

COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN

PCI (The Company) takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which is an essential part of our economy that supports businesses in every sector. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all our jobsites.

This Plan is based on available information from the CDC and other sources and is subject to change based on new information. The Company may also amend this Plan based on operational needs. Employees and subcontractors are required to continuously monitor changes to CDC, OSHA, State, and Local guidelines (Publicly Issued Guidelines) and should follow requirements and recommendations of those guidelines even if they are not identified as part of this Plan. This Plan is not intended to serve as a replacement for compliance with Publicly Issued Guidelines. If you feel this Plan conflicts with Publicly Issued Guidelines, please contact Jennifer Barron at 248-556-4193 or jbarron@pcionesource.com to discuss your concerns. With our support, it is essential that each employee and subcontractor take personal responsibility for their own safety both in and out of the workplace.

The word “employee” used frequently throughout this document refers to anyone that visits or works in a PCI managed facility and/or jobsite. Please note that specific facilities and jobsites may have additional requirements that must be followed due to rules prepared by the building’s management team and the locality.

SECTIONS OF THE PLAN:

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COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN

Anyone that enters a PCI managed facility or jobsite is required to fill out our online screening form prior to entering the building/property. After filling out the form you will receive a text message that directs you to enter the building or that tells you your entry to the building is prohibited. **It is important that you self-monitor for symptoms and stay home if you believe you may be sick.** Below is an explanation of the screening process:

STEP 1: On your web browser visit www.pcionesource.com

STEP 2: Fill out our screening form by clicking the **COVID-19 Jobsite Screening** button as shown below:



Mobile View



Desktop View

STEP 3: After you complete the screening process, you will receive **AN EMAIL** message letting you know if you can access the building/facility/jobsite as shown below:



1:11
harrisoffice.com

PCI COVID Screening
Please fill out this quick form as a safety measure before entering any of PCI's job sites.

Required

1. First and Last Name *

Enter your answer

2. What Company do you work for? *

Enter your answer

3. What is the Street Number of the Project you would like to access (Example: 1320 would be the answer for Autoliv which is located at "1320 Pacific



ENTRY APPROVED for 4/30/2020 -
Thanks for answering the screening questions. Please visit the site Superintendent to obtain a wrist band. Please make sure to put on your mask prior to entering the building. Please click <https://bit.ly/3aJ1l6y> to download the site safety policy.

ENTRY NOT PERMITTED for 4/30/2020 - Due to one of the screening answers you provided, you are not permitted to enter the jobsite. Someone from PCI will call you soon to discuss your options, but in the meantime DO NOT attempt to enter the jobsite.

STEP 4 IF "ENTRY APPROVED":

If you receive an ENTRY APPROVED EMAIL message, you should proceed to the entrance of the jobsite. You will be given a colored wrist band to wear for the day, so the jobsite team knows that you have been screened.

STEP 4 IF "ENTRY NOT PERMITTED":

If you fail the screening you will receive an ENTRY NOT PERMITTED email. Someone from PCI will call you to discuss your options, but in the meantime DO NOT attempt to enter the jobsite. If you are sick, you should follow CDC Guidelines as shown on the following pages (**please visit [CDC.gov](https://www.cdc.gov) to check for updated versions of these guidelines**):

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HEALTH SCREENING AND WHAT TO DO IF YOU ARE SICK

When You Are Sick



To prevent the spread of COVID-19

- Wear a mask.
- Stay at least 6 feet apart from others.
- Wash your hands often.
- Cover your coughs and sneezes.
- Clean high-touch surfaces every day.




If you are sick follow these steps

Stay home except to get medical care

- Most people with COVID-19 have mild illness and can recover at home.
- Get rest and stay hydrated.
- Call before you get medical care.






Stay separate from other people and pets in your home

- Stay in a specific room as much as possible.
- Stay away from other people and pets in your home.
- If possible, you should use a separate bathroom.
- If you need to be around other people or animals in or outside of the home, wear a mask.





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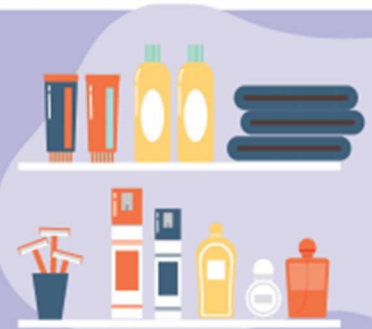
HEALTH SCREENING AND WHAT TO DO IF YOU ARE SICK

When You Are Sick



Do not share personal household items

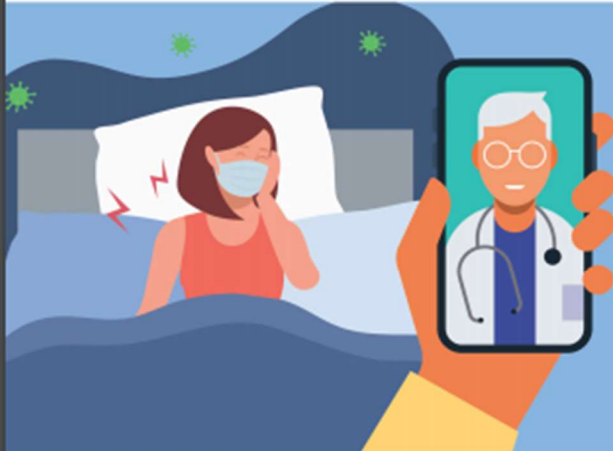
Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.



Monitor your symptoms

Symptoms of COVID-19 include fever, cough, or other shortness of breath and more.

Follow instructions from your healthcare provider and local health department.



When to seek emergency medical attention

If someone is having

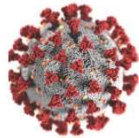
- Trouble breathing.
- Persistent pain or pressure in the chest.
- Inability to wake or stay awake.
- Pale, gray, or blue-colored skin, lips, or nail beds depending on skin tone.

Seek emergency medical care immediately. Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN

BASICS ABOUT COVID-19 TO PROTECT YOURSELF AND OTHERS

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



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BASICS ABOUT COVID-19 TO PROTECT YOURSELF AND OTHERS

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- When in public, wear a cloth face covering over your nose and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

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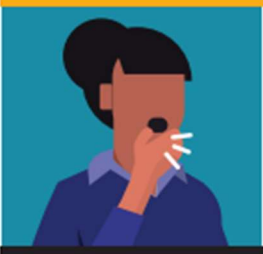
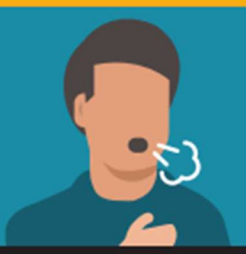






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<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:


			
Cough, shortness of breath or difficulty breathing		Fever or chills	
			
Muscle or body aches	Vomiting or diarrhea		New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

**Seek medical care immediately if someone has
Emergency Warning Signs of COVID-19**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease Control and Prevention
National Center for Emerging and Zoonotic Infectious Diseases

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BASICS ABOUT COVID-19 TO PROTECT YOURSELF AND OTHERS

How to Wear and Take Off Your Mask

Accessible link: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/diy-cloth-face-coverings.html>


How to Put On and Wear Your Mask Correctly

- Wash your hands or use hand sanitizer before putting on your mask
- Put it over your face and mouth
- Be sure your mask fits snugly against the sides of your face and under your chin
- Make sure you can breathe easily




Wear a Mask to Protect Yourself and Others


- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings, especially when you cannot stay six feet apart from people who don't live with you




How to Take Off Your Mask




Untie the strings behind your head or stretch the ear loops



Handle only by the ear loops or ties





Fold outside corners together



Wash hands immediately after removing

Other Ways to Protect Yourself

- Stay at least 6 feet away from others
- Avoid crowds and places with poor ventilation
- Wash your hands often
- Get a vaccine when it is offered

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1. Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
2. All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone/the web.
3. Employees will be encouraged to stagger shifts, breaks, and lunches, if practicable, to reduce the size of any group at any one time to less than twenty-five (25) people with masks and social distancing.
4. The Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
5. Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the Company will provide disinfectant, if available, to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
6. Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time. At no time shall an employee perform a task that requires respiratory protection without being 100% sure that appropriate safety measures are in place. Engineering controls to limit dust may not be available and if this is the case, the work should not be performed without an approved respirator.
7. If practicable, employees should use/drive the same truck or piece of equipment every shift.
8. In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
9. When employees perform construction and maintenance activities within occupied office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID- 19.
10. Employees should sanitize high touchpoints on the jobsite throughout the day.
11. The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
12. All visitors will be screened in advance of arriving on the job site.
13. Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible. Delivery personnel that enter the building must be screened.
14. Gloves should always be worn 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. Employees should avoid sharing gloves.
15. Eye protection should always be worn while on-site.
16. All other PCI, OHSA, and other applicable safety standards should always be followed.

COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN

CDC GUIDANCE ON WHAT TO DO IN THE EVENT OF A SUSPECTED OR CONFIRMED CASE

WHAT TO DO IF AN EMPLOYEE IS SUSPECTED OR CONFIRMED TO HAVE COVID-19:

If a case is suspected in a PCI managed facility or jobsite, email jbarron@pcionesource.com immediately. Please note that information and best practices are constantly changing, so the response for each case should be prepared using the latest federal and local guidelines, in addition to the information provided below.

In most cases, you do not need to shut down your facility, but do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- Follow the CDC cleaning and disinfection recommendations:
 - Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.
- In addition to cleaning and disinfecting, determine which employees may have been exposed to the virus and need to take additional precautions.
- If an employee is confirmed to have COVID-19, inform fellow employees of their possible exposure to COVID-19 in the workplace within 24 hours of learning of the known case, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

WHAT TO DO IF AN EMPLOYEE HAS BEEN EXPOSED BUT SHOWS NO SYMPTOMS:

Employees may have been exposed if they are a “close contact” of someone who is infected, which is defined someone who was within 6ft of an infected person for at least 15 minutes, starting from 2 days before illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated:

- Potentially exposed employees who have symptoms of COVID-19 should self-isolate and follow CDC recommended steps.
- Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.

Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home.

- Someone who has been fully vaccinated and shows no symptoms of COVID-19
- Someone who has COVID-19 illness within the previous 3 months and has recovered and remains without COVID-19 symptoms (for example, cough, shortness of breath)

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

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WHAT TO DO IF SEVERAL DAYS LATER, AFTER AN EMPLOYEE WORKED, THAT THEY WERE DIAGNOSED WITH COVID-19:

- If it has been less than 24 hours since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.
- If it has been 24 hours or more since the sick employee used the facility, cleaning is enough. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- If more than 3 days have passed since the sick employee used the facility, no additional cleaning beyond regular, routine cleaning is needed.
- Other employees may have been exposed to the virus if they were in “close contact” (within approximately 6 feet or 2 meters) of the sick employee for a prolonged period of time.
 - Those who have symptoms should self-isolate and follow CDC recommended steps.
 - In most workplaces, those potentially exposed but with no symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
 - Employees not considered exposed should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

WHAT DOES “ACUTE” RESPIRATORY ILLNESS MEAN:

“Acute” respiratory illness is an infection of the upper or lower respiratory tract that may interfere with normal breathing, such as COVID-19. “Acute” means of recent onset. A respiratory illness that is acute, that is, of recent onset (for example, for a few days), and is used to distinguish from chronic respiratory illnesses like asthma and chronic obstructive pulmonary disease (COPD).

EMPLOYEES WITH ALLERGY SYMPTOMS:

Allergy symptoms are not considered an acute respiratory illness.

COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN

DEFINITIONS

DEFINITIONS:

Close contact: someone who was within 6ft of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated

COVID-19: coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, & death

Known cases of COVID-19: person who have been confirmed through diagnostic testing to have COVID-19

SARS-Cov-2: severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19

Suspected cases of COVID-19: persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or person who have had close contact with a person who has been confirmed through diagnostic testing