

**Pepper Construction
COVID-19 Prevention & Response Plan
Updated 03/20/2020**

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COVID19 Prevention & Response Plan Summary and General Guidelines

The safety of our team members, trade partners and clients is always our top priority. This plan is designed to minimize any impact on Pepper, our employees, clients, subcontractors, the general public and on-site visitors. This is an addendum to Pepper's Business Resiliency Plan. We are continuously monitoring this situation and updates from the CDC, and we will update this living document as warranted. The plan was most recently updated on March 20, 2020 and **changes are highlighted in yellow.** In addition to CDC recommendations, the plan covers two specific audiences:

- 1) Active jobsites and tradespeople
- 2) Offices and employees

Everyone working for and with Pepper Construction should follow recommendations currently available from the CDC, which includes simple everyday preventative actions that will help protect you and other from this virus as well as the annual flu:

- Engage in regular, thorough handwashing and use of hand sanitizer, ensuring use of warm water and soap for a minimum of 20 seconds. Please note that hand sanitizer alone does NOT effectively kill bacteria and viruses. It is a supplement to, not a substitute for, proper handwashing. It is also recommended that you dry your hands with paper towels and not air dryers.
- **Stay home when you are sick. Stay home if you have a fever (100.4°F). Follow current CDC guidelines: . <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>**
- Cover your mouth and nose with a tissue or your arm when coughing or sneezing, then throw the tissue in the trash (preferably with a lid).
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow the CDC guidelines related to self-quarantine if you travel (which is currently 14 days after travel to High Risk - Level 3 countries). Please reference the CDC's website for the most recent information at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

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Pepper Field Offices, Clients and Trade Partners

- Project teams should have jobsite trailers wiped down each day with disinfectant (including surfaces like desks and tables and objects like telephones and keyboards) and **Wipe down tools and elevators nightly.**
- Project teams will leverage 365 Equipment & Supply for the availability of tissues, closed trash receptacles and hand sanitizer.
- Project teams will rent and install hand washing stations on projects without running water.
- Embedded jobsites like healthcare facilities or education campuses will understand the protocol of the client and follow whichever protocol is the more stringent.
- When gathering in large groups, like the morning safety huddle, site personnel will be encouraged to stand approximately **6 feet** apart, **per CDC guidelines as of March 15, 2020. Limit elevator capacity to 10 people.**
- **Stagger jobsite start times when possible so elevators, lunches and break times are less populated.**
- For visual communication, CDC/WHO health and safety posters are available and to be posted in visible areas on every Pepper jobsite.
- Anyone who is sick should stay home.
- Anyone clearly sick will be removed from the jobsite and may not return to a Pepper jobsite until they are **fever-free for 72 hours. Employers will be advised should this occur.**
- Any field team member, including Trade Partner employees, who travels outside of the U.S. should advise the Pepper Superintendent before travelling and follow the CDC guidelines related to self-quarantine upon return. (This is currently 14 days after travel to High Risk - Level 3 countries. Level 1 countries are currently not required to quarantine but monitor their health for 14 days.) Please reference the CDC's website for the most recent information at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.
- Anyone who becomes sick with an acute respiratory illness suspected to be COVID-19 should not come to work. **Call your doctor immediately and follow CDC guidelines.** Trade Partners should immediately notify their Pepper Superintendent if anyone on their team becomes sick with a respiratory illness suspected to be COVID-19. The Superintendent will convey the information to Pepper Safety.
- Trade Partners are to report to their Pepper Superintendent any team member who tests positive for COVID-19, or who has been exposed to an individual who tests positive, within two weeks of working on a Pepper jobsite. The Superintendent will convey the information to Pepper Safety.
- Any team member who tests positive for COVID-19, or who has been exposed to an individual who tests positive should not come to work. They will not be allowed on site and will be required to follow CDC's guidance related to self-quarantine (currently 14 days) and will need to provide a physician's release to return to work on a Pepper jobsite.
- If necessary, Field Management on each jobsite will, in partnership with Safety and Human Resources, document the number of employees in quarantine and facilitate their return to the jobsite.

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Pepper Employees and Office Facilities

- As of March 23, office-based employees will work remotely to support jobsites.
- Offices are being deep cleaned every week and tissues, closed trash receptacles and hand sanitizer are available.
- High touch surfaces are being sanitized daily.
- Employees who are sick should stay home and follow CDC guidelines.
- Employees must have approval from Senior Management to travel anywhere for company business. Employees are encouraged to meet virtually when possible.
- Per CDC guidelines as of March 16, 2020 - events for more than 10 people should be postponed for 8 weeks (mid-April).
- As of March 13, 2020, currently scheduled upcoming training will either be shifted into a Skype format or will be postponed.
- Visitors to our office are limited and virtual meetings are encouraged.
- Employees with an acute respiratory illness suspected to be COVID-19, should not come to work. They should call their doctor and immediately notify Human Resources or their manager. Follow the most recent CDC guidelines which currently state you must home isolate for at least 7 days, other symptoms have improved and you must be fever-free without medication for 72 hours
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Any employee who tests positive for COVID-19, or who has been exposed to an individual who tests positive should not come to work. They should call their doctor and immediately notify Human Resources or their manager. They will be required to follow CDC's guidance related to self-quarantine (currently 14 days) and will need to provide a physician's release to return to work. If the employee is not experiencing symptoms and feels well, they may work from home. Managers are to ensure any work-related materials are shipped to a quarantined employee's home.
- Employees who plan to travel outside of the U.S. must gain approval from Senior Management before departure and follow the most up-to-date CDC guidelines related to self- quarantine after travel. (This is currently 14 days after travel to High Risk - Level 3 countries. Level 1 Countries are currently not required to quarantine but monitor their health for 14 days.) Please reference the CDC's website for the most recent information at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.
- If necessary, Human Resources representatives in each office will document the number of employees in quarantine and will facilitate their return to the office.