



# COVID-19 Site Policy and **POSITIVE RESPONSE PLAN**

Date of Last Revision: April 3<sup>rd</sup>, 2020

## **I. Schaeffer Electric COVID-19 Site Policy**

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Periods of outbreak can affect all aspects of daily life. Schaeffer Electric is committed to continue supporting the construction industry workers and the American economy through continued onsite performance. We aim to be leaders and a resource for both our industry and community. As you know this is an evolving situation. We are reevaluating these policies as the health and safety of our employees and community remains our top priority. If you have any questions, please reach out to Mike Lucas or Justin Kohlman.

As we continue to monitor the spread of COVID-19 and the state and federal policies put in place, Schaeffer Electric would like to share some steps we need to take to help minimize the impact to our customers, employees, communities, and our industry. (Please click [underlined red text](#) for links to additional information). The Occupational Safety and Health Administration (“OSHA”) has concluded that the risk of exposure to COVID-19 during an outbreak varies from very high, medium, to lower (caution) risk. The level of risk depends on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19. Under the OSHA classifications, the construction industry is considered lower risk. That means that Schaeffer Electric can continue its operations so long as appropriate health and safety procedures are followed. This policy is a supplement to **Schaeffer Electric’s** existing Safety and Health and Injury Prevention Program.

## **II. Understanding COVID-19**

First and foremost, all employees should be aware of the symptoms of COVID-19 and the best practices for prevention at work and home. You may find information about the [symptoms](#) of COVID-19 and best practices for [prevention](#) from the Center for Disease Control (CDC).

## **III. General/Meetings/Travel**

- A.** Employees who have symptoms of respiratory illness are encouraged/recommended to stay home and not return to work until they are free of fever (100.4°F [38.0°C] or greater using an oral thermometer), signs of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or symptom-altering medications (e.g. cough suppressants). Employees should notify their supervisor as soon as possible and prior to their shift and should stay home if they are sick. All employees will receive full support for following the [CDC recommendations](#) for potential exposure or positive test results of COVID-19. If an employee learns that he or she has tested positive for COVID-19, Schaeffer Electric’s COVID Positive Response Policy, set forth below in Section III, should be followed.
- B.** All employees are required to comply with Schaeffer Electric’s Site Standards Policy, as appropriate for their workspace.
- C.** In the office; practice social distancing – do not cross the door threshold to any office, please keep your doors closed when you are in office with a door, sharing of paper documents is prohibited (scan/email/print-to-PDF) all joint areas such as break room or bathrooms will be disinfected each evening by ownership, each

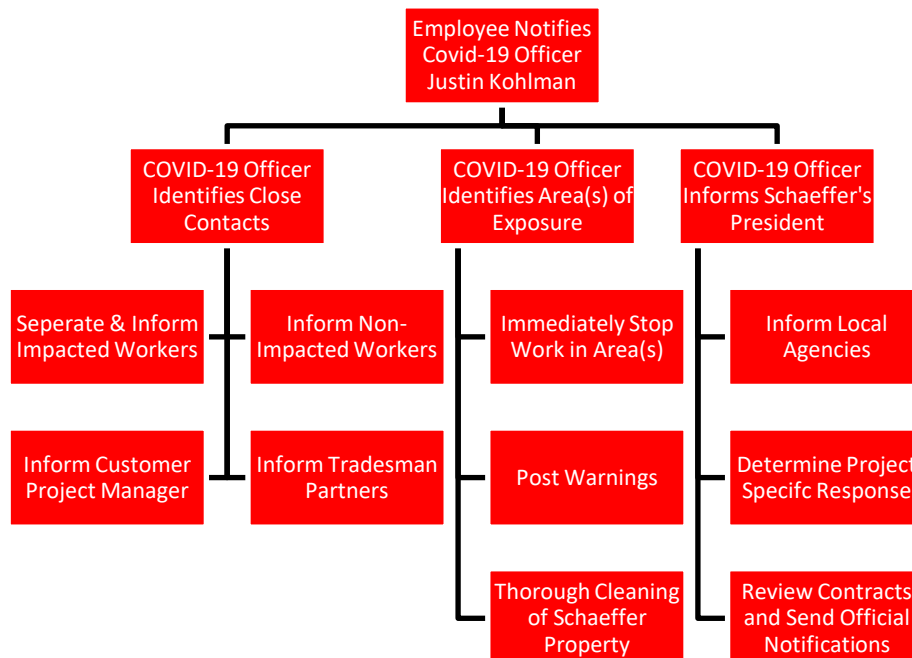
employee is responsible for disinfecting their workspace at the end of each working day(supplies will be provided).

- D.** All customer/vendor meetings have been moved to digital platforms to follow social distancing practices. All visitor meetings in office or on jobsites are postponed indefinitely. If a visitor is required to enter the office or a job site, please coordinate the visit with Mike Lucas. The visitor must not have been feverish, in contact with a person testing positive for COVID-19 or have traveled to a Hot Zone in the last 14 days.
- E.** Employees with company vehicles are required to postpone ride sharing effective immediately. We also strongly urge employees to refrain from any carpooling in personal vehicles.
- F.** Schaeffer Electric will cease all non-essential work-related travel out of state, while also strongly discouraging personal travel.
- G.** Any employee with a pre-existing medical condition who believes that he or she is unable to report for work because a possible exposure to COVID-19 poses a health risk due to pre-existing medical condition, should contact Mike Lucas for assistance in addressing the situation.

#### **IV. COVID-19 Positive Response Policy**

The following policy applies if an individual who has tested positive for COVID-19 was present on a Schaeffer Electric project site or at the Schaeffer Electric office. All employee information regarding medical evaluations, testing, treatment or status is protected by Federal Law and must be treated as confidential. Only personnel approved by Tim Chettle or Justin Kohlman are to collect and disseminate medical information about an employee.

##### **A. Response Process**



**A. Checklist and Action Steps for COVID-19 Officer (Justin Kohlman)**

<p><b>Communicate with the Individual Suspected of Having Covid-19</b></p> <p><i>If an individual receives notification of a positive diagnosis of COVID-19 while at the job site or office, please isolate them in a separate room and provide them a mask to wear or send them home.</i></p>	<ol style="list-style-type: none"> <li>1. Confirm individual is receiving care they need.</li> <li>2. Confirm areas and people the individual had contact with and during what time.</li> <li>3. Determine if the individual knows when they might have been exposed.</li> <li>4. Confirm that individual should not report to work and should self-quarantine to avoid contact with other people as much as possible to keep from spreading illness.</li> <li>5. For Schaeffer Electric employees who test positive, Schaeffer Electric provides resources and certain benefits, including time off in accordance with the Families First Coronavirus Response Act. An employee who tests positive should contact Justin Kohlman (office) or Mike Lucas (field) so that a determination can be made about the benefits to which the employee may be entitled.</li> <li>6. If the individual is not a Schaeffer Electric employee, the individual should check with his or her own employer and/or union to determine what benefits may be available to them.</li> <li>7. Confirm with an individual that they should not return to work until a doctor confirms it is safe.</li> </ol>
<p><b>Identify Close Contacts</b></p>	<ol style="list-style-type: none"> <li>1. Identify persons in close contact with the Individual with or suspected of COVID-19</li> <li>2. The CDC defines close contact as:   <u>Being within approximately 6 feet (2 meters)</u> of a COVID-19 case for a prolonged period; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case.   <p align="center">- or -</p>                     Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).</li> </ol>
<p><b>Separate &amp; Inform Workers with Close Contact, Provide Direction</b></p>	<ol style="list-style-type: none"> <li>1. Schaeffer Electric will inform those who were in close contact, both verbally and in writing of the situation.</li> <li>2. In notifying others who came in close contact, keep the identity of the individual with COVID-19 private</li> <li>3. The Centers for Disease Control and Prevention recommends that individuals who have come into close contact limit public activities.</li> <li>4. Individuals who have come into close contact should self-quarantine and work from home until they are symptom free for 14 days from the day they had contact.</li> </ol>

<b>Determine if Close Contacts Should Self-Quarantine</b>	Refer to CDC guidelines to determine if a person who has come into close contact should self-quarantine. People in self-quarantine should not go to work, school, or any public places where they could have close contact with others.
<b>Inform People, Clients, and Subcontractors</b>	Refer to Schaeffer Electric communication plan to report positive incidents. 1. Maintain identity of individual with COVID-19 as confidential. 2. Schaeffer Electric will inform everyone working at the job site or office location of the situation. 3. Share facts of situation, Schaeffer Electric response, and ongoing steps to protect people.
<b>Immediately Stop Work in Area / Control the Situation</b>	The Schaeffer Electric Labor Manager (Mike Lucas) is responsible to stop all work directly associated with the area in question. The area should be controlled in such a manner to eliminate the potential for both worker and public exposure.  A determination will be made by the Schaeffer Electric Project Manager as to whether a project/office will be required to stand down for a period.
<b>Reduce the Spread of the Virus</b>	Refer to Schaeffer Electric's Covid-19 Site Policy for recommendations to protect work force.
<b>Engage Company Resources</b>	The Schaeffer Electric Labor Manager (Mike Lucas) will immediately notify Justin Kohlman. Justin has responsibility for providing support to ensure that core functions, people and skills are identified and that strategies are in place to ensure continuity of operations. Justin will monitor and comply with the recommendations, requirements and guidelines from the CDC, OSHA, and MDH with authority and expertise in the area of COVID-19. Justin will review and comply with all local governmental guidance including OSHA CFR 1904 Recordkeeping requirements.

## **V. COVID-19 Additional Resources**

OSHA COVID-19 <https://www.osha.gov/Publications/OSHA3990.pdf>

IBEW Media Center [http://www.ibew.org/media-center/Articles/20Daily/2003/200318\\_COVID-19](http://www.ibew.org/media-center/Articles/20Daily/2003/200318_COVID-19)

World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

NECA COVID-19 Resource Center <https://www.necanet.org/industry-priorities/safety-regulations/neca-coronavirus-resource-center>