

Pandemic Preparedness

PURPOSE

The purpose of this document is to provide CCIS employees with the necessary training and equipment to protect against COVID-19 while performing their job duties.

RESPONSIBILITIES

Management

- Ensure that all employees are provided this policy, the COVID-19 Personal Responsibility Declaration (Attachment A), relevant training, and any equipment necessary to mitigate the risks associated with COVID-19.
- Designate the EHS Manager and branch managers to be the COVID-19 coordinators for their respective locations. Coordinators responsibility includes but is not limited to:
 - Ensuring employees are social distancing
 - Employees are wearing required PPE
 - Adhering to all requirements identified in Attachment A.

Employees

- Adhere to all responsibilities delineated throughout the CCIS COVID-19 Employee Responsibility Declaration and this policy.
- If an employee experiences any COVID-19 symptoms, they are to inform their supervisor and the safety department immediately. After alerting these departments, the employee must also quarantine immediately.
- If any personnel is exposed to a COVID-positive employee, they must quarantine for a minimum of ten days to ensure they do not show symptoms.

POLICY

The Application of this policy is purposed to prevent the spread of COVID-19 and to help preserve the health and safety of all CCIS employees.

VIOLATIONS AND ENFORCEMENT

Each violation shall be investigated by management to ensure that an accurate and factual assessment of the infraction is documented. Corrective actions taken are meant to be corrective rather than punitive and shall be appropriate to each offense.

In the case of an infraction or when unacceptable behavior is witnessed or reported, the following shall occur:

Preliminary Verbal Warning: One verbal warning without documentation will be provided.

Step 1 (1st Offense): The immediate supervisor shall **meet in person with the employee to** bring attention to the violation, conduct or performance/attendance issue. The supervisor shall discuss the nature of the violation with the employee. The supervisor shall clearly describe expectations and steps the employee must take in order to improve or correct the problem.

Step 2 (2nd Offense): The second offense, violation or unacceptable behavior will result in a **verbal warning.** The immediate supervisor shall **meet in person with the employee to** bring attention to the violation, conduct or performance/attendance issue. The supervisor shall discuss the nature of the violation with the employee. The supervisor shall clearly describe expectations and steps the employee must take in order to improve or correct the problem.

Step 3 (3rd Offense): First written warning, suspension may occur at this step, based upon the nature of the offense and the details of the occurrence. The process of step 3 includes a formal documentation of the offense, and shall include a description of the offense, the consequences of the current violation as well as the consequences that the employee may incur if a third offense occurs. The immediate supervisor and one witness, of equal or higher authority within The Company, shall be present for the presentation of this incident form, meeting and documentations process.

Step 4 (4th Offense): Final written warning, suspension and termination may occur at this step, based upon the nature of the offense and the details of the occurrence.

Step 5 (5th Offense): Termination

CLEANING AND SANITATION

Employees utilizing company vehicles must sanitize cabs, steering wheels, handles, and other high-touch areas prior to and after use. All rental equipment must be cleaned before and after each rental. Disinfectant, wipes, and required PPE will be provided by CCIS. Third-party cleaning services have been asked to expand their normal services to include disinfecting surfaces and high-touch areas such as: light switches, door handles, and faucets.

COVID-19 Positive Employee Workstations

If an employee is confirmed positive for COVID-19, the employee must be sent home immediately, and their workstation or office must be isolated for 24 hours prior to cleaning and disinfection. A product known to eliminate the COVID-19 virus must be used on hard surfaces and an aerosol disinfectant must be used to decontaminate the air. Personnel cleaning the workstation must wear at a minimum a face mask and gloves.

SOCIAL DISTANCING AND HYGIENE

In addition to maintaining good regular personal hygiene, employees are expected to wash their hands before and after meal breaks, after using the restroom, and after interacting with a third party. All employees must wear a mask while away from their desk or workstation. If two or more employees must be in a work area (ie: office, shop bay, etc.), all personnel must wear a mask. Social distancing of a minimum of six feet is required at all times. When feasible, only one individual should be in a restroom at a time. Disinfectant and wipes will be made available in the break room to disinfect break areas before and after use.



CUSTOMERS AND THIRD PARTIES

Masks are required to enter the building and must be worn at all times by any customers and third-party vendors. Hand sanitizer will be available and must be used upon entry into the building.

PRE-WORK SCREENING

All personnel must undergo a pre-work screening prior to their shift to ensure they do not have an elevated temperature and are not experiencing any COVID-19 symptoms. This screening can be found under 'ATTACHMENT B'.

ATTACHMENT A



COVID-19 PERSONAL RESPONSIBILITY DECLARATION

Cross Country Infrastructure Services, Inc. (CCIS) is committed to maintaining a safe workplace for its employees and those we work with and serve. In addition to continuing our existing policies and practices regarding a safe workplace, the Company is taking additional steps to address the unique health and safety-related concerns associated with the COVID-19 pandemic. In addition to the steps we are taking as a Company, this declaration includes additional expectations and requirements of all employees following their return to work, or continuance of work, during the ongoing health crisis. In order to be eligible to continue working, employees must agree to adhere to the following requirements:

- I agree to learn and follow the declarations, policies and practices of CCIS, as well as any similar customer requirements and/or applicable government directives related to this pandemic.
- I agree to complete a self-check of symptoms as directed by the Company, which includes, but may not be limited to, checking and reporting my temperature each day (or work shift) prior to reporting for work. This also includes completing the CCIS self-assessment checklist and considering the symptoms outlined below in this declaration, or any other additional symptoms the CDC or other government entity may advise are indicative of COVID-19. I understand I have a duty to report the outcome of this self-check to my immediate supervisor and the safety department.
- I agree not to report for work and to notify my supervisor and the safety department immediately should I display any of the following symptoms (which may appear within 2-14 days after exposure to the virus):
 - Cough
 - Shortness of breath or difficulty breathing

Or at least two of these symptoms:

 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
- I agree to report immediately to my supervisor and safety department by phone if anyone in my household has tested positive for COVID-19 or if I have had direct contact with anyone testing positive for COVID-19 in the past 14 days.
- I agree to follow the personal hygiene practices established by leadership. These include, but are not limited to, following the Center for Disease Control (CDC) guidelines for hand washing and personal hygiene during the COVID-19 pandemic. Ensure good hygiene and handwashing is performed regularly and (before eating, after using the rest room, handling animals, handling food products, coughing or sneezing, etc.), I also agree to wash my hands after I have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, tools, equipment, etc., and before and after touching my eyes, nose, or mouth.



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- I agree to wear the following PPE (personal protective equipment) in an effective manner;
 - Face covering or mask without a valve system while away from workstation or cubicle.

- I agree to mark all PPE I am using, including, but not limited to, hard hats, eye protection, clothing, personal monitors, face masks, face shields and gloves, with my name, and not to share them with others without proper cleaning and disinfection.

- I agree to follow social distancing practices established by the CDC. Social distancing, also called "physical distancing," means keeping space between myself and other people. I will practice social or physical distancing including:
 - Staying at least 6 feet (about 2 arms' length) from other people.
 - Not gathering in close groups in the workplace.
 - Staying out of crowded places and avoid mass gatherings in the workplace. I will learn and follow social distancing guidelines established for spaces such as training rooms, rest rooms, "dog houses," offices, living quarters, and other personal work areas.
 - Following established walking traffic, seating, standing and gathering guidelines or markings in the workplace.
 - Following federal, state and local law regarding crowded places and mass gatherings.

- I agree to following cleaning and disinfection guidelines established by the Company and the CDC.

- I agree to complete all pandemic and infectious disease-related training provided by the Company in a timely manner, and follow the practices provided in such training to reduce health and safety risks associated with the COVID-19 pandemic.

I understand that a safe work environment that minimizes the risk of injury and illness is a shared responsibility, and that I am responsible for doing my part, which includes following all of the requirements outlined above, as well as any directive from the Company regarding health and safety. I further understand if either myself or anyone in the work environment is showing symptoms of COVID-19, it is my responsibility to exercise my "Stop Work" authority and notify my supervisor and the safety department immediately. As part of this, I will make every effort to protect the confidentiality of other individuals' medical information, consistent with timely and effective reporting of such concerns to management. I understand and agree to use my "Stop Work" authority and the requirements outlined above to minimize the risk of the spread of COVID-19 to myself or others, including while on CCIS property, another company's property or jobsite, or in any public location while working.

I have read, understand, and agree to adhere to all provisions of this COVID-19 Personal Responsibility Declaration and the requirements of the CCIS Environmental, Health, and Safety Program for the duration of the COVID-19 pandemic, or until CCIS notifies me that one or more of the above practices are no longer in effect. I further acknowledge and understand that any failure on my part to comply with any of the above requirements may subject me to discipline, up to and including termination of my employment.

EMPLOYEE SIGNATURE DATE

Employee Printed Name: _____
 Employee #: _____

(Signed and dated copy to be kept in employee file)



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ATTACHMENT B

Employee name: _____

Job title: _____

Supervisor's name: _____

Date	Body temperature	Other symptoms? (Y/N)	Screened by



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If an employee's body temperature is at or above 100.4 degrees Fahrenheit, the employee must be sent home immediately and the following completed:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs/symptoms of illness present? _____ Yes _____ No