

1. PURPOSE

- 1.1. Prevent or Minimize exposure to Coronavirus (COVID-19) in the office and ensure the health and safety of everyone while we continue to deliver our projects to meet the needs of our customers.

2. PROTOCOL

- 2.1. This protocol applies to all Holmes Electric employees and visitors to prevent the spread of COVID-19 and may change as emergency situations evolve and as dictated by the CDC and other outside authorities.

3. COVID-19 DAILY SCREENING

- 3.1. Everyday, prior to heading out to the office you must check your temperature and self-assess your current condition. **If you answer any questions with a YES, STAY HOME AND FOLLOW INSTRUCTIONS FOLLOWING THE QUESTIONNAIRE.**

DAILY COVID-19 SCREENING QUESTIONNAIRE		
1	<p style="text-align: center;">New FEVER (100.4° or higher), or a sense of having a fever?</p> <p style="text-align: center;">New COUGH that you cannot attribute to another health condition?</p> <p style="text-align: center;">New SORE THROAT that you cannot attribute to another health condition?</p> <p style="text-align: center;">New SHORTNESS OF BREATH that you cannot attribute to another health condition?</p> <p style="text-align: center;">New MUSCLE ACHES (myalgia's) that you cannot attribute to another health condition or that may have been caused by a specific activity (such as a physical exercise)?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
2	<p style="text-align: center;">Have you been in CLOSE CONTACT with a COVID-19 patient, or aware of close contact with someone who has been in contact with a COVID-19 patient?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
3	<p style="text-align: center;">Have you or someone in your household TRAVELED in the last 14 days? (e.g., cruise ships, outside of the USA and any known outbreak areas.</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>

3.2. **If you answer any** If you answered **YES** to any of the questions above, call your supervisor and provide the following information:

SYMPTOMS – CLOSE CONTACT - TRAVEL	
1	Identify Symptoms
2	Where did you travel?
3	Did you visit any jobsites? Please identify jobsites (and specific locations).
4	Identify who you closely work with.
5	When was your last day on the jobsite prior to exposure?
6	<p>Call your doctor for further instructions and contact your supervisor for updates.</p> <ul style="list-style-type: none"> • NO Test: If your doctor does not think you need to be tested, ask them when you can return to work. • NEGATIVE Test: If you are tested and results are negative, contact your supervisor and let them know when you were tested and when you can return to work. Note: you may be assigned a new assignment and/or project. • POSITIVE Test: If you are tested and results are positive, ask your doctor when you can return to work. Again, contact your supervisor and let them know when you were tested and when you can return to work.
7	During this time contact HR.

3.3. Employees are required to acknowledge they are symptom free when they arrive in the office. This is an addition to screening yourself PRIOR to leaving for work.

3.3.1. Symptom-Free Daily Acknowledgement Forms

3.3.1.1. Forms have been placed in your office/work station and must be signed immediately upon arrival. Signing the form acknowledges you are symptom free and understand the contents of this policy and will follow all protocols within the policy.

3.3.1.2. The form shall be placed in a container on the designated COVID-19 document table, which is located by the front door lobby.

3.3.1.3. Temperature check is not required upon arrival, but receptionist can check if requested.

3.3.2. Visitor Policy

3.3.2.1. Until further notice, scheduling visitors is strongly discouraged and will be by appointment only.

3.3.2.2. In circumstances when a visitor must enter the building, the following protocol will apply:

COVID-19 PREVENTION & WORKER PROTECTION PLAN IN THE OFFICE

- 3.3.2.2.1. Visitor(s) will be met by the Holmes employee they are visiting at the front door
- 3.3.2.2.2. Visitor(s) will not be allowed to walk freely through the building
- 3.3.2.2.3. Both Visitor and Holmes employee must wear a face mask; mask will be available
- 3.3.2.2.4. Visitor(s) will acknowledge they are symptom free, have their temperature taken by receptionist and sign in at lobby COVID-19 table
- 3.3.2.2.5. The Vendor Conference Room will be used for all meetings with visitors
- 3.3.2.2.6. It is the responsibility of the Holmes employee being visited to clean/disinfect the room

3.4. If someone becomes sick or symptomatic while in the office, the affected person shall immediately notify his or her supervisor and do the following:

EXPOSURE – STEP BY STEP	
1	Notify your Supervisor
2	Don a MASK if you are not already wearing one.
3	Stay in your office; your Supervisor will direct you to the best egress which would cause the least amount of exposure to the office and your coworkers.
4	Affected Worker will be directed to go home and contact their primary care physician. If they are in need of immediate treatment, the most appropriate facility should be contacted by phone, PRIOR to their arrival.
5	In order to protect the PRIVACY of the Affected Worker and manage RUMOR CONTROL, only those in DIRECT contact should be notified of the situation.
6	Employee's work area and shared areas should be thoroughly cleaned.
7	<p>Supervisor will write a DETAILED report of the incident, which will include:</p> <ul style="list-style-type: none"> • Date • Name of Individual • Job Title / Role • Contact Information • Supervisors Name and Contact Information • Date Last Onsite • Date of Exposure • Nature of Exposure: Direct or Indirect* <p><i>* An example of <u>direct</u> might be having been coughed on with a known infected person. <u>Indirect</u> would be having been in close contact with a symptomatic person, or a presumed infected person.</i></p>

8	Affected Worker should write a short report to include any and all symptoms and time of onset. Basically, a short narrative as to why they suspect they are a possible infected person.
9	<ul style="list-style-type: none">• Supervisor to notify HR to start <u>tracking</u> the Affected Worker, their treatment plan and any possible job transfer / accommodations that may be necessary.• An <u>Exposure Contact List</u> will be created for HR to follow up with each individual.• HR and Safety will work closely together to <u>track prognosis</u> and prepare the individual for return to work.

4. SEPARATION & DISTANCING

4.1. The primary means to prevent the spread COVID-19 is to prevent “close contact” with others and reduce density of people (CDC defines close contact as 6’ for prolonged periods of time), this includes delivery drivers and visitors.

4.2. Meetings

4.2.1. Meetings shall be done in conference rooms while maintaining social distancing and not in individual’s office.

4.2.2. All visitors including vendors shall meet at vendor’s conference room or larger conference room if larger group.

4.2.3. Carefully consider whether travel is necessary.

4.2.3.1. Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.

4.2.3.2. Consider cancelling, adjusting or postponing large work-related meetings or gatherings that can only occur in person.

4.3. Rearrange offices in cubicles so there are empty cubicles between occupied cubicles.

4.4. Front Door Deliveries and Mail

4.4.1. Provide cart at front door and instruct delivery person to place packages on cart.

4.4.2. Notify recipient when packages arrive.

4.4.3. Gloves will be available to get mail from mailbox and/or go through mail.

4.5. Lunchroom and restrooms

4.5.1. When eating in the lunchroom, make sure to keep at least six (6) feet’ from each other.

- 4.5.2. Wash hands well for at least twenty (20) seconds before eating and after using the restroom.
- 4.5.3. Eating at your desk is encouraged.
- 4.5.4. Only one person at a time at sinks and urinals in restrooms.

5. CLEANLINESS AND SANITATION IN THE WORK PLACE

- 5.1. Wash hands regularly with soap and water for at least twenty (20) seconds.
- 5.2. Avoid touching your eyes, nose and mouth with unwashed hands.
- 5.3. Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- 5.4. No shaking hands.
- 5.5. No using other worker's office, phones, desks, etc.
- 5.6. All high touch items will be cleaned twice daily. These include:
 - Entry doors
 - Office door handles/light switches
 - Lunchroom door/cupboard/drawer handles
 - Lunchroom faucets, toaster, microwave, soap dispensers
 - Restroom door handles, faucets, soap dispensers
- 5.7. Each person shall clean and disinfect their office/work stations, doorknobs, phones, keyboards, tables, etc. This also includes laptops or other devices that are transferred between home and office.
- 5.8. Upon the conclusion of meetings, the meeting lead will ensure meeting area is cleaned/disinfected.
- 5.9. Facial coverings will be required at the main office starting June 8, 2020 with the exception of someone working alone in an office.
 - 5.9.1. In common areas such as hallways, lunch room, copy room etc.; facial coverings must be worn.
 - 5.9.2. For those who need a mask, they will be located on the counter across from the HR office.

6. COMMUNICATION

- 6.1. Posters and signs will be displayed in areas (break areas, restrooms, bulletin boards) reminding people to stay home if not feeling well, signs and symptoms of COVID-19, proper handwashing and other instructions.
- 6.2. Training will consist of reading and understanding the contents of this policy. The Safety Director will facilitate the training.
- 6.3. Project teams/offices will continue to receive and communicate the latest procedures, requirements and educational information learned to prevent the spread of COVID-19.
- 6.4. Any suspected person of having COVID-19 must immediately be reported to their Supervisor, Safety Personnel and/or HR to assess whether they should be sent home to be reviewed by a doctor.

END OF SECTION