



# Memo

**To: All Employees**

**From: Human Resources**

**cc: Management**

**Date: 11/16/2020**

**Re: PDS COVID-19 Mitigation Plan**

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Team PDS:

This memo will memorialize existing PDS Operational Procedures that have been implemented to prevent and mitigate the impact of COVID-19 in PDS Outside Plant Operations and other PDS activities (Administrative, Technical Services, and Network Operations).

The following guidelines are in place and ensure that we are complying with existing Government Health Orders needed to control or mitigate the COVID-19 virus in PDS Operations.

- Wear a Face MASK at all times at the PDS Office or Equipment Yard,
- Wear a Face MASK or other acceptable covering at Job Site per OSHA Guidance,
- Encourage employees to frequently wash their hands with soap and water.
- Socially Distance at all times as applicable (minimum of 6 feet separation),
- Team/Crew Leaders will conduct Health Screenings Daily at morning safety brief (Temp Scan, Mask, Symptoms check) prior to the start of work,
- Any person that has symptoms, exposed to a known active case, or is a suspect case will require testing or quarantine before being allowed to work or return to work,
- All PDS Personnel are instructed to follow all DPH&SS isolation guidelines for any personnel that may have come into contact with active cases (minimum 14-day quarantine),
- PDS will restrict any meetings or job site gatherings to 10 or less personnel.

The above guidelines are subject to change based on Government recommendations or industry best practices. Any changes will be communicated via email or your direct supervisor. Compliance with these guidelines is **MANDATORY**.

Contact HR (Joey) if you have any questions or concerns.