

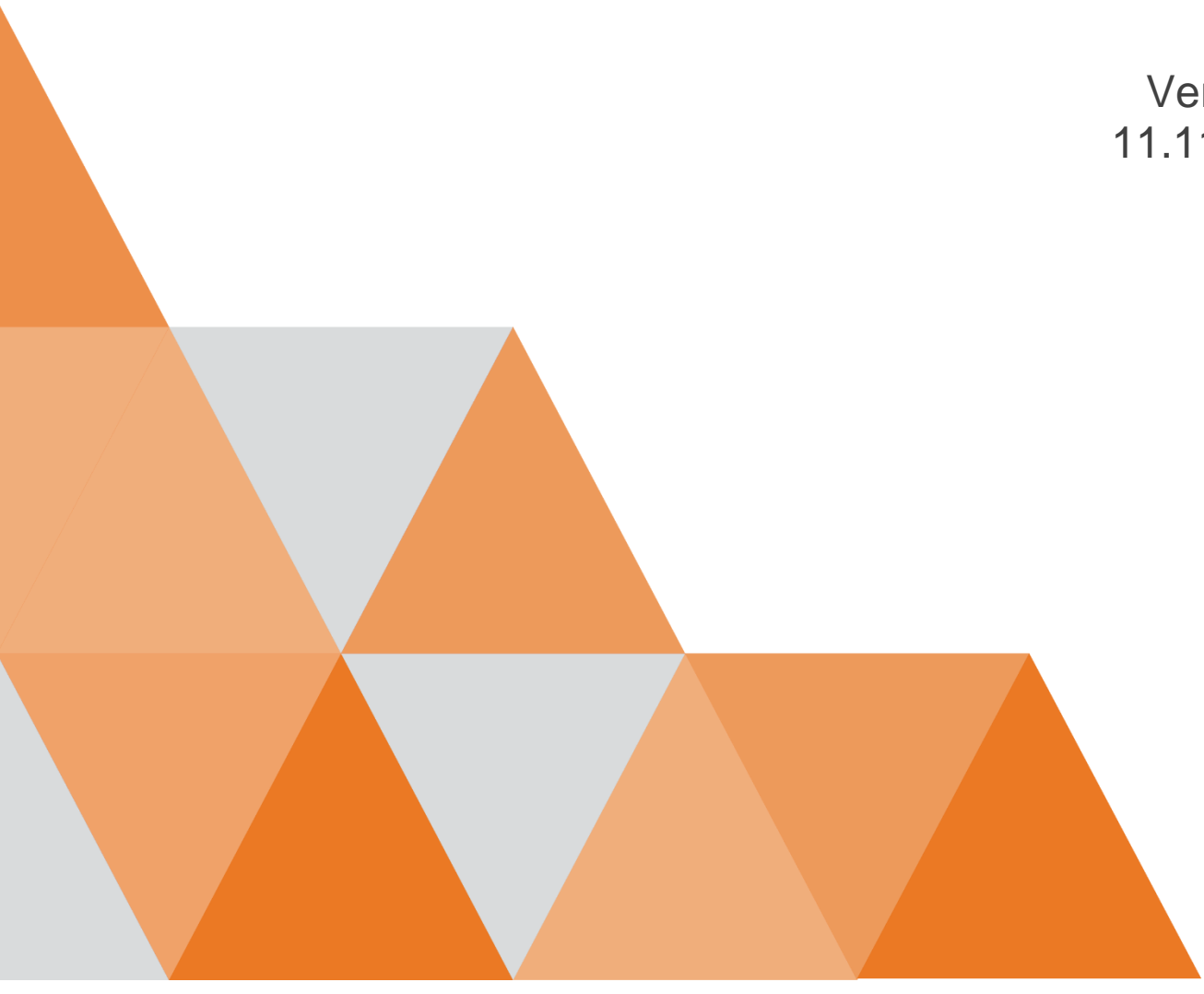


THE SUPERIOR GROUP™

Electrical & Technology Services

# **COVID-19 Business Continuity Plan**

Version 7  
11.11.2020



## **COVID-19 Business Continuity Plan**

### **November 11, 2020**

The Superior Group (TSG) is continuously monitoring the effects of Coronavirus COVID-19. Current reports indicate that the virus is very contagious—more so than seasonal influenza—and can be transmitted by people who show no symptoms. Therefore, containing the virus from spreading may be challenging for the foreseeable future. With these facts in mind and considering that our projects contain many people working collaboratively together, sometimes in confined space, TSG has implemented multiple strategies to maintain business continuity while mitigating the impact of this virus to our team members, clients, customers, partners and communities.

We have developed a framework and path forward to enable this team to continue to conduct our business safely and respond as events evolve. Below is an outline of the current steps we are taking to address the risk and concerns. We anticipate that this plan will evolve as the situation changes.

- A COVID-19 Response Committee (CRC) has been established and is providing senior leadership oversight to our company-wide response to the virus. The Committee includes Bryan Stewart, Jerry Kaltenbach, Melissa Lester, Bob Shonkwiler, Brad Hetterscheidt, and Kim Dixon.
- Continuous monitoring and assessment of the guidance from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), the Ohio Department of Health (ODH), and other governmental agencies in order to understand the most recent COVID-19 facts and implications, prioritize response activities, and communicate with employees and clients.
- Collaborating and sharing of information with all of our partners (i.e. Clients, Owners, Joint Venture Partners, and Vendor and Trade Partners).
- Providing timely and consistent communication to all employees and projects regarding the current status of the COVID-19 and shared best practices on the most important and effective measures to avoid exposure to the virus as recommended by the Center for Disease Control (CDC) and ODH.
- Created a Toolbox Talk including Coronavirus facts and best practices for preventing the spread of germs that were presented to the workforce on a project-by-project basis.
- All project sites and offices are directed to maintain the policies and procedures on project sites we manage.
- Implemented company-wide measures to understand current supply chain risks on a project and company basis.
- All project locations provide direction to review and improve any/all handwashing stations and bathrooms to improve hygiene utilizing our TSG program to place emphasis on practicing good hygiene, handwashing techniques and “no-handshake” guidelines. Additionally, implemented a plan for enhanced attention to proper cleaning of hard surfaces including at projects and offices.
- Created company webpage for employees to reference tools and communications.  
[www.superiorgroup.net/coronavirus](http://www.superiorgroup.net/coronavirus)

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**COVID-19 Business Continuity Response Plan**  
**November 11, 2020**

The potential exposure and impact of COVID-19 on our projects and offices is recognized and the following plan and control measures will be implemented in accordance with the federal, state, and local health authorities. This plan is developed in accordance with the guidelines outlined by the Center for Disease Control (CDC). The overarching plan purpose is to protect people, reduce community impact and ensure business continuity.

**Daily Attestation for Worksite Entry**

All employees on our projects are required to complete and sign an Attestation for Worksite Entry (AWE) on a daily basis and on the first day an employee wishes to enter the worksite having not previously completed an AWE.

**Protect People and Reduce Community Impact**

The Superior Group has implemented the following exposure risk categories and guidelines, per the CDC recommended Risk Assessment to help guide our company on potential situations related to COVID-19. These categories are meant to be guidelines and may not cover all potential scenarios. In the event you have questions, please contact Brad Hetterscheidt, Bob Shonkwiler, Kim Dixon or Melissa Lester immediately.

COVID-19 Exposure Risk and Action				
Exposure Level	Exposure Definition per CDC Guidelines	Management Action - (see Risk Category Response Plan)	Notification/ Documentation	Risk Category Response Plan
<b>Low Risk Exposure</b>	Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of "Close Contact".	Individual may continue to work and self-monitor.	No Further notification and or documentation needed.	N/A
<b>Moderate Risk Exposure</b>	Identified "Close Contact" of: A Person Under Investigation (PUI) by health care provider. <b>OR</b> Person who tested presumptive positive. <b>OR</b> A person who is a laboratory-confirmed COVID-19 infection. <b>OR</b> Living in the same household as, an intimate partner of, caring for a person (in a non-healthcare setting such as a home) with a presumptive positive or laboratory-confirmed COVID-19 infection while consistently using recommended precautions for home care and home isolation.	Send individual home.  Direct individual to notify healthcare professional.  Individual should identify and notify close contacts and have them self-monitor.	Report case to COVID19@superiorgroup.net.  Communicate to team members. The individual is showing no symptoms but acting with caution and per our plan. Identify anyone who had Close Contact.  Complete COVID-19 Incident Report per the Risk Category Response Plan.	Follow Risk Category Response Plan.
<b>High Risk Exposure</b>	Person with symptomatic COVID-19 <b>OR</b> Person Under Investigation by healthcare professional (PUI) <b>OR</b> Person tested presumptive positive or has a laboratory-confirmed COVID-19 infection	Send individual home.  Direct individual to notify healthcare professional.  Identify and notify close contacts and send them home.	Report case to Brad Hetterscheidt, Kim Dixon or Melissa Lester immediately.  Communicate to team members. An individual with a High Risk exposure was removed from the site. Identify anyone who had Close Contact.  Complete COVID-19 Incident Report per the Risk Category Response Plan.	Follow Risk Category Response Plan.

**Close Contact** is defined as

- a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (:15 or more in a 24 hour period), with or without masks; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case;
- b) Had direct physical contact with a person (hugged or kissed them). Shared eating or drinking utensils; and
- c) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

**Person Under Investigation (PUI)** is defined as, per CDC guidelines, a person under evaluation by health care provider for COVID-19 testing.

**Presumptive positive case** is defined as individuals with at least one respiratory specimen that tested positive for the virus that causes COVID-19 at a state or local laboratory.

**Laboratory-confirmed COVID-19 case** is defined as individuals with at least one respiratory specimen that tested positive for the virus that causes COVID-19 at a CDC laboratory.

## **COVID-19 Exposure Control Plan**

November 11, 2020

1. **Purpose:**

This plan has been developed to provide TSG employees with the necessary guidelines to prevent the contraction or spread of the COVID-19 virus in the workplace as recommended by the Ohio Department of Health, the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO) and the Occupational Safety and Health Administration (OSHA).

2. **Scope:**

This plan shall be implemented at all project locations where TSG employees work, unless individual project sites have stricter requirements.

3. **Responsibilities:**

It is the responsibility of every TSG team member to adhere to this plan. TSG Managers and Supervisors shall be responsible for ensuring that those employees assigned to their respective areas are in compliance.

4. **General:**

This plan has been structured to provide employees with the guidelines and precautions to take based on those activities most common to TSG field operations in a Safety Action Plan format. Employees are to be provided with this plan at the time of hire and prior to returning to a project.

**Note:** Due to the evolving nature of current COVID-19 situation, this plan is subject to changing conditions and recommended practices. When revisions are made to this plan, it will be communicated to employees as soon as practical.

## **Risk Category Response Plan**

November 11, 2020

The following guidelines are provided to establish the exposure level of the employee in the Low, Moderate or High-Risk categories outlined above.

### **Perform Fact-Finding**

- If individual is on-site, provide protection from further exposure by isolating the worker in a pre-designated area. Ensure that all persons are wearing their face coverings.
- Confirm any Moderate or High-Risk exposures by interviewing the individual.
- Identify anyone who had Close Contact (6' within last 48 hours) for a prolonged period of time.
- Identify areas individual was present in the workplace, including shared spaces and transportation.
- Interview all identified close contacts to assess and validate potential exposure.
- Project Executive to contact customer to confirm implementation of their response plan.
- Complete COVID-19 Risk Incident Report for review by Melissa Lester ([mlester@superiorgroup.net](mailto:mlester@superiorgroup.net)) to notify customer of any Moderate or High-Risk.
- Continue to monitor status of all exposures regularly and report any changes in status over the quarantine period.

### **Immediate Work Area Action**

- Identify areas individual was present in the workplace, including shared spaces and transportation.
- Wear gloves and PPE while restricting and controlling these areas to eliminate the potential for exposure. Utilize signage, barricades, or other protective measures as available.
- Clean and disinfect areas/surfaces. Follow standard CDC recommendations, OSHA guidelines on types of cleaning agents, and proper disposal of waste.
- Ventilate area as available.
- Reopen area once complete and safe to do so upon communication with customer.

### **Next Steps**

- Within 48 hours of incident occurring, COVID-19 Toolbox Talk should be reviewed with associates on-site.
- Promote good personal hygiene. Use available information to help educate workers including topics on how to avoid spread germs and identify symptoms.
- Promote project site culture of hope and positive thinking to offset potential fear-based reactions. Encourage workers to avoid excessive media coverage and rely on fact-based resources like the WHO and CDC.

## COVID-19 Risk Incident Report

[DATE]

Via Email: [email address of Client Rep]

[Full Name, Title, and Address of Client]

Project Site: [Site] – COVID-19 Incident Report for [DATE]

### Information:

- Employer notified – [Date/Time Employee notified TSG of High/Medium Risk Exposure]
- Means of Notification – [How the Employee notified TSG and name of person/Supervisor notified]
- Message – [General and facts-only statement of what the Employee reported]
- Last date Employee was on-site [DATE]
- Possible Risk Exposures – [Results of Fact Finding to Determine any Close Contacts]
- Work Areas Affected – [SPECIFY SITE LOCATIONS]

### Actions:

- [REFER TO BCP AND RISK CATEGORY RESPONSE PLAN FOR ACTIONS]
- Follow up tool-box talk on social distancing, hand washing and self-monitoring consistent with TSG's Business Continuity Plan.

Report completed by: [NAME OF PX OR PERSON RESPONDING]

**NOTE: Melissa Lester or Jerry Kaltenbach to review all Draft reports prior to submission**

## Workplace Risk Mitigation Expectations

Communication	
	Reach out to general contractors and subcontractors to obtain their policy on how they are monitoring employee health and travel status. Are they being proactive and encouraging similar preventative actions to reduce germ spreading?
	Research and monitor what is happening in and around your region and state and update your supervisor, (e.g. school closures, local notifications).
	Continuously monitor the status of labor, material, and equipment impacts. Should an impact or potential impact be identified, notify project executive and your supervisor.
	If you identify a material or equipment impact, review alternate manufacturers, storage options, substitutions, etc.
Modified Work Program	
	Coordinate and support implementation of Modified Work Programs including telecommuting, teleworking, and other means of minimizing staff in the offices in order to reduce exposure and supporting business continuity plans.
	Essential Team members who must be on-site will follow the ODH and CDC guidelines of social distancing (6') without prolonged exposure. This includes accessing and egressing the project through designated entry and exit points.
	Team members required to utilize buck hoist to access decks will limit capacity to 3 people (excluding operator) and avoid close contact with other personnel.
	Supervision to discourage the use of buck hoist when stairs are available.
	Scissor lifts may have 2 people, if required for job and if the lift can maintain 6 ft. of distance between occupants.
	The use of double bucket/basket (2 men in a bucket/basket) is strictly prohibited.
Crisis Management	
	Designate an area on each job site that can be used if someone becomes ill and is suspected to have COVID-19 until they can be evaluated by their employer (disinfect room regularly).
	Plan ahead for task specific PPE and cleaning needs (i.e. dust masks, disposable gloves, cleaning agents, etc.)
	Plan safety minutes around best practices.
Wellness	
	Review Communication, Policies, Procedures and maintain at the site.
	Employees are required to wear face coverings while at work. The coverings can be cloth/fabric and should cover your nose, mouth, and chin. You may bring your own face covering but The Superior Group will provide face coverings on request, if you do not have one, or if a covering you brought is not sufficient. Any exceptions to facial coverings must be addressed with your supervisor.
	All personnel are required to complete and sign an Attestation for Worksite Entry (AWE) form and have their temperature taken on a daily basis.
	Prevent the spread of germs by promoting good hygiene. Recommend handwashing often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If running water is not available, use hand sanitizer with at least 60% alcohol content.
	Repeat Coronavirus COVID-19 Toolbox Talk Weekly.
	Discuss Toolbox Talk with service vendors who are not on-site full time, but frequent the site.
	Provide soap at all sinks and enclose trash bins, where possible.
	If there is an opportunity, increase the number of hand wash stations/sanitizing stations and frequency of maintenance on hand wash.
	Cleaning and utilize disinfecting cleaning agents at jobsite trailers, conference trailers, project entrances/exits or turnstiles, conveying systems, break rooms, and other high traffic areas.
	Disinfect shared project vehicles and equipment frequently.
	Provide hand sanitizer and tissues in high traffic areas such as break rooms, conference rooms, huddle or assembly areas, job boxes, etc. Secure hand sanitizer in locked containers, if possible.
	Provide appropriate PPE for cleaning and waste removal services (disposable gloves) and safety personnel dealing with first aid as appropriate.
	If there is an opportunity, switch to individual bottles or cans in lieu of communal beverages.
	Limit the numbers of workers there at any time and have them stay with their assigned crew throughout. Instruct them not to comeingle with others in order to minimize possible exposures.
	If available, utilize fans and open doors and windows to properly ventilate gathering spaces.
Travel and Event Participation Guidelines	
	Reinforce The Superior Group's travel and visitor restrictions and discuss frequently and as updated.
Crew Size Management	
	Coordinate with all trades in order to minimize exposure to multiple areas and numbers of workers. Break trade crews down into the smallest working groups possible to complete tasks and instruct them not to comeingle with others to every extent possible.
	Eliminate large communal break area and avoid large gatherings and comingling of crews. Maintain 6 ft distance between colleagues. Break required meetings (i.e. toolbox talks and sitewide safety meetings) into groups 10 or less.
	It is critical to reduce the size and number of face-to-face meetings. Maximize conference calls and Zoom meetings. Ex. Daily huddles, subcontractor meetings, etc.



**Meeting and Events**

	Understand who will attend meetings and/or visiting the project site and their standard work location as well as where they have visited recently (international and domestic).
	Eliminate non-essential visits (examples: job tours, etc.)
	Maintain a daily approved visitors log, include date, time, and contact information.
	Maximize conference calls and Zoom meetings. Eliminate large face to face meetings and gatherings (limit to <10 persons)
	Keep project records of attendees at all meetings and gatherings, including date, time, name and contact number.
	Encourage personal separation of six feet within meetings (i.e. spacing of chairs at tables) as well as implementing a 'no-handshake' policy.
	Stretch & Flex activities must occur at the crew level and in an area where the 6' social distancing requirement can be met.
	Lunch or break areas should accommodate social distancing requirement (6'). This area must be cleaned and disinfected after each use. See attached Field Sanitization Guidelines.

## **Taking Temperature Before Coming to Work**

November 11, 2020

The Superior Group continues to do its part to help reduce the risk and reduce exposures of the COVID-19 pandemic. Doing our part includes following the advice of our federal, state, and local leaders as well as the world health community lead by the Centers for Disease Control and Prevention (CDC).

The Superior Group is asking all employees to take their temperature every day before coming to any of our work locations. If you have an elevated temperature, please stay home and contact your leader to let them know that you have a fever.

In order to return to work, you must **not** be in a moderate or high-risk exposure category for COVID-19 and at least 24 hours have passed since last fever without the use of fever-reducing medications. Your leaders have our COVID-19 Business Continuity Plan and risk category definitions. If you should have any questions or concerns, please contact your leader.

Please note, The Superior Group reserves the right to send any employee home if it is reasonably suspected that they are sick.

Remember, if you have any questions about COVID-19 or what The Superior Group is doing about COVID-19 please visit [www.superiorgroup.net/coronavirus](http://www.superiorgroup.net/coronavirus), ask your leader, and you can email questions to [COVID19@superiorgroup.net](mailto:COVID19@superiorgroup.net).

## Novel Coronavirus (COVID-19) - Attestation for Worksite Entry

To ensure the safety and health of our team members and our site, please answer the following:

No.	Question	Yes	No	Risk
1	I have been diagnosed with COVID-19, I am under medical evaluation for testing of COVID-19, or I am under a direction to quarantine myself due to COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	High
2	I am living in the same household, am a partner of, or am providing care to someone who has been diagnosed with COVID-19, is under medical evaluation for testing of COVID-19, or is under a direction to quarantine due to COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	High
3	I have had Close Contact* with a person in a High-Risk Exposure Category described in 1 or 2 above.  *Close Contact means being less than 6 feet of a person in a High-Risk Exposure Category described in 1 or 2 above and for a prolonged period of time.	<input type="checkbox"/>	<input type="checkbox"/>	Moderate
4	I, or a member of my household, have traveled internationally less than 30 days ago. If the answer to this question is yes, please list below all countries that you have visited in the last 30 days:  _____	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, talk to your Supervisor
	<b>If you answer Yes, you MUST speak with your supervisor before you start work.</b>			
5	I am currently experiencing symptoms consistent with COVID-19. Per the CDC, these symptoms include fever of 100.4°F or higher in the last 24 hours, cough, shortness of breath, chills, headache, sore throat, muscle pain, a new loss of taste or smell.  My temperature taken today was: _____ °F	<input type="checkbox"/>	<input type="checkbox"/>	Moderate
6	I have had Casual Contact** with a person in a High or Moderate Risk Exposure Category described above.  **Casual Contact means being in the same indoor environment including for a prolonged period of time of a person in a High or Moderate Risk Category, but at greater than 6 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Low</b> <b>May Enter Site if Yes or No</b>

- If you answered yes to any of the above questions with a Moderate or High Risk, you may not enter the premises.
- I agree that I will immediately notify my supervisor if any of my answers to the above questions changes from “no” to “yes” at any point in time.
- I have read, understand, and verified the above statements, and attest to the accuracy of my answers with my signature below.

Print Name

Date

Signature

\*Please utilize electronic attestation form. See supervisor for access to site specific link.

## **Use of Cloth Face Coverings at Work**

November 11, 2020

The Superior Group continues to do its part to help reduce the risk and reduce exposures of the COVID-19 pandemic. Doing our part includes following the directives and advice of our federal, state, and local leaders as well as the world health community as we continue our essential operations.

Governor DeWine and the Director of the Ohio Department of Health have implemented the Responsible RestartOhio Plan ("RestartOhio").

The RestartOhio directs all Ohio employers to require all employees to wear face coverings while at work. The coverings can be cloth/fabric and should cover your nose, mouth, and chin. You may bring your own face covering but The Superior Group will provide you with a face covering on request, if you do not have one, or if a covering you brought is not sufficient. Any exceptions to facial coverings must be addressed with your supervisor.

The recommended cloth face coverings are not surgical masks or N-95 respirators. Those are critical supplies that must be reserved for healthcare workers and first responders. The recommended cloth face coverings are easy to make at home and the CDC has provided resources to show how to make them with regular household materials.

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

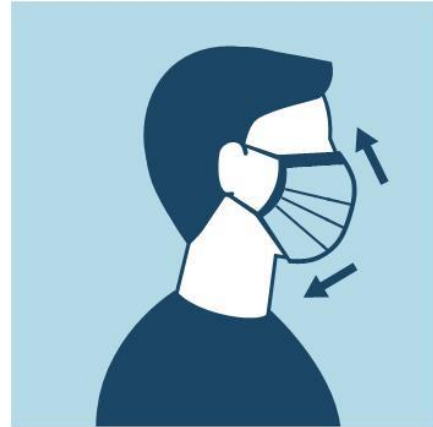
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## How NOT to wear a mask



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear

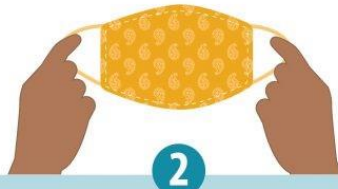


On your arm

## How to take off a mask



**1**  
Carefully, untie the strings behind your head or stretch the ear loops



**2**  
Handle only by the ear loops or ties



**3**  
Fold outside corners together



**4**  
Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

## **Travel Restrictions**

November 11, 2020

The world health community continues to closely monitor the emergence of the coronavirus 2019 (COVID-19). Given the uncertainty surrounding the outbreak, we are taking proactive steps to address this health concern to protect our people. That is our top priority. Effectively immediately and until further notice, the following policies have been implemented consistent with recommended guidelines, including from the Centers for Disease Control and Prevention (CDC):

### **Non-Essential Business Travel Suspension**

The Superior Group is temporarily suspending all non-essential travel for company business and attendance at mass gatherings such as conferences and trade events, regardless of location.

If non-essential business travel has already been booked, please work with manager to cancel properly to receive an airfare and hotel refund or credit if applicable. Set up phone or online conferencing with clients or other business units to replace the in-person meetings, if possible. Please make sure your manager knows the status of all meetings cancelled due to this temporary suspension.

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. A member of Senior Leadership must approve all business travel (including trips that were previously approved) until further notice.

### **Personal Travel**

Employees are required to report their planned or recent travel anywhere outside of the United States to their supervisor and to [hr@superiorgroup.net](mailto:hr@superiorgroup.net) so that we can offer proper accommodations for work.

Upon evaluation of your travel, you may be required to observe a self-quarantine and monitoring period. During this period, you will not be permitted to come to work or participate in any other business events.

Employees who need assistance with these restrictions can contact Human Resources at [hr@superiorgroup.net](mailto:hr@superiorgroup.net). We will work with anyone impacted by the restrictions to identify any appropriate accommodations.

### **Continued Monitoring**

As we continue to monitor the guidance from local, state, and federal public health officials, we ask that all employees follow the official recommendation of the Ohio Department of Health, the U.S. Department of State, and the CDC before, during and after their travels. The health and safety of you and the entire The Superior Group community is our top priority.

Understanding that we are all responsible in keeping the spread of COVID-19 infection low in our community, we rely on you for accurate self-reporting, self-care, and when necessary, self-quarantine.

\*Travel information and guidance may be found here:  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>



## **Responsible RestartOhio Office / Telework / Visitor Policies**

November 11, 2020

The leadership team continues to closely follow the COVID-19 (coronavirus) pandemic and has been dedicating extraordinary efforts to ensure the safety and support of our team.

Governor DeWine and the Director of the Ohio Department of Health have implemented the Responsible RestartOhio Plan (“RestartOhio”).

As you know, The Superior Group has been continuously operating as an Essential Business during this time and, through our team’s remarkable efforts, we are leading the way in providing safe workplaces that meet or exceed the protocols of RestartOhio. As you might know, certain team members have been continuously working from both our office and jobsite locations.

Consistent with RestartOhio and The Superior Group’s own policies and protocols, your manager will be working with you to evaluate business needs and to develop an appropriate schedule to work from our facilities or to work from home if possible, efficient, and practical. Schedules will be based upon department needs, personnel needs, facility logistics, and case-by-case arrangements will be made.

The following policies are and remain in effect at our workplaces:

- Employees are required to wear face coverings while on our premises and jobsites. The coverings can be cloth/fabric and should cover your nose, mouth, and chin. You may bring your own face covering but The Superior Group will provide you with a face covering on request, if you do not have one, or if a covering you brought is not sufficient. Any exceptions to facial coverings must be addressed with Human Resources.
- Before entering any of our workplaces, you must complete a daily health assessment consisting of an Attestation for Worksite Entry form and having your temperature taken to monitor for fever. The Attestation Form can be completed on your own mobile device. You may bring your own thermometer to work, which will be for your exclusive use, and our office sites will have no-touch thermometers available. Any employee who appears symptomatic or meets a risk category in the daily assessment will be sent home.
- All employees must observe social distancing by maintaining at least 6-feet of distance between people.
- Our office spaces are being cleaned and sanitized and employees are asked to clean their own workspaces throughout the workday. Regular handwashing is required, and sanitizer will be available in high contact locations.
- We are continuing to restrict non-employee visitors coming into our facilities. If you have a meeting with anyone not employed by The Superior Group, please meet through video conferencing or ask to reschedule for a later time. If you believe you have a business-critical meeting that must take place in person, please work with your manager to review and obtain approval from a member of Senior Leadership.
- You will see other changes at our facilities to enhance our safe environment including restricted access doors to the buildings, signs will be posted with guidance and requirements, and markings in standing areas to assist with maintaining distance.

Please feel free to submit any questions or concerns to [covid19@superiorgroup.net](mailto:covid19@superiorgroup.net).



## Risk Exposure Return to Work Protocol\*

November 11, 2020

### You Have Tested Positive for COVID-19

**May Return to work when:**

Fever free for 24 hours (without fever reducing medicine); and

Symptoms have improved; and

At least 10 days have passed since symptoms first appeared.

### Close Contact with person that Tested Positive for COVID-19

**May Return to work when:**

Completed Self-Quarantine for 14 days;

Experienced no symptoms during the quarantine; and

Currently have no Symptoms.

### You Had Symptoms and Have Tested Negative for COVID-19\*\*

**May Return to work when:**

Fever free for 24 hours (without fever reducing medicine);

Symptoms have resolved; and

At least 10 days have passed since symptoms first appeared.

\*\*Exception would be if doctor confirms the case of a fever or other symptoms is not COVID-19 and approves an employee's return to work then the employee can return.

### Close Contact with person that Tested Negative for COVID-19

**May Return to work when:**

Experienced no symptoms from the last day of Close Contact through the Negative Test Result; and

Fever free for 24 hours (without fever reducing medicine); and

Currently have no symptoms.

### Had COVID-19 Symptoms but have not been tested\*\*:

**May Return to work when:**

Fever free for 24 hours (without fever reducing medicine); and

Symptoms have resolved; and

At least 10 days have passed since symptoms first appeared.

\*\*Exception would be if doctor confirms the case of a fever or other symptoms is not COVID-19 and approves an employee's return to work then the employee can return.

### Close Contact with person with COVID-19 symptoms but have not been tested:

**May Return to work when:**

Completed Self-Quarantine for 14 days; and

Experienced no symptoms during the quarantine; and

Currently have no Symptoms.

Print Name

Company

Date

Signature

\*NOTE: This Return to Work Protocol is built on directives and guidance from local and national health authorities and can be modified any time after publication and implemented in whole or in part on a case-by-case basis. Customer requirements may supersede The Superior Group's BCP, if that is the case, the site BCP will be followed.

-please send completed forms to covid19@superiorgroup.net



## **Infectious Disease Preparedness and Response Plan**

November 11, 2020

This Infection Disease Preparedness and Response Plan (“IDPRP”) was developed by The Superior Group (“TSG”) to provide specific information regarding our procedures during an infectious disease event.

### **1. Exposure**

- Through public contact, customers, vendors and coworkers.
- Being in contact with sick individuals or those at high risk, i.e. individuals with compromised immune systems, elderly, pregnant, or individuals treating those with infectious diseases.
- By contact with individuals in their home or through community involvement.

### **2. Reduce Risk**

- TSG will encourage social distancing to include meetings by phone, distancing in the office space and no physical contact.
- Face coverings to be worn by all employees while at work.
- Encourage telecommuting during high risk periods or from direction of government officials.
- Routine cleaning with approved EPA chemicals will be used.
- Hand sanitizer with 60% alcohol will be posted at all entrances where visitors must enter.
- Require team members to stay home if they are sick.
- Educate team members on proper hygiene and proper etiquette if coughing or sneezing.
- Have tissues and trash receptacles handy.
- Discourage team members from using each other’s workspaces, telephones and office tools.
- Require travel itineraries to countries that have been hardest hit with disease.
- Review CDC guidelines daily.
- Ensure team members are properly cleaning their PPE before and after wearing.
- Complete Attestation for Worksite Entry daily.

### **3. Identification and Isolation**

- Team members in any Moderate or High-Risk categories will be required to self-isolate from the workforce and monitor.
- We reserve the right to send any team member home. Any team member must be free of fever (greater than 100.4°F or any other site-specific threshold) and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.
- Require prompt self-reporting if individual is sick by contacting their supervisor.
- Team members will be isolated with limited interaction of individuals only if unable to remove jobsite or office immediately.

### **4. Communication**

- We will provide a copy of the IDPRP to each general supervisor and they will disseminate to the population.
- Team members will receive instructions on how to report travel itineraries, edit emergency contact info and report sickness via email and in person meetings.
- Team members subject to a CBA requiring pay or leave information may contact their local representative.
- Non-CBA team members requiring pay or leave information may contact their leader.
- Management will communicate with customers, vendors, etc. to ensure they are following strict protocols to avoid contamination.
- Team members requiring extended leave to care for a family member may contact Human Resources for guidance.
- Management will keep all team members informed of any changes to work schedules, policies and procedures by email, phone, or written communications.
- Communications will be sent to all relevant parties if a team member tests positive for an infectious disease.
- Conduct Infectious Disease Toolbox Talk daily or weekly as advisable.

### **5. Cleaning**

- Office spaces to be cleaned 5 days a week including vacuuming, dusting, cleaning bathrooms, breakrooms and highly touched areas, i.e. doorknobs, push bars, etc. Team members are responsible for cleaning their own desks. Disinfectant wipes and hand sanitizer to be provided as necessary and as available.
- Jobsite trailers will continue to be cleaned by the onsite employees. Disinfectant wipes and hand sanitizer are provided as necessary and as available.

## Field Sanitization Guidelines

### Hard Hats

Wipe down hard hat exterior with water and soap or a cleaning solution, scrubbing with a soft brush or sponge, when needed. Do not dry with heaters hard hat can be reassembled before or after drying. Prior to re-use, conduct checks as recommended by the manufacturer's manual to assure that the hard hat is in working condition. Hard hats must be taken home or kept in car at end of day.

### Hi-Viz Vests

Hi-Viz vests must not be kept on the project and must be kept in your car.

### Eyeglasses / Face Shields

Safety glasses should be cleaned regularly throughout the shift with approved Isopropyl wipes including the frame and stems, when needed.

Face shields shall be wiped down with soap and water or other disinfecting agent, when needed. Face shields will be issued to the individual team member and shall not be shared, as the project allows.

### Refueling Operations

Ensure hands are sanitized after any refueling operation.

### Gloves

Gloves shall be checked at the beginning of each shift and replaced if damaged in any way.

### Ear Plugs

Ear plugs must be inserted or removed with clean washed hands and replaced daily or if dropped on the ground or other surface.

If using Muff-type hearing protection, please keep around your neck do not lay on common surfaces.

### Project Trailers and Other Common Areas

Surfaces shall be wiped down with soap and water or other disinfecting agent daily. To include, but not limited to, the following:

- Handrails in stairways and walkways
- Entry gates
- Doors
- Interior and exterior doorknobs, handles, locks
- Lunch areas, conference rooms and other tables/chairs (including backs and arms)
- Restrooms - including handles, seats, locks, hand-wash stations, and soap dispensers
- Climate control/thermostat knobs
- Call buttons for elevators/personnel hoists
- Light switches
- Plan tables
- Printers
- Microwave ovens
- Coffee makers
- Laptops / cell phones/ tablets (do not use soap and water, use other disinfecting agents)
- Other shared/common areas

**In addition to the above preventative cleaning and disinfecting measures, in the event of a suspected or laboratory-confirmed case of COVID-19 on the project, please follow these guidelines as established by the CDC to clean and disinfect your jobsite:**

- Temporarily close off areas used by the ill individual
- Use appropriate PPE - disposable gloves and gowns
- Wait as long as practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets
- Open outside doors and windows to increase air circulation in the area
- Clean and disinfect all areas used by the ill individual, focusing on frequently touched surfaces

## Temperature Taking Risk Assessment

### Task

- Obtain infrared thermometer to administer temperature readings.
- Utilize thermometer 6 ft. handle extension to maintain social distancing.
- Ensure you have a location available that is safe for employees that also follows social distancing guidelines of 6 ft. separation, i.e. turnstile, queued up with 6 ft. spacing, as employees enter in vehicles, etc.

### Risk

- Possible contamination due to employees coughing, sneezing, touching, etc.
- Sprains and strains from continually holding handle extension.
- Distracted drivers.
- Slips, trips and falls.

### Hazard Remediation

- Wear appropriate PPE:
  - Gloves (put on first);
  - Suitable face covering (covering nose and mouth); and
  - Reflective vest (if conducting on entry or site-specific requirement).
- Be aware of your surroundings.
- Employ stand to hold temperature handle extension.
- Utilize additional people to control traffic / employees.
- Remove PPE as to not create additional exposure:
  - Remove gloves last; and
  - Don't touch your face.
- Wash your hands immediately after removing PPE.

## Temperature Taking Procedure

This procedure is to provide safe operation for the use of an infrared thermometer during a pandemic. The Superior Group takes the safety of its employees seriously and provides this information as guidance in administering a temperature taking checkpoint.

### Procedure

- Don your gloves and remove the thermometer from its case.
- Place thermometer in 6 ft. extension handle. See *Figure 1*.
- Ensure the thermometer has been calibrated.
- Begin to put on your additional PPE.

#### **\*\*Note:**

**If the thermometer handle extension is not being utilized while taking temperatures, then a face shield and apron will be required**

- A suitable face covering is required to add a level of protection in the event someone is asymptomatic of whom you are taking their temperature.
- Wear your reflective vest if it is a requirement of the site or you will be testing while people are in vehicles.
- Ensure you have additional people to assist with



traffic flow and documentation.

- Document high temperature readings.
- Obtaining the name and company of the individual.
- If our employee, notate the Foreman and General Foreman.
- If possible, find out their work location the previous day.
- Anyone reading 100.4 or higher is not allowed on site.
- Once temperature readings are complete begin removing your PPE.
- Gloves should be removed last, after putting the thermometer back into a safe storage area. This ensures there is no contamination throughout the process.
- Wash your hands thoroughly for 20 seconds.
- Calibrate thermometer as required.

### Communication

- Anyone taking temperatures should ensure that all information is kept confidential.
  - Temperatures of others cannot be shared, only when required.
  - Names or company names of individuals with high temperature reading cannot be shared, only when required.
- Project Management must be made aware of anyone with a high temperature reading that was removed from site.
- Temperature readings below 100.4 will not be documented.

**COVID-19 Contact Information**

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