

Fitts & Goodwin, Inc.
COVID-19 Safety Policy

Fitts & Goodwin, Inc. takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease and virus, the Company must remain vigilant in mitigating the outbreak.

In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our jobsites. The Company has also identified a team of employees to monitor the related guidance that the U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available. This Plan is based on information available from the CDC and OSHA and other reputable sources at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and/or other public or medical officials. The Company may also amend this Plan based on operational needs.

- ***Responsibilities of Management and Superintendents*** – All company management must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors 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. Managers and supervisors must encourage this same behavior from all employees.
- ***Responsibilities of Employees*** – Fitts & Goodwin, Inc. is 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, everyone must play their part. As set forth in this document, the Company has instituted various housekeeping, social distancing, and/or other best health and safety practices at our jobsites and in all work areas. All employees must follow these safety requirements, and in addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described (in this document). If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact the main office and/or the company’s safety consultant.



OSHA and the CDC (and other health and regulatory officials) have provided the following COVID-19 control and preventative guidance for all employees and 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 60% 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, which include the following:
 - 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.

If you have these symptoms and feel you are physically sick—DO NOT GO TO WORK; call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away for instructions of what to do next.

- ***Job Site, Work Areas & Work Travel COVID-19 Protective Measures*** – Fitts & Goodwin, Inc. has instituted the following COVID-19 protective measures for all employees on company jobsites, work areas and involved in work travel:
 - ***General COVID-19 Safety Policies and Rules***; all employees are subject to screening/testing for COVID-19 exposure at the discretion of their supervisor, in addition;
 - Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
 - During any in-person meetings on the jobsite, employees and participants should remain at least six (6) feet apart.
 - Employees must avoid physical contact with others and shall direct others (coworkers/contractors/visitors) to increase personal space to at least six (6) feet, when and 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.
- The Company 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, the Company will provide alcohol-based wipes 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.
- The Company will divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
- As part of the division of crews/staff, the Company will divide employees into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the Company will have sole discretion in making that alteration.
- Employees are encouraged to minimize ride-sharing. Crowded vehicles are where COVID-19 is spread most frequently with construction employees and workers. Consequently, if any employee and or worker is feeling sick, they are not to be in a ride-sharing vehicle with other employees and workers.
- If practicable, each employee 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.
- Port-a-john's rented by Fitts & Goodwin, Inc. on jobsites and worksites are kept locked, and use of those port-a-john's is limited to Fitts & Goodwin employees only.

Additional COVID-19 Safety Precautions Include:

Personal Protective Equipment and Work Practice Controls • In addition to regular PPE (hard hats, safety vests and work boots) for employees and workers engaged in work on the jobsite, the Company will also provide:

- **Gloves:** Gloves should be worn when necessary 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 when necessary while on-site.
- **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees should wear N95 respirators if necessary or follow the Work Practice Controls listed below:
 - 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.

Job Site Cleaning and Disinfecting – Fitts & Goodwin, Inc. has instituted regular housekeeping practices, which include 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. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside.
- The Company will ensure that hand sanitizer dispensers are always filled.
- 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.

OSHA has indicated that despite a positive COVID-19 test on a work site, this does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas of the jobsite that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again. The Company will ensure that any disinfection shall be conducted using one of the following:

- Common EPA-registered household disinfectant;
- Alcohol solution with at least 60% alcohol; or
- Diluted household bleach solutions (if appropriate for the surface). •

Employee COVID-19 Exposure Situations/Recommendations:

- **Employee Exhibits COVID-19 Symptoms** – If an employee exhibits COVID-19 symptoms, that employee should 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., aspirin and/or cough suppressants). The Company will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (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** – If an employee tests positive for COVID-19, that employee 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 who 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;
 - and (2) at least seven (7) days have passed since symptoms first appeared.
- Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee to provide documentation clearing his or her return to work.

- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19** – Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for at least 3 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time and/or traveling in the same vehicle.

If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 5 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 3 days from the last date of close contact with that employee. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. 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 a supervisor. Recovery is defined as:

- Resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).