

COVID-19 Safety Plan

INTRODUCTION

Pomeroy & Co., Inc. considers the SARS COV2(COVID-19)(Coronavirus) virus to be a serious health and safety concern for our extended network of employees, clients, subcontractors, and vendors. The following comprehensive safety plan is intended to provide guidance and procedures for the many different work environments we operate in. Employees and subcontractors who will work in our building at 18 Spice Street or on any of our Project sites will adhere to the recommendations of this plan. Employees are asked to 'see something, say something': we all share the responsibility to keep our workplaces safe by holding one another and those in our extended network accountable to this plan.

Our on-site operations were closed from March 20th until June 1st, and during that time the working environment for all our employees and subcontractors changed. A return to operations requires adjusting our expectations for safety, productivity, and best practices. All team members shall prioritize the implementation of our new safe procedures and anticipate operating with these guidelines in place indefinitely. All team members shall continue to prioritize OSHA and Company safe practices in cooperation with this plan.

While the standards and expectations for business operations and practices outlined in the following document are intended to mitigate health and safety risk levels in our workplace it is neither static nor comprehensive. It is the intention of Pomeroy & Co., Inc. to make continuous and necessary adjustments to this guidance document as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

Employees, please note:

Any deviation from the procedures contained in this plan must be discussed with your Department Head and the Director of Operations and confirmed in a written plan for the specific work involved.

Sites and workspaces where the procedures in this plan are not being followed should be closed immediately and re-opened when procedures can be followed.

This safety plan shall be in effect beginning June 1st, 2020.

This Safety Plan shall be evaluated as guidelines and conditions change.

This safety plan shall be updated on September 8th.

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EMPLOYEES AND SUBCONTRACTORS

Health Status to Report to Work

Employee or subcontractor will not report to work if they have a temperature over 100.3 degrees Fahrenheit or one of the following:

- Skin rash
- Difficulty breathing
- Persistent cough
- Decreased consciousness or confusion of recent onset
- New unexplained bruising or bleeding
- Persistent Diarrhea
- Headache with stiff neck
- Appear obviously unwell

Or have symptoms or other indications of a communicable disease.

Employee or subcontractor who is already at work and meets the standard established above must proceed home immediately and should seek medical attention following the guidelines 'When to Seek Medical Attention' below.

Any employee or subcontractor who has been within 6 feet for more than 15 cumulative minutes of a person displaying above symptoms must proceed home immediately and wait 48 hours before re-establishing their health status to report to work.

Any employee missing regularly scheduled work *for any reason* shall notify their immediate Supervisor, Department Head, Head of Office Operations, Director of Operations, and President.

Any subcontractor missing regularly scheduled work *for any reasons* shall notify their Supervisor, Project Supervisor, or Project Manager.

Pomeroy & Co., Inc. will enforce a *zero tolerance policy* for sick individuals reporting to work.

Employees and subcontractors are encouraged to verify their temperature before leaving their home each day.

Understanding Symptoms of Coronavirus

Symptoms may appear 2 to 14 days after exposure to the virus. People with a temperature over 100.3 degrees Fahrenheit and one or more of the following symptoms *MAY* have Covid-19: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, recent loss of taste.

When to Seek Medical Attention

If you have any of the following 'warning signs' seek medical attention immediately: trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face, any other symptom that are severe or concerning to you. Call 911 if you have a medical emergency and notify the operator that you think you may have Covid-19. Wear a face covering before help arrives if possible.

Understanding the Risk of Viral Spread

Exposure to Covid-19 can occur anywhere at any time. Proximity to other people increases your risk and theirs. Physical exertion and communication can both increase risk of exposure. Social distancing, wearing a mask, and washing hands are excellent methods to help lower the risk of spreading Covid-19.

Social Distancing

Employees and subcontractors will maintain 6 feet of space from other people in workspaces (sites, shop, office, homes) at all times, unless specific tasks or safety concerns dictate otherwise.

Employees may not commute with other employees who are not within their household sphere of contact.

Employees required to be in the same vehicle will wear masks or face coverings and gloves.

People in each workspace (sites, shop, office, homes) shall be limited to 10; Directors, Department Heads, and Project Managers may establish lower maximum persons depending on specific work space conditions.

Employees will submit timesheets, receipts, and other paperwork as electronic documents (Excel, PDF, photo, etc.)

Meetings will be held virtually whenever possible. Meetings that require physical attendance will be conducted to limit length of meeting and group size, and must respect social distancing guidelines.

Project-based Construction Department employees and Post Construction Services Supervisors may enter Shop, Office, and Storage spaces by scheduling with Supervising employee 48 hours in advance. To reduce the need to enter these spaces the Spice Street loading dock will hold three locked metal boxes:

- One for Construction Department equipment and materials to be dropped or picked up.
- One for Post Construction Department equipment and materials to be stored, dropped, and picked up.
- One for storage of frequently used PPE and other Covid-19 materials.

Covid-19 Safety Manager and Director of Operations will manage requests for equipment and material transfer from storage areas to loading dock or sites; please provide 48 hours notice.

Cleaning and Hygiene

Employees and subcontractors shall wash hands with soap and water for at least 20 seconds or use hand sanitizer frequently throughout the day. Employees and subcontractors shall wash hands for at least 20 seconds or use hand sanitizer: when entering and leaving a work space (site, office, shop, home), before and after taking a break from work, before and after using a restroom, before and after eating, and when moving from one area of a jobsite to another.

Commonly touched surfaces in any shared workspace shall be disinfected frequently, at least twice per day and more frequently as needed. Examples of frequently touched surfaces include: doorknobs and handles, sinks, computers, printers and copiers, power tools, handrails, etc. Disinfecting shall be accomplished using spray bottles of solution using EPA List N type cleaners, Lysol or Clorox type disinfecting wipes, or alcohol of greater than 60% concentration on wipes or towels. Disinfectants must be used according to the label, including mixing solutions from concentrate daily to be effective if required. Covid-19 Safety Officer will provide spray bottles and disinfectant concentrate as needed.

Personal Protective Equipment

Cloth face mask or face covering shall be worn when in shared interior space of less than 400 square feet and when within 10 feet of another person when outside.

Goggles or face shields are required when working within 6 feet of another person, whether inside or outside.

Gloves shall be worn on Project Sites and in the Millwork Shop unless the nature of work makes gloves unsafe. Cut-resistant gloves are preferred, cotton and nitrile may be used when necessary.

Disposable gloves and disposable face masks will be provided as needed for subcontractors, vendors, etc.

When employees, subcontractors, and visitors to a work area are unable to wear a mask for any reason (medical or otherwise) social distancing of at least 6 feet must be practiced.

Daily Personnel Report

A Daily Personnel Report must be completed for every day during which employees and/or subcontractors are present in a Company work area, including Office, Shop, Site, and Client Home. These reports will be used to verify that all occupants of a work area have self-reported to be able to work, have signed to acknowledge they

have read the Company Covid-19 Safety Plan, that at least one representative from their Company has signed the Waiver, Indemnification, and Release, and have provided adequate contact information to enable future contact tracing efforts by the Company, Local, or State authorities. The specific employee designated to complete this Report will be trained to question each employee, subcontractor, and visitor entering a work space (have you or anyone in your home experienced symptoms?, etc), how to safely gather temperature information (either with touch-less thermometer while wearing a mask and face shield, or by watching the individual self-check temperature), how to report any concerns, and how to archive the document. Employees, subcontractors, and visitors who enter work spaces will sign this Daily Personnel Report when they are preparing to leave after washing their hands.

Reporting Illness

Due to OSHA (Occupational Safety and Health Administration) guidelines any illness reported during a work shift will be recorded as a possible work-related illness. Illness reported by employee or subcontractor will be noted on the Daily Personnel Report and a copy will be emailed to the Covid-19 Safety Officer, the Director of Operations, and the Head of Office Operations.

Returning to Work

Employees or subcontractors who have displayed symptoms as outline in 'Understanding Symptoms of Coronavirus' above, tested positive for Covid-19, or been diagnosed as affected by Covid-19 will require orders from a medical doctor permitting a return to work. If an employee or subcontractor displayed symptoms as outlined in 'Understanding Symptoms of Coronavirus' above but was not seen by a doctor they shall return to work after a period of 14 days from when elevated temperature and symptoms have ceased. Employees and subcontractors who have displayed symptoms as outlined in 'Health Status to Report to Work' above may return to work 48 hours after symptoms have ceased.

Contact Tracing

All reports of illness will be documented in Daily Personnel Reports, and this information will be provided to appropriate authorities. Employees and subcontractors known to have been in contact (within 6 feet for more than 15 minutes) of an ill person will be contacted.

To aid in contact tracing employees should alert their Supervisor, the Covid-19 Safety Officer and/or the Director of Operations whenever they have been in groups larger than 10 people or when anyone they are in immediate contact (closer than 6 feet for more than 15 minutes) with experiences symptoms outlined in 'Health Status to Report to Work' above.

POST CONSTRUCTION SERVICES CLIENT HOMES

Daily Activity Plan

All work will require a written Daily Activity Plan. This plan will be prepared and shared by email with the client at least one day prior to the scheduled work. The email to the client should request a confirmation that no one who has been in the home for the past seven days has exhibited Covid-19 symptoms.

The Daily Activity Plan will include:

Goal of Service visit

Time Supervisor will arrive

Area(s) of home where work will occur

Path(s) through the home to work area(s)

Anticipated duration of work area

Designated handwashing or hand sanitizing location

Designated Tradesperson restroom location

Protection to be temporarily installed

Personal Protective Equipment to be used

The Daily Activity Plan will clearly state that the plan will not change without the Supervisor discussing changes with Department Head and Client.

Operating Procedures

Leading up to work: Prepare and distribute the Daily Activity Plan at least one day before work is scheduled. Confirm client and subcontractors are aware of the work and have confirmed no Covid-19 symptoms. Identify the Staging Area in the home which will provide space for material and equipment storage. Confirm subcontractors have reviewed and signed Company Safety Plan and Waiver, Indemnification, and Release. Confirm subcontractors will arrive after Staging Area and Pathways are prepared with protection and material. Confirm Personal Protective Equipment, protection stock such as plastic drop clothes and floor covering, and cleaning supplies are stocked in your vehicle.

Day of work: Upon arrival confirm entrance into space with client and other occupants. Apply mask/face covering and gloves before entering the home. Set up Staging Area and Pathways. Remove or cover furniture or other items at risk (above and beyond our normal practices for protecting client property). Provide subcontractors and employees with access. Use contact-less thermometer to confirm everyone beginning work has a temperature under 100.4 degrees Fahrenheit. Limit access to less than 10 total people in a building. Limit access in spaces of less than 100 square feet to one personal whenever possible. Monitor employees, subcontractors, and Clients to ensure 6-foot social distance is being practiced. Monitor employees, subcontractors, and Clients to ensure everyone is using masks/face coverings when in the same space. Encourage boot covers whenever safety allows.

Follow Daily Activity Plan and note immediately if conditions require a change to this plan; discuss changes with Department Head and Client before allowing changes. Review Daily Activity Plan frequently to be sure all work is being completed as planned.

Cleaning and Hygiene: Use any practical means for isolating work from inhabited space with plastic and Zipwall poles. Use any practical means to keep (or limit) employees and subcontractors from touching surfaces within the home. Wipe any touched surface with a disinfecting wipe or leave surface damp with a disinfecting spray. Wipe any bathroom facilities and sinks used while in the home with disinfectant. Provide hand sanitizer for employees and subcontractors unable to access sink for handwashing. Encourage hand washing or hand sanitizing for employees and subcontractors upon entering a home, whenever using bathroom facilities, before leaving a home, and frequently (hourly or more) during the day. Encourage mask or other face covering and gloves for everyone. Remove and dispose of all debris from handwashing and personnel protective equipment in a sealed (knotted) plastic trash bag at the end of every day and every visit inside a home.

Daily Personnel Report

Supervisor will be responsible to complete a Daily Personnel Report which lists all employees, subcontractors, and suppliers who visited the exterior and interior of the home. This report will be signed by employees and subcontractors. This report will be used to confirm no one has begun work on the home with a temperature over 100.3 degrees Fahrenheit. The report will be used to confirm no one has begun work on the home with any Covid-19 related symptoms. This report will be used to confirm no one has begun work on the home without previously reading and signing a Waiver, Indemnification, and Release form AND reading and signing the Company Covid-19 Safety Plan.

Post Visit Review

Supervisor will review the Daily Activity Plan upon completion of the work in a home and provide Department Head and Client with an email update confirming: work completed or remaining unfinished, any areas of the home accessed that were not mentioned in the plan, touched surfaces were wiped with sanitizer, what work will need to be scheduled for completion at a later date.

Information and Signage

Stop the Spread of Germs poster
How to Wash Your Hands poster
Proper Face Mask Application poster
Cleaning Procedures poster
Covid-19 Safety Guidelines poster

Daily Personnel Report as an Excel template and PDF

Daily Activity Plan as a Word template and PDF

Daily Personnel Report will be available as an Excel template and PDF

Separate trash disposal protocol for handwashing towels and used PPE

Emptied daily, disinfected daily

Other trash can be handled separately

CONSTRUCTION SERVICES PROJECT SITES

Operating Procedures

Project Supervisors and/or Project Managers will return to project site before any other employees or subcontractors will be scheduled to return to work on site. Supervisors and Managers will identify site-specific details for implementing the Covid-19 Safety Plan, and working with the Covid-19 Safety Officer and Director of Operations will establish the site as safe for employees and subcontractors.

Project Managers and Project Supervisors shall make clear who is responsible for implementation of Covid-19 Safety Plan practices on each project site. Each project site needs a Covid-19 Supervisor and a designated back-up Covid-19 Supervisor. The Covid-19 Supervisor and back-up shall be noted on site signs at the site entrance.

Project Managers shall review the 'Site Opening Checklist' document prior to opening each site.

Signs introducing site procedures meeting the requirements of this Safety Plan will be posted at all entrances to the project site.

Project Supervisor shall consult the Project Supervisor Daily Covid-19 Safety Checklist summarizing responsibilities.

Upon entering the site all employees, subcontractors, and other visitors will sign the Daily Personnel Report, record their arrival time and record a verification that their temperature is below 100.4 degrees Fahrenheit. Anyone on site all day should verify temperature readings below 100.4 degrees Fahrenheit at the beginning of their shift, lunchtime, and end of their shift. Re-testing with a resting period of 15 minutes shall be permitted in the case of strenuous work or movement required for work. Temperature reading before climbing stairs/ladders/staging and after lunch may eliminate elevated temperatures from exertion. Project Supervisor will either verify that all visitors are noted in the Daily Personnel Report or appoint a site-specific employee responsible for the report.

Temperature verification shall be by individuals themselves in the presence of the Supervisor, or by Supervisor who is wearing mask, face shield, and gloves. Thermometer will be disinfected after each use, and must be contactless type.

Employees and subcontractors working on a project site must sign to acknowledge reading of the Covid-19 Company Safety Plan prior to entering the site. At least one representative from each subcontract company must sign a Waiver, Indemnification, and Release document.

Designate one or more dedicated handwashing stations with water and hand soap or hand sanitizer, paper towels on a mounted dispenser, and dedicated trash receptacle.

Remove and dispose of trash containing handwashing and personnel protective equipment debris at the end of every day in a sealed (knotted) plastic trash bag.

For situations where disposal of trash bags isn't possible Project Manager and Supervisor will establish routine with Covid-19 Safety Officer and/or Director of Operations for daily trash removal.

Designate all sinks that are accessible on project site as either for handwashing use or strictly not for handwashing use.

Assume all items on Project Sites not entirely within your control to be sources of contamination. Disinfect the item or wash your hands immediately after touching the item.

Clean and disinfect all bathroom facilities at least twice per day.

Clean and disinfect all frequently touched surfaces at least twice per day.

No food will be allowed on Site. No food may be eaten within Site. Water bottles and other beverages may not be shared. Employees and subcontractors shall consume food outside or in their vehicle.

It is encouraged that employees and subcontractors bring food from home to limit interaction with stores and restaurants. Contact-less pickup with online payment is preferred if food needs to be purchased.

Break areas to be established which allow for social distancing consistent with 6 feet of separation, preferably outside. Employees and subcontractors will continue to practice social distancing and wear masks or face coverings during breaks.

Project Supervisor may assign employees and subcontractors staggered start, stop, and break times to alleviate congestion at handwashing station and other common areas.

Site ventilation plans will be developed on a Site-by-Site basis; diluting indoor air with outdoor air, positive and negative pressure, and physical separation should be considered. Window air conditioning may replace ducted systems to reduce air travel between work areas. Project Supervisors shall post the proper implementation of any changes to the site HVAC, including opening windows, temporary a/c units, or using fans on the site information posted at the site entrance so that all site personnel are aware of the site-specific ventilation plan.

Elevator use will be avoided if possible. Elevators available for public use should be used only after confirming the building's specific elevator use protocols. Use of mask or face covering and gloves are required in elevators. Elevator cabs and call buttons shall be sanitized at end of day if used by any Site personnel.

Material acquisition shall be through delivery, arrangement with Covid-19 Safety Officer, or pre-paid contact-less pickup whenever possible.

Fasteners, adhesives, caulk, sandpaper, etc. should be dispersed and stored by individual employees or subcontractors.

Personal tools shall be labeled and used only by the tool's owner.

Tools, materials, and personal items shall be moved only by the owner whenever possible.

Shared tools shall be disinfected before and after use whenever possible, focusing on high-touch areas such as switches, cords, handles. Consider designating commonly shared tools (e.g., power tools, ladders) to individual employees or subcontractors to avoid the need for frequent disinfecting.

Plastic trash bags in designated receptacle for handwashing trash and other PPE debris will be sealed and disposed of at the end of each day. Supervisor should confirm with Covid-19 Safety Officer how and when these trash bags are being removed from sites.

Visitors: No unscheduled visitors will be allowed on Project Sites. Scheduled visitors will be permitted and must adhere to the scheduled time and length of visit established with the Project Supervisor or other designated employee. Visitors other than those employees and subcontractors regularly scheduled for the day shall contact the Supervisor prior to entering the space to confirm Site is prepared for another person. Visitors shall provide their own mask or face covering and gloves for use while on Site. Visitors shall provide information required by Daily Personnel Report.

Deliveries: Deliveries shall be handled as 'curbside' and delivery personnel shall not enter the site space unless Project Supervisor has deemed the delivery into the space essential (cabinetry, appliances, etc). Delivery personnel who do enter work space shall be counted against occupancy limit. Delivered items must remain in quarantine for 48 hours from delivery, with signage indicating when the material may be used. Employees must wash hands after receiving deliveries. Project teams may coordinate with the Covid-19 Safety Officer to arrange material to be stored at Spice Street for the adequate quarantine period. Project teams are encouraged to stock all commonly used materials on site to avoid quarantine period complications.

Daily Personnel Report

Project Supervisor will be responsible to complete a Daily Personnel Report which lists all employees, subcontractors, and suppliers who visited the exterior and interior of the project site. This report will be signed by employees and subcontractors when leaving the site for the day. This report will be used to confirm no one has begun work on site with a temperature over 100.3 degrees Fahrenheit or reported any Covid-19 related symptoms. This report will be used to confirm no one has begun work on the home without previously reading and signing a Waiver, Indemnification, and Release form AND reading and signing the Company Covid-19 Safety

Plan. These reports will be stored in project Dropbox folder as PDFs to aid in contact tracing in the event State or Local authorities request this information.

Information and Signage

Site Opening Checklist

Project Supervisor Daily Checklist

Site-Specific Procedures

Site-Specific HVAC and Ventilation Plan

Site-Specific Floor Plan or Area Signs designating handwashing station, off-limit areas, material storage, etc

Stop the Spread of Germs poster

How to Wash Your Hands poster

Proper Face Mask Application poster

Site Cleaning Procedures poster

Covid-19 Safety Guidelines poster

Daily Personnel Report as an Excel template and PDF

Separate trash disposal protocol for handwashing towels and used PPE

- Emptied daily, disinfected daily

- Other trash can be handled separately

MILLWORK SERVICES SHOP SPACES

Operating Procedures

Entering the Shop: Millwork Production Supervisor or other designated employee Supervisor will confirm at beginning of work shift who is working in the shop space. Supervisor will verify that each employee is documented on the Daily Personnel Report. Shop employees will enter the building through the side (employee) entrance only.

Adjusting Procedures: Employees shall wash hands before using any shared machinery, equipment, or tools. When establishing 6 feet of distance from one another employees will also keep machinery, material, and work surfaces at a minimum 6 foot distance from other employees. Material shall be kept in employee designated work areas and not in shared spaces. If material is transported to shared equipment it must be returned to designated work area when procedure with shared equipment is complete. Dust collection shall be used on all operations. All controls for shared equipment must be wiped with sanitizer after each operation is complete. All surfaces which are use for calibration, set-up, tooling, and operation of shared equipment must be sanitized after each use. Elevator use will be the preferred method for accessing the third floor storage and spray areas. Shop employees will not access the second floor without confirming with Department Head, and/or Director of Operations, and/or Covid-19 Safety Officer. Shop employees will use only the shop bathroom.

Cleaning and Hygiene: Gloves to be worn, masks to be worn, frequently touched surfaces to be disinfected, equipment controls to be disinfected after each use, document cleaning schedule and product used, food must be stored in individual coolers or containers in each employees vehicle, food may be eaten in shared spaces if 6 feet of separation can be observed (preferably outside), shop bathroom shall be disinfected after morning break, after lunch and at end of day.

Leaving the Shop: Confirm bathroom is disinfected, confirm all shared equipment has been disinfected, confirm all frequently touched surfaces are disinfected, confirm employee temperature checks were documented, confirm anticipated staffing for following day, submit Daily Personnel Report to Dropbox folder and/or paper folder.

Visitors and Deliveries: No unscheduled visitors will be allowed within the shop space. Scheduled visitors will be permitted and must adhere to the scheduled time and length of visit established with the Millwork Production Supervisor or other designated employee Supervisor. Deliveries will be through loading dock door, and the delivery personnel shall not enter the shop space. Delivered items must remain in quarantine for 48 hours from delivery, with signage indicating when the material may be used. Employees must wash hands after receiving deliveries. Visitors and delivery personnel shall be permitted to use the shop bathroom facilities with permission from Supervising Employee.

Daily Personnel Report

Millwork Production Supervisor or other designated employee Supervisor will ensure that each workday a specific Daily Personally Report is available for all Millwork employees to record details, including temperature checks

three times per day. Any visitors and deliveries shall be noted in this report. These reports will be stored to aid in contact tracing in the event State or Local authorities request this information.

Information and Signage

Stop the Spread of Germs poster

How to Wash Your Hands poster

Proper Face Mask Application poster

Shop Cleaning Procedures poster

Covid-19 Safety Guidelines poster

Daily Personnel Report as an Excel template and PDF

Separate trash disposal protocol for handwashing towels and used PPE

- Emptied daily, disinfected daily

- Other trash can be handled separately

COMPANY OFFICE SPACES

Operating Procedures

Office Staff Scheduling: Daily office occupant schedules shall be established and published on Friday before each week. This schedule will be provided to the, Covid-19 Safety Officer, President, Head of Office Operations, and Director of Operations to ensure that a Supervising employee for office employees and visitors is designated for each day with office activity.

Entering Office Spaces: Covid-19 Safety Officer or other designated employee Supervisor will confirm at beginning of work shift who is working in the office. Supervisor will verify that each employee is documented on the Daily Personnel Report. Office employees will enter the building through the side (employee) entrance only.

Adjusting Procedures: Limit building occupancy to 25% of maximum. Office employees will not enter the shop or 3rd floor spaces without confirming access with Covid-19 Safety Officer and/or Director of Operations. Office employees typically stationed in the front office (Administrative and Construction) will use the center bathroom. Office employees typically stations in the back office (Post Construction and Design) will use the Design Department bathroom. Covid-19 Safety Officer will use the 3rd floor bathroom. Employees will arrange seating to allow for a minimum 6 foot space between one another, and this distance should be increased to 12 feet or more if employees will be in a shared area of less than 400 square feet for more than 2 hours.

Cleaning and Hygiene: Masks to be worn whenever employees are in the same room (even if more than 6 foot of distance is possible), frequently touched surfaces to be disinfected throughout the day, equipment controls and shared items to be disinfected after each use (avoid using items such as staplers, limit printing and copying to large batches to reduce need for cleaning), document cleaning schedule and product used for each area (bathrooms, conference rooms, individual offices), food must be stored in individual coolers or containers in each employees direct work area (ie under their desk), food may be eaten in shared spaces if 6 feet of separation can be observed (outside is preferred). Kitchen space shall not be used. All food, drink, and utensils must not be shared or stored in the kitchen space.

Leaving the Office: Confirm bathrooms are disinfected, confirm all shared equipment has been disinfected, confirm all frequently touched surfaces are disinfected, confirm employee temperature checks were documented.

Visitors and Deliveries: No unscheduled visitors will be allowed within the office space. Scheduled visitors will be permitted and must adhere to the scheduled time and length of visit established with the Director of Operations, Covid-19 Safety Officer, or other designated employee Supervisor. Deliveries will be through loading dock door and will be distributed through building using the elevator. Delivery personnel shall not enter the shop space. Delivered items must remain in quarantine for 48 hours from delivery, with signage indicating when the material may be used or distributed. Employees must wash hands after receiving deliveries. Visitors and delivery personnel shall be permitted to use the office bathroom facilities with permission from Supervising Employee.

Daily Personnel Report

Covid-19 Safety Officer or other designated employee Supervisor will ensure that each workday a specific Daily Personnel Report is available for all office employees to record details, including temperature checks three times per day. Any visitors and deliveries shall be noted in this report. These reports will be stored to aid in contact tracing in the event State or Local authorities request this information.

Information and Signage

No Unscheduled Visitors, No Exception

Stop the Spread of Germs poster

How to Wash Your Hands poster

Proper Face Mask Application poster

Office Cleaning Procedures poster

Covid-19 Safety Guidelines poster

Daily Personnel Report as an Excel template and PDF

Separate trash disposal protocol for handwashing towels and used PPE

- Emptied daily, disinfected daily

- Other trash can be handled separately

COMPANY STORAGE SPACES

Operating Procedures

Access to Company Storage Spaces (3rd floor at Spice Street, CubeSmart, etc) is through Covid-19 Safety Officer and/or Director of Operations only. All visitors to these spaces must record their visit on the

Daily Personnel Report

Requests for access shall be submitted 2 or more days in advance. The preferred method for retrieving items from or adding items to these areas is to have the Covid-19 Safety Officer manage the item through delivery or by use of Loading Dock as transition point.

Information and Signage

Stop the Spread of Germs poster

How to Wash Your Hands poster

Proper Face Mask Application poster

Cleaning Procedures poster

Covid-19 Safety Guidelines poster

Daily Personnel Report as an Excel template and PDF

Separate trash disposal protocol for handwashing towels and used PPE

- Emptied daily, disinfected daily

- Other trash can be handled separately

All storage areas shall have signs reminding employees of restrictions on access.

All storage areas shall have Daily Personnel Reports available to track employee visits to these areas.

COMPANY VEHICLES

Procedures

Employees will not operate company vehicles without permission from Director of Operations and/or Covid-19 Safety Officer. Those Company vehicles which are assigned to employees on a fulltime basis will be operated by that assigned employee only. The Dumptruck and F150 will be operated by Covid-19 Safety Officer. If a Company vehicle will be used by another employee all interior and exterior touched surfaces shall be wiped with disinfectant; ideally 48 hours of time will pass between individual operators.

Information and Signage

Interior of company vehicles will have a placard reminding primary operators to avoid letting other employees operate the vehicle.

EQUIPMENT AND SUPPLIES

Personal Protective Equipment

Cloth masks will be provided for employee use. Cloth masks are preferred over disposable for normal wear.

Employees and subcontractors may use personal cloth masks and face coverings (scarves, buffs, etc.)

Cloth masks and face covers should be laundered regularly.

Disposable 'surgical' type (non-N95) will be provided for employees and subcontractors without cloth masks.

Employees shall use N95 or better for work which would normally require mask use (demolition, sanding, etc.).

Employees are encouraged to wear gloves in any setting outside of personal office spaces.

Disposable nitrile/latex type gloves will be provided for employee and subcontractor use.

Cut-resistant gloves for work including power tools, hand tools, and material handling will be provided.

Thermometers

Non-contact type infrared thermometers will be provided for each work location.

Contact type thermometers may be assigned to individual employees for their use.

Cleaning Products

Hand sanitizer to be minimum 60% alcohol.

Hand soap to be provided at all designated hand washing stations.

Disposable paper towels to be provided at all designated hand washing stations.

Mounted dispensers for paper towels to be provided at all designated hand washing stations.

Disinfectant wipes to be alcohol or EPA List N type.

Disinfectant solution to be alcohol or EPA List N type.

Spray bottles with disinfectant concentrate and water solution to be mixed daily; do not mix more than needed.

Spray bottles for disinfectant solution and squirt bottles for disinfectant concentrate will be provided.

'Fogger' type devices are not allowed to be used until further guidance becomes available.

Red trash receptacles specifically for handwashing and PPE disposal at all locations

Acknowledgement of Receipt - Pomeroy & Co., Inc. Covid-19 Safety Plan

Date: _____ Print Name: _____

Employer: _____ Sign Name: _____

Signature above acknowledges receipt and comprehension of the Pomeroy & Co., Inc. Covid-19 Safety Plan, and indicates adherence to the recommendations and practices contained within to the best of the signer's abilities as an employee, subcontractor, or visitor in a Pomeroy & Co, Inc. workspace.

Sample Documents Included

- Stop the Spread of Germs
- How to Wash Your Hands
- Proper Face Mask Application
- Cleaning Procedures
- Daily Personnel Report
- Daily Activity Plan
- Site Opening Checklist
- Project Supervisor Daily Checklist
- Site-Specific Procedures
- Site-Specific HVAC and Ventilation Plan
- No Unscheduled Visitors
- Handwashing and PPP Disposal Only
- Sink for Handwashing Only
- Restricted Access