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**COVID-19 / Pandemic Exposure
Management Plan
Release 2.1**



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ALL EMPLOYEES WILL SOON BE ABLE TO FIND THE DAILY RELEASE FORM ON OUR WEB SITE AT www.terraworksinc.com . ALONG WITH THE WEB PAGE, WE HAVE A GO TO EMAIL FOR QUESTIONS AND CONCERNS REGARDING COVID-19 AT covid19@terraworksinc.com



1.0 - Company Commitment & Awareness

The safety and well-being of our team members, stakeholders, clients, and the public has always been, and will continue to be, the top priority of Terra Works, Inc., Our management and safety committee has been following the development of the COVID-19 pandemic through information released from the CDC, OSHA, and WHO, as well as industry organizations, client partners, and business peers. Effective immediately, Terra Works will implement phase 2.1 of our COVID-19 pandemic management plan. The procedures contained herein to ensure the safety of our team members while ensuring continuity of services to our customers. We believe that, with the appropriate precautionary procedures and shared responsibility among all employees and owners of the firm, we can continue field operations in a safe and responsible manner.

COVID-19 has taken businesses into uncharted territory that we must all navigate together. As we continue forward, we want you to know we are taking every precaution to protect you, your family, our clients, and our business operations. With the recent updates, we would like to take a moment to reiterate our mission and our commitment to our team members, as well as introduce some additional, precautionary measures. Please understand that first and foremost, we want to maintain a safe workplace while encouraging and adopting best practices that are capable of protecting the health of each of our team members and those around us.

We ask all team members to cooperate in taking the necessary steps to reduce the transmission of communicable diseases in the workplace and follow the guidance indicated in this plan. The professionalism and dedication of the Terra Works Team have led to the success of this company. These same characteristics will allow us to continue our operations in a safe and effective manner. As we have indicated in the past, a safe workplace and jobsite requires a team effort. Everyone is empowered to look out for safety regardless of title, position, seniority, or experience. This is a shared responsibility.

Designated Representative(s)

Terra Works Inc.'s Senior Leadership will own the contents and deployment of this plan related to COVID-19 and any future Pandemic (contents will be refined as needed for future events). This plan will be reviewed **bi-weekly** to maintain its accuracy and readiness. Lessons learned from past Pandemics and as we move forward will be considered in the exposure management of future Pandemics.

Senior Leadership – Ryan W. Miles (President), Curtis C. Miles (Secretary), Theron L. Miles (Treasurer) are all responsible for this plan and principals of the corporation since 2009



2.0 – Responsibilities

(Actions to Minimize Chance of Exposure to Infected Persons)

Terra Works will utilize a combination of engineering and administrative controls to prevent the spread of all communicable diseases, to include COVID-19. While the programs and procedures established previously in release 1.1, additional precautions are required at this time. These procedures will become effective immediately. This guidance shall be reviewed with each crew and implemented upon receipt.

It is critical that employees DO NOT report to work while they are experiencing illness symptoms such as fever, cough, or shortness of breath.

- Employees should seek medical attention if they have or develop symptoms.

Employees that develop **emergency warning signs** for COVID-19 should get **medical attention immediately**. Emergency warning signs include*: Trouble breathing, persistent pain or pressure in the chest, new confusion, bluish lips, or face. *This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Refer to PA DOT Department document COVID-19 Hygiene and Cleaning Best Practices for personal hygiene, cleaning (project office and job site), for COVID-19 best practices.

Senior Leadership will:

- Manage all aspects of this program.
- Identify employees that have travelled to affected areas or have been exposed to the virus.
- Supervise employee training programs for virus transmission countermeasures to COVID-19.
- Provide initial, periodic, and annual training on illness prevention to all employees and as needed during future Pandemic events.
- Coordinate and supervise recordkeeping as required by company policy / public health agencies.

Superintendents and all other Management will:

- Monitor and ensure that employees are following procedures and protocols in affected areas.
- Follow all guidelines as required in this plan.
- Wear and maintain PPE in all posted areas.
- Ensure work force attends safety meetings/talks on pandemic/illness transmission.
- Ensure that any worker showing signs of symptoms of this virus be sent home and advised to seek medical attention and notify Senior Leadership if any expose or transmission is suspected.
- Administer daily fitness for duty test.

Employees will:

- Follow all guidelines as required in this plan.
- Wear and maintain PPE in all posted areas.
- Attend safety meetings/talks on pandemic/illness transmission.
- Ensure they notify their immediate supervisor if feeling symptoms or signs of this virus.
- Report to their supervisor any changing conditions which may impact the virus exposure.



To help gather information daily, the following steps must be followed:

Team members shall immediately report to their supervisor if they have been in contact with a suspected infected person (i.e., family members, others) or if they have recently traveled outside the continental US.

- Fitness for duty will be assessed daily for all personnel and/or subcontractor personnel.
 - This test will be administered by each project Superintendent.
 - All employees and subcontractor employees must complete a wellness screening form prior to each shift (see Appendix A for sample and online link). This form is accessible via paper document at this time and will be available by phone, iPad, or computer in PDF file. If an employee does not have access to such device, the Superintendent must fill out the online form on the employee's behalf by asking the employee the questions and entering the verbal responses into the form.

- Temperature checks may be conducted with an infrared thermometer if warranted.
 - Per CDC guidance, a temperature of 100.4F (38C) or greater shall be used to indicate a fever.
 - All persons with a temperature \geq 100.4F shall be directed to stop work and obtain a medical evaluation.
 - If COVID-19 and/or influenza testing is not warranted:
 - Return to work is permitted with medical clearance.
 - If COVID-19 and/or influenza testing is warranted and performed:
 - Negative results (with written proof of testing) and asymptomatic: Return to work is permitted.
 - Positive result for COVID-19: Return to work is not permitted.
 - Positive result for influenza: Return to work is permitted after 5 days and medical clearance.

3.0 – About COVID-19

Symptoms

The virus can cause illness ranging from mild to severe and, in rare cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Other affected people have reported other non-respiratory symptoms. Many cases are referred to as asymptomatic, which means that individuals report no symptoms at all. According to the CDC, symptoms may appear in as few as two days or as long as 14 days after exposure.

How the Virus Spreads

The virus is spread mainly from person to person including the following:

- Between people who are in close proximity, generally less than six feet, with other people that are infected.



- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- There is a possibility, however not likely, that the virus can be transmitted by touching a surface or object that has COVID-19 on it and then touching one's own mouth, nose, or eyes.
- People are most contagious when they are symptomatic, for example, experiencing fever, cough, and or shortness of breath.
- Additionally, it is thought that asymptomatic and mildly symptomatic individuals can and do spread COVID-19.

4.1 - Cleaning/Sanitizing of Facilities, Tools, & Equipment

- Hand washing and/or sanitizing stations will be staged in designated areas for frequent and immediate use. Wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer and/or industrial hand cleaning products per the manufacturer's instructions.
 - a. Wash Your hands often, especially: before, during, and after you prepare food; Before you eat; After using the restroom; When your hands are dirty; More frequently when someone at home is sick; And in particular after coughing, sneezing or using tissues.
 - i. Cover nose and mouth when sneezing or coughing, cough or sneeze into your elbow or a single use tissue. Dispose of tissues immediately.
 - ii. Keep hands away from the mucous membranes of the eyes, mouth, and nose. Do not touch your face.
- Daily cleaning(s) of all job trailers, heavy equipment cabs, and vehicle interiors shall be completed.
 - a. Common touch points shall be wiped after applying an approved disinfectant solution.
 - b. Equipment cabs shall be cleaned prior to initial use and at the end of the shift by the operator.
 - c. Additional cab cleanings shall be required prior to switching the operator personnel.
- Hand tools and power tools shall be cleaned daily before and after use.
- Approved cleaners:
 - a. Solution of bleach and water per industry standards.
 - b. Solutions of 70% alcohol or greater.
 - c. Other solutions meeting industry standards.
- Personal protective equipment shall be assigned to an individual, not shared among groups.
- A cloth mask or greater must be worn on the jobsite when a 6-foot minimum distance cannot be maintained. Each employee must always have a mask on their person for quick deployment.
- 100% glove use policy shall be enacted onsite, whether actively working or not.
- Hand sanitizer shall be utilized immediately after contact with surfaces in public places and during operations such as dispensing fuel and/or visiting a convenience store or other business.

5.0 - Social Distancing

Social Distancing - General Guidelines

- Social Distancing: Staying Away from Close Contact in public places.
- Do not host large group meetings. Avoid face-to-face meetings. CDC recommends avoiding gatherings of 10+ people; and when meeting, keep a minimum 6-foot distance between people. Perform meetings online, via conference call, or outdoors (while maintaining 6-foot distance between people), whenever possible.
- Avoid using other workers' phones, desks, offices, or other work tools and equipment when possible.
- Limit the number of people on a jobsite.
- Avoid physical contact such as hand-shaking and other contact greetings.
- Inspection staff only go into the project field office for essential functions. Do as much work from your vehicle as possible.
- Ensure electronic devices are charged every night & have a car charger available for each device.
- Company specific forms will move to electronic formats.
 - Personal electronic devices will be permitted on project sites for this purpose only. Utilizing an electronic device while operating equipment or driving a vehicle is still strictly prohibited.
- Bring lunch and eat away from others (avoid crowded restaurants).
- Limit carpooling.
- Do NOT share personal protective equipment. All necessary equipment shall be assigned to each team member. Equipment shall be cleaned/sanitized as instructed in Section 4.0.
- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where team members might encounter contagious people.
- All hotel travel will be one employee per room until further advised. We will also be accommodating travel to and from home exceeding the 60 mile limit set forth in the employee hand book.

**** Please also take extra precautions if you already have a weakened immune system, recent surgery or illness or if you are suffering from some type of respiratory ailment (such as: asthma, bronchitis, smoking, etc.)**

Social Distancing – At the JOBSITE (Production Work)

- Do not share pens for ticket signing
- Frequently sanitize the cab of equipment and vehicles. Provide time for employees to perform these tasks.
- No congregation in job offices or break areas.



- Ensure that social distancing of 6 feet is in place when required to have face to face meetings with inspectors. Meet with inspectors via phone or online if possible.
- Do not share tools if possible. Use disinfecting procedures on shared tools.
- Eliminate all nonessential employees and visitors from coming to facilities and job sites.
- When deliveries are being made, ensure social distancing measures are in place. This may include a segregation box for delivery tickets.
- Third party haulers must remain in their vehicles. When not possible, implement additional cleaning and disinfecting procedures as determined necessary.
- Eliminate or reduce ride sharing.
- Cash sales should be postponed until further notice.
- On site superintendents will determine further distancing measures as appropriate for the location.

6.1 - Actions if Symptoms Reported by Site Personnel

During an infectious disease outbreak, it is critical that team members do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and/or fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 38 degrees C) or signs of a fever without the use of fever-reducing medications. Team members who report to work ill or identify symptoms while working will be sent home in accordance with these health guidelines.

If you report a sickness or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to determine if your absence is related to COVID-19 and/or influenza, and to know when it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when additional medical information is deemed necessary. Our policy is to treat any medical information as a confidential medical record.

Identify the Contacts - If we have determined that an employee has COVID-19 or potentially has COVID-19, we must determine who may have been a contact with the person.

1. Identify the Contacts. This is someone who is in contact with the COVID-19 person.
2. Advise Contacts that they have been in contact with the person having or suspected of having COVID-19.
3. Check on the person during their absence from work. This will help facilitate treatment, contact tracing, and other information if a contact becomes ill.
4. Follow the process for ensuring both suspected and contact person are healthy before allowing them to return to work. All are encouraged to return to work once they are well.



Who is considered a Contact - We will rely on local health authorities to continue to define this.

1. Most likely, the definition will regard Contacts as individuals who have had close physical (less than six feet) or confined airspace contact with an infected person, within four days of that person developing symptoms.
2. Contacts are likely to include family members and other living companions, coworkers (if in close contact situations or confined airspace environments), and recreational companions.
3. Individuals who have not been in close proximity nor have shared a confined airspace with an infected person within four days of that person developing symptoms may not likely be considered a contact.

Positive Employee COVID-19 Test - If an employee has been on-site and tests positive for COVID-19, work will be suspended in the affected areas until disinfecting guidelines are met in accordance with the CDC. This suspension of work could take up to 24-hours but is not expected to take longer. In some cases, the cleaning and sanitation process may be accomplished in less than one shift.

In furtherance of this policy, any disclosure of medical information shall be limited to circumstances with supervisors, managers, first aid and safety personnel, and/or government officials as required by law.

Once appropriate immunizations are developed and released by the CDC, all employees are encouraged to receive the recommended immunizations. If an employee chooses to not get an immunization, they must report this information to Terra Works Safety Department / HR so that company records can be updated, and appropriate risk control measures can be implemented.

7.0 – Material Deliveries, Sampling, Testing and Site Visitors

For the duration of the COVID-19 pandemic, every effort will be made to eliminate the exchange of physical paperwork. Much of this can be accomplished by documents being scanned and electronically transferred to the other party.

If physical documents must be exchanged, they will only be handled by someone wearing nitrile gloves. A quarantine procedure for the physical documents will be established that meets the current CDC social distancing requirements. Site specific procedures will be developed and carried out by the site teams. Documents will not be permitted to be handed from one person to another. If a quarantine container will be used, the party to receive the documents must wait a minimum of 24 hours prior to working with the documents.

An area at each project site will be designated for the arrival of Site Visitors (i.e. small deliveries, salesmen, manufacturer's reps, engineers, State Officials, union representatives). These individuals must remain in this zone until the site Superintendent / Foreman acknowledges them and gives further instructions.



8.0 – Work from Home

Provisions are in place for all office employees to be able to work from home when they are ill or are caring for others who are ill. It is critical to maintain productivity while working from home. This includes keeping normal work hours, frequently checking voicemail and email and timely responses to all requests. If you feel ill or are too ill to work from home, please coordinate with your supervisor to ensure that your work operations are maintained. Should a large percentage of personnel become ill, workloads will be shifted and shared among other healthy workers until the work force recovers from the illnesses?

9.1 - Required Communications

- **Notify** your **supervisor** by text or a phone call and **stay home** if you have, or suspect you have, a communicable illness. If you become ill due to a communicable illness, return to work only after completion of treatment.
 - a. **Terra Works Senior Leadership will communicate via email, text and phone calls both internally and externally with all potentially affected people when an instance of a communicable illness is reported.**
- **Notice** the signs of illness which may include (but not be limited to): coughing, sneezing, fever, joint aches, overall ill feeling, and/or a report of a communicable illness from a health care provider.
- **Stay aware and report** if you are well but have an ill family member with a known or suspected communicable illness. **You must** monitor your health on a daily basis to ensure you remain free of the communicable illness.
- **Remember** our Fitness for Duty Policy and provide a return FFD form if seen by a physician (contact HR for further information).
- **Going Somewhere? Educate** yourself on **travel notices** which inform travelers about current issues that impact travelers' health, like illness outbreaks, special events or gatherings, and natural disasters, in specific international destinations. <https://wwwnc.cdc.gov/travel>
- **Site Signage** – All facilities and sites will have posted the sign stating, "**COVID-19 Safety Plan in effect.**"
 - a. Additionally, Terra Works will comply with all customer, client, and owner signage requirements.

We understand there are many questions. While much is still unknown, Terra Works is closely monitoring updates from the CDC, WHO, OSHA, and state and local public health departments and will re-evaluate our precautions as additional details are provided. Good judgment skills by all team members are critical in safeguarding the health of everyone around us. Together, we can continue to plan and execute these measures that will protect us all.



Appendix A

Wellness Screening Form

This form is to be utilized in conjunction with Phase 2.1 - COVID-19 Exposure Management & Business Continuity Procedure.

How to use this form:

1. Terra Works will update the Wellness Screening Form as needed and dependent on changing levels of health risk.
- 2.
3. This form will be provided to each team member and/or subcontractor employee/or visitor to complete at their designated project location before entering and engaging in any work task.
- 4.
5. Terra Works will restrict access or entrance to the project site to any person answering “yes” to any of the questions on this online form.
6. The site Superintendent will review this form for completeness each day.
7. The Terra Works Safety Department will retain all submitted forms for required recordkeeping purposes. If applicable, forms are readily available upon request.
8. All forms and Covid-19 concerns can be emailed to covid19@terraworksinc.com

Our Commitment:

We are strongly committed to maintaining a safe and healthy environment for all our employees and guests. Given recent concerns about exposure to and the risks of the novel coronavirus/COVID-19, we are asking all team members, subcontractor employees, and/or visitors to answer the following questions. Thank you, in advance, for your cooperation and assistance.

Wellness Screening Form

Name:
Company:
Date:

Wellness Screening Questionnaire:

1. Do you have a fever? NO _____ YES _____

If temperature is taken, is it ≥ 38 °C (100.4 °F)? NO _____ YES _____

2. Do you have one or more respiratory symptoms including?

a. Persistent, dry cough NO _____ YES _____

b. Shortness of breath or breathing difficulty NO _____ YES _____

3. Within the past 14 days, have you either been to a country or area with known COVID-19 community spread (defined as a “hot spot”) or been in *close contact** with a person from these areas?

NO _____ YES _____

4. Within the past 14 days, have you had *close contact** with a person who has been diagnosed with the coronavirus/COVID-19 or who has exhibited symptoms resembling those caused by COVID-19?

NO _____ YES _____

**Close contact means having cared for, having lived with, or having had close physical contact with someone known to have been diagnosed with the coronavirus/COVID-19 (including contact by having taken the same plane or train, attended the same event, etc.).*

If ‘yes’ to any question, please notify your superintendent immediately.