

## COVID-19 Project Response Plan

Our first priority is the health and safety of employees, trade partners, clients, site visitors and delivery personnel. To that end, we are taking important steps and precautions to prevent the spread of Coronavirus Disease 2019 (COVID- 19). Company leadership is meeting regularly to review recommendations from the appropriate regulatory agencies for swift implementation of necessary changes.

This situation is constantly evolving so this interim guidance is based on what is currently known about the COVID-19 virus. As this situation progresses or recedes, we will update this guidance accordingly. Our expectation is that all business partners will implement measures at least as stringent as those outlined in this interim guidance. In addition, please follow all direction issued by the CDC, DOH and local, state and federal agencies.

### Travel

- A 60-day hold was placed on all work-related international travel effective March 11, 2020.
- A 60-day hold was placed on all non-essential work-related domestic travel effective March 11, 2020.

### Education & Postings

- Each employee working on the jobsite is required to participate in the Weitz COVID-19 Toolbox Talk.
- Mandatory CDC Postings (Forms 314937-A (3/3/20), CS 315446-A (3/6/20), 314937-D (2/29/20) must be posted in conspicuous locations throughout the jobsites and offices.
- The Weitz STOP Before Entering Sign shall be posted at all jobsite and office entrance locations (English & Spanish) to ensure individuals with imminent risk of contraction or transmission are not permitted onto our sites.

### Social Distancing Requirements

- Social distancing (maintaining at least six-foot social distance from other individuals) is required at all Weitz office, jobsite and warehouse locations.
- Use of face covering is required when adequate social distancing cannot be maintained.
- An assessment of each position has been conducted to determine a person's ability to perform their essential duties from home. Those who are able to work from home have been directed to do so. This ensures the work area is safer for those mission-critical employees who must be onsite to perform their duties.
- Meetings are to be conducted via Zoom where feasible reducing the amount of gatherings.
- Limits have been set on the number of meeting attendees and are to be posted on all conference room doors. (This number should be established considering the 6' separation rule, not exceed 10 people in any meeting.)
- Activities such as Safety Orientations are to be conducted outdoors.
- Stretch and Flex should be conducted so that six-foot rule separation is maintained. (This may require completion of Stretch and Flex in the work area or in shifts.)

- Where feasible, projects are to be divided into quadrants to eliminate the overlap of personnel. This way, if there is a positive test we have limited the number of people potentially exposed.
- All jobsite visits, trips between offices, and out-of-state travel are to be eliminated until further notice unless approved by senior management.
- Special attention should be made to limit the number of individuals in close proximity or in small, confined spaces so that the maximum amount of space between individuals can be maintained.
  - The number of people traveling in buck hoists at one time will be limited so that social distancing can be maintained.
  - No more than ten workers will be allowed in a single area of the building at any given time. Areas are generally defined by natural geographic borders within the site or any area that is less than 400 SF in size.
  - Workers are required to maintain adequate social distancing during break and lunch periods. Break trailers are to be avoided whenever possible.

### **Environmental Cleaning**

- Adequate hand washing stations and/or hand sanitizer are to be maintained at all times.
- All business partners must routinely clean and disinfect all high touch surfaces in the workplace such as workstations, countertops, handrails, and doorknobs.
- Bathrooms will be serviced a minimum of three (3) times per week where the Company is responsible for portable bathrooms. On project sites in which trade contractors provide their own portable bathrooms, trades must also ensure they are serviced at a minimum of three (3) times a week.
- All common break areas, lunch and break rooms will be cleaned multiple times throughout the workday.
- Project trailers/offices will be cleaned daily.
- No communal food will be permitted on the project site until further notice.

### **Notification to Weitz Project Team**

- The COVID-19 Questionnaire is to be completed upon an individual's initial entry and each Monday and Thursday thereafter.
  - Individuals answering "yes" to any of the three questions will not be allowed entry.
  - If the client has already put a COVID-19 questionnaire in place with similar questions, that form may be utilized instead.
  - For subcontractors, it is anticipated the foremen would collect these forms from each of their crews and notify the Company of any affirmative responses.
  - Completed forms are treated as a confidential medical record. They are to be stored in a secure location with very limited access and held separately from an individual's personnel file.
- Weitz will immediately notify the Project Owner, trade contractors and suppliers should an individual on a project contracts COVID-19.

## **Safety & Health Assessment**

- A site-specific Job Safety Analysis (JSA) is to be developed, addressing each of the following at a minimum:
  - Access Control
  - Questionnaire Management
  - Weitz and Subcontractor Office Trailers (cleaning, disinfecting, limited personnel)
  - Portable Toilets
  - Wash Stations
  - Crane and other radios
  - Social Distancing
  - Suspected COVID-Exposure on-site
  - Staff Rotation
  - Safety Orientations/Stretch & Flex
  - Deliveries
  - Jobsite Quadrants