



## **RASOP 016 - Pandemic Response Plan**

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### Revision History

Revision #	Date	Nature of Revision
01	03/17/2020	Document first created.

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## 1.0 PURPOSE

This policy outlines the guidelines, responsibilities, and protocols to be used by Renewable Energy Systems, Inc. Americas and its subsidiary companies to manage response planning to a pandemic outbreak and our emergency preparedness plan. It outlines specific steps to safeguard employees' health and well-being during a pandemic while ensuring the ability to maintain essential operations. In addition, it provides guidance on how we intend to respond to specific operational and human resources issues in the event of a pandemic

## 2.0 SCOPE

Unless specifically noted herein, this procedure shall apply to all Work conducted by//for Renewable Energy Systems Americas Inc. and/or Renewable Energy Systems Canada Inc. and any of their affiliates or subsidiary companies hereafter referred to in this procedure as "RES".

## 3.0 REFERENCES

- 3.1 [RASOP 000 - Illness and Injury Prevention Program](#)
- 3.2 [RASOP 001 - Incident Notification, Investigation and Documentation](#)
- 3.3 [RASOP 003 - Bloodborne Pathogens](#)
- 3.4 [RASOP 006 - Emergency Response Procedure](#)
- 3.5 [RASOP 013 - First Aid](#)
- 3.6 [US Government Public Information Site](#)
- 3.7 [World Health Organization Site](#)
- 3.8 [CDC COVID-19 Information](#)
- 3.9 [OSHA Safety & Health Topic COVID-19](#)

## 4.0 DEFINITIONS

- 4.1 **HSQE** - RES Health, Safety, Quality, Environmental Department.
- 4.2 **Pandemic** - The worldwide spread of a new disease.
- 4.3 **Pandemic Phases** - Information developed by the World Health Organization (WHO) defines five phases of a pandemic, listed below:
  - 4.3.1 **PHASE 1 (Pandemic Alert)** - Governments, owners and operators are notified that a pandemic is possible and preparedness plans should be reviewed and updated.

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- 4.3.2 Phase 2 (Pre-Pandemic) - Localized outbreaks are occurring with human to human transmission. Governments and electricity sector entities begin to assign resources, prepare staffing and implement contingency plans. Begin an information distribution program to promote appropriate responses by employees.
- 4.3.3 Phase 3 (Pandemic Outbreak) - General outbreaks across borders and continents. Organizations implement response plans.
- 4.3.4 Phase 4 (Maximum Disruption) - High absentee rates occur, and fatalities begin to impact the workforce. This phase could last for several months.
- 4.3.5 Phase 5 (Prolonged Recovery) - Recovery will be slow, and the underlying economy will weaken. Altered business conditions will be prevalent for large and small firms. This phase will last for three to six months.

**4.4 Quarantine** - The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**4.5 Social Distancing** - Remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

**4.6 Virus** - A small infectious agent that is capable of growth and multiplication only in living cells, and that cause various diseases in humans, animals, and plants.

## 5.0 RESPONSIBILITIES

### 5.1 RES Corporate

#### 5.1.1 Plan Development.

- a) Enact Crisis Management Protocol and establish a Crisis Management Team.
- b) Recognize threat and authorize a planning and response effort.
- c) Identify critical departments needing response plans.
- d) Require preparation of approved Pandemic Response Plans.
- e) Provide schedule for preparations of plans.
- f) Request draft policy changes needed for pandemic management.
- g) Adjust strategy and response level as needed, plan to include:
  - (1) Pandemic threat and impact information

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- (2) Program coordination.
- (3) Initiation criteria.
- (4) Threat monitoring updates.
- (5) Department pandemic management plan templates & coaching.
- (6) Functional department coordination & support.

## **5.2 Responsible Manager**

- 5.2.1 Implementation of this procedure for their respective work areas.
- 5.2.2 Nominating a site point of contact for pandemic communications.

## **5.3 HSQE Department**

- 5.3.1 Provide appropriate training materials for this procedure.
- 5.3.2 During project/site/office Safety Program Audits, verify that training has been conducted for appropriate personnel.
- 5.3.3 Conduct an annual review of this procedure and incorporate updates as required.

## **5.4 Site Safety Supervisors**

- 5.4.1 Identification of onsite RES employees who are first aid trained.
- 5.4.2 Provide training on this procedure when required, include training records.
- 5.4.3 Ensure project Emergency Response Plan policies reflect updates of this policy.
- 5.4.4 Notify HSQE immediately following a potential occupational exposure incident.

## **5.5 Employees**

- 5.5.1 Compliance with this procedure in the performance of their daily work for RES.
- 5.5.2 Perform critical department work if a pandemic strikes.
- 5.5.3 If management is not available, senior site personnel will provide leadership.
- 5.5.4 Remain individually healthy by following guidelines.
- 5.5.5 Review family care outlines and websites; prepare a family response plan and discuss with family members.

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5.5.6 Maintain essential supplies in reasonable quantities.

## **6.0 PROCEDURE**

### **6.1 Pandemic Characteristics**

- 6.1.1 Timing and severity of the outbreak of a pandemic are uncertain and may not be immediately recognized. Pandemic strains of the most concern (such as avian influenza or “bird flu”, H5N1, COVID-19) exhibit the following characteristics:
- a) Able to cause severe disease in humans.
  - b) Global human population has no pre-existing immunity.
  - c) Able to spread rapidly through human to human contact.
- 6.1.2 Once human to human transmission begins, the disease will spread very rapidly around the world within three to eight weeks. It is likely that a significant percentage (20 to 60 percent) of global population will contract the virus during the first wave and will become very ill for several weeks. Additional waves will follow over one to two weeks.
- 6.1.3 Absentee rates for employees may be in the range of 25 to 60 percent for the duration of the pandemic, due to employee illness and to other factors such as caring for family members, school closures, or quarantine. Absentee rates will normally vary across an organization based on location and isolation.
- 6.1.4 With the expected high percentage of ill people, the existing healthcare system will be overwhelmed. Most government and health organizations will not have sufficient stockpiles of anti-viral agents or vaccines to treat those who are exposed or who will become ill if a pandemic occurs in the next one to two years.
- 6.1.5 Initial indications state that persons who contract the virus are not expected to contract it a second time due to a buildup of personal immunity. However, if the virus mutates, recurrences for the same individuals could be possible.
- 6.1.6 Personnel management will need to be modified to continue essential plant operations and business processes, while minimizing the spread of the virus.
- 6.1.7 The organizational response will need to include the distribution of accurate and timely information to employees, families, and customers.
- 6.1.8 Because of the percentage of affected people around the world, global trade and the global economy will be significantly impacted by the pandemic, limiting the supplies of food and manufactured goods.

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6.1.9 Other cross dependencies with other segments of the utility sector (generators, transmission operators, distribution providers) and other critical infrastructure (communications, nuclear, natural gas, petroleum, transportation, emergency services, etc.) as well as contractors and suppliers will be severely tested during influenza pandemic.

## **6.2 Universal Precautions**

6.2.1 All employees shall implement Universal Precautions to prevent exposure, which includes good hygiene habits, hand washing, and utilization of personal protective equipment.

## **6.3 Work Continuity**

6.3.1 Infrastructure has been implemented to ensure effective work continuity outside the office environment. Where practical, support functions will be allowed to work remotely.

## **6.4 Updates & Information**

6.4.1 Consult the U.S. Center for Disease Control and Prevention (CDC) for the latest situation summary updates.

6.4.2 Follow Federal, State & local health advice as it pertains to your location.

6.4.3 Contact local, state health departments, and hospitals nearest project sites or office locations that support testing facilities and/or hospitalization. Have that list readily available and/or posted.

## **6.5 Travel**

6.5.1 Travel domestically shall be restricted to essential travel only. For business essential travel, employees are encouraged to avoid traveling through potential higher risk areas.

6.5.2 International travel shall require CEO approval.

## **6.6 Gathering**

6.6.1 Limit gatherings to less than 10 persons.

6.6.2 Practice social-distancing and distance yourself a minimum of six (6) feet from other individuals.

6.6.3 Gathering of groups larger than fifty (50) persons are prohibited.



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- 6.6.4 All-hands meetings shall be suspended until directed by management. Stretch & Flex and Plan of the Day (POD) meetings should be held with individual crews.
- 6.6.5 Avoid clustering in site trailers and hold meetings outdoors, where possible.
- 6.6.6 Practice social-distancing outside of work. Avoid communal spaces such as bars and restaurants (except for take-out) to reduce your risk of exposure.

## 6.7 Work Protocols

- 6.7.1 Always wear gloves and other Personal protective equipment (PPE) during cleanup and disposal activities.
- 6.7.2 Wash hands before eating or grabbing drinks.
- 6.7.3 Wash hands after using jobsite toilet facilities.
- 6.7.4 Don't share gloves (writing names on gloves will define ownership).
- 6.7.5 Don't share eyewear, welding hoods or face shields.



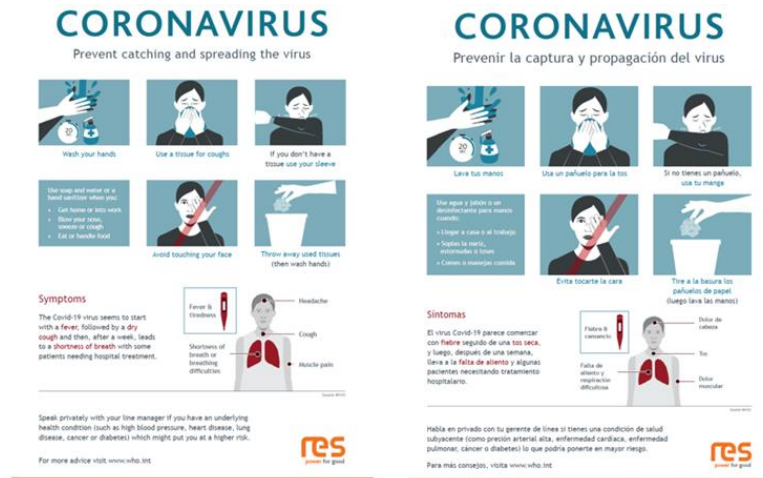
## 6.8 Project Requirements

- 6.8.1 Each construction project, operations site, and office will also have available adequate hand washing facilities and hand cleaning supplies, including soap or an alcohol-based hand sanitizer that contains at least sixty percent (60%) alcohol.

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6.8.2 Signs are posted at each site, English & Spanish, to assist employees with prevention measures and to recognize virus symptoms.

a) Example:



6.8.3 Personal protective equipment (PPE) shall be provided at no cost and includes but is not limited to:

- a) Gloves.
- b) Eyewear (goggles or glasses).
- c) Face shields (as necessary).

6.8.4 Employees who have come into contact or contracted the virus shall refrain from visiting any site or office location and are directed to remain at home if they feel sick.

6.8.5 Site visitors shall be asked to confirm the following:

- a) If they have spent time in any areas identified as high risk according to the World Health Organizations.
- b) Whether they have been in contact with anyone affected by the virus.
- c) If they are feeling sick (fever or shortness of breath).

Any visitor who answers yes to any of the questions posed will not be granted entry and will be recommended to attend a remote meeting option.

## 6.9 Site Escalation Protocol

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- 6.9.1 Employees shall notify their supervisor if they have received a positive test result or have been in close proximity (1-6 feet) with anyone who has received a positive test result.
- 6.9.2 If a worker has symptoms, such as a raised temperature and difficulty breathing, they shall notify their supervisor and consult with a physician for guidance.
  - a) Current recommendations are to self-isolate by working from home for fourteen (14) days.
- 6.9.3 Notification to potentially affected personnel and contractors will be conveyed by the project team.
- 6.9.4 Project management will evaluate exposure based upon risk with the Crisis Management Team to determine additional measures to be taken to ensure worker safety.
- 6.9.5 Enhanced cleaning regimes within the work area will be enacted for frequently touched surfaces, e.g. printers, door handles.
- 6.9.6 If a worksite needs to be closed: Workers shall be notified that their office or project is closed, they must not travel to that office or any other RES location and make an alternative arrangement for work. Individuals will be updated as the situation evolves.

## **6.10 Training**

6.10.1 All workers will be trained on the following:

- a) Sources of exposure to the virus.
- b) Hazards associated with exposure.
- c) Appropriate workplace protocols to prevent or reduce the likelihood of exposure.
- d) How to isolate of with suspected or confirmed infectious diseases.
- e) How to report cases.

6.10.2 RASOP 003 - Bloodborne Pathogens

- a) When the potential exists for exposure to human blood, certain body fluids or other infectious materials, workers will receive training on the Bloodborne Pathogens RASOP.

## **6.11 Annual Review**

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6.11.1 This procedure will be reviewed and updated under the following circumstances:

- a) Annually, on or before December 31st of each year.
- b) Whenever new or modified tasks and procedures are implemented which affect occupational exposure of employees.
- c) Whenever the RES implementation requirements change.

## 7.0 APPENDICES

7.1 None