



## TEC's COVID-19 Response Plan

As we face the realities of the COVID-19 / Coronavirus pandemic, TEC is fully committed to the health and safety of our employees, customers, and partners.

We all must remain vigilant in mitigating the pandemic. During this Declared National Emergency the Department of Homeland Security has outlined [certain types of essential businesses](#). This list includes those that support construction and infrastructure, such as “builders, contractors, HVAC Technicians, landscapers, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, businesses and buildings.”

We developed this COVID-19 Response Plan to be implemented throughout TEC and at all our jobsites. This Plan is based on currently available information from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA, and other public officials. TEC may also amend this Plan based on operational needs and/or updated best practices information as we learn more about how to best combat the virus.

### Summary: Staying Safe

As an essential business, keeping everyone safe and healthy is a top priority for TEC. Here's a quick summary of our actions to ensure employee, customer, and public safety:

- We routinely disinfect our offices, break rooms, restrooms, and job site equipment.
- We clean and sanitize high contact surfaces and any enclosed spaces, including the inside of our trucks and vehicles.
- TEC has cancelled or rescheduled all non-essential travel, meetings, and customer gatherings like our annual March Madness event.
- All meetings are conducted virtually, and when we must meet in person, we gather in open-air spaces observing 6 feet of separation between individuals and in groups smaller than 10 people.
- We encourage our crews to take lunch and breaks outside, away from others. We also recommend eating food brought from home to avoid restaurants and potential community exposure.
- In addition to our regular PPE, we provide our crews with masks, gloves and sanitizing supplies (soap and hand sanitizer) with instructions for frequent use, especially before and after contact with others or unsanitary surfaces.
- Employees are required to inform their supervisor immediately and self-quarantine for 14 days if they come into contact with someone who has been exposed to the virus, including family members.
- If an employee observes another staff member exhibiting symptoms or not feeling well, they should ask that person to go home, seek treatment, and notify their immediate supervisor.



Should we become aware of any employee(s) who have been exposed to or who contract COVID-19, TEC will follow all guidelines with regard to reporting the exposure.

### I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

### II. Responsibilities of Employees

We ask every one of our employees to help with our efforts to minimize the spread of COVID-19. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor.

TEC has instituted various housekeeping, social distancing, and other best practices at our jobsites which all employees must follow. OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Maintain at least 6 feet physical distance while in shared spaces.

Employees must familiarize themselves with the symptoms of COVID-19. They are expected to report to their managers or supervisors if they experience these signs or symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat and headache.

DO NOT GO TO WORK and call your healthcare provider right away if you exhibit any of these symptoms. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

### III. Job Site Protective Measures

TEC has instituted the following protective measures at all jobsites.



### A. *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Safety meetings will be by telephone or other electronic media, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, gatherings will be in groups of fewer than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and direct employees, contractors, and visitors to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone, or other electronic media.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- TEC understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, TEC will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, TEC will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time. TEC will divide crews/staff into two (2) groups where possible so that projects can continue working effectively if one of the divided teams is required to quarantine.
- As part of the division of crews/staff, TEC will designate employees into dedicated shifts, at which point, employees will remain with their dedicated shift for the remainder of the project. If there is a legitimate reason for an employee to change shifts, TEC will have sole discretion in making that alteration.
- Employees are encouraged to minimize ride-sharing. While in vehicle, employees must ensure adequate ventilation.
- If practicable, employees should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.



### *B. Workers entering Occupied Buildings and Homes*

- When employees perform construction and maintenance activities within occupied establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. TEC will provide alcohol-based wipes for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

### *C. Job Site Visitors*

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving on the job site. If a visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
  - Have you been confirmed positive for COVID-19?
  - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - Have you been in close contact with any persons who has been confirmed positive for COVID-19?
  - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles when practical.

### *D. Personal Protective Equipment and Work Practice Controls*

In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), TEC will also provide:

- **Gloves:** Gloves should always be worn while on-site. The type of glove worn should be appropriate to the task and compatible with the materials being handled with the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should not share gloves.
- **Masks:** Cloth coverings for face and mouth should be worn when in public.
- **Eye protection:** Eye protection should always be worn while on-site.



Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:

- Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
- Limit exposure time to the extent practicable.
- Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

**NOTE:** *The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should only wear N95 respirators if required by the work and if available.*

#### IV. Job Site Cleaning and Disinfecting

TEC has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. TEC will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, TEC will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that workspace again.
- TEC will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (these can be used if appropriate for the surface).
- TEC will maintain Safety Data Sheets of all disinfectants used on site.



## V. Jobsite Exposure Situations

### Employee Exhibiting COVID-19 Symptoms

If an employee exhibits symptoms of COVID-19, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

TEC will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

### Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work.

Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness.

Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;<sup>1</sup> and (2) at least seven (7) days have passed since symptoms first appeared.

Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. TEC will require an employee to provide documentation clearing their return to work.

### Employee Has Close Contact with a Tested Positive COVID-19 Individual

Employees that have come into close contact with a confirmed-positive COVID-19 individual will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as less than six (6) feet for a prolonged period of time.

If TEC learns that an employee has tested positive, TEC will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier.

If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

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<sup>1</sup> Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).



## VI. Confidentiality/Privacy

Except for circumstances in which TEC is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances.

When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase.

TEC reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

## VII. Who to Contact

If you have questions about TEC's response to COVID-19, if you need to notify us of possible exposure through one of your team members, or if you have any other concerns, please contact our COVID-19 Response Coordinator, Shawn Steele at 678-338-6344 or via email at [SSteele@tecompanies.com](mailto:SSteele@tecompanies.com).