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# XL Industries Pandemic Response Plan

April 16, 2020 | VERSION 2



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## Purpose

XL Industries strives to provide a safe and healthy workplace for all employees of our companies. This Pandemic Response Plan (“the Plan”) outlines our overall response to a pandemic illness and our emergency preparedness and business continuity plan. It outlines specific steps to be taken to safeguard employees' health and well-being during a pandemic illness while ensuring our companies are able to maintain operations and continue providing services to our customers to the maximum extent feasible. In addition, it provides guidance on how we intend to respond to specific operation and human resource issues in the event of a pandemic.

XL Industries' **Pandemic Response Team** is comprised of the following individuals representing our various companies:

Name		Email
Mike Popp	VP Corporate Safety	<a href="mailto:mpopp@xlconstruction.com">mpopp@xlconstruction.com</a>
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Richard Walker	President/COO	<a href="mailto:rwalker@xlconstruction.com">rwalker@xlconstruction.com</a>

## Availability & Applicability of Pandemic Response Plan

The Plan applies to all affiliated companies, including XL Construction and its subsidiary companies. XL Industries regularly reviews, updates and shares the Plan with industry partners, insurers, and service providers. XL will also share it, as appropriate, with designated first-responders, local health care providers, and local, state, and federal government authorities, all of whom play a role in ensuring people's safety and well-being in an emergency. In addition, XL Industries will periodically test implementation of the Plan and make revisions as appropriate.

## Governmental Directives Control

XL Industries directs all employees to obey all directives issued by local, state or federal authorities, such as the Federal Centers for Disease Control and Prevention (aka CDC - [www.cdc.gov](http://www.cdc.gov)), Federal Department of Homeland Security, State Department of Public Health, county and city health departments, and local emergency response agencies. In the event of a conflict between such directives and directives set forth in this Plan or otherwise communicated by XL Industries, implement the more stringent action and immediately seek clarification from the Vice President Corporate Safety (see above for contact info).



This plan will be placed into effect, and remain in effect, as deemed necessary by the Pandemic Response Team.

## Pandemic Illness Defined

A pandemic is defined as “an epidemic occurring worldwide, or over a very wide area, crossing international boundaries, and usually affecting a large number of people.” Normal seasonal influenza (flu) epidemics are not considered pandemics. An influenza outbreak becomes a pandemic when almost simultaneous transmission takes place worldwide.

## Identification of Essential Personnel

XL Industries has identified and designated as “essential personnel” certain employees whose jobs are vitally important to our continued operation in a safe environment in offices and on jobsites and during emergencies. A list of positions considered to be essential personnel is attached as [Appendix F](#). The list may be revised periodically, in which case it will be re-published by the Pandemic Response Team. Your supervisor will contact you if your position is not on the list but you are deemed to be essential personnel for purposes of the pandemic protocol.

We acknowledge, however, that even essential personnel might become ill and unavailable to work or not be able to reach our worksites because of conditions beyond their own or our control. Consequently, XL Industries and its operating companies will devise and agree on back-up arrangements (including designating another or others as “qualified persons”) under which designated personnel are trained and equipped to fulfill the duties of unavailable essential personnel. In addition, we have equipped essential personnel with all the resources, including computers, and cell phones, that they need to work remotely during emergencies.

If you are identified as essential personnel and have to report to your workplace, please obtain an Essential Employee Work Letter from your Department head or Project Executive (see [Appendix G](#)). Keep this letter with you when traveling to or from work in case you are approached by law enforcement or governmental authority for not sheltering in place.

## Remote Work Locations

XL Industries acknowledges that during a pandemic illness, local, state, or federal authorities might prohibit or severely curtail individuals' access to and use of public services and public transportation, close or prevent access to buildings or public highways, isolate or quarantine buildings' occupants, and prevent inter- or intrastate travel and/or delivery of goods and services. We cannot predict and have no control over such authorities' actions and acknowledge our legal duty to comply with outside authorities' directives. We are prepared to continue key “bare bones/essential” operations from remote work locations, including essential personnel's homes.

To this end, we have supplied (or will supply) all equipment necessary for off-site telecommuting operations. If employees need monitor(s) and/or a docking station at home, they may temporarily relocate



any equipment that is used solely by them at work, as long as they submit an IT help ticket explaining what is taken. If any other equipment is needed, an IT ticket is to be submitted. Do not purchase equipment yourself unless directed by IT to do so unless you wish to do so at your own expense for personal use.

In addition, we have a designated and secure website through which we can communicate with personnel. We have provided protocols and software to facilitate communications for both project teams and broader company announcements/directives. All critical company communications will be done both through the company intranet as well as email, text messages and/or phone calls.

In addition, XL Industries may elect to instruct non-essential personnel to work from home even if local, state, or federal authorities have not instructed such action or have lifted such restrictions. This may be done as a precautionary measure to: (i) do all we can to support maintaining the health and well-being of ourselves, our families and our community at large, (ii) support social distancing to counter the potential threat to ongoing operations of a large group of employees being required to quarantine as a result of interacting with someone identified as potentially or actually infected, and/or (iii) achieve other goals identified by the Pandemic Response Team. A decision will be made on a case-by-case basis and may vary based upon office or project location or other factors.

## Infection-Control Measures

XL Industries takes steps to minimize, to the extent practicable, exposure to and spread of infection in the workplace. As appropriate, XL Industries recommends measures that employees can take to protect themselves outside the workplace and encourages all employees to discuss their specific needs with a family physician or other appropriate health or wellness professional. See [Appendix A](#) (Jobsite Protocols & Requirements) for examples of protocols and recommendations that may be issued.

## Jobsite Protocols and Requirements

[Appendix A](#) (Jobsite Protocols & Requirements) sets forth specific protocols and requirements that must be adopted by all jobsite project teams immediately upon formal declaration of a pandemic by the CDC ([www.cdc.gov](http://www.cdc.gov)) or earlier direction by the Pandemic Response Team. The Pandemic Response Team will revise and reissue the Jobsite Protocols and Requirements as changing circumstances or new information warrants. If project teams believe that revisions to the Jobsite Protocols & Requirements are warranted due to job specific circumstances or information, they may submit proposed changes to the Pandemic Response Team; however, they will not implement such proposed changes unless and until approval is received. The only exception to this would be in a situation where emergency conditions dictate immediate implementation to avoid harm to persons.

For projects which have been shut down and are restarting, it is important for the jobsite team to ensure all aspects of this plan are implemented and coordinated properly with all workers, our client(s), construction managers, trade partners, design partners and consultants, inspectors and other AHJ representatives, union representatives and others engaged in the project until such time as the Pandemic Response Team directs in writing otherwise.

As required by the Vice President Corporate Safety, XL Companies will identify an individual as a COVID-19 Safety Supervisor on each project, whose job is to maintain compliance with the XL Jobsite Protocols and Requirements and General Trade Partners Jobsite Protocols and Requirements documents.



## Employee Responsibilities

All employees must comply with the Plan and all directions from the Pandemic Response Team. See [Appendix B](#) (Pandemic Response Flow Chart) for a summary of required actions.

### Actions When Noticing Symptoms

**XL Industries expects employees who are ill to stay home.** This includes illness due to the virus that is the focus of the pandemic, the flu, or any other contagious illness. In addition, all workers and employees are to stay home if:

- they have been exposed to family members infected with the foregoing illnesses;
- others with whom they have been in contact have become infected with the foregoing illnesses; or
- they have a compromised immune system or any other medical condition that may increase the health risk from transmission of the foregoing illnesses.

**If an employee has any of the conditions listed below, they are directed to stay home and seek medical attention as necessary and appropriate.**

- a. Persistent coughing
- b. Difficulty breathing or shortness of breath
- c. Chills or sweating
- d. Obvious nasal congestion
- e. Fever above 100.4 degrees F

If a worker notices another worker in an office or on a project site with such symptoms, they are required to notify their supervisor and the Vice President Corporate Safety immediately so that designated personnel can take the necessary measures to aid in keeping everyone safe and healthy.

### Employee Evaluations

As indicated in [Appendix A](#) (Jobsite Protocols and Requirements) and [Appendix A.1](#) (General Trade Partner Jobsite Protocols and Requirements), worker evaluations will be required to follow this same process and will not be allowed on site.

Actions related to various aspects of showing symptoms or exposure are to be addressed as illustrated in [Appendix B](#) (Pandemic Response Flow Chart).

### Personal Travel & Actions Upon Returning from Travel

Government guidelines and health orders (dhs.gov and cdc.gov) may restrict travel or deem it only for essential needs. XL Industries strongly encourages all personnel to abide by these travel restrictions and to avoid travel at all costs. However, if it is essential travel then, we will ask that employees adhere to the following:

If an employee has recently traveled from an area with widespread or ongoing community spread as indicated by the CDC, they are to call their doctor, ARE NOT TO come to work, and follow any self-quarantine guidelines published by the CDC ([www.cdc.gov](http://www.cdc.gov)) or local health authorities. Employees are to notify their supervisor and contact Vice President of Human Resources to discuss work from home or sick



leave arrangements. It is also expected that employees will not travel for enjoyment during the pandemic.

### **Vaccinations**

XL Industries strongly encourages all personnel to maintain up-to-date vaccinations and to obtain annual flu shots, if available. Flu shots are available through your benefits package.

### **Mandatory Training**

All employees are at risk of exposure to contagious diseases such as corona viruses and flu viruses, both in and outside the workplace; therefore, XL Industries requires employees to attend initial or refresher training to become informed about what to do when an outbreak occurs.

As part of training, corporate messaging, and/or information we post on MILO under the Communicable Disease Information Center section, we address information summarized in this document and, more specifically:

- availability of flu shots
- steps to take to avoid exposure or reduce potential exposure
- symptoms and health effects of specific illness and/or influenza
- treatments and sources to contact for appropriate medical care
- steps to take if exposure is suspected
- company representatives to whom to report known or suspected exposures
- procedures for reporting exposure to co-workers, family members, friends, or others
- proper use of provided personal-protection equipment
- proper hygiene in the workplace and at home
- communication protocols

### **Personal Protection Equipment**

XL Industries and its companies maintain supplies of recommended personal-protection equipment, such as masks/face protection, gloves, anti-bacterial hand sanitizer and wipes (if commercially available), which XL Industries will mandate employees to use. We urge all employees to speak with their personal physician about types and proper use of additional personal-protection equipment for the home or work. The CDC ([www.cdc.gov](http://www.cdc.gov)) is also a valuable resource for such information.

### **Facilities Maintenance**

When responsible for facility and work systems maintenance under any lease, XL Industries' designates a person to periodically inspect the workplace for signs of heating, air conditioning, or other equipment in need of replacement or repair. Otherwise, the designated person coordinates with landlords regarding such issues. The designated person will cause, or seek to have any landlord cause, all air filters to be changed to HEPA-Grade filters that will be maintained and replaced in accordance with manufacturer recommendations (assuming such filters are compatible with the HVAC system).



The designated person will also coordinate closely with cleaning and waste-removal contractors to maintain XL Industries' offices and work locations properly. XL Industries will approve the installation or use, wherever feasible, of improved equipment or cleaning methods to guard against the spread of infection in the workplace. Cleaning includes all hard surfaces as well as other frequently touched surfaces and objects like doorknobs, cabinet handles, counter tops, elevator buttons, and stair railings.

Facilities managers shall also ensure adequate supplies that promote healthy hygiene, including tissues, soap, wipes, and hand sanitizer (if commercially available).

## **Human Resources Policies**

### **Employee Leave and Pay for Non-Infected Employees**

In the event the pandemic prevents any non-infected employees from doing any work, XL Industries will pay their normal salary in one-week periods for up to four (4) weeks ("Administrative Leave Period") and then determine whether to extend the Administrative Leave Period. If XL Industries has implemented a work from home/remote working policy, it is expected that employees will be productive at home or other location in accordance with the Remote Work Locations protocol above. The determination of when the Administrative Leave Period starts and ends, including whether the pandemic prevents the employee from doing any work, is in the sole discretion of XL Industries. Absent written communication to the contrary, employees cannot assume that the Administrative Leave Period has commenced. Rather, employees must send an email to the Vice President Human Resources requesting a determination if it is believed the pandemic is preventing them from doing any work.

If an Administrative Leave Period commences, XL Industries will monitor emergency conditions and guidance from governmental authorities to determine when an employee can return to work and will provide direction accordingly.

### **Family and Medical Leave**

XL Industries places eligible employees who fall ill with the flu or other highly contagious illness, or that must be absent from work to care for an infected family member, on family and medical leave. XL Industries requires such employees to notify Human Resources as soon as possible of the need for family and medical leave (see XL Industries' related Family and Medical Leave Policy). One of the reasons for requiring such notification is so that Human Resources can coordinate benefits, including short and long-term disability benefits. To the extent such benefits do not cover a person's salary, the individual must utilize PTO pursuant to company policy. If PTO is insufficient, the company shall determine whether it will provide additional PTO depending on all circumstances but has no obligation to do so.

### **Government Mandated Benefits**

XL Industries will provide any government mandated benefits due to a pandemic and will communicate





details accordingly.

### **Business Travel**

XL Industries makes all reasonable efforts to eliminate the need for travel by taking advantage of technology that allows us to communicate or otherwise operate electronically. Generally, in the event of a pandemic illness, travel on XL Industries' behalf, including attendance at conferences and other industry gatherings/events, is immediately suspended and limited to a select group of essential personnel who have obtained required travel authorizations from XL Industries and, if necessary, outside authorities.

### **Internal Meetings/Gatherings**

In the event of pandemic illness, XL Industries sponsored meetings and events will be suspended in accordance with guidelines that will be communicated and appropriately adjusted based on the then existing circumstances.

### **Emergency Contact Information**

During a pandemic, employees are required to immediately notify their immediate supervisor and Human Resources of any change in emergency-contact information. At other times, they must do so within two weeks of the change.

### **Special Needs and Accommodations**

XL Industries is required by law to notify first responders about employees with medical conditions that could be compromised because of a pandemic illness. XL Industries urges such employees to confidentially self-identify to Human Resources so that the Company is aware of and can prepare for you to receive any special medical expertise you might require if you become severely ill on the job. Human Resources maintains the confidentiality of any information you provide, making it available solely on a need-to-know basis and only when needed by emergency-responders or as otherwise required by law.

### **Employee Assistance Program Services**

XL Industries' employee assistance program (EAP) services remain available to employees to the extent practicable and reasonable during an influenza or other contagious illness outbreak. The EAP provider team includes crisis management services. Our provider partners with XL Industries to provide services, such as, but not limited to, psychological, and emotional support during a pandemic, including assistance and support following the death of an infected family member. Contact information for our EAP is available on MILO.

## **Investigating & Reporting**

### **Communications**

#### **General**

In order to provide consistent up-to-date communication to governmental agencies, clients, partners, and others, all communications regarding our response to the pandemic must be approved in writing by, or sent directly from, our Pandemic Response Team.

XL Industries communicates with employees via MILO, as well as email, and/or text messages.



XL Industries maintains a list of the names, telephone numbers, and web addresses of key XL Industries representatives and designated essential personnel who are available to answer your questions about the pandemic and our response. The Pandemic Response Team will distribute up-to-date copies of this list, as well as any additional related information or guidance employees, suppliers, vendors, or customers might need. The categorized list of key internal and external contacts and all appropriate media through which XL Industries communicates with employees will also be made available on MILO. When updated, a new copy of the list will be posted on MILO.

### **Communications from Clients, Partners or Other Entities**

In the event a project team or employee receives a communication from a client, design partner, trade partner, or other entity regarding matters pertaining to the pandemic, they are to send this communication to the Vice President Corporate Safety (see contact info on Page 4) for response or guidance from the Pandemic Response Team.

### **Press**

Any inquiries from members of the Press must be referred to the Vice President Marketing & Communications (see contact info on Page 4). All responses to press inquiries shall be provided by a member of the Pandemic Response Team, and only after consultation with the Vice President Marketing & Communications, whenever feasible.

### **Governmental Authorities**

XL Industries will partner with local, state, and federal agencies to ensure legal compliance with response protocols to which XL Industries is subject and to coordinate efforts to maintain safety and welfare in and outside the workplace.

XL Industries directs all employees to obey all directives issued by local, state, or federal authorities, such as the Federal Centers for Disease Control and Prevention ( aka CDC - [www.cdc.gov](http://www.cdc.gov) ), Federal Department of Homeland Security, county health departments and local emergency response agencies. In the event of a conflict between such directives and directives set forth in this Plan or otherwise communicated by XL Industries, implement the more stringent action and immediately seek clarification from the Vice President Corporate Safety (see contact info on Page 4).

In an emergency, XL Industries consults with outside authorities to coordinate dissemination of instructions or other important information as quickly as possible to all employees.

### **Communications Templates - *For Use by Pandemic Response Team Only***

[Appendix H](#), [Appendix I](#), [Appendix J](#), [Appendix K](#), [Appendix L](#) and [Appendix M](#) contain templates that have been created to serve as a guide for XL Industries' teams and the Pandemic Response Team's preparation of crisis specific communications and instructions during a pandemic. Employees may not utilize these templates without the express written permission of the Pandemic Response Team, as they may need to be revised to reflect the circumstances, regulations, and orders in effect at that time.

**[END OF MAIN DOCUMENT]**

# XL Industries Pandemic Response Plan

## APPENDIX A - Jobsite Protocols & Requirements

### APPLICATION

This document provides protocols and requirements for all XL Industries companies' operations as they relate to any pandemic. Specifically, this includes our project personnel and jobsites. It is Appendix A to XL Industries' Pandemic Response Plan ("Plan") and must be implemented in conjunction with the other Plan components. XL Industries companies include XL Construction and its subsidiaries.

### PURPOSE

The protocols and requirements set forth below are intended to ensure jobsites are maintained at a high safety level for the welfare of our employees and their families, other project team members such as design partners and trade partners, clients, and the communities in which we live and work. While some of these measures may appear significant, we believe being cautious in this time of uncertainty is prudent and in the best interest of everyone.

### SCOPE

This document addresses:

- Communications/Inquiries - Governmental Agencies, Clients, Partners, Press and Others
- Jobsite Office Attendance and Meeting Requirements
  - No Visitors
  - Only Essential Personnel Onsite
  - Limiting In-Person Meetings
- Jobsite Safety Protocols
  - Posting Communications / Signage
  - Client Requirements
  - Worker Evaluations
  - Exposure to Infected / Potentially Infected Persons
  - Social Distancing Requirements
  - Trade Partner Worker Requirements
  - Pre-Task and JHA Meetings
  - Additional Hygiene Stations
  - Personal Hygiene Practices
  - Daily Jobsite Cleaning Protocols
    - XL Construction





- Subsidiaries
- How to Clean and Disinfect Surfaces

## **COMMUNICATIONS/INQUIRIES - GOVERNMENTAL AGENCIES, CLIENTS, PARTNERS, PRESS AND OTHERS**

In order to provide consistent up-to-date communication to governmental agencies, clients, partners and others, all communications regarding our response to the pandemic must be approved in writing by, or sent directly from, our Pandemic Response Team.

### **Governmental Agencies**

XL Industries directs all employees to obey all directives and recommendations issued by local, state or federal authorities, such as the Federal Centers for Disease Control and Prevention (aka CDC - [www.cdc.gov](http://www.cdc.gov)), Federal Department of Homeland Security, State Department of Public Health, county health departments and local emergency response agencies. In the event of a conflict between such directives / recommendations and directives / recommendations set forth in this Plan or otherwise communicated by XL Industries, implement the more stringent action and immediately seek clarification from the Vice President Corporate Safety (see contact info Page 4 of the Plan).

### **Clients, Partners or Other Entities**

In the event a project team or employee receives a communication from a client, design partner, trade partner, or other entity regarding matters pertaining to the pandemic, they are to send this communication to the Vice President Corporate Safety for response or guidance from the Pandemic Response Team.

### **Press**

Any inquiries from members of the press must be referred to the Vice President Marketing & Communications (see contact info on Page 4 of the Plan). All responses to press inquiries shall be provided by a member of the Pandemic Response Team.

## **JOBSITE OFFICE ATTENDANCE AND MEETING REQUIREMENTS**

### **No Visitors**

Only workers and people providing services necessary for performance of the work (and their supervisors) will be allowed on-site. This includes personnel from our companies, our clients, trade partners, design partners, building inspectors or other representatives from the authorities having jurisdiction, utilities, lender's representatives, union representatives, or other persons required for performance of the work and approved by the Project Superintendent (or in his/her absence, the Project Manager). No project tours or other site visits will be allowed for user groups or any other persons unless approved by the Vice President Corporate Safety.

### **Only Essential Personnel Onsite**

Only employees essential to on-going site activities should work at the jobsite. All work that is non-essential to on-site activities should be performed remotely (preferably from home if feasible). The Project Executive, after consultation with the Project Manager and Superintendent, will decide on a case-by-case basis which personnel can and should work remotely. If designated to work remotely, you



should charge your time to the project pursuant to our standard policies and procedures even if the construction contract states that personnel must be at the jobsite to be chargeable.

See [Appendix F](#) (Essential Personnel Positions List) for identification of Essential Personnel.

### Limiting In-Person Meetings

In-person meetings should be avoided whenever possible. Use videoconferences to maximize opportunities for call-in attendance. For specific meetings, implement the following guidelines:

- It is expected that no gatherings be held on site wherever possible. However, if they are necessary to be held, for any reason, projects and teams are to follow maximum meeting attendance allowed by the federal, state and local jurisdiction requirements, as applicable to that particular jobsite.
- *OAC Meetings* - to be held as normal, but such meetings are to be conducted by video conference
- *Foremen, Planning and Coordination Meetings* - if essential for maintaining project management and workflow, to be held as normal, but social distancing shall be maintained
- *All Hands Safety Meetings* - If there are fewer than 10 people onsite, these meetings should be held as normal, but social distancing shall be maintained. If there are more than 10 workers onsite, these meetings are to be cancelled and replaced by smaller meetings, held with single trade partners and their crews, or broken down by several trade partners or site areas (i.e., site crews, roofing crews, foundation crews, etc.) so that:
  - no more than 10 people attend each meeting (or such lower number required by any Federal, State, or local county order/directive)
  - meetings are to be held in a location that allows six (6) or more feet between attendees

Such meetings must be led by the same person to ensure consistent messaging and that every worker is included in a meeting. As usual, such meetings should be conducted so that we accommodate those who do not speak English.

Subsidiary teams working on another General Contractors' jobsite with more than 10 workers should work with the General Contractors' supervision to have a smaller meeting or a dedicated meeting for our personnel that complies with the foregoing protocols.

For all meetings, people should maintain a distance of six (6) or more feet between each other at all times.

### JOBSITE SAFETY PROTOCOLS

For projects which must be shut down as required by the Pandemic Response Team, the client or governmental agency directive or order, follow the requirements identified in [Appendix E](#) (Jobsite Shutdown Checklist). For projects which have been shut down and are restarting, it is important for the jobsite team to ensure all aspects of this plan are implemented and coordinated properly with all workers, client(s), construction managers, trade partners, design partners and consultants, inspectors and other AHJ representatives, union representatives, and others engaged in the project until the Pandemic Response Team directs in writing otherwise.

As required by the Vice President Corporate Safety, XL Companies will identify an individual as a COVID-19 Safety Supervisor on each project, whose job is to maintain compliance with the XL Jobsite Protocols



and Requirements and General Trade Partners Jobsite Protocols and Requirements documents.

### **Posting Communications / Signage**

Immediately post all safety signage and other materials provided by the Safety Department or Human Resources in the manner they direct.

When made available by the Company, the following signs shall be posted on all projects (in both English & Spanish):

- Hand Washing and Personal Hygiene
- Site Entry and delivery instructions for drivers
- Wellness Screening Process/Requirements
- 6' Social distancing requirements and associated protocols
- Delivery requirements and contact information

### **Project Deliveries**

To ensure the safe delivery of materials and equipment, comply with the following requirements for all deliveries:

- a. Place signage on entrance gates directing drivers to:
  1. Utilize the contact information on their invoice to contact the contractor the material is meant for.
  2. Alternative option to the above, and if resources are available, place a sign at the entry point of the project site identifying the name and cell number for an XL Project Team member to contact.
- b. When the appropriate contractor has been notified their delivery is at the gate, they contact an onsite XL Representative to open the gate.
- c. Provide a handout or verbally indicate to the driver they can unsecure the load and then return to the cab until completion of unloading by project personnel unless the driver is a certified rigger required for unloading.
- d. Whenever possible prearrange for electronic signatures for bills of lading and delivery receipts
- e. Enforce that after material is unloaded person(s) doing the unloading must go through the hand washing protocol.
- f. If appropriate mist the materials with a diluted bleach solution (boxes, smaller packages)

### **Client Requirements**

If a client issues safety and/or hygiene requirements which are stricter, or in addition to those set forth in this document, follow them and forward them to the Vice President Corporate Safety.

### **Worker Evaluations**

Worker evaluations will be held at certain times at the beginning of each day. This timing will be determined by each jobsite and must be communicated to all trades for each project so they understand the jobsite limitations. Workers who show up after the designated time for evaluations, as identified for each project, will not be allowed on site. These workers can return for work the following day, as long as it is within the designated evaluation timeframe window.

Personnel performing worker evaluations must be wearing the appropriate PPE. Best efforts will be made to evaluate everyone onsite every day, through implementation of the Jobsite Worker Evaluation Protocol (Exhibit B) by the project Safety Manager (or some designated by the Safety Manager) as people enter the site if feasible. This includes both field and field office workers. Upon notification from the Pandemic



Response Team, the evaluation will include taking each person's temperature, preferably as they enter the site, using a non-contact thermometer (one that does not touch the individual being tested). If the thermometer shows a reading of 100.4 F degrees (38 degrees C) or higher, the individual will not be allowed to remain on the jobsite and will be advised to seek medical advice. The designated person shall follow temperature testing protocols issued by the Safety Department. If a person refuses to have his/her temperature taken, the person will be instructed to leave the jobsite. It is important to maintain confidentiality regarding a person's health; so please limit your communications regarding evaluations to the Vice President Corporate Safety and Vice President Human Resources. They will handle all other necessary communications.

In addition to the foregoing, project team members should pay attention during all-hands safety meetings, stretch-and-flex sessions and jobsite safety walks for signs of the following symptoms:

- a. Persistent coughing
- b. Difficulty breathing or shortness of breath
- c. Chills or sweating
- d. Obvious nasal congestion

If any of these symptoms are observed, the observation should be reported to the project Safety Manager (or person designated by the Safety Manager) as well as reported to the Project Superintendent. The individual showing symptoms may then be asked a few questions to further understand the nature of these symptoms. During this conversation, the observer should maintain a distance of at least six (6) feet from the person being observed. If there is any concern that the observed person may have the flu or pandemic illness, they will be instructed to leave the jobsite and advised to seek medical evaluation.

If at any time a person asked to leave the project site refuses to leave the jobsite, do not become confrontational and contact the Project Superintendent and the Vice President Corporate Safety so that they can take appropriate action.

Any person prohibited from entering (or removed from) the jobsite as a result of the foregoing screening, will not be allowed onsite without the written approval of the Vice President Corporate Safety or the Vice President Human Resources. Any individuals that have experienced any of the conditions below will be required to provide a medical release before they will be allowed to return to work:

- a. the virus that is the focus of the pandemic
- b. the flu
- c. other highly contagious illness

With respect to people that have been ill, but did not experience the specific conditions listed directly above, they will not be allowed onsite until all symptoms have subsided, including being fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.).

See Exhibit A (Screening Protocols) and Exhibit B (Jobsite Worker Evaluation Protocol) below for additional information and tools to implement the foregoing.

Also see [Appendix B](#) (Pandemic Response Plan Flowchart) to the Pandemic Response Plan for additional information regarding communication and actions required in connection with ill or potentially exposed/exposed personnel.

### **Exposure to Infected / Potentially Infected Persons**

If an employee or worker knows (or suspects) that they have been exposed to a person who has (or may have) contracted the virus, they are to exercise caution by leaving the jobsite or trailer immediately and





promptly calling either the Vice President Corporate Safety or Vice President Human Resources (see contact info on Page 4 of the Plan). In addition, we recommend they seek medical attention if they have a fever and/or other flu-like symptoms.

If an employee or worker knows (or suspects) that someone else has been exposed to a person who has (or may have) contracted the virus, they are to exercise caution by having that person remain in an area separate from other workers and call the Vice President Corporate Safety or the Vice President Human Resources so that designated personnel can take the necessary measures to aid in keeping everyone safe and healthy. It is important to maintain confidentiality regarding a person's health; so please limit all communications to the Vice President Corporate Safety and the Vice President Human Resources. They will handle all other necessary communications.

### **Social Distancing**

- a. Whenever practical, workers will maintain a distance of at least 6 feet from each other when working with or having conversations with others.
- b. Employees shall not congregate at the jobsite at the beginning or end of the workday or during breaks.
- c. Breaks should be taken in smaller groups by setting up several break areas (when facilities are available) or staggering break times to reduce the number of people gathering at one time. Maintain a 6' distance from others at all times during breaks.
- d. Avoid face-to-face meetings and instead, use calls and texts to allow for proper communication and coordination whenever feasible.
- e. For work requiring more than 1 person and in areas with less than 6' distance, coordinate with XL Superintendent / Foremen to maximize social distancing and to determine specific additional controls for this work. This may include the use of PPE, specifically an N95 respirator (or equivalent or greater device), a face shield, safety glasses with foam safety gasket, nitrile gloves and coveralls. If proper PPE is unavailable and social distancing cannot be maintained, workers must stop work immediately and contact their Supervisor. If it is determined that workers will be required to wear a N95 mask or other respirator, each worker will be required to complete a Fit Test and Pulmonary screening prior to donning the mask. This protocol will be completed by On-Site Health & Safety. XL's onsite COVID-19 Supervisor will schedule fit testing upon request from the project team.
- f. All non-essential gatherings will be suspended. This includes jobsite barbeques and other larger group meetings.
- g. Workers are not to commute to work together unless they live in the same residence.

### **Worker Controls**

Prior to mobilization or performing work on any project, the following must be completed:

- a. 48-hours prior to starting work on each project, a Site-Specific Program must be created in collaboration with Trade Partners. The plan must address the controls necessary to perform work safely onsite during the Pandemic. We expect that the XL Construction Jobsite Protocols and Requirements will be the minimum requirements. It will be important for this plan to be specific to the scope of work to be performed and state the requirements that may be additional to the minimum expectations
- b. A Job Hazard Analysis (JHA) that includes all proposed definable scope of work to be performed including controls for maintaining social distancing during all tasks.



- c. A statement of conformance to the [CDC-Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#) and [OSHA-Guidance on Preparing Workplaces for COVID-19/OSHA 3990-03 2020](#).
- d. Jobsite Toolbox Safety Talk - Sample Agenda/Information (see [Appendix D](#))
- e. Proof of Training for all employees working onsite addressing all established controls and associated requirements.

### **Personal and Shared Tools**

To the extent possible, tools shall be dedicated to a single person for use throughout the day. In this instance, all equipment/hand tools/laptops/iPads/tablets/cell phones/job boxes, workstations or other equipment shall be cleaned by that person daily with disinfectant.

When this is not feasible, equipment should be wiped down regularly, and specifically prior to sharing it with another person in their work areas, including, but not limited to power tools, hand tools and mobile devices.

Workers are recommended to remove their work clothing and boots upon arriving home and wash them every day.

### **Additional Hygiene Stations**

To the extent possible, provide additional hand wash stations or hand sanitizer stations around the jobsite to make hand washing and sanitation more accessible.

### **Personal Hygiene Protocols**

The best way to prevent infection of any sort is to take precautions to avoid exposure to the virus, which are the same precautions people take to avoid the flu. Everyday actions to help prevent the spread of respiratory viruses are:

- a. Stay home if you are sick or feel sick (except to get medical care); be fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work
- b. Wash your hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, workers **MUST** wash hands at the beginning and end of each shift, after using the toilet, before and after each break.
- c. Avoid touching your eyes, nose, and mouth especially with unwashed hands
- d. Avoid close contact with other people, including not shaking hands
- e. Cover your cough or sneeze with a tissue or cough into the inside of your elbow (do not cough into your hands), throw any tissue(s) in the trash and wash your hands with soap and water for at least 20 seconds
- f. Clean and disinfect daily frequently touched objects and surfaces (desks, computer keyboards and screens, water bottles, etc.)
- g. Face masks - wear one if you are sick; if you are not sick, but are working in an area with others present, it is being recommended that you wear some kind of face covering. N95 and similar facemasks are in short supply and should be saved for first responders and other caregivers whenever it is feasible to perform work safely using other methods or PPE.



The foregoing is based on recommendations set forth on the CDC website ([www.cdc.gov](http://www.cdc.gov)) when this document was prepared. Please reference this website periodically to determine if there are additional recommendations or any changes to the foregoing. This website also contains useful information regarding the virus that we encourage you to review. The Pandemic Response Team will also monitor the website and provide updates to recommended actions when appropriate.

### **Daily Jobsite Cleaning Protocols**

#### XL Construction

Project teams must hire a cleaning service or designate one or more laborers to perform the cleaning described below and contact the project Safety Manager to arrange for them to receive Blood Borne Pathogen Training. The training will be delivered via Click Safety and can be performed at the jobsite. The designated employees may not commence the cleaning duties below until they have received the training.

High-touch surfaces shall be cleaned daily, or more often as is warranted based on the number of workers on site and level of use, with disinfectant solutions.

The person designated to perform such cleaning and disinfecting must wear disposable gloves at all times. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for the virus only and should not be used for any other purposes. Workers are to clean hands with soap and water for at least 20 seconds immediately after cleaning gloves of any kind are removed. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Outside doors and windows are to be opened to increase air circulation in the area while cleaning. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water; or
  - 4 teaspoons bleach per quart of water

Areas to be disinfected include the following locations:

- Trailers and Break Areas:
  - hard-backed chairs
  - tables
  - doorknobs
  - light switches
  - handles
  - handrails
  - desks
  - toilets



- sinks
  - workstations
  - touchscreens
  - phones
  - countertops
  - any other commonly used hard surfaces (including metal and plastic)
- Stairs, Stair Towers and Man-Lifts
  - handrails
  - door knobs and pulls
  - operating panels / buttons
- GC Provided Equipment/Hand Tools/Laptops/iPads/Tablets/Cell Phones/Job Box Workstations
  - equipment used by only one person should be cleaned by that person daily
  - equipment shared by more than one person should be wiped down regularly, and specifically prior to sharing it with another person whenever feasible
  - high-touch surfaces on equipment used by multiple people should be cleaned by the designated cleaning company or laborer (switches, steering wheels/joy sticks, safety rails and handles, etc.)
- Portable Restrooms
  - toilets
  - handwashing stations
- Other
  - All high traffic areas, or where workers frequently have touch points

To the extent commercially available, disposable wipes will be made available in trailers and break areas so that commonly used surfaces (for example, doorknobs, keyboards, desks, chairs and tabletops) can be easily wiped down by employees before each use.

#### Cleaning Documentation

All projects are to document the areas to be cleaned each day. In addition, maintain record of those areas cleaned, when they were cleaned, and maintain those records electronically or in the project office.

#### Subsidiary Companies

Superintendents must meet with the project's General Contractor to understand what safety protocols it has implemented, including cleaning protocols. If the protocols are less than those adopted for XL Construction in this document, then the Superintendent should evaluate the extent to which the subsidiary companies' personnel can implement the XL Construction protocols with respect to areas in which they will be working. They should also contact the Vice President Corporate Safety so that the Safety Department can assist with the evaluation and any conversations with the General Contractor deemed necessary.

See [Appendix C.1](#) (Jobsite Cleaning Checklist) for additional information.



## Exhibit A - Screening Protocols

### Pre-Shift Protocol

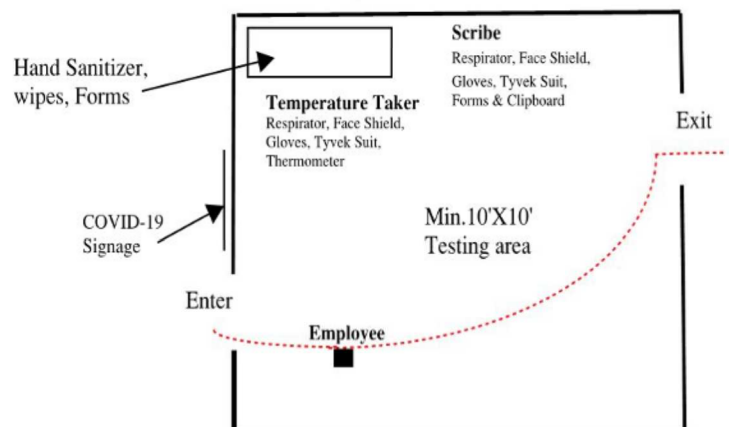
1. Maintain a 6' separation at all times.
    - a. Create a line for workers to stand in outside of pop up with visual markers minimum 6' apart.
    - b. If the space is not large enough for all the workers in line, have the excess wait in an alternative area until called.
  2. Temperature taker is to take the temperature readings and ask the questions. The scribe will document all responses on the pre-shift worker evaluation checklist.
    - a. Temperature taker is to ask the trades person to pull back their hair and/or remove any hats or PPE to allow an unobstructed view of the persons forehead.
    - b. Temperature taker takes the first reading.
    - c. If the reading is below 100.4 degrees ask the symptom questions.
    - d. If the reading is at or above 100.4 degrees, send employee off-site and follow the COVID-19 response plan.
    - e. Wipe down all used surfaces with antibacterial cleaner.
- \* Note to temperature taker and scribe: temperature reading must be less than 100.4 degrees.*
- Only conduct screening once per employee shift.
  - Follow thermometer manufacture's guidelines for maintenance and calibration.
3. Complete the pre-shift COVID-19 worker evaluation checklist.
    - a. Name, company, and date.
    - b. Check appropriate boxes for screening questions.
    - c. Release worker to work or send home.
    - d. If the worker is Trade Partner, notify their onsite Supervisor and Office.
  4. Once the employee completes the screening wipe down all used surfaces with antibacterial cleaner before allowing the next worker in.

**Delivery Drivers:** Allow drivers to enter the site and unstrap material. maintain at least a 6' clearance. Do not take invoices from them. Instead take a picture of it from a safe distance.

**Traffic Control:** Maintain a 6' clearance from anyone at all times.

### Evaluation Room

There may be times when weather conditions or other jobsite conditions dictate a dedicated and temperature-controlled worker evaluation space be set-up. In these cases, the adjacent Evaluation Room diagram provides a suggested layout for jobsite teams to consider.



## Exhibit B - Jobsite Worker Evaluation Protocol

### Jobsite Protocol Worker Evaluation Checklist

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_\_\_

Workers onsite will be evaluated, through visual observations by either XL Safety Personnel or a designated XL representative. This includes both field and field office workers and must be done prior to workers enter the site. Evaluations are to include workers exhibiting the following and by checking the boxes the evaluation has been completed and logged below:

	<u>Yes</u>	<u>No</u>
1. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you, or anyone in your family traveled outside of the United States within the last two weeks?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including:		
4. Temperature exceeding 100.4? (Non-Contact Thermometer to be used only)	<input type="checkbox"/>	<input type="checkbox"/>
5. Persistent Cough?	<input type="checkbox"/>	<input type="checkbox"/>
6. Shortness of breath or difficulty breathing?	<input type="checkbox"/>	<input type="checkbox"/>
7. Any Chills, Excessive Sweating or any Body Aches?	<input type="checkbox"/>	<input type="checkbox"/>
8. Obvious Nasal Congestion or Runny Nose?	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Yes</u>	<u>No</u>
Worker to proceed to jobsite:	<input type="checkbox"/>	<input type="checkbox"/>
Worker needs to seek medical attention:	<input type="checkbox"/>	<input type="checkbox"/>

XL Construction Representative: \_\_\_\_\_ Date: \_\_\_\_\_

or

XL Designated Safety Representative: \_\_\_\_\_ Date: \_\_\_\_\_

[END OF APPENDIX A]

# XL Industries Pandemic Response Plan

## APPENDIX A.1 - General Trade Partner Jobsite Protocols & Requirements

### APPLICATION

This document provides protocols and requirements for all XL Construction jobsites and the personnel who work on them.

This document is focused on trade partner interaction to: 1) communicate the details of our plan, and 2) allow for the most effective implementation for the welfare and safety of our employees and workers.

### PURPOSE

The protocols and requirements set forth below are intended to ensure jobsites are maintained at a high safety level for the welfare of all employees and their families, other project team members such as design partners and trade partners, clients, and the communities in which we live and work. While some of these measures may appear significant, we believe being cautious in this time of uncertainty is prudent and in the best interests of everyone.

### SCOPE

This document addresses:

- Communications/Inquiries - Governmental Agencies, Clients, Partners, Press and Others
- Jobsite Office Attendance and Meeting Requirements
  - No Visitors
  - Only Essential Personnel Onsite
  - Limiting In-Person Meetings
- Jobsite Safety Protocols
  - Posting Communications / Signage
  - Client Requirements
  - Worker Evaluations
  - Exposure to Infected / Potentially Infected Persons
  - Social Distancing Requirements
  - Trade Partner Worker Requirements
  - Pre-Task and JHA Meetings
  - Additional Hygiene Stations
  - Personal Hygiene Practices
  - Daily Jobsite Cleaning Protocols



- General Protocols
- How to Clean and Disinfect Surfaces

## **COMMUNICATIONS/INQUIRIES - GOVERNMENTAL AGENCIES AND THE PRESS**

In order to provide consistent up-to-date communication, all communications to our client, designers, and others regarding jobsite operations and project team efforts to respond to the pandemic must be approved by XL Construction. This is not meant to limit communications with governmental agencies regarding health and safety matters, including OSHA, CAL OSHA, the Centers for Disease Control and Prevention (CDC), State Department of Public Health, and local health authorities, fire, police, and other emergency personnel.

### **Governmental Agencies**

XL Construction will obey all directives issued by local, state or federal authorities, such as the Federal Centers for Disease Control and Prevention (aka CDC - [www.cdc.gov](http://www.cdc.gov)), Federal Department of Homeland Security, county health departments, and local emergency response agencies. In the event of a conflict between such directives and directives set forth in this Plan or otherwise communicated by XL Industries, implement the more stringent action and immediately seek clarification from XL Construction.

### **Press**

Any inquiries from members of the Press must be referred to XL Construction. All responses to press inquiries shall be provided by a member of XL Construction's Pandemic Response Team.

## **JOBSITE OFFICE ATTENDANCE AND MEETING REQUIREMENTS**

### **No Visitors**

Only workers and people providing services necessary for performance of the work (and their supervisors) will be allowed on-site. This includes personnel from XL Construction, our client, trade partners, design partners, building inspectors or other representatives from the authorities having jurisdiction, utilities, lender's representatives, union representatives, or other persons required for performance of the work and approved by the Project Superintendent (or in his/her absence, the Project Manager). No project tours or other site visits will be held for user groups or any other persons unless approved by XL Construction's Vice President Corporate Safety.

### **Only Essential Personnel Onsite**

Only employees essential to on-going site activities should work at the jobsite. All work that is non-essential to on-site activities should be performed remotely. Each trade partner must evaluate who is essential to their jobsite requirements and the ongoing progress of the project and all others must work remotely.

### **Limiting In-Person Meetings**

In-person meetings should be avoided whenever possible. Use videoconferences to maximize opportunities for call-in attendance. For specific meetings, implement the following guidelines:



- It is expected that no gatherings be held on site wherever possible. However, if they are necessary to be held, for any reason, projects and teams are to follow maximum meeting attendance allowed by the federal, state and local jurisdiction requirements, as applicable to that particular jobsite.
- *OAC Meetings* - to be held as normal, but such meetings are to be conducted by video conference
- *Foremen, Planning and Coordination Meetings* - if essential for maintaining project management and workflow, to be held as normal, but social distancing shall be maintained
- *All Hands Safety Meetings* - If there are fewer than 10 people onsite, these meetings should be held as normal, but social distancing shall be maintained. If there are more than 10 workers onsite, these meetings are to be cancelled and replaced by smaller meetings, held with single trade partners and their crews, or broken down by several trade partners or site areas (i.e., site crews, roofing crews, foundation crews, etc.) so that:
  - no more than 10 people attend each meeting (or such lower number required by any Federal, State, or local county order/directive)
  - meetings are to be held in a location that allows six (6) or more feet between attendeesSuch meetings must be led by the same person to ensure consistent messaging and that every worker is included in a meeting. As usual, such meetings should accommodate those who do not speak English.

For all meetings, people should maintain a distance of six (6) or more feet between each other at all times

## **JOBSITE SAFETY PROTOCOLS**

As required by the Vice President Corporate Safety, XL Companies will identify an individual as a COVID-19 Safety Supervisor on each project, whose job is to maintain compliance with the XL Jobsite Protocols and Requirements and General Trade Partners Jobsite Protocols and Requirements documents.

### **Posting Communications / Signage**

Periodically, XL Construction will post information that informs the project team members of protocols or updates to existing protocols and requirements. It is expected that all workers take the time to read and implement these protocols meticulously on our projects.

XL's jobsite team and Safety Department will assist in communicating this information to all team members in All-Hands Safety Meetings, foremen meetings, other meetings, or by written communication to your teams. We ask that your team leadership also assist by sharing this information with your workers.

### **Client Requirements**

If a client issues safety/hygiene requirements that are stricter or in addition to those set forth in this document, follow them and forward them to XL Construction's jobsite Superintendent.

### **Worker Evaluations**

Worker evaluations will be held at certain times at the beginning of each day. This timing will be determined by each jobsite and must be communicated to all trades for each project so they understand the jobsite limitations. Workers who show up after the designated time for evaluations, as identified for each project, will not be allowed on site. These workers can return for work the following day, as long as



it is within the designated evaluation timeframe window.

Best efforts will be made to evaluate all workers daily through implementation of the Jobsite Worker Evaluation Protocol (Exhibit B) by the project Safety Manager (or some designated by the Safety Manager) as people enter the site. This includes both field and field office workers. Upon notification from the XL Construction's Pandemic Response Team, the evaluation will include taking each person's temperature using a non-contact thermometer (one that does not touch the individual being tested). If the thermometer shows a reading of 100.4 F degrees (38 degrees C) or higher, the individual will not be allowed to remain on the jobsite and will be advised to seek medical advice. The designated person shall follow temperature testing protocols issued by the Safety Department. If a person refuses to have his/her temperature taken, the person will be instructed to leave the jobsite.

In addition, workers may be observed during all-hands safety meetings, stretch-and-flex sessions, and while our personnel conduct daily jobsite safety walks for signs of the following symptoms:

- a. Persistent coughing
- b. Difficulty breathing or shortness of breath
- c. Chills or sweating
- d. Obvious nasal congestion

If any of these symptoms are observed, the worker may be asked a few questions to further understand the nature of these symptoms. If there is any concern that the observed person may have the flu or pandemic illness, they will be instructed to leave the jobsite and advised to seek medical evaluation. XL's designated person will promptly inform the Trade Partner's management and on-site supervisor of this situation and what the next steps are to further protect other individuals on the jobsite.

If a person is asked to leave the jobsite due to the evaluation results, or refusing to participate in the evaluation (including having his/her temperature taken), XL's designated person will promptly inform the Trade Partner's management and on-site supervisor of this situation and what the next steps are to further protect other individuals on the jobsite. XL Construction's Vice President Corporate Safety will also be notified, and appropriate action will be taken.

Any person prohibited from entering (or removed from) the jobsite as a result of the foregoing screening, will not be allowed onsite without the written approval of XL Construction's Vice President Corporate Safety or Vice President Human Resources. Any individuals that we know have experienced any of the conditions below will be required to provide a medical release before they will be allowed to return to work:

- a. the virus that is the focus of the pandemic
- b. the flu
- c. other highly contagious illness

With respect to people that have been ill, but did not experience the specific conditions listed directly above, they will not be allowed onsite until all symptoms have subsided, including being fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.).

We will work diligently to maintain confidentiality regarding each person's health and will endeavor to limit all communications regarding an individual's health to your company's on site supervisor and Human Resources Department, Government health agencies, and key personnel in XL Construction's Human Resources and Safety departments.





See Exhibit A (Screening Protocols) and Exhibit B (Jobsite Worker Evaluation Protocol) below for additional information and tools to implement the foregoing.

Also see [Appendix B](#) (Pandemic Response Plan Flowchart) to the Pandemic Response Plan for additional information regarding communication and actions required in connection with ill or potentially exposed/exposed personnel.

### **Exposure to Infected / Potentially Infected Persons**

Anyone who knows (or suspects) that they have been exposed to a person who has (or may have) contracted the virus must exercise caution by leaving the jobsite or trailer immediately and promptly inform their supervisor as well as XL Construction's Superintendent. In addition, we recommend they seek medical advice.

Anyone who knows (or suspects) that someone else has been exposed to a person who has (or may have) contracted the virus, is to exercise caution by having that person remain in an area separate from other workers and call their supervisor and XL Construction's Superintendent immediately.

We will work diligently to maintain confidentiality regarding each person's health and will endeavor to limit all communications regarding an individual's health to their company's onsite supervisor and Human Resources Department, Government health agencies, and key personnel in XL Construction's Human Resources and Safety departments.

### **Social Distancing Requirements**

- a. Whenever practical, workers will maintain a distance of at least 6 feet from each other when working with or having conversations with others.
- b. Employees shall not congregate at the jobsite at the beginning or end of the workday or during breaks.
- c. Breaks should be taken in smaller groups by setting up several break areas (when facilities are available) or staggering break times to reduce the number of people gathering at one time. Maintain a 6' distance from others at all times during breaks.
- d. Avoid face-to-face meetings and instead, use calls and texts to allow for proper communication and coordination whenever feasible.
- e. For work requiring more than 1 person and in areas with less than 6' distance, coordinate with XL Superintendent / Foremen to maximize social distancing and to determine specific additional controls for this work. This may include the use of PPE, specifically an N95 respirator (or equivalent or greater device), a face shield, safety glasses with foam safety gasket, nitrile gloves and coveralls. If proper PPE is unavailable and social distancing cannot be maintained, workers must stop work immediately and contact their Supervisor. If it is determined that workers will be required to wear a N95 mask or other respirator, each worker will be required to complete a Fit Test and Pulmonary screening prior to donning the mask. This protocol will be completed by On-Site Health & Safety. XL's onsite COVID-19 Supervisor will schedule fit testing upon request from the project team.
- f. All non-essential gatherings will be suspended. This includes jobsite barbeques and other larger group meetings.
- g. Workers are not to commute to work together unless they live in the same residence.

### **Trade Partner Worker Controls**

Prior to mobilization or performing work on any XL Construction project, all trade partners must submit the



following for review by XL:

- a. 48-hours prior to starting work on each project, a Site-Specific Program must be submitted addressing the controls necessary to perform work safely onsite during the Pandemic. We expect that the XL Construction Jobsite Protocols and Requirements for Trade Partners will be the minimum requirements. It will be important for your plan to be specific to your scope of work and state the requirements that may be additional to XL's minimum expectations
- b. A Job Hazard Analysis (JHA) that includes all proposed definable scope of work to be performed including controls for maintaining social distancing during all tasks.
- c. A statement of conformance to the [CDC-Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#) and [OSHA-Guidance on Preparing Workplaces for COVID-19/OSHA 3990-03 2020](#)
- d. Proof of Training for all employees working onsite addressing all established controls and associated requirements.

#### **Pre task and JHA meetings:**

- a. All Pre-Task and JHA meetings shall be performed either remotely or when this is infeasible, only while maintaining safe social distances (6' spacing between other personnel). The Pre-Task / JHA shall cover COVID-19 prevention measures. It is expected that no gatherings be held on site. However, if they are absolutely necessary to be held, for any reason, projects and teams are to follow maximum meeting attendance allowed by the federal, state and local jurisdiction requirements, as applicable to that particular jobsite.

#### **Additional Hygiene Stations**

To the extent possible, additional hand wash stations or hand sanitizer stations will be provided around the jobsite to make hand washing and sanitation more accessible.

#### **Personal Hygiene Protocols**

The best way to prevent infection of any sort is to take precautions to avoid exposure to the virus, which are the same precautions people should take to avoid the flu. Everyday actions to help prevent the spread of respiratory viruses are:

- a. Stay home if you are sick or feel sick (except to get medical care); be fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work
- b. Wash your hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, workers **MUST** wash hands at the beginning and end of each shift, after using the toilet, before and after each break.
- c. Avoid touching your eyes, nose, and mouth especially with unwashed hands
- d. Avoid close contact with other people, including not shaking hands
- e. Cover your cough or sneeze with a tissue or cough into the inside of your elbow (do not cough into your hands), throw any tissue(s) in the trash and wash your hands with soap and water for at least 20 seconds





- f. Clean and disinfect daily frequently touched objects and surfaces (desks, computer keyboards and screens, water bottles, etc.)
- g. Face masks - wear one if you are sick; if you are not sick, but are working in an area with others present, it is being recommended that you wear some kind of face covering. N95 and similar facemasks are in short supply and should be saved for first responders and other caregivers whenever it is feasible to perform work safely using other methods or PPE.

The foregoing is based on recommendations set forth on the CDC website ([www.CDC.gov](http://www.CDC.gov)) when this document was prepared. Please reference this website periodically to determine if there are additional recommendations or any changes to the foregoing. This website also contains useful information regarding the virus that we encourage all employees and workers to review. The Pandemic Response Team will also monitor the website and provide updates to recommended actions when appropriate.

### **Daily Jobsite Cleaning Protocols**

#### XL Construction

XL Construction's project teams will hire a cleaning service or designate one or more laborers to perform the cleaning described below with respect to its trailers, portable restrooms serving the jobsite, tools, and equipment used by XL Construction personnel, and stairs, stair towers, and manlifts serving all workers onsite. You must appropriately train someone and have them perform, the same for your trailers, tools, and equipment. Please note that the training may include Blood Borne Pathogen Training pursuant to OSHA / Cal OSHA requirements. If you need further information regarding this training, please contact XL Construction's Safety Manager for the project.

High-touch surfaces shall be cleaned daily, or more often as is warranted based on the number of workers on site and level of use, with disinfectant solutions.

The person designated to perform such cleaning and disinfecting must wear disposable gloves at all times. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for the virus only and should not be used for any other purposes. Clean hands with soap and water for at least 20 seconds immediately after cleaning gloves of any kind are removed. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Open outside doors and windows to increase air circulation in the area while cleaning. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water; or
  - 4 teaspoons bleach per quart of water

Areas to be disinfected include the following locations:

- Trailers and Break Areas:



- hard-backed chairs
- tables
- doorknobs
- light switches
- handles
- handrails
- desks
- toilets
- sinks
- workstations
- touchscreens
- phones
- countertops
- any other commonly used hard surfaces, including metal and plastic
- Stairs, Stair Towers and Man-Lifts (to be performed by XL Construction personnel)
  - handrails
  - door knobs and pulls
  - operating panels / buttons
- Equipment/Hand Tools/Laptops/iPads/Tablets/Cell Phones/Job Box Workstations
  - equipment used by only one person should be cleaned by that person daily
  - equipment shared by more than one person should be wiped down regularly, and specifically prior to sharing it with another person
  - high-touch surfaces on equipment used by multiple people should be cleaned by the designated cleaning company or laborer (switches, steering wheels/joy sticks, safety rails and handles, etc.)
- Portable Restrooms (to be performed by XL Construction personnel)
  - Toilets
  - Handwashing stations
- Other
  - All high traffic areas, or where workers frequently have touch points

To the extent commercially available, please make disposable wipes available in trailers and break areas so that commonly used surfaces (for example, doorknobs, keyboards, desks, chairs and tabletops) can be easily wiped down by employees before each use.

#### Cleaning Documentation

All projects are to document the areas to be cleaned each day. In addition, maintain record of those areas cleaned and maintain those records electronically or in the project office.

See [Appendix C.1](#) (Jobsite Cleaning Checklist) for additional information.



## Exhibit A - Screening Protocols

### Pre-Shift Protocol

1. Maintain a 6' separation at all times.
  - a. Create a line for workers to stand in outside of pop up with visual markers minimum 6' apart.
  - b. If the space is not large enough for all the workers in line, have the excess wait in an alternative area until called.
2. Temperature taker is to take the temperature readings and ask the questions. The scribe will document all responses on the pre-shift worker evaluation checklist.
  - a. Temperature taker is to ask the trades person to pull back their hair and/or remove any hats or PPE to allow an unobstructed view of the persons forehead.
  - b. Temperature taker takes the first reading.
  - c. If the reading is below 100.4 degrees ask the symptom questions.
  - d. If the reading is at or above 100.4 degrees, send employee off-site and follow the COVID-19 response plan.
  - e. Wipe down all used surfaces with antibacterial cleaner.

*\* Note to temperature taker and scribe: temperature reading must be less than 100.4 degrees.*

  - Only conduct screening once per employee shift.
  - Follow thermometer manufacture's guidelines for maintenance and calibration.
3. Complete the pre-shift COVID-19 worker evaluation checklist.
  - f. Name, company, and date.
  - g. Check appropriate boxes for screening questions.
  - h. Release worker to work or send home.
  - i. If the worker is Trade Partner, notify their onsite Supervisor and Office.
4. Once the employee completes the screening wipe down all used surfaces with antibacterial cleaner before allowing the next worker in.

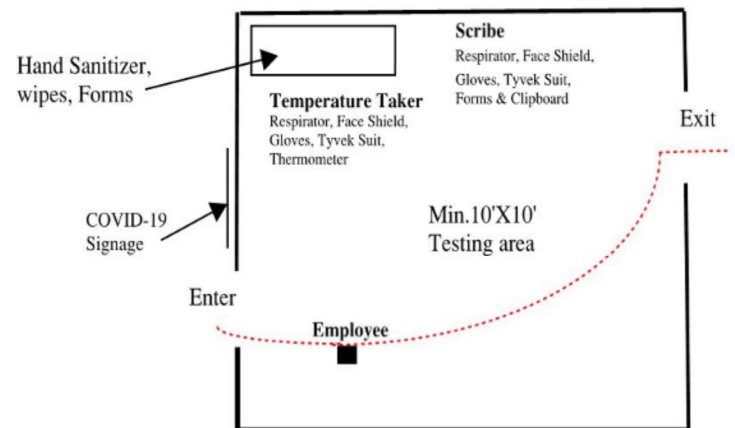
**Delivery Drivers:** Allow drivers to enter the site and unstrap material. maintain at least a 6' clearance. Do not take invoices from them. Instead take a picture of it from a safe distance.



**Traffic Control:** Maintain a 6' clearance from anyone at all times.

### Evaluation Room

There may be times when weather conditions or other jobsite conditions dictate a dedicated and temperature-controlled worker evaluation space be set-up. In these cases, the adjacent Evaluation Room diagram provides a suggested layout for jobsite teams to consider.



**Exhibit B - Jobsite Worker Evaluation Protocol****Jobsite Protocol Worker Evaluation Checklist**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_\_\_

Workers onsite will be evaluated, through visual observations by either XL Safety Personnel or a designated XL representative. This includes both field and field office workers and must be done prior to workers enter the site. Evaluations are to include workers exhibiting the following and by checking the boxes the evaluation has been completed and logged below:

- |   | <u>Yes</u>               | <u>No</u>                |
|---|--------------------------|--------------------------|
| 1. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you, or anyone in your family traveled outside of the United States within the last two weeks?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been medically directed to self-quarantine due to possible exposure to COVID-19                               |                          |                          |
| Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including:                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Temperature exceeding 100.4? (Non-Contact Thermometer to be used only)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Persistent Cough?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Shortness of breath or difficulty breathing?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Any Chills, Excessive Sweating or any Body Aches?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Obvious Nasal Congestion or Runny Nose?  | <input type="checkbox"/> | <input type="checkbox"/> |

- |   | <u>Yes</u>               | <u>No</u>                |
|---|--------------------------|--------------------------|
| Worker to proceed to jobsite:           | <input type="checkbox"/> | <input type="checkbox"/> |
| Worker needs to seek medical attention: | <input type="checkbox"/> | <input type="checkbox"/> |

XL Construction Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Or

XL Designated Safety Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**[END OF APPENDIX A.1]**

#### Triggers & Initial Actions

##### Individual Exhibiting Flu-Like Symptoms\*

- » Send home & self monitor
- » Encourage to seek medical advice
- » Report to VP HR or VP Corp Safety

##### Individual Possibly Exposed to Positive COVID-19 Tested Positive Person

- » Send home & monitor health
- » Encourage to seek medical advice
- » Self quarantine 14 days from contact date
- » Report to VP HR or VP Corp Safety

Yes

Individual has taken / been advised to take COVID-19 TEST

No

Project / Office Stays Open\*

#### Evaluation Phase

##### Awaiting Results

###### FACT GATHERING

- » VP Corp Safety investigates details and timeline of potential exposure

###### ACTIVITIES

- » VP Corp Safety creates list of potentially exposed individuals
- » HR monitors employee that triggered protocol
- » Clean trailer and site as required by VP Corp Safety

###### COMMUNICATIONS

- » BUL / PX sends notice to client, owner / management company (as applicable) of potential exposure event
- » PX sends notifications to trade partners whose employees had close contact\* with potentially exposed individual
- » VP HR sends notice to employees potentially exposed

+

COVID-19 TEST RESULTS

-

Project / Office Stays Open\*

#### Shutdown

##### Positive Result Received

###### FACT GATHERING

- » If not done earlier, VP Corp Safety investigates details and timeline of potential exposure

###### ACTIVITIES

- » VP Corp Safety determines extent of deep cleaning of site / office
- » HR monitors infected employee's status
- » Safety contracts cleaners of site / office
- » Superintendent coordinates jobsite access / HR coordinates office access for cleaners
- » Jobsite team shuts down project / HR shuts down office for 72 hours

###### COMMUNICATIONS

- » BUL / PX sends notice to client, owner / management company (as applicable) of positive test result
- » PX sends notifications to trade partners whose employees had close contact with contaminated individual
- » VP HR sends notice to employees potentially exposed

72 Hour Shut-Down

#### Restart

##### Resume Operations

###### COMMUNICATIONS

- » Check-in & approval required for quarantined individuals before returning to active jobsite (approved by VP Corp Safety)
- » BUL prepares letter regarding reopening of the project and sends to client; PX sends to trade / design partners

###### RETURN OF INFECTED INDIVIDUAL

- » VP HR approves infected individual returning to site / office when individual receives written "all clear" from healthcare professional and County where treated, and is no longer symptomatic

VP Corporate Safety: Mike Popp 408-592-0776

VP Human Resources: Autumn Martin 408-858-2159

\*Individual will be allowed back on site when ALL symptoms have subsided and fever-free for 24 hours without medication.

\*COO / SVP Ops, in consultation with VP Corp Safety, makes final decision whether / when to shut down project.

\*Normal pandemic cleaning procedures continue.

\*Close contact is defined as within six (6) feet for a prolonged period of time.

\*VP Corp Safety makes final decision whether to keep project open and communicates.

#### PRT Pandemic Response Team

Mike Popp  
Autumn Martin  
Marcus Staniford  
Neil Netzer  
Laura Guzman  
Tom Humbert  
Richard Walker

VP Corporate Safety  
VP Human Resources  
SVP Operations  
President, Bradley  
VP Mktg & Comms  
CFO  
President/COO

(408) 592-0776  
(408) 858-2159  
(650) 703-5372  
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(415) 602-4169  
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mpopp@xlconstruction.com  
amartin@xlconstruction.com  
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nnetzer@xlconstruction.com  
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thumbert@xlconstruction.com  
rwalker@xlconstruction.com

XL Industries is committed to maintaining the privacy and confidentiality of all employees in alignment with HIPPA requirements. However, if an employee provides consent to share their name during notifications, in order to assist in preventing further illnesses in others, XL Industries may elect to share this information.

## XL Industries Pandemic Response Plan

### APPENDIX C.1 - Jobsite Cleaning Checklist - English

#### COVID -19 Cleaning Protocols

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Project: \_\_\_\_\_ Project No.: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Foreman: \_\_\_\_\_ File No.: \_\_\_\_\_

Inspection performed by: \_\_\_\_\_ CC: \_\_\_\_\_

ITEM	NA	SANITIZED	COMMENTS
<b>Trailer and Break Areas</b>			
1. Hard backed chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Doorknobs	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. light Switches	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Cabinet Doors and Handles	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Handrails	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Desk	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Toilets	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Sinks	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Workstations	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Touchscreens	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Phones	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Countertop	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Appliances	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Stairs/Stairs-Tower/Manlifts</b>			
1. Handrails	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Doorknobs and Pulls	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Operating Panels/Buttons	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Gates and Entries</b>			
1. Gate to Project	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Door to Project	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Latches	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Chains	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Locks	<input type="checkbox"/>	<input type="checkbox"/>	_____



ITEM	NA	SANITIZED	COMMENTS
<b>Restrooms/Outhouses</b>			
1. Door	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
2. Handles	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
3. Door Lock	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
4. Toilet Paper Holder	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
5. Toilet Lid	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
6. Toilet Seat Cover Holder	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<b>Handwash Stations</b>			
1. Paper Towel Dispenser	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
2. Soap Dispenser	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<i>**Pump Truck to Pump Standing Water in Containment**</i>			
<b>Hand and Power Tools</b>			
3. Handles and Triggers	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
4. All Accessories	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
5. Power Cords	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<b>Forklift and Equipment</b>			
1. Steering Wheel	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
2. Shifter	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
3. Boom/Fork Controller	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
4. Outrigger Switch	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
5. Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
6. Fuel Cap	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
7. Handles and Other Acc.	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<b>Other</b>			
1. <hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
2. <hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
3. <hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>





## **Protocols for Cleaning and Disinfecting**

Wear disposable gloves at all times. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for the virus only and should not be used for any other purposes. Clean hands with soap and water for at least 20 seconds immediately after cleaning gloves of any kind are removed. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Open outside doors and windows to increase air circulation in the area while cleaning. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

Open outside doors and windows to increase air circulation in the area while cleaning. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against corona viruses when properly diluted.

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water; or
  - 4 teaspoons bleach per quart of water

## XL Industries Pandemic Response Plan

### APPENDIX C.2 - Jobsite Cleaning Checklist - Spanish

#### Protocolo de Limpieza COVID -19

Lista de verificación diaria de limpieza y desinfección en el lugar de trabajo

Fecha: \_\_\_\_\_ Hora: \_\_\_\_\_ Proyecto: \_\_\_\_\_ Número de Proyecto: \_\_\_\_\_

Superintendente: \_\_\_\_\_ Capataz: \_\_\_\_\_ Archivo No.: \_\_\_\_\_

Inspección Preformada por: \_\_\_\_\_ CC: \_\_\_\_\_

ARTÍCULO	NA	DESINFECTADA	COMENTARIOS
<b>Áreas de Remolque y Descanso</b>			
1. Sillas de respaldo duro	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Mesas	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Perillas de la puerta	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Interruptores de luz	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Puertas y manijas del gabinete	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Pasamano	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Escritorio	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Baños	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Lavaderos	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Estaciones de trabajo	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Pantallas de Computadora	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Teléfono	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Mostrador/Encima de la Mesas	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Electrodomésticos	<input type="checkbox"/>	<input type="checkbox"/>	_____

#### Escaleras/Escaleras De Metal/ Elevadores

1. Pasamanos	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Perillas y tiradores de las puertas	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Paneles/Botones de operación	<input type="checkbox"/>	<input type="checkbox"/>	_____

#### Puertas y Entradas

1. Puerta del proyecto	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Puerta del proyecto	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Cierres	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Cadenas	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Cerraduras	<input type="checkbox"/>	<input type="checkbox"/>	_____

ITEM	NA	SANITIZED	COMMENTS
------	----	-----------	----------



### Baños/Baños Exteriores

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Puerta   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Manijas  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Cerradura de la puerta                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Soporte de papel higiénico                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Tapa del inodoro/baño                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Soporte de la cubierta del<br>asiento del baño | <input type="checkbox"/> | <input type="checkbox"/> |

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### Estaciones de Lavado de Manos

- |                                    |                          |                          |
|------------------------------------|--------------------------|--------------------------|
| 1. Dispensador de toallas de papel | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Dispensador de jabón            | <input type="checkbox"/> | <input type="checkbox"/> |
- \*\*Camión bomba para bombear el agua estancada en el envase\*\**

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### Herramientas de Mano y Electricas

- |                                    |                          |                          |
|------------------------------------|--------------------------|--------------------------|
| 1. Manijas y disparadores/gatillos | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Todos los accesorios            | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Cables de alimentación          | <input type="checkbox"/> | <input type="checkbox"/> |

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### Montacargas y Equipos

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Volante                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Cambiador                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Controlador de la barra y horquilla | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Brazos del Interruptor              | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Espejos                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Tapa de combustible                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Manijas y otros Acc.                | <input type="checkbox"/> | <input type="checkbox"/> |

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### Otros

- |          |                          |                          |
|----------|--------------------------|--------------------------|
| 1. _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. _____ | <input type="checkbox"/> | <input type="checkbox"/> |

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## Cómo limpiar y desinfectar superficies

### Protocolos de limpieza y desinfección

Use guantes desechables en todo momento. Los guantes deben desecharse después de cada limpieza. Si se usan guantes reutilizables, esos guantes deben estar dedicados a la limpieza y desinfección de las superficies solo para el virus y no deben usarse para ningún otro propósito. Lávese las manos con agua y jabón durante al menos 20 segundos inmediatamente después de quitarse los guantes de limpieza de cualquier tipo. Si las superficies están sucias, deben limpiarse con un detergente o agua y jabón antes de la desinfección.

Para la desinfección, las soluciones de lejía doméstica diluidas, las soluciones alcohólicas con al menos un 70% de alcohol y los desinfectantes domésticos más comunes registrados por la EPA deben ser efectivos. Abra las puertas y ventanas exteriores para aumentar la circulación de aire en el área mientras limpia. Las soluciones diluidas de lejía doméstica se pueden usar si es apropiado para la superficie. Siga las instrucciones del fabricante para la aplicación y la ventilación adecuada. Verifique para asegurarse de que el producto no haya pasado su fecha de vencimiento. **Nunca mezcle blanqueador doméstico con amoníaco o cualquier otro limpiador.**

Abra las puertas y ventanas exteriores para aumentar la circulación de aire en el área mientras limpia. Las soluciones diluidas de lejía doméstica se pueden usar si es apropiado para la superficie. Siga las instrucciones del fabricante para la aplicación y la ventilación adecuada. Verifique para asegurarse de que el producto no haya pasado su fecha de vencimiento. **Nunca mezcle blanqueador doméstico con amoníaco o cualquier otro limpiador.** El blanqueador doméstico no vencido será efectivo contra los virus corona cuando se diluya adecuadamente.

- Prepare una solución de lejía mezclando:
  - o 5 cucharadas (1/3 de taza) de blanqueador por galón de agua; o
  - o 4 cucharaditas de cloro por litro de agua

## XL Industries Pandemic Response Plan

### APPENDIX D - Jobsite Toolbox Safety Talk - Sample Agenda/Information

#### What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

#### How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear, but speculated that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., tools, materials, packaging, etc.) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

**COVID-19 Prevention and Work Practice Controls**Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth especially with unwashed hands.
- Avoid close contact with people, whether or not they appear sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
  - This includes other elements of the jobsite where possible.
  - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
  - Eye protection: Eye protection should be worn at all times while on-site.



## XL Industries Pandemic Response Plan

### APPENDIX E - Jobsite Shutdown Checklist

If XL is required to shut down a construction project, there are several basic steps that should be taken to minimize risks of loss to XL, the Owner, and the partially completed project. Risks associated with suspension of work can be classified into two categories, (1) liability and property risks, and (2) project execution risks. Liability risks associated with a vacant project site include “attractive nuisance” exposures and environmental exposures such as groundwater contamination, erosion, and storm water management. Property exposures include vandalism, theft, arson as well as weather-related damage.

The following checklist contains suggested actions that can be taken to minimize the exposures to property and liability losses during the shutdown. Preventing damage to the project will save time and money when work resumes.

#### Recommendations for Safely Shutting Down a Construction Project

Action	Date Completed
Review site security, inspect project fencing (hoarding) and gates, repair any openings and verify the integrity of perimeter security measures.	
Arrange for on-site security guards or periodic security patrols.	
Notify the local Police Department that the project will be inactive.	
Notify the local Fire Department that the project will be inactive and advise them of the status of the Fire Sprinkler system and if there are any combustible materials that will remain stored at the site.	
Inspect the SWPPP (Storm Water Pollution Prevention Plan) protection measures, correct all deficiencies and document the conditions. Arrange for periodic inspection and maintenance during the cessation in accordance with State laws, local ordinances and building codes to avoid civil penalties.	
<p>If the project has an open excavation with a Support of Excavation (SOE) system installed, the SOE and site conditions surrounding the excavation should be carefully inspected:</p> <ul style="list-style-type: none"> <li>• Ensure site grading deflects water away from the excavation and top of the shoring system. If grading can't be used to protect the edge of the excavation, install impervious ground cover (tarps, plastic sheeting, lean concrete, etc.) to prevent water from eroding the fill behind the shoring.</li> <li>• Arrange for periodic surveys (monitoring) of the shoring to check for movement during the cessation of work.</li> <li>• Ensure that dewatering systems, sump pumps and discharge hoses/piping are clear and secured in place, so removal of accumulated water continues. Consider power supply and mechanical breakdown when establishing periodic inspections and maintenance.</li> </ul>	



Action	Date Completed
If the project has dewatering systems or sump pumps to protect the site from inundation, consult with local AHJs (Authorities Having Jurisdiction) and the Owner to determine what must be done to maintain operation of the pumps. Consider power supply and mechanical breakdown when establishing periodic inspections and maintenance.	
Ensure that all retaining walls or partially completed retaining walls are stable (or are adequately braced) and have adequate drainage to prevent subsidence and/or collapse.	
If the building is partially complete and can be secured, temporarily enclose and secure all openings at ground-level to prevent unauthorized access to the building	
<p>If the building enclosure is partially complete, coordinate with trade contractors to conduct a detailed survey of the cladding systems to verify they are securely attached to the structure and will be able to withstand storms (wind and rain).</p> <p>Cladding systems (curtainwall, aluminum windows (storefront), precast concrete, insulated metal panels) and assemblies may not provide 100% of their rated strength or wind-speed resistance if they are only partially completed. Determine if additional bracing should be installed to prevent damage to completed work.</p>	
Identify any installed equipment or materials that could be damaged by exposure to weather or by intruders. Follow manufacturer guidelines for protection and storage. Relocate or remove these items if possible. Make sure materials and storage locations do not create or present fire risks.	
<p>Exposure to weather and water damage will largely depend on the type of structure, status of construction, and progress towards enclosure. If the building envelope is still open to the weather, it will not be feasible to prevent water intrusion. However, actions can be taken to minimize the migration of water within the building:</p> <ul style="list-style-type: none"><li>• Install temporary flashing or curbs around shafts and openings on elevated floor decks exposed to rain to limit migration to lower floors.</li><li>• Installing a temporary roof on the floor just above the progress of interior work is an effective control to shed water out of the building. This can be a simple single-ply membrane adhered to the floor and covers over shafts and openings. Make sure the membrane is pitched to the exterior so it drains to the outside.</li><li>• If the structure is complete, or near completion, make sure the roof deck can drain. If the permanent roof drains are installed, make sure that strainers or wire mesh are installed to prevent debris from clogging the drains. If roof drain piping is not yet installed, consider fabricating temporary drain leaders from PVC pipe and route them to the exterior so they project out past the edge of the floor slab.</li></ul>	



Action	Date Completed
Trade subcontractors should remove all their stored material, tools and equipment from the building. If the material has already been billed and title has transferred to the project, or if removal is not practical, consider bringing storage containers or trailers on-site to provide secure and protected storage.  At a minimum, all flammable and explosive materials must be removed from the site and stored properly.	
High-value construction materials (copper pipe, electrical wiring, etc.) should be removed from the site or stored out of site in locked storage containers to reduce the exposure to theft.	
All loose material, trash, and debris should be removed from all floors of the building and the roof to prevent items from becoming airborne projectiles in high winds.	
Have all dumpsters emptied and removed from the site.	
Take down and secure all job-built ladders from between floors to prevent unauthorized access and injury claims.	
Ensure that all perimeter hand rails and/or cabling is secured and in good condition.	
Determine whether construction equipment (cranes, hoists, concrete pumps, earth moving equipment, compactors, portable generators, etc.) at the site will stay in place or be returned to the yard. Small, portable equipment and tools should be stored in a secured location (storage box or interior room). Empty gas tanks to prevent fire risk. Follow the manufacturer's guidelines for preparing and storing idle equipment.	
Consider whether building systems (HVAC, Domestic Water, Fire Sprinkler) should be drained.	
Consider whether temporary structures (scaffold, stair towers, debris netting, fall protection) should be taken down. Verify that any temporary structure to remain is adequately braced, tied off, and anchored to prevent collapse. If they remain in place protect with plywood to prevent intruders.	
Ensure that all free-standing walls have adequate bracing to withstand potential wind loads to prevent collapse (overturning).	
De-energize and lock-out temporary and/or permanent power supply. (Note that if the Fire Sprinkler system is already active and includes a fire pump, that power supply must be maintained. Coordinate with the Electrical Contractor to shut down power to the rest of the building.)	
Shut off and lock-out the main water supply valve. (Note that if the Fire Sprinkler system is already active, this water supply must be maintained. Coordinate with the Plumbing Contractor to shut off water to the rest of the building).	
Conduct a thorough inspection of the project and site to document existing conditions (video, photos and narrative) and ensure all shut down tasks are complete.	



Action	Date Completed
Establish a team to conduct periodic inspections of the site during the cessation of work to monitor conditions, maintain operating systems (sump pumps) and make minor repairs as needed to keep temporary enclosures and drains in good condition.	

# XL Industries Pandemic Response Plan

## APPENDIX F - Essential Personnel Positions List

### XL PANDEMIC RESPONSE PLAN ESSENTIAL PERSONNEL POSITIONS LIST

The following positions will be considered "Essential Positions", as their work at the office or jobsite is directly involved in or necessary for on-going continuity of field operations or business operations. This document applies to XL Industries and its operating companies.

Personnel not listed below shall not be considered Essential Personnel unless granted an exception in writing by Vice President Corporate Safety, Senior Vice President Operations or Chief Operating Officer.

#### Company Office Personnel:

- Front desk (deliveries and phones)
- IT support
- Janitorial
- Arrow shop personnel, including delivery driver (Milpitas Office Only)
- Accounting - 1 Representative (Milpitas Office Only)
- Senior Executive Team - 1 Project Executive or higher level should be present

#### Jobsite Personnel:

- Senior Project Managers and Project Manager(s) \*
- Senior Superintendent(s), Superintendent(s) and Assistant Superintendents
- Senior Project Engineers and Project Engineers \*
- Foremen
- Senior Field Engineers and Field Engineers\*
- Safety Support: Manager / Engineer / JSC
- XLC Craftspeople
- Subsidiary Field Supervision and Craftspeople
- MEP Managers and Coordinators - only as needed for QA/QC and commissioning

\* Note: For Project Managers (SPM and PM), Project Engineers (SPE and PE), Field Engineers (SFE and FE) at jobsites, it is recommended to have only 1 or 2 employees to assist in coordinating and supporting field operations.

To the extent safe and otherwise feasible, project teams should limit the number of team members onsite regardless of whether they are listed above. However, project teams must comply with company policies regarding having a "competent person" onsite at all times work is being performed.

#### Other Essential Personnel:

The following personnel will also be allowed on our jobsites but only to the extent necessary to either



perform essential functions or functions required to maintain the progress of the project:

- Project Executives, Business Unit Leaders and Other Senior Operations Executives
- General Superintendents
- Vice President Corporate Safety
- Integrated Solutions Personnel
- IT Support Personnel
- Client Representatives
- Design Team Representatives
- Consultants (e.g., waterproofing)
- Trade Partners' Project Manager, Foreman and Craftspeople Assigned to the Project, and their Senior Supervisors
- Material Delivery Drivers
- On-Site Health & Safety Staff
- City Building Inspectors
- City Fire Marshall
- Cal/OSHA Elevator Inspector
- Special Inspectors: Concrete / Rebar / Welding, etc.
- Utility Representatives
- Union Representatives
- All First Responders (fire, ambulance, police, etc.)
- Government Representatives (e.g., any working on the pandemic response, etc.)



## XL Industries Pandemic Response Plan

### APPENDIX G - Essential Employee Work Letter

April 1, 2020

Re: Shelter-in-Place Orders

To Whom it May Concern:

Please be informed that the bearer of this letter is employed at XL Construction, located at 851 Buckeye Ct., Milpitas, CA 95035. The Company is a general contractor. This employee, [INSERT EMPLOYEE NAME], is working on the [ENTER PROJECT NAME] project, which, per the Orders issued by the State and local county, qualifies as essential/critical infrastructure. Based on this, we are able to continue to operate under those Orders.

Employees in possession of this letter have been deemed essential to construction of these essential projects or are a part of the minimum basic operations of our business. All non-essential personnel have been notified to work remotely until further notice. Employees who are critical to the minimum basic operations of the business have been instructed to comply with social distancing rules/requirements in the jurisdiction, as well as other safety and health precautions.

If you have questions regarding the nature or scope of this letter, please do not hesitate to contact [insert contact name] at [insert contact number and/or email].

Sincerely,

Fname Lname  
Title  
000-000-0000  
Email@companyname.com

XLCONSTRUCTION.COM

## XL Industries Pandemic Response Plan

### APPENDIX H - General Communications to Employees

#### TEMPLATE FOR INITIAL COMMUNICATION

(Prior to Any Pandemic Declaration by Local, State or Federal Authorities)

*Via Internal Email*

*Subject Line:* [REDACTED] *Virus Information*

Dear XL Industries Team,

We wanted to let you know that the leadership team is actively monitoring information about the [REDACTED] virus.

The Federal Centers for Disease Control and Prevention (CDC - [www.cdc.gov](http://www.cdc.gov)) is encouraging all organizations to develop precautionary measures, which we are doing. Our Pandemic Response Team is reviewing our Pandemic Response Plan in the event it becomes necessary to activate it. In the meantime, we want to share with you the measures we are taking to ensure the health and safety of our team members.

At XL Industries, we are following the updates and guidelines provided by local, state and federal health agencies, and we recommend that you do the same. We thought it would be helpful to remind everyone about general health tips, which we provide for you below.

The best way to prevent infection of any sort is to take precautions to avoid exposure to the virus, which are the same precautions you would take to avoid the flu. Everyday actions to help prevent the spread of respiratory viruses are:

- Stay home if you are sick or feel sick (except to get medical care); be fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work
- Wash your hands often soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer (60% alcohol content or greater)
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick, including not shaking hands
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands with soap and water for at least 20 seconds
- Clean and disinfect frequently touched objects and surfaces (desks, computer keyboards and screens, water bottles, etc.) daily
- Face masks - wear one if you are sick; if you are not sick, you do not need to wear one unless caring for someone who is sick and they are not able to wear a facemask; facemasks may be in short supply and they should be saved for caregivers

The CDC website ([www.cdc.gov](http://www.cdc.gov)) also contains useful information regarding the virus and seasonal flu that we encourage you to review. Specific pages worth referencing include:

- [INSERT LINKS HERE]



If you have any questions regarding the foregoing, you can contact \_\_\_\_\_.

Thanks,

[Signature Block by VP Corporate Safety or Other Member of the Pandemic Response Team]

## TEMPLATE FOR COMMUNICATION UPON PANDEMIC DECLARATION BY LOCAL, STATE OR FEDERAL AUTHORITIES

*Via Internal Email*

*Subject Line: Pandemic Response Plan Implementation*

Hello everyone,

\_\_\_\_\_ agency has declared a pandemic in connection with the \_\_\_\_\_ virus. As a result, we have now activated our Pandemic Response Plan, a copy of which can be found on MILO.

This action and the actions set forth below are not intended to heighten any concerns you may have about the virus. Individual responses should be guided by information provided by the Federal Centers for Disease Control and Prevention (CDC - [www.cdc.gov](http://www.cdc.gov)) and County Health Departments rather than the press. That information suggests that there are actions we should all take but that panic is not warranted.

In that light, to ensure we are doing all we can to support maintaining the health and well-being of ourselves, our families and our community at large, we are implementing the following measures immediately:

- **Office Attendance** - [Insert Either: "All" or identify specific office(s)] staff are encouraged to work remotely through [Insert Date]. This means you are not obligated to come into the office if you are not comfortable with traveling during this time. We realize there may be some essential positions that need to come to the office. You will be contacted by your BUL or Department Head if you are considered to be in one of these positions to discuss whether you are comfortable with doing so. [Insert Specific Locations] offices shall remain fully operational at this time as our action with respect to [Insert Affected Locations] is based on governmental guidance limited to [Insert Location(s)].
- **Jobsite Operations** - subject to client instructions, all projects will remain operational. However, only project team members directly involved in the project (i.e., Company employees, trade partners, clients, design partners, inspectors, utility representatives and workers, union representatives and their respective senior management) will be permitted on site through [Insert Date]. Additional instructions are set forth in the Jobsite Protocol & Requirements, which is an Appendix to the Pandemic Response Plan that can be found on MILO.
- **Office Health & Safety** - we will be conducting extra office cleanings in all offices and jobsite trailers to continue to ensure as sanitary an environment as possible. We will also be temporarily suspending company sponsored group meals at offices and on jobsites. If you must order food to be delivered for small meetings or because a team needs to work through a meal period, please use the [Insert Service Company Names That Meet the Following Requirement] delivery services, as these organizations have published health and safety protocols and offer a "non-contact delivery" option.
- **External Events:**
  - **Conferences & Events:** All conference participation is cancelled through [Insert Date] and all staff are asked to please refrain from attending any local events through [Insert Date]. Reach out to your team EA or [Insert Name] for assistance with cancellations.



- **Travel:** Per government guidelines and recent six Bay Area County Health Department orders, travel should only be for essential needs. XL Industries strongly encourages all personnel to abide by these travel restrictions and to avoid travel at all costs. However, if it is essential travel then we will ask that you adhere to the following:

All business travel by air, rail or other common carrier is suspended. Any exceptions will be voluntary and subject to written approval by **[Insert Name]**. Regular commuter rail and bus transport is an exception, per government guidelines and restrictions.

Again, we also strongly discourage any personal travel during this time. If it is essential, and you have recently traveled from an area with widespread or ongoing community spread as indicated by the CDC, call your doctor, DO NOT come to work, any follow any self-quarantine guidelines published by the CDC ([www.cdc.gov](http://www.cdc.gov)) or local health authorities. Notify your supervisor and contact Vice President Human Resources to discuss work from home or sick leave arrangements. It is also expected that you will not travel for enjoyment during the pandemic.

- **Internal Meetings and Gatherings:**

- **Group Gatherings:** Any gathering that is not a project-related meeting scheduled to occur over the next **[Insert Duration]** weeks will be cancelled or postponed. This includes multi-team meetings, trainings, community engagement activities, and company-hosted functions. As the situation evolves, we will continue to review all scheduled group gatherings and trainings on a rolling 2-week basis and make determinations as to whether they will need to be cancelled or postponed. We will provide updates at the beginning of every week.
- **Smaller team meetings:** Smaller team meetings are still allowed, but all teams are encouraged to evaluate whether those meetings can be accomplished via videoconference.

Additionally, please recall prior advice regarding personal hygiene practices and staying home if you are ill. This information and additional information are posted on MILO. Please contact your manager, Human Resources or Corporate Safety if you have any questions or concerns.

We are undertaking the foregoing actions to comply with any governmental mitigation strategies and out of an abundance of caution to protect you. To those that think this may be an overaction, please also consider that one of the most significant threats to our ongoing operations is a large group of team members being required to quarantine as a result of interacting with someone identified as potentially or actually being infected. By taking the above actions, we should be able to avoid such a circumstance.

As the situation continues to evolve, we ask that everyone remain flexible. We will continue to issue updates and guidance to keep everyone informed through MILO and email as appropriate. Be on the lookout for additional communications to come.

Sincerely,

**[CEO, PRESIDENT OR COO SIGNATURE BLOCK]**



## TEMPLATE FOR COMMUNICATION REGARDING TIPS FOR WORKING FROM HOME

*Via Internal Email*

*Subject: Working Remotely*

Hi everyone,

In response to the recent communication from XL Leadership, some of us are going to be working remotely for a period of time. We would like to provide you with tips, tools and resources to support your health and productivity. Working remotely can be great but can also present challenges. Let's make the best of these challenging circumstances, maintain our usual, high productivity and ensure we continue to provide excellent support to our company and project teams.

### Here are some tips to make working from home a little easier and keep it productive:

1. Be a good Communicator - be available to your team, talk about what you are working on, and find ways to collaborate remotely when your work product depends on it. When you aren't working a few desks away from people, you need to find ways to keep up regular communication and contact that enables you to do your job successfully. Specifically:
  - A. Be in daily contact with your direct reports, ensuring that you prioritize work tasks and deliverables. This should be done by phone or videoconferencing and can be a simple huddle where you address what they are accomplished yesterday, what they are working on today and what do they need support with.
  - B. It will be important that all team members communicate regularly to keep everyone apprised of field progress and status. To this end, continue to hold staff meetings, via videoconferencing, to encourage cross-project communication and team camaraderie.
2. Create a separate work environment at home that is well lit and free of distractions. Avoid working in front of your TV or in bed, even if it is comfortable! When using WebEx or other virtual tools, remember to consider avoiding disruption from background noise and the backdrop your camera may capture.
3. Keep an active list of the tasks and assignments you are working on. This will help you stay connected and aligned with your teammates and your manager.
4. Be careful about working in public settings, both from a Covid-19 perspective and from a network access/vulnerability perspective. A workplace at home and using your personal network are definitely safer for you and the company.
5. Think like you are still going to the office. Don't stay in your pajamas. As tempting as it may be to stay in your sweats all day, get an early start, get dressed in comfortable work attire to transform your mindset and stay productive during your "work hours".
6. Structure your day and be deliberate with your time. It's easy to let time escape us when we get into a groove or to get distracted by things at home. Be sure to set reminders to get up, stretch, eat, and close down your workstation at a reasonable time of evening. Maintain a sense of balance. You will be working on your computer more than ever, so be diligent about limiting distractions like social media and other things that will take you away from getting your work done.
7. Stay connected with colleagues over voice and video conferencing to be engaged, share ideas and remain creative. Leverage technology to maintain connections and move business forward.
8. Build a plan that works for you and your family. As other businesses and schools are also taking precautions, there may be others at home that need your attention. Make plans to share childcare duties or work in shifts.



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## APPENDIX H - General Communications to Employees

Essential tools to utilize for remote work are WebEx and Egnyte.

Below are video tutorials to reference, if needed.

### **Egnyte:**

[Introduction to Egnyte Tutorial](#)

[Sharing Links from your Desktop](#)

[Creating a New Office File](#)

[Managing File Versions](#)

### **WebEx:**

[How to add WebEx to your meeting invite](#)

[How to share your screen](#)

Attached are two job aids for desktop and mobile WebEx use.

If you experience any technical issues please contact Network Remedy at [xl@networkremedy.com](mailto:xl@networkremedy.com) or call 1-855-736-3395.

We appreciate your flexibility and are confident the excellent work we do every day will continue through this time.

Sincerely,

**[Signature Block from Someone in HR / Training & Development]**

[END OF APPENDIX H]



## XL Industries Pandemic Response Plan

### APPENDIX I - Communications Regarding Potential Exposure

#### NOTICE OF POTENTIAL EXPOSURE / EXPOSURE

*Via Internal and External Email*

**Subject Line: Notice of Potential Exposure to a Communicable Disease**

We have been notified that an individual you may have come in close contact with while at work during the week of [INSERT DATE] may have contracted the COVID-19 disease. The individual has not been confirmed to be infected but has experienced symptoms that could be indicative of either the flu or COVID-19. The test results for COVID-19 are pending and we will keep you apprised if we learn anything further.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. Symptoms typically present themselves within 2 to 14 days after exposure and include fever, cough and shortness of breath. For more information regarding other symptoms, ways you can protect yourself and what to do if you are sick, you can visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If you are an employee of XL Construction, or a subsidiary, and you experience the symptoms described above or other flu-like symptoms, please contact the Vice President Human Resources or Vice President Corporate Safety immediately after contacting your medical professional. The company will keep all medical information confidential and will only disclose it on a need-to-know basis.

The company is taking measures to ensure the safety of our employees as a result of this potential exposure, which include: (i) contacting others who may have similar contact with the individual; and (ii) continuing to implement extra cleaning protocols at our offices and jobsites, which will include disinfecting areas the person may have worked in over the last 14 days.

In addition, we continue to ask all employees to take preventative measures to protect yourselves and others from infectious diseases:

- Stay home if you don't feel well
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer
- Wipe down shared surfaces
- If you haven't already, get a flu shot
- Avoid contact with others who are sick and wash your hands afterward
- Avoid touching your face and maintain good personal hygiene
- Avoid shaking hands, hugs and kisses
- If you can work from home, please do so

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

The foregoing is the information that we can provide at this time as we are prohibited by Federal law from disclosing the identity of the individual or facts that would identify the individual. We know the situation can be concerning; so please don't hesitate to reach out if you have any questions or we can otherwise assist you.

Sincerely,

[Signature Block of VP Human Resources or VP Corporate Safety]



## NOTICE OF EXPOSURE

*Via Internal and External Email*

**Subject Line: Notice of Workplace Exposure to a Communicable Disease**

We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus. We encourage you to contact your medical professional to seek advice.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. Symptoms typically present themselves within 2 to 14 days after exposure and include fever, cough and shortness of breath. For more information regarding other symptoms, ways you can protect yourself and what to do if you are sick, you can visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

The company is taking measures to ensure the safety of our employees as a result of this potential exposure, which include: (i) contacting others who may have similar contact with the individual; and (ii) continuing to implement extra cleaning protocols at our offices and jobsites, which will include disinfecting areas the person may have worked in over the last 14 days.

In addition, we continue to ask all employees to take preventative measures to protect yourselves and others from infectious diseases:

- Stay home if you don't feel well
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer
- Wipe down shared surfaces
- If you haven't already, get a flu shot
- Avoid contact with others who are sick and wash your hands afterward
- Avoid touching your face and maintain good personal hygiene
- Avoid shaking hands, hugs and kisses
- If you can work from home, please do so

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

The foregoing is the information that we can provide at this time as we are prohibited by Federal law from disclosing the identity of the individual or facts that would identify the individual. We know the situation can be concerning; so please don't hesitate to reach out if you have any questions or we can otherwise assist you.

Sincerely,

[Signature Block of VP Human Resources or VP Corporate Safety]

[END OF APPENDIX I]

## XL Industries Pandemic Response Plan

### APPENDIX J - Notification to Local Health Authority

[Date]

[INSERT CONTACT INFO FROM LIST: County Health Dept Contact Info]

To Whom It May Concern:

It has come to our attention that we have employees that have [potentially been exposed to OR have reported being diagnosed as being infected by] COVID-19. The details we have gathered are:

Person Who Has Reported Being Infected:	[Name and contact info (home address, phone, and email if available)]
Person Who May be Infected:	[Name and contact info (home address, phone and email if available)]
Person(s) Potentially Exposed to Foregoing:	[Name(s) and contact info (home address, phone and email if available)]
Date(s) of Potential Exposure:	[mm / dd / yyyy]
Location(s) of Potential Exposure:	[Address, any additional relevant detail about location]

If you need any additional information, please contact either of the following:

Autumn Martin Vice President, Human Resources XL Construction C: (408) 858-2159 E: <a href="mailto:amartin@xlconstruction.com">amartin@xlconstruction.com</a>	Mike Popp Vice President Safety XL Construction C: (408) 592-0776 E: <a href="mailto:mpopp@xlconstruction.com">mpopp@xlconstruction.com</a>
---	---

We will gladly assist your Department in any way that we can.  
Sincerely,

[INSERT SIGNATURE BLOCK OF VICE PRESIDENT SAFETY OR VICE PRESIDENT HUMAN RESOURCES]

cc: Eric Raff, Richard Walker, Marcus Staniford, Laura Guzman, Autumn Martin, Mike Popp [delete your name if you are the sender]

[END OF APPENDIX J]

## XL Industries Pandemic Response Plan

### APPENDIX K - Communication to Clients Regarding Pandemic Response Measures

*Via Email*

*Subject Line:* XL's COVID-19 Response Plan

To Our Valued Clients,

Dealing with a pandemic is often out of our comfort zone and presents challenges that our teams are not generally accustomed to. Our most immediate concern is to always ensure the wellbeing of both our staff and yours. Below is a summary of the measures we are taking to create a safe environment while at the same time minimizing the impacts of these events on our projects.

#### Dedicated Resources

Ongoing and continual communication with our clients, partners and project teams is more important than ever to ensure everyone has access to the latest information and resources they need to stay safe and productive.

- We have formed a Pandemic Response Team, comprised of key company executives, to evaluate facts as they become available and develop appropriate communication and action plans.
- We have created a Communicable Disease Information Center for our employees to provide them continued, real-time access to the latest announcements and other important information and resources to maintain their health and support our jobs.
- We have developed a Pandemic Response Plan and Jobsite Protocols & Requirements, all of which are readily accessible via this [website](#). We are requesting that all our Trade Partners familiarize themselves and align with these guides.
- We have established two dedicated support hotlines for staff to report health issues or submit requests or inquiries and receive timely, confidential assistance with job or health-related issues as needed.

#### Business Operations

Maintaining day-to-day operations is extremely important to us. We have provided our teams with clear guidance and tools to ensure we continue to meet project needs.

- We have instructed non-essential personal to work from home and are limiting access to our corporate office and jobsites at this time.
- Large in-person meetings are no longer permitted and virtual meetings will be held in place of smaller gatherings whenever possible.
- Project teams have access to necessary project data via our secure cloud network and virtual collaboration tools to ensure seamless operations and productivity.



### **Jobsite Safety Measures**

Following the guidance of the Federal Centers for Disease Control (CDC) and local and state health authorities, we are taking measures to ensure safe and sanitary work environments.

- We are vigilant about promoting healthy practices, including washing hands, disinfecting surfaces frequently, and asking employees to staying home if they, or someone they have been in close contact with, has been feeling ill.
- We have increased sanitation measures at all office and jobsites, including improved equipment and additional scheduled cleanings of high traffic areas to guard against the spread of infection.
- We are limiting access to workers and people providing services necessary for performance of the work, along with their supervisors.
- We are proactively evaluating workers onsite for signs they may be ill.

Thank you for your partnership during this trying time. We greatly value our relationship with you and are committed to doing what it takes to keep each other safe and our projects running smoothly until the storm passes.

We will continue to keep you informed throughout the coming days and weeks. Please don't hesitate to reach out in the meantime if you have any questions or feedback.

Sincerely,

[SIGNATURE BLOCK OF CEO, PRESIDENT OR COO]

[END OF APPENDIX K]

## XL Industries Pandemic Response Plan

### APPENDIX L - XLC Communication to Trade Partners Regarding Pandemic Response Measures

#### MEMORANDUM

Date: March 16, 2020

From: Marcus Staniford, Senior Vice President, Operations

To: All Trade Partners

Subject: XL Construction's Pandemic Response Plan - Project Protocols and Requirements

All Trade Partners:

The safety of all our jobsite teams and all workers is of paramount importance to XL Construction. Given this, and the current situation related to the coronavirus, it is critical that we all make significant efforts and work together closely to keep everyone safe.

To this end, XL Construction has developed a Jobsite Protocols and Requirements document to provide guidance for our jobsites. The attached document outlines the steps we will be implementing at all our jobsites beginning this week. We plan to implement all aspects of this plan as quickly as feasible. As our partner, we are asking that you not only enforce this effort with respect to your team members but also support XL Construction in doing so with respect to all workers at the project.

This plan includes the following critical steps in ensuring a safe jobsite for our employees:

1. Communications/Inquiries - Governmental Agencies, Clients, Partners, Press and Others
2. Jobsite Office Attendance and Meeting Requirements
  - a. No Visitors
  - b. Only Essential Personnel Onsite
  - c. Limiting In-Person Meetings
3. Jobsite Safety Protocols
  - a. Posting Communications / Signage
  - b. Client Requirements
  - c. Worker Evaluations
  - d. Exposure to Infected / Potentially Infected Persons
  - e. Site Activities / Gatherings
  - f. Trailer Air Filters
  - g. Additional Hygiene Stations





- h. Personal Hygiene Practices
- i. Daily Jobsite Cleaning Protocols
  - i. XL Construction
  - ii. How to Clean and Disinfect Surfaces

It is critical that the protocols and requirements outlined in this document be followed by all workers on site and are supported by your supervision and leadership. For the continued health and safety of all workers and their families, there will be a no tolerance policy related to compliance with these protocols and requirements. Over the course of the next several weeks, we will continue to communicate and share this information across our jobsites to ensure that everyone clearly understands the importance and implementation requirements.

We ask that you share this information with all your team members and workers who work on or will be engaged on XL Construction's projects. We appreciate your support in ensuring the strictest compliance and believe by doing so, we will do our part to slowing the spread of COVID-19.

If you have any questions related to the above, or the attached document, please contact the XL Construction Project Executive for your project. He/she will either assist to the best of their ability or escalate your inquiry to the right person within our organization to respond.

Thank you, again for your support.

[WITH THIS MEMORANDUM, ATTACH A COPY OF APPENDIX A.1, GENERAL TRADE PARTNER JOBSITE PROTOCOLS AND REQUIERMENTS DOCUMENT]

[END OF APPENDIX L]

## XL Industries Pandemic Response Plan

### APPENDIX M - Communication to Others Regarding Pandemic Response Measures

*Via Email*

*Subject: Pandemic Response Measures*

Dear Valued Partners,

Dealing with a pandemic is often out of our comfort zone and presents challenges that our teams are not generally accustomed to. Our most immediate concern is to always ensure the wellbeing of both our staff and yours. Below is a summary of the measures we are taking to create a safe environment while at the same time minimizing the impacts of these events on our projects.

#### Dedicated Resources

Ongoing and continual communication with our project teams, clients and partners is more important than ever to ensure everyone has access the latest information and resources they need.

- We have formed a Pandemic Response Team, comprised of key company executives, to evaluate facts as they become available and develop appropriate communication and action plans.
- We have created a Communicable Disease Information Center for our employees to provide them continued, real-time access to the latest announcements and other important information and resources to maintain their health and support our jobs.
- We have developed a Pandemic Response Plan and Jobsite Protocols & Requirements, all of which are readily accessible via this [website](#). We are requesting that all our Trade Partners familiarize themselves and align with these guides.
- We have established two dedicated support hotlines for staff to report health issues or submit requests or inquires and receive timely, confidential assistance with job or health related issues, as needed.

#### Business Operations

Maintaining day-to-day operations is extremely important to us. We have provided our teams with clear guidance and tools to ensure we continue to meet project needs.

- We have instructed non-essential personal to work from home and are limiting access to our corporate office and jobsites at this time.
- Large in-person meetings are no longer permitted and virtual meetings will be held in place of smaller gatherings whenever possible.
- Project teams have access to necessary project data via our secure cloud network and virtual collaboration tools to ensure seamless operations and productivity.

#### Jobsite Safety Measures



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Following the guidance of the Federal Centers for Disease Control and local and state health authorities, we are implementing measures to ensure working environments are as sanitary as possible.

- We have been vigilant about promoting healthy practices, including washing hands, disinfecting surfaces frequently, and staying home if an employee, or someone they have been in close contact with, has been feeling ill.
- We have increased sanitation measures at all office and jobsites, including improved equipment and additional scheduled cleanings of high traffic areas to guard against the spread of infection.
- To reduce exposure risk, only workers and people providing services necessary for performance of the work, along with their supervisors, will be allowed on-site at this time.
- We will be providing daily health checks on jobsites to give crew members the ability to monitor their health and ensure the wellbeing of those around them.

Thank you for your partnership and support through this trying time. We greatly value our relationship with you and are committed to doing what it takes to keep each other safe and our projects running smoothly until the storm passes.

Please don't hesitate to reach out if you have any questions.

Sincerely,

[Signature Block of Member of the Pandemic Response Team or BUL]

[cc: Richard Walker, Marcus Staniford, Mike Popp, Autumn Martin if from a BUL]

[END OF APPENDIX M]