be

considered a risk to travel in this moment, due to the fact that the pandemic is advancing quickly and future restrictions are unknown at the time. This situation will be reassessed on a weekly basis.

2.1.19 CIC's truck drivers must clean the truck interiors. Cleaning must be done using any disinfectant product that contains Clorox or alcohol. The areas that must be cleaned are:

1. Door Handles
2. Steering Wheel
3. Seats
4. Gear Shift
5. Signal Shift
6. Radio
7. Armrest on doors.

2.1.20 Personnel must be instructed to follow hygiene norms that include but are not limited to:

1. Wash hands with soap and water for 20 seconds.
2. Do not touch you face.
3. No handshaking or high fives.
4. Cough or sneeze into your elbow, not your hands.
5. Disinfect your hands and all used surfaces.
6. Immediately report any symptoms to your manager.
7. Do not share communication radios, cellphones or any electronic device with other persons.
8. Stay home if you feel unwell or sick.

2.2 Entrance and Breaks Groupings Schedule:

Group	Start Time	Company Name	Headcount	Location	AM Break Start	AM Break Finish	Lunch Start	Lunch Finish
1	7:00AM							
2	7:00AM							
3	7:30AM							
4	7:30AM							
5	8:00AM							
6	8:00AM							

2.2.1 Break and Lunch areas will be used complying with the following conditions: Staggered groupings schedule, cleaning before and after the use of tables, not more than 2 people per table, areas must have water, soap or hand sanitizer. Heating food will be done by authorized personnel that will heat food in the microwaves. All personnel must wait following social distancing rules until receiving back heated food.

3.0 Employees showing signs COVID-19

If an employee is showing symptoms of COVID-19 the following protocol must be followed:

3.1.1 If an employee is showing signs of COVID-19, first they should not come to the site. It should be informed immediately, identify the people that have been in contact with them, if any. All companies working on projects must require their employees to follow these measures.

3.1.2 If an employee is on site and feels unwell or has COVID-19 symptoms, the person should cease all work being done and immediately call their supervisor and the supervisor must notify the **(Company Name)** administration.

3.1.3 The employee should be immediately isolated, given gloves and a facemask, and be removed from the project. If the employee is unwell or unable to travel on their own, they should contact their family members or other alternative method of transportation must be utilized.

3.1.4 Any areas that this employee has been in or has been in contact with, must be cleaned following the cleaning protocols mentioned in section 2.2.

3.1.5 There must be an immediate cease of all duties, in order to determine who was in close contact with this possible infected employee, meaning that the person was closer than 6 feet to the person and around him or her during an hour.

3.1.6 Employees that have come in close contact with an employee who is infected should abandon the installations immediately, and should follow the procedure described in this Plan.

3.1.7 Employees that have worked close to another that has demonstrated having COVID-19 symptoms, should isolate themselves for 14 days. The employee must bring a medical certificate before coming back to work after 14 days, indicating that the employee does not have any infectious disease. Employees that have been in isolation for 14 days can come back to work if they don't present symptoms during this time period.

4.0 Administrative Functions

4.1 The Project contact list developed by **(Company Name)** must include:

- All administrative personnel related to the project by the company.
- Client's Management personnel or client's representative.
- Safety personnel for the project by each company.

4.2 Pre-planning in case the project closure is necessary.

Site Closure – Reopening Requirements:

The **(Company Name)** management team will complete and sign a verification list for any project closing.

- This document should be prepared to guarantee that all activity is completed within the safety measure established before closing.

- A verification list will be developed for the reopening of the project, where activities that are necessary will be verified to mobilize personnel and to return contractors to the installations safely.

5.0 Implementation of Site Closure

After consultation with the Client, the **(Company Name)** Project Director will formally notify all project personnel and trade partners of the effective closure date of the facilities.

Once the site has been deemed to reopen, the **(Company Name)** Project Director will formally notify all project personnel and trade partners when each group is expected to return to each job site.