



# ROSENDIN

## COVID-19 DISEASE PREPAREDNESS

### PURPOSE

This procedure defines the general requirements for required infectious diseases control for Rosendin offices, and projects in areas that are threatened by a medical epidemic/pandemic.

### SCOPE

This procedure provides a streamlined approach to handling medical-health related cases as in:

- Threat of a medical/health crisis within the business location in the form of an epidemic/pandemic
- There is a medical/health crisis in the form of an epidemic/pandemic, affecting employee health and welfare in the community
- Inappropriate or uncontrolled health information leading to employee hysteria
- Threat of business operation disruption due to medical and health concerns

This procedure aims to maintain a healthy, safe and conducive working environment for Rosendin as it continues to provide and deliver quality services. Infection prevention and control measures have been adopted to curtail or minimize risk of exposure.

### APPLICATION

This program is applicable to all Rosendin employees and contractor(s), vendor(s) and third-party personnel with direct working relations with Rosendin employees.

---

## DETERMINING MEDICAL HEALTH PROTOCOL LEVELS

The Medical Health Alert Level Determines the appropriate action plan to be initiated by Rosendin.

### PROTOCOL LEVEL 1 (Initiated)

Medical epidemic/pandemic, health crisis cases reported in locations outside the office/project area of responsibility and is a concern of the international community.

#### ACTION ITEMS:

- Communication (Current Status in Blue)
  - To Employees - [Current stats and updates ongoing as necessary](#)
  - Daily Briefing - [Will take place in the morning crew meetings](#)
  - Updated Key Contact Lists (Who/Where to call for information or if you are experiencing COVID-19 Symptoms)
  - Designate Site Person to Receive informational Alerts ([Safety Manager or Superintendent](#))
  - Employees traveling to/from affected areas or by plane debriefed. [Communication will be ongoing](#)
  - Basic Hygiene Awareness-Safety Training Alert Completed. [Ongoing as Necessary.](#)
  - Display Awareness Materials (Posters, General Hygiene, etc.) in common areas - [Completed](#)
  - Employees should report flu like symptoms/illness to their supervisors
- Corporate Travel Guidelines, Restrictions, etc. [Per Corporate Guidelines, and CDC Tier 3 Advisory Countries](#)



- Contingency plan for employees showing flu-like symptoms. [Follow up with Primary Care Physician, alert Rosendin's Management with status](#)
- Determine when gatherings such as meetings should be canceled or postponed.
  - Alternate-phone, webinar, etc. [TBD](#)
- Determine who is entering and leaving the sites daily.
  - Determine site triggers for isolation or exclusion of site personal. [TBD](#)
- Procurement
  - Determine availability, time of deliver, and cost of PPE for the crisis such as respirators, hand sanitizer, disinfectant fluid etc. [Provide when available and replenish as necessary.](#)
- Housekeeping/Janitorial
  - Identify protocol and cleaning agents used for bathrooms, lunchrooms, port-a-cans, contact surfaces. [Ongoing](#)
  - Adequate hand washing locations, antibacterial dispensers. [Ongoing](#)
  - Use bottled water when dispensing stations are not adequate. [Ongoing](#)
- Subcontractor Discussion on crisis preparation. [TBD](#)
- Revisit Bio-waste Protocols [Follow CDC guidelines for medical waste as necessary](#)
- Offices/Trucks/Equipment
  - Communication. [Ongoing](#)
  - Cleaning of contact surfaces including phones, work surfaces, conference rooms, photocopiers, steering wheels, door handles, etc. [Ongoing](#)

### **PROTOCOL LEVEL 2 (No Action Necessary Currently)**

Medical pandemic/epidemic, health crisis reported in general areas but not within the immediate areas.

*Current Status* - No Reports of Rosendin Employee Cases. Use Investigation guidelines at the end of this document for **Confirmed Exposure Cases.**

#### ***ACTION ITEMS:***

- Full implementation of Protocol Level 1 items.
- Restriction of visitors.
- Restriction of employees returning to immediate area after trip abroad.

### **PROTOCOL LEVEL 3 (No Action Necessary Currently)**

Medical epidemic, health crisis cases reported within the immediate environment or affecting Rosendin employee's immediate family members.

#### ***ACTION ITEMS:***

- Full implementation of Protocols Level 1 and 2 items.
- Ready Emergency Hotline Calling Lists, make available to employees.
  - Person to Contact.
  - Health Care Institutions.



# ROSENDIN

- Management Team meeting daily to update.
- No (Non-Rosendin) visitor policy inside Rosendin's offices.
- Vendor and business transactions limited to building lobby/gate/parking lot.
- Teleconference/Telephone business meeting preferred.

## **PROTOCOL LEVEL 4 (No Action Necessary Currently)**

Medical epidemic, health crisis affecting Rosendin Employees.

*Current Status* - No Reported Cases of Rosendin Employees.

### ***ACTION ITEMS:***

- Full implementation of Protocols Level 1, 2, and 3.
- N-95 mask to employees (mandatory). Rosendin to provide individual protection equipment to its affected employees.
- Emphasis on use and disposal of individual protective equipment (masks, gloves).
- Rosendin to facilitate immunization of employee(s), if available.
- Affected Rosendin Employee's mandatory "Fit to Work Medical Assessment Slip."

---

## ROSENDIN'S EMERGENCY CONTACT LIST

- Marty Rouse, VP of Safety | 360.464.7814
- Julie Moss, HR Director | 408.205.5725
- Project Safety Manager
- Project Superintendent

The emergency contact list above will be contacted as soon as possible if any employee or contractor who is assigned to perform work at any physical Rosendin location, or any member of their household:

1. Has recently returned from a CDC Travel Advisory Country
  - All Current Employees will be questioned daily in the morning safety meeting
  - All new hires will be questioned
2. Is being monitored or tested for COVID-19
  - All Current Employees will be questioned daily in the morning safety meeting
  - All new hires will be questioned
3. Has tested positive for COVID-19; or has been in contact with anyone who may have been exposed or has tested positive
  - All Current Employees will be questioned daily in the morning safety meeting.
  - All new hires will be questioned

For cases in which those individuals (or a family member) may have been exposed to the virus, we will enforce, per Rosendin, a mandatory 14-day period away from Rosendin's properties and work sites. If possible, however the employee will be permitted to continue to provide services remotely.



## PRELIMINARY INVESTIGATION GUIDE

Applies to a Confirmed Infected/Exposed Person

### Potentially Infected Person(s):

<b>Investigation</b>	
Was this a one-time visit or multiple visits to the project site?	
When was that person last on site?	
Do we have an understanding of when the individual may have been infected?	
How long was this person on site? Frequency (if any)?	
Duration of visit on site?	
Did the person work in a specific area of the project or on a specific trade?	
Did this person use project-based PPE? Owned or Communal PPE? If the individual used project supplied PPE, what happened to the equipment?	
Did this person touch specific equipment?	
Did the potentially infected person touch commonly hand- held services? Use facilities?	
Did the potential infected person use common facilities (bathrooms, kitchen, elevators/ lifts, water cooler, microwave, etc.)	
Do we have an understanding of when the person may have become symptomatic?	
Did the individual report or did others tell us that the potentially impacted person was displaying or complaining to others regarding symptoms associated with COVID-19 (e.g. dry cough, fever, chills)?	
<b>Actions</b>	
Potentially impacted person(s) will be contacted with steps he/she should take and a plan to return to work.	



## PRELIMINARY INVESTIGATION GUIDE (cont.)

Applies to a Confirmed Infected/Exposed Person

### Identifying Close Contact Personnel to the Potentially Infected Person(s):

Investigation	
<p>To the extent possible, identify individual(s) the potentially infected person was likely to have come into close contact with during their visit. Consider the following:</p> <ul style="list-style-type: none"> <li>• Internal Rosendin team members</li> <li>• Joint venture partners</li> <li>• Subcontractors and sub-tiers</li> <li>• General Contractors, Owners, and Clients</li> <li>• Third-party providers (e.g., inspectors, suppliers, utility workers, consultants, designers)</li> <li>• Other Rosendin offices or projects</li> </ul>	
<p>Did the potentially infected person arrive or leave the project site alone?</p>	
Actions	
<p>The investigative team will contact the listed individual(s) that reasonably may have come in close contact with personnel:<sup>1</sup></p>	
<p>Close contact (send them home for quarantine)</p> <ul style="list-style-type: none"> <li>• Identifying that exposure may have occurred without disclosing potentially infected individual(s)</li> <li>• Provide details on potentially infected zones and approximate time frames</li> <li>• Suggest seeking guidance from a medical professional of the individual's choice</li> <li>• Provide links to Rosendin support</li> <li>• Advise on steps for return to work, noting that the individual will not be allowed to return to work until cleared by a medical professional through a negative COVID-19 test or after the expiration of the 14-day quarantine period with no symptoms</li> </ul>	
<p>Project Executive, Project Manager or Project Superintendent communication with Key Stakeholder:<sup>2</sup></p> <ul style="list-style-type: none"> <li>• Employees on the project, joint venture partners, client, partners, subcontractors, trades, utility workers, etc. (create template notifications) - Should be coordinated with the information below if sending out one email out to the team with actions.</li> </ul>	

<sup>1</sup> The notification should take place as soon as reasonably possible.

<sup>2</sup> The notification should take place as soon as reasonably possible.



## PRELIMINARY INVESTIGATION GUIDE (cont.)

Applies to a Confirmed Infected/Exposed Person

### Potentially Impacted Areas:

Investigation	
Identify locations on site where the individual(s) has been (e.g. office, trailers, job walk, etc.)	
Use a project site plan to trace the individual(s) path of travel and activity within the project site	
Did this person bring any materials on site? Where are the materials today?	
Actions	
Determine areas to be sanitized	
Sanitize location, isolate identified high risk exposure areas following CDC Recommendations	
If project suspension, in whole or in part, is required, determine how long.	
<p>Communications from Project Executive, Project Manager or Project Superintendent to the following on steps/plan (sample email is available at the end of this document):<sup>3</sup></p> <ul style="list-style-type: none"> <li>Employees on the project, joint venture partners, client, partners, subcontractor, trades, utility workers, etc. (create template notifications)</li> </ul> <p><b>Note:</b> Communications may require multiple communication touch points in an effort to put employees at comfort with the steps the organization has taken.</p>	
Avoid	
Overreacting. Remain calm and remind those that may have been in contact with a potentially impacted person that safety protocols are in place.	
Disclosing the name of a potentially impacted individual. Making any assumptions about potential impact based on an individual's race, national origin, disability status or other protected class. To this end you should also attempt to curb any rumors about whether particular groups or individuals may have or be at higher risk for COVID-19 because of their inclusion in a protected class.	

<sup>3</sup> The notification should take place as soon as reasonably possible.



# ROSENDIN

## **ADDITIONAL RESOURCES**

Center for Disease Control (CDC)

[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)

World Health Organization (WHO)

[www.who.int](http://www.who.int)

Occupational Safety And Health Administration (OSHA)

[www.osha.gov/SLTC/covid-19/](http://www.osha.gov/SLTC/covid-19/)