

			Initial Issue Date	March 31, 2020
			Revision Date:	May 12, 2020
COVID-19 Response Plan			Revision No.	01
			Next Review Date:	September 2020
Preparation: Naomi Kroth	Authority: Al Bachmann	Issuing Dept: Safety	Page:	Page 1 of 4

Purpose

Bachmann Construction is committed to dedicating resources immediately to identify and mitigate situations in the workplace which may introduce, expose or spread COVID-19. This written plan documents the identification and mitigation measures taken, including all engineering controls, administrative controls and safe work practices that Bachmann Construction will follow in pursuance of this commitment. Bachmann Construction will update this plan on a regular basis for the duration of the COVID-19 Situation.

Assumptions

A pandemic disease will spread rapidly and easily from person to person, affecting all businesses due to absenteeism. Businesses that are relied upon by other businesses will be facing the same massive absentee rates, and may be unable to provide essential components to maintain the daily operations.

Risk assessments to identify the essential/critical components of our Bachmann Construction business operation are being conducted. We recognize that a pandemic includes:

- Healthcare services not being available (they are already full at present with the usual ailments).
- Schools, churches and other public places not being open.
- Essential materials and supplies may be limited due to distribution chains that are affected by the travel restrictions or absentee workers supporting those transportation means.
- Essential services around utilities, food distribution/access and banking systems may not be at "normal levels"; access to cash flow could be tight.
- People may not be willing to or able to come to work.

Communications

Communications during a pandemic involves both internal communications and external communications. Internal communication will be provided to co-workers to educate them about pandemic diseases and measures they can take to be prepared.

Bachmann Construction will provide continuous updates through internal & external communications:

- Notification to co-workers of operational changes
- Provide frequent updates about the pandemic status
- Provide advisories and alerts as conditions change
- Ensure vendors and suppliers have available a dedicated communications contact
- Monitor local, state, and federal pandemic updates

Bachmann Construction will notify key contacts including both customers and suppliers in the event an outbreak has impacted our company's ability to perform services. This procedure also includes notification to customers and suppliers when operations resume.

Bachmann Construction will use our MessageMedia system that can send email and phone-texts to each co-workers contact number to send notifications and messages about alerts. The use of the Bachmann Construction web-site (www.BachmannConstruction.net) also will serve as a portal for sharing information with co-workers and vendors.

Work At Home Considerations

There is a work-at-home and stay-at-home policy when co-workers are ill or are caring for others. Flexible work policies are in place to allow personnel who can work from home, to do so. Co-workers are required to stay at home when ill, when having to care for ill family members or when caring for children when schools close, without fear of reprisal. Tele-commuting or other work-at-home capabilities are in place.

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Infection Control Measures

Guidelines for infection control are important to clarify the routes of transmission and the ways to interrupt transmission through measures of hygiene. Infection control is an essential component of pandemic management and a component of public health measures. Essential measures include:

- Hand washing and use of hand sanitizers shall be encouraged by Bachmann Construction supervision. Hand washing facilities, hand sanitizers, tissues, no-touch trash cans (where practical), hand soap and disposable towels shall be provided by Bachmann Construction.
- Social distancing including increasing the space between co-worker work areas and decreasing the possibility of contact by limiting large or close contact gatherings will be considered (current recommendation is 6 feet).
- Bachmann Construction will identify and clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) three times daily during shift changes and when visibly soiled. Work surfaces will also be cleaned frequently using normal cleaning products.
- Improved separation (extending height of cubicle walls, placing walkway indicators on floor) for employees sitting in open office areas
- Bachmann Construction has implemented the following engineering controls, administrative controls and safe work procedures to issue co-workers, subcontractor or vendors safety.
 - Regular body temperature scans performed and logged for all on-site employees
 - Staggered use of all shared spaces, including bathrooms, breakrooms and lunchrooms
 - No entry into private offices by any employee other than the office occupant
 - Cleaning of private office by office occupant to reduce cross contamination and undue risk to cleaning crew
 - Staggered facility entry and exit procedures
 - No deliveries except those that support production activities or emergency building maintenance
 - No visitors (including suppliers, customers) except those approved by senior management
 - Office Entry Protocol implemented to ensure decontamination upon entry of building

Additional examples of Bachmann Construction co-worker infection control measures include:

- Stay at home when you are sick. If possible, stay away from work, school and from running errands. You will help keep or prevent others from catching your illness.
- Cover your coughs and sneeze into tissues, or cough into your shirt sleeve.
- Enhance housekeeping services for public use areas several times throughout the work period.
- Use personal protective equipment where appropriate to minimize exposure (i.e. gloves- for handling money, masks worn by all employees when in public spaces.

COVID-19 Exposure Protocol:

- a. **Travelers from Level 2 & Level 3 Countries (as defined by the CDC):** Any co-worker, subcontractor or vendor returning from a CDC Level 2 or 3 countries (including layovers) must notify Bachmann Construction's Safety Dept. via phone prior to returning to work. The co-worker, subcontractor or vendor must remain out of work for fourteen (14) calendar days (beginning from the date returned to the United States), even if they are not directed to quarantine by government officials. The co-worker, subcontractor or vendor is permitted to work remotely, in accordance with their quarantine requirements specified in the US Department of Health and Human Services Centers for Disease

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Control and Prevention, Order for Quarantine Under Section 361 of the Public Health Service Act 42 Code of Federal Regulations Part 70 and Part 71, if their job duties allow. Countries identified by the CDC as Level 2 & 3 are found on the CDC website, link below: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

- b. **Co-worker, subcontractor or vendors directed to Quarantine by Federal, State & Local Authorities:** Co-workers, subcontractor or vendors who are directed to quarantine by federal, state or local authorities must remain out of work for the duration of the quarantine period. The co-worker, subcontractor or vendor is permitted to work remotely, in accordance with their quarantine requirements specified in the US Department of Health and Human Services Centers for Disease Control and Prevention, Order for Quarantine Under Section 361 of the Public Health Service Act 42 Code of Federal Regulations Part 70 and Part 71, if their job duties allow. The co-worker, subcontractor or vendors must provide Bachmann Construction with written proof of the requirement to quarantine and must notify and gain approval from Bachmann Construction prior to returning to work.
- c. **Other At-Risk Co-workers, subcontractor or vendors:** Co-workers, subcontractors or vendors who do not fit into the first two categories, but feel they are otherwise at –risk for contracting COVID-19 must provide a written statement to Bachmann Construction explaining the reason for their at-risk status. At-risk co-workers need not be exhibiting symptoms of the virus and include, but are not limited to, those who share a residence with, or have other close contact with a person who has been diagnosed with COVID-19, or exposed to COVID-19 and directed to quarantine by federal, state or local authorities. A co-worker, subcontractor or vendor shall not be deemed at-risk unless designated as such by the Bachmann Construction Safety Dept. and an Executive of Bachmann Construction (CEO, President or Vice President). A co-worker, subcontractor or vendor who is designated as at-risk by Bachmann Construction shall remain out of work for fourteen (14) calendar days. This out of work period may be extended upon the date of any positive diagnosis. The co-worker, subcontractor or vendor is permitted to work remotely, in accordance with their quarantine requirements specified in the US Department of Health and Human Services Centers for Disease Control and Prevention, Order for Quarantine Under Section 361 of the Public Health Service Act 42 Code of Federal Regulations Part 70 and Part 71, if their job duties allow.
- d. **Co-workers, subcontractor or vendors who are diagnosed with COVID-19:** Any co-worker, subcontractor or vendor who has been diagnosed with COVID-19 must remain out of work for fourteen (14) calendar days from the date of the positive diagnosis. The co-worker, subcontractor or vendor cannot return to work unless they have been cleared by both their personal physician and the Bachmann Construction Safety Dept. is notified of this clearance.

Triage Procedure for Suspected COVID-19 Cases:

Step 1 – Co-worker, subcontractor or vendor informs supervisor/direct report they have symptoms consistent with COVID-19. Symptoms include (Fever, Cough and Shortness of Breath), If a co-worker, subcontractor or vendor on a Bachmann Construction project or office location informs their supervisor/ direct report they have symptoms consistent with COVID-19, or have concerns that they may have been exposed to COVID-19, the Bachmann Construction supervisor/direct report will direct the co-worker, subcontractor or vendor to

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leave the work area immediately. The Bachmann Construction supervisor/direct report will then immediately call the Bachmann Construction Safety Dept. and provide information on the suspected case. The Bachmann Construction Safety Dept. will reach out to the co-worker, subcontractor or vendor to obtain additional information.

Step 2 – Bachmann Construction contacts the co-worker, subcontractor or vendor to complete a confidential incident report requesting all information needed to investigate the situation in accordance with federal, state and local laws. Specific personal medical information will not be gathered, the purpose of the investigation is to identify other workers or members of the public may have come in contact with the infected person and take the appropriate actions to protect co-workers, subcontractors, vendors and the public. Bachmann Construction will advise the co-worker, subcontractor or vendor to contact a medical professional regarding their symptoms. The co-worker, subcontractor or vendor must take appropriate action to ascertain whether or not they are infected and must remain out of work until a medical doctor advises it is safe for them to return to work or self-quarantine until able to receive medical advice, and the Bachmann Construction Safety Dept. approves.

Step 3 – Bachmann Construction is informed of a potential COVID-19 infection in a co-worker, subcontractor or vendor. Bachmann Construction will promptly review all incident reports related to a possible infection of COVID-19 utilizing the current federal, state and local guidelines. In the event Bachmann Construction is notified that a co-worker, subcontractor or vendor has tested positive for COVID-19, Bachmann Construction will take all available measures necessary to contain the spread of the virus, including cleaning and disinfecting impacted areas and following the above procedures for notification and quarantine.

Business Continuity Planning

During an emergency, co-workers look to management to provide leadership for Bachmann Construction. If a large percentage of personnel become ill our business continuity plans will be initiated so that if significant absenteeism or changes in business practices are required business operations can be effectively maintained.

COMMAND STAFF:

Incident Commander Al Bachmann	Organizes and directs all aspects of the incident response
Public Information Officer Naomi Kroth	Creates and releases upon approval from the incident commander all information to the staff, media and public.
Safety Officer Ed Engler	Ensures the safety of all persons involved with the pandemic

LOGISTICS SECTION:

Logistics Jim Benisch	Meets the goods, services, and staffing needs of the operation during the pandemic
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FINANCE SECTION:

Finance Section Chief Sheryl Moreland	Monitors all expenditures and ensures fiscal resource availability during the pandemic
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