

COVID-19 Response Plan

This plan describes the measures Rachel Contracting is taking to preserve the continuity of operations.

We have implemented a COVID-19 Response Team which is meeting daily to monitor the rapidly changing situation, including the current recommendations from the Center for Disease Control (CDC), World Health Organization (WHO) and State Departments of Health. The following general control measures have been or are being implemented.

- Implementing all applicable CDC guidelines, including social distancing and hygiene measures.
- Avoiding large meetings or gatherings of 10 people or more, including break areas.
- Elimination of in-person meetings whenever possible.
- Suspension of all non-essential business travel.
- For essential travel, commercial air travel and other forms of public transportation are prohibited.
- Office and warehouse staffing reduced to essential personnel; all others are working remotely.
- Outside visitors to office locations are prohibited.
- Visitors to warehouse and jobsite locations only allowed by screened individuals and by appointment.
- Screening of employees returning from illness or travel.
- Employees reporting cold or flu symptoms with no confirmed COVID-19 exposure may return to work after 7 days without symptoms and 72 hours without a fever of 100.4 Degrees F or higher without the use of fever reducing medications.
- Mandatory 14-day quarantine for employees who have traveled internationally, been on a cruise or traveled to a known CDC hotspot.
- Informing employees to stay home if they are sick, and intervention with those who display symptoms at work.
- Eliminating community provided food (such as Safety Lunches, donuts, candy dishes, etc....).
- Enhanced scheduled cleaning of high touch surfaces at all work locations.
- Strict adherence to customer requirements at jobsites and other work locations.
- Posting personal hygiene reminders at all work locations.
- Utilization of a variety of communication methods to keep employees informed of changing requirements.

These general measures are designed to both to protect personnel and contain the spread of COVID-19. Everyone's compliance and participation in these measures is expected. Containing the spread of this disease is essential to avoid the overtaxing of medical facilities and associated personal tragedies that have occurred in China and Europe.

COVID-19 SYMPTOMS

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

DISEASE TRANSMISSION

COVID-19 is transmissible by respiratory secretions such as saliva or mucus. Infected individuals can spread it by introducing the virus into the air, which can then be inhaled by other individuals nearby. Though unproven, there is also concern that COVID-19 may be transmitted by touching a surface or object that has the virus on it and then touching your mouth, nose or eyes. For these reasons, people are advised to cover their cough, wash their hands, and disinfect frequently touched surfaces to prevent transmission of the disease.

Social distancing is a new concept to most of us. To prevent transmission of the virus through the air through saliva or mucus, the CDC recommends maintaining a distance of 6 feet from another person. By maintaining a proper "social distance" of 6 feet from others, we will prevent transfer of the virus when someone coughs, sneezes or speaks.

VISITOR AND EMPLOYEE SCREENING

In addition to limiting outside visitors from all work locations, participants in essential meetings must be screened before being allowed at any work location. The screening will follow CDC recommendations and ask the following questions:

- In the last 14 days have you or anyone you have been in direct contact with had a confirmed case of COVID-19?
- Have you traveled internationally, been on a cruise, or been to any domestic location categorized as Level 3 by the CDC in the last 14 days?
- Have you had a fever of over 100.4 degrees in the last 72 hours, without the use of fever reducing medication?
- Are you currently, or in the past 72 hours experienced coughing or shortness of breath?

If the person provides an affirmative response to any of these questions, they will not be allowed on any Rachel Contracting location for a period of 14 days. After 14 days they will again need to provide responses to Rachel Contracting's screening questionnaire. Employee absent from the workplace for more than 7 days or returning from illness or from vacation will be screened using the same questionnaire.

SITE SPECIFIC GUIDANCE

The implementation of the general measures described earlier in this plan may be carried out in a variety of ways based on work location. They are designed to protect our employees and communities while preserving continuity of operations. The following are some anticipated impacts and more specific expectations based on work location.

OFFICE CONTROL MEASURES

- Instruct employees not to come to work if they are sick.
- Employees reporting cold or flu symptoms with no confirmed COVID-19 exposure may return to work after 7 days without symptoms and 72 hours without a fever of 100.4 Degrees or higher without the use of fever reducing medications.
- Employees who have been confirmed to have COVID-19 are required to report their diagnosis to their supervisor.
- Supervisors are to report confirmed cases and other absences to Tonya Binsfield for tracking purposes.
- Office employees with confirmed COVID-19 cases will have their key card deactivated for 15 days.
- Use company provided screening tools to screen people returning from a 7-day absence, illness or vacation.
- Do not hold meetings of more than 10 people.
- When in-person meetings are required, maintain social distancing.
- Eliminate community provided food (such as birthday lunches, donuts, candy dishes, etc....).
- Eliminate community coffee pots and suggest bringing a thermos from home.
- Reconfigure break spaces to allow “social distancing” of 6 feet.
- Stagger shifts and/or break times to allow social distancing when this is not achievable due to space limitations.
- Clean and disinfect break tables at the end of break.
- Establish a cleaning schedule and provide cleaning supplies for other high touch items (such as shared computer keyboard, touch screens, pens and other items.

JOBSITE AND SHOP CONTROL MEASURES

- Instruct employees not to come to work if they are sick.
- Plan work to avoid working within 6 feet of other employees or trade personnel.

- Employees reporting cold or flu symptoms with no confirmed COVID-19 exposure may return to work after 7 days without symptoms and 72 hours without a fever of 100.4 degrees or higher without the use of fever reducing medications.
- Employees who have been confirmed to have COVID-19 are required to report their diagnosis to their supervisor.
- Supervisors are to report confirmed cases to Tonya Binsfield for tracking purposes.
- All confirmed cases to be immediately reported to the customer or project controlling entity.
- Use company provided screening tools to screen people returning from a 7-day absence, illness or vacation.
- Do not hold, or participate in site-wide meetings, stand-downs, celebrations or lunches whenever possible.
- If participation in an in-person project meeting is required, only one member of Rachel Contracting's site leadership team will be allowed to be physically present.
- Morning Stretch and Bends and Toolbox Talk safety meetings to continue at a crew level while maintaining social distancing of 6 feet or more.
- Do not hold meetings of more than 10 people.
- When in-person meetings are required, maintain social distancing.
- Eliminate community provided food (such as lunch buffets, donuts, candy dishes, etc...).
- Eliminate community coffee pots, water dispensers, hot boxes and microwaves from break and other common areas.
- Reconfigure break spaces to allow "social distancing" of 6 feet.
- Stagger shifts and/or break times to allow social distancing when this is not achievable due to space limitations.
- Clean and disinfect break tables at the end of break.
- Establish a cleaning schedule and provide cleaning supplies for other high touch items (such as shared computer keyboard, touch screens, pens and other items).
- Eliminate contact with truck and delivery drivers by establishing common delivery area.

EMPLOYEE ASSISTANCE

This is an unprecedented time in our history and a certain amount of concern or apprehension is warranted. Many of us led a stressful existence before we knew of COVID-19, and the pandemic has placed additional stress on all our institutions, including the

family. Rachel Contracting's employee assistance provider remains available to assist Rachel Contracting employees with their challenges and concerns.

CONTACTS

For more information, or if you have any questions, concerns or feedback on these procedures, please contact one of the following:

- Ian Vagle, Corporate Safety Director, ivagle@rachelcontracting.com
- Tonya Binsfeld, Human Resources Manager, tbinsfeld@rachelcontracting.com, 763-424-1516

SUMMARY

Through leadership and participation at all levels of the organization, Rachel Contracting has excelled at protecting our people in some of the toughest working conditions. Safety is a core value of our organization. We have rarely been presented with a safety and health challenge as significant as the one we now face, however based on our past accomplishments we are confident in our ability to get through this together.

We really can't stress enough the need to follow these guidelines and the guidelines imposed by our customers to allow all of us to continue to remain safe, healthy and to keep our jobsites running and everyone working. We really appreciate everyone's patience and positive attitude as we continue to develop and plan for what might be next. As always, we are Committed to Your Safety!