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Brunel Energy, Inc.

COVID-19 and Other Pandemic Preparedness

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1. Purpose

- 1.1. Brunel Energy, Inc., herein, “the Company,” has a general duty and interest in taking reasonable measures to protect its employees from infections and pandemics in the workplace. Thus, the Company has established a program to take proactive steps to decrease the spread of acute respiratory illness and lower the impact of COVID-19 or any other pandemic in their workplace in the event of an outbreak in the US. The primary objectives are to:
- reduce transmission among staff,
 - protect people who are at higher risk for adverse health complications,
 - maintain business operations, and
 - minimize adverse effects on other entities in their supply chains.
- 1.2. This plan may serve as the plan for maintaining essential functions and services during an influenza pandemic. This guidance neither replaces nor supersedes any current, approved company continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

2. Applicability

- 2.1. This policy applies to employees, subcontractors and/or visitor(s) of the Company. For the purposes of this policy, an employee shall be considered on the job whenever he/she is:
- On or in, any company or client property, including parking areas; or
 - On company time even if off company premises (including paid lunch, rest periods and periods of being on call).
- 2.2. As a condition of employment, Company employees are required to abide by additional governmental or customer policies and requirements that may be imposed at a worksite in addition to the requirements of these policies and procedures. Nothing set forth in this policy constitutes, construes, or interprets in any way as a contract of employment.

3. Definitions

- 3.1. Absence is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:
- 3.2. Excused absence occurs when all the following conditions are met:
- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued paid time off (PTO) to cover the absence.

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- 3.3. Centers for Disease Control and Prevention (CDC) is the national public health institute of the United W.H.O.'s primary purpose is to protect public health and safety through the control and prevention of disease, injury, and disability in the US and internationally.
- 3.4. Coronavirus Disease 2019 (COVID-19) is an infectious respiratory disease caused by the SARS-CoV-2 virus.
- 3.5. N95 FFR is a type of respirator which removes particles from the air that are breathed through it. These respirators filter out at least 95% of very small (0.3 micron) particles. N95 FFRs are capable of filtering out all types of particles, including bacteria and viruses.
- 3.6. Pandemic is a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide.
- 3.7. Pandemic Influenza is a mutating flu virus that becomes transmissible to humans.
- 3.8. Social distancing is a set of nonpharmaceutical infection control actions intended to stop or slow down the spread of a contagious disease.
- 3.9. Unexcused absence occurs when the excused absence conditions are not met.

4. Responsibilities

- 4.1. The HSE Supervisor is responsible for establishing or identifying methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies. To include the following:
 - Implement a formal worker and workplace protection strategy with metrics for assessing worker conformance and workplace cleanliness.
 - Monitor and periodically test protection methods.
 - Track and implement changes in approved or recommended protection measures.
 - Pre-position material and equipment onsite.
 - Ensure essential personnel are at the primary worksite.
 - Reaffirm that essential suppliers have their material and personnel on-hand and are able to respond and support as planned.
 - Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.
- 4.2. Pandemic Influenza Coordinator will oversee a Pandemic Response Team (PRT) to anticipate the impacts of a pandemic on the Company and to assist with developing strategies to manage the effects of an influenza outbreak.
- 4.3. The HSE Supervisor has been designated as the Agency Pandemic Influenza Coordinator who will work with a team of advisors as determined by Management.
- 4.4. Employee(s) are responsible for following:
 - proper infection prevention measures
 - general Hygiene practices
 - the Company's sick policy when necessary

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5. Requirements

5.1. Workplace Pandemic Disease Coordinator(s)- Pandemic Response Team

- 5.1.1. The HSE Supervisor is responsible for the implementation of this program in coordination with local health department, health care providers and regulatory recommendations, and establishing a Pandemic Response Team.
- 5.1.2. The HSE Supervisor shall activate this plan as determined by the monitoring and severity of an existing pandemic.
- 5.1.3. The Pandemic response team is comprised of the following:
 - Business owner
 - HSE Supervisor
 - Human Resources Director
 - Support Services and Facilities Manager
- 5.1.4. Following a pandemic event, the HSE Supervisor or personnel assigned responsible for implementation of the plan should identify learning opportunities and take action to implement any corrective actions.
- 5.1.5. The plan and emergency communication strategies should be periodically tested to ensure it is effective and workable.

5.2. Employee Notice

- 5.2.1. All organization personnel are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by authorized Company officials.
- 5.2.2. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies will be provided by the Human Resources or HSE department to assist in limiting the spread of influenza at the primary and alternate worksite.

5.3. Risk Assessment

- 5.3.1. Component-specific risk assessments that identify actual control band designations for all personnel and/ or positions will be conducted initially and periodically thereafter for each participating organization by the HSE department in coordination with the pandemic response team. These assessments are to be kept as part of each component's specific action plan documentation.

5.4. Exposure Category

- 5.4.1. The Company will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Influenza Continuity Plan will be implemented as needed to support the continued performance of essential functions.

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- 5.4.2. OSHA has divided workplaces and work operations into four risk zones, according to the likelihood of employees' occupational exposure during a pandemic. The Company considers itself with a lower exposure risk.

Exposure Risk Level	Occupations
Very High Exposure Risk	<ul style="list-style-type: none"> Healthcare employees performing aerosol-generating procedures on known or suspected pandemic patients. Healthcare or laboratory personnel collecting or handling specimens from known or suspected pandemic patients.
High Exposure Risk	<ul style="list-style-type: none"> Healthcare delivery and support staff exposed to known or suspected pandemic patients. Medical transport of known or suspected pandemic patients in enclosed vehicles. Performing autopsies on known or suspected pandemic patients.
Medium Exposure Risk	Employees with high-frequency contact with the general population (such as schools, high population density work environments, and some high-volume retail).
Lower Exposure Risk (Caution)	Employees who have minimal occupational contact with the general public and other coworkers (such as office employees).

5.5. Symptoms

- 5.5.1. Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. Illness can be more severe for some people and can lead to pneumonia or breathing difficulties. The following symptoms may appear 2-14 days after exposure.

- Fever
- Cough
- Shortness of breath

- 5.5.2. Emergency warning signs may include:

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- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

5.6. Exposure

- 5.6.1. Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people. The virus is thought to spread mainly from person-to-person, including:
- Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- 5.6.2. It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). There have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

6. Procedure

- 6.1. Influenza viruses such as SARS-CoV-2, the virus that causes COVID-19, have the potential to cause extensive outbreaks. Under conditions associated with widespread person-to-person spread, in the absence of a vaccine, an outbreak may also be an extended event. As a result, workplaces may experience absenteeism, changes in patterns of commerce and interpreted supply/delivery. The Company will follow the procedures established herein to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19, or any other pandemic.

6.2. Communication

- 6.2.1. A key contact list will be established and shared.
- 6.2.2. The Company will provide facility information and implement CDC recommendations as relayed by proper government or health officials.
- 6.2.3. Facility communication will occur via email, webinars, or conference calls.
- 6.2.4. The Pandemic Response Team lead in coordination with Human Resources will notify in writing key contacts including both customers and suppliers in the event an outbreak has impacted the company's ability to perform services. The notification shall also include notification to customers and suppliers when operations resume.

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6.2.5. Emergency communication strategies should be periodically tested to ensure it is effective and workable.

6.3. Absenteeism

6.3.1. In accordance with the Company's Attendance policy, punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. This does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

6.3.2. If excess absenteeism occurs or the Company has a reasonable expectation that it may occur, the Company may establish a Work-at-Home or Stay-At-Home work expectation.

6.4. Sick Leave

6.4.1. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately. Employees should notify their supervisor and stay home if they are sick.

6.5. Work-at-Home/ Telecommuting

6.5.1. Some positions and jobs cannot be performed from off-site locations and are not suitable for telecommuting arrangements. In circumstances where the Company must make such arrangements, those arrangements will be tailored to the employee and department needs. The following basic requirements shall be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when work on company premises.
- The workweek for all full-time regular employees is 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.
- Employees must be available to their supervisors and co-workers during core work hours.
- Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed. Except for extraordinary circumstances, the Company normally provides at least 24 hours' notice for such events.

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6.5.2. The Company does not provide telecommuting employees with equipment or office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Depending on the nature of their jobs, this may require having computers, printers, computer software, fax machines, data and telecommunications equipment, and other equipment available for their use. At its discretion, the Company may elect to facilitate some of the equipment.

6.6. Immunizations

6.6.1. The CDC recommends that vaccination is the best way to prevent contracting diseases. The Company makes necessary vaccines such as Hepatitis B and Tuberculosis (TB) when there is a potential risk of occupational exposure.

6.6.2. The Company encourages employees to obtain the necessary vaccinations to prevent the contracting of diseases, expressively when a pandemic outbreak has occurred and federal, state, or local health agencies express such action to deter, stop or prevent further outbreak. During such instances, employees unable to do so on religious grounds or because of a disability, shall wear a surgical mask or take precautions consistent with public health guidance.

6.6.3. Granting time off work to obtain the vaccine will be considered when vaccines become available in the community.

6.7. Infection Prevention Measures-General Hygiene Rules

6.7.1. The Company strongly promotes frequent and thorough hand washing, thus provides facilities to adequately do so. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.

6.7.2. Hands should be washed after using the toilet, before eating, and coughing/sneezing into one's hands. Hands should be thoroughly washed for twenty (20) seconds.

6.7.3. Employees should avoid touching his/her face, particularly their eyes, nose, and mouth to prevent from getting infected.

6.7.4. Employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

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- 6.7.5. Employees shall maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- 6.7.6. Employees who develop signs and/or symptoms of COVID-19 shall temporarily isolate themselves from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closed doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- 6.7.7. Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. If an employee finds him/herself frequently sneezing or showing other symptoms of illness, avoid physical contact with coworkers and take precautionary measures such as requesting sick leave and staying-at-home.

6.8. Social Distancing

- 6.8.1. Social distancing is the practice of purposefully reducing close contact between people. According to the CDC, social distancing means:
 - Remaining out of “congregate settings” as much as possible
 - Avoiding mass gatherings
 - Maintain distance of about 6 feet from others when possible
- 6.8.2. If working in close proximity to other individuals, employees should attempt to keep a distance of approximately three feet from the nearest person while working.
- 6.8.3. Where permitted, the Company may require Work-At-Home.

6.9. Continuity Plan

- 6.9.1. As with any risk that threatens the viability of business operations, continuity planning is critical. The Continuity Plan will be implemented according to the WHO Pandemic Phases, see *Figure 1 WHO Pandemic Phases*.

Figure 1 WHO Pandemic Phases



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- 6.9.2. The Company has identified and designated as essential personnel certain employees whose jobs are vitally important to our continued operation in emergencies. It expects only designated essential personnel to be available for work during an influenza pandemic. The Company acknowledges, however, that even essential personnel might become ill and unavailable to work or not be able to reach our worksite because of conditions beyond their own or our control. Consequently, the Company has devised and agreed on back-up arrangements under which designated personnel in locations outside respective areas are trained and equipped to fulfill the duties of unavailable essential employees.
- 6.9.3. In addition, essential personnel have been equipped with all the resources, including computers, cell phones, and back-up generators, that essential employees need to work remotely during emergencies.
- 6.9.4. **PHASE 1:** Upon awareness of an inter-pandemic virus, the Company will:
- 6.9.4.1. **identify critical business function** is that function, or those functions, which must be performed in order for the organization to remain in business/operation until the situation returns to normal.
- 6.9.4.2. **identify what staffing resources/alternatives** exist to maintain your operation with a 30/35 percent reduction in staffing levels:
- Identify the essential/core services and their functions that are performed. Prioritize the services.
 - By priority, identify the minimum staffing levels needed to maintain the services in a pandemic situation.
- 6.9.4.3. **Identify all staff that have been cross trained** in the critical business function.
- Identify and consider various temporary alternatives and sources for maintaining staffing levels and essential/core services.
 - Identify all the staff that could perform those critical business functions.
 - Note any people that have left your business unit and are still employed in your organization who might be utilized if not required in their current position.
 - Note any former employees that recently retired that could perform any of the critical business functions of your unit. • Consider whether temporary staff from an agency could be called in to perform the critical business functions
- 6.9.5. Supervisors should prepare to stagger the number of people in their business units.
- 6.9.6. Employees will be trained as specified herein.

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6.9.7. The Contingency Plan and this policy will be implemented upon notification of a pandemic that has occurred by the Health Authorities, the Federal, Provincial and Municipal governments to ensure consistency. Upon initiation, the following should occur:

- Influenza Notification Posters should be posted in lunchrooms and other areas to raise awareness.
- Social Distancing Procedures
- Amend, if necessary, human resource policies to allow more flexibility for staff to be able to cope with health, family, and other pandemic related challenges.
- Manage staff who will become ill, monitor the health status of employees.

6.10. Personal Protective Equipment (PPE) Use

6.10.1. As with any type of PPE, the key to proper selection and use of protective clothing is to understand the hazards and the risk of exposure. Some of the factors important to assessing the risk of exposure include source, modes of transmission, pressures and types of contact, and duration and type of tasks to be performed by the user of the PPE. The Company considers itself as low exposure.

6.10.2. In the event that the Company seeks to require the use of PPE, the Company may require the following:

6.10.2.1. Nitrile gloves, natural rubber gloves, and polychloroprene gloves. Double gloves are not required.

6.10.2.2. N95 filtering facepiece respirator (FFR) if high exposure of exposure to bacteria or viral particles exists.

Note: A face mask, (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person’s nose and mouth).

6.10.3. PPE should be properly fitted and worn.

6.10.4. Regularly maintained and replaced in accordance with manufacture’s specifications.

6.11. Inspection/Removing Personal Protective Equipment (PPE)

6.11.1. When removing gloves, it is important to perform hand hygiene after removing PPE. Hand hygiene should be performed by using an alcohol-based hand sanitizer that contains 60-95% alcohol or washing hands with soap and water for at least 20 seconds. If hands are visibly soiled, soap and water should be used before returning to alcohol-based hand sanitizer.

6.11.2. N95 respirators should not be used past their intended shelf life. If an FFR does not have an assigned expiration date, refer to the user instructions or seek guidance from the specific manufacturer on whether time and storage conditions (such as temperature or humidity) are expected to have an effect on the respirator’s performance and if the respirators are nearing the end of their shelf life.

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6.11.3. Disposable respirators are designed to be used once and are then to be properly disposed of. Once worn in the presence of an infectious patient, the respirator should be considered potentially contaminated with infectious material and touching the outside of the device should be avoided to prevent self-inoculation (touching the contaminated respirator and then touching one’s eyes, nose, or mouth).

6.11.4. Properly removed and disposed of to avoid contamination of self, others, or the environment.

6.11.5. If reusable, properly removed, cleaned, disinfected, and stored.

6.12. Recovery

6.12.1. Once the pandemic wave has passed, the Company will need to evaluate the impacts and begin recovery operations.

7. Training

7.1. Employees should be trained in health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations will be shared with employees.

7.2. Training shall also be relayed to non-English speaking employees or those with disabilities.

7.3. Refresher training will occur as “just in time training” upon CDC notification of pandemic outbreaks.

7.4. Human Resources or HSE Supervisor will review cross-trained logs to ensure essential personnel are supported by at least two (2) staff members that can perform duties in the event of severe staff shortages. Training sessions will be held to review the criteria pertinent to the disease, pandemic.

8. Recordkeeping

8.1. Training records shall be retained utilizing the Company’s training portal for the duration specified in its Record Retention policy.

9. Appendix

9.1. Pandemic Response Team and Contact Information

9.2. Critical Business Functions and Resources

9.3. Essential Services Identification

9.4. Stop the Spread of Germs

9.5. Symptoms of Corona Virus Disease 2019

9.6. Stay Home If You’re Sick

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9.7. COVID-19 Procedure Guidelines

10. Reference

10.1. Centers for Disease Control and Prevention- Coronavirus Disease 2019 (COVID-19)

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Appendix 1 Pandemic Response Team and Contact Information

Name	Title	Contact Number	Email

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Appendix 2 Critical Business Functions and Resources

1.	Critical Business Function	
2.	Employee(s) responsible for function	
3.	Critical functions performed	
4.	Other staff who are cross trained	
5.	Cross-training on other positions	
6.	Other staff, temporary workers or retirees who could perform the duties	
7.	Does the current incumbent have school age children at home?	
8.	How does the current incumbent travel to work (i.e., transit, carpool, SOV)	
9.	Does the employee(s) work allow for shift work? Identify shifts that would work.	
10.	Software that may be needed to perform the job.	

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Appendix 3 Essential Services Identification

1. For your Organization/Department, list each core service in Column A. Remember to consider core services that may be seasonal (e.g., Month/year end procedures or snow removal).
2. List the functions associated with that core service in Column B.
3. Using the following planning criteria categorize each function in Column C:

Priority 1 Potential to affect health and safety of the public or is legislated or required by law.
Priority 2 Major inconvenience to the Client but does not affect health and safety.
Priority 3 Minor inconvenience to the Client; service probably not missed or could be deferred over the short term (6 weeks).

4. In Column D, enter your assessment of the potential increase in demand for this service during a pandemic.
5. Those service activities listed as Priority 1 are considered Essential Services that must be maintained during a pandemic.

Department: _____

A	B	C	D
Service	Function	Priority	Potential for Increased Demand (Low, Medium, High)

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Appendix 4 Stop the Spread of Germs

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.** (Illustration: Two people shaking hands, one with germs floating around them)
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.** (Illustration: A person sneezing into a tissue)
- Avoid touching your eyes, nose, and mouth.** (Illustration: A person touching their face with a red prohibition sign over it)
- Clean and disinfect frequently touched objects and surfaces.** (Illustration: Hands being cleaned on a surface)
- Stay home when you are sick, except to get medical care.** (Illustration: A house with a person inside and a medical cross icon)
- Wash your hands often with soap and water for at least 20 seconds.** (Illustration: Hands being washed with soap suds)

[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

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Appendix 5 Symptoms of Corona Virus Disease 2019


SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include




COUGH



FEVER

***Symptoms may appear 2-14 days after exposure.**

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



SHORTNESS OF BREATH



CS 170252-4 March 16, 2020, 11:29AM

For more information: www.cdc.gov/COVID19-symptoms

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Appendix 6 Stay Home If You are Sick



STAY HOME IF YOU'RE SICK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



Clean frequently touched surfaces and objects (for example, TV remotes and computers).



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Employers: Consider offering flexible leave and telework policies.
Make it easier for your staff to stay home when they're sick or caring for a sick family member

For more information: www.cdc.gov/npi | 1-800-CDC-INFO (232-4636) | www.cdc.gov/info

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Appendix 7 COVID-19 Procedure Guidelines

COVID-19 Procedure Guidelines

The following guidance has been developed to help slow the spread of the COVID-19 and outline appropriate actions to take if/when potential COVID-19 symptoms and suspected or confirmed positive cases are present in the workplace. It will be continually updated as circumstances change.

1. Proactive/Prevention

- 1.1. Non-essential personnel (salespeople, visitors, etc.) are not allowed onsite.
- 1.2. Contractor companies should ensure their workers perform COVID-19 screening before arriving at a work location.
- 1.3. Workers should stay home if they do not feel good (fever, chills, active cough, shortness of breath, etc.).
- 1.4. Utilize only the necessary number of personnel to complete work in a safe and environmentally sound manner.
- 1.5. Where possible, ensure social distancing during orientations, meetings, breaks and meals (smaller groups and outside if possible).
- 1.6. Encourage personnel to not touch their face, and to cover their cough with their arm/elbow or a tissue.
- 1.7. Encourage personnel to wash their hands frequently for at least 20 seconds or use hand sanitizer.
- 1.8. Clean and disinfect regularly (refer to section 6) communal objects (chairs, control levers, tables, work surfaces, handrails, computers, pens, sign-in clip boards, door handles, portable toilets, living quarters, etc.).
- 1.9. Perform onsite screening regularly (as per section 2).

2. Onsite Screening

- 2.1. Persons performing onsite screens must utilize the following screening questions:
 - 2.1.1. In the past 14 days,
 - 2.1.2. Have you traveled to countries identified by the CDC for travel guidance? (Y/N)
 - 2.1.3. Have you been in close contact with anyone (within 6ft) that has tested positive for COVID-19? (Y/N)
 - 2.1.4. Do you or have you had a fever >100.4°F? (Y/N)
 - 2.1.5. Do you or have you had other COVID-19 symptoms (chills, active cough, shortness of breath, etc.)? (Y/N)
- 2.2. If the response to ANY of the above screening questions is "YES," follow the steps in section 3 (Symptomatic Response).
- 2.3. If the responses to ALL the above screening questions is "NO," and the person performing the screening is authorized to do so, use a body temperature measurement device (if available) to confirm worker is not running a fever >100.4°F.

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3. Symptomatic COVID-19 Response

- 3.1. Deny worker access to the site, remove worker from site, and/or isolate the worker from other personnel immediately.
- 3.2. Ask worker to contact their medical provider for additional screening.
- 3.3. If worker is a company employee:
- 3.4. And is instructed to be tested and/or isolate, employee shall call Human Resources (HR) or immediate supervisor.
- 3.5. If worker is a contractor:
 - 3.5.1. Contractor will immediately notify his/her supervisor (phone/text) and contractor's supervisor or contractor's representative must inform company leadership.
 - 3.5.2. Company leadership shall call Human Resources if company employees and/or other contractor workers were potentially exposed to the symptomatic contractor. (Refer to HR responsibilities captured in section 5 for next steps).

4. Confirmed Positive COVID-19 Test Response

- 4.1. If worker is an employee:
- 4.2. Employee shall call Human Resources
- 4.3. If worker is a contractor:
 - 4.3.1. Contractor will immediately notify his/her supervisor and contractor's supervisor, or contractor's representative must inform company leadership.
 - 4.3.2. Company leadership shall call Human Resources if employees and/or other contractor workers were potentially exposed to the contractor with a confirmed positive COVID-19 test. (Refer to HR responsibilities captured in section 5 for next steps).

5. Human Resources Responsibilities

- 5.1. HR will perform a qualitative assessment for each inquiry (Symptomatic COVID-19 cases and Confirmed Positive COVID-19 cases) and partner with a qualified physician to interpret assessment results and identify potential actions to be taken.
- 5.2. HR will collaborate with all necessary groups (field operations, contractor companies, facilities, health & safety, supply chain, etc.) to initiate the appropriate level of response ASAP.
- 5.3. If applicable, and under HR's direction, Company leadership will notify respective contractor companies of potential COVID-19 exposures.
- 5.4. Return to Work (RTW):
 - 5.4.1. If the affected worker is a company employee, Human Resources will administer RTW aligned with CDC guidelines.
 - 5.4.2. If the affected worker is a contractor, the contractor company will follow its RTW process aligned with CDC guidelines.

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6. Routine Cleaning & Disinfecting

Note: Contact HR/Corporate Facilities regarding decontamination protocol for onsite symptomatic and suspected or confirmed positive COVID-19 cases per CDC guidance.

- 6.1. Work sites should strive to maintain adequate supplies to regularly clean and disinfect.
- 6.2. Supplies may include Lysol, water, and bleach (5 tablespoons bleach per gallon of water or 4 teaspoons bleach per quart of water), alcohol solutions with at least 70% alcohol.
- 6.3. Allow cleaning solutions to dry in place (disinfectant kill times typically 5-10 minutes).
- 6.4. PPE for cleaning and disinfecting:
- 6.5. Wear gloves for all tasks in the cleaning process, including handling trash.
- 6.6. Gloves should be compatible with the disinfectant products being used.
- 6.7. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- 6.8. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.