

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 Theresa Nycek at 248-542-2570 ext. 103 or tnycek@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:

HEALTH SCREENING AND WHAT TO DO IF YOU ARE SICK - Pages 2-4

BASICS ABOUT COVID-19 TO PROTECT YOURSELF AND OTHERS - Pages 5-6

JOBSITE SAFETY STANDARDS - Page 7

CDC GUIDANCE ON WHAT TO DO IN THE EVENT OF A SUSPECTED OR CONFIRMED CASE IN THE WORKPLACE – Page 8 to 9

COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN

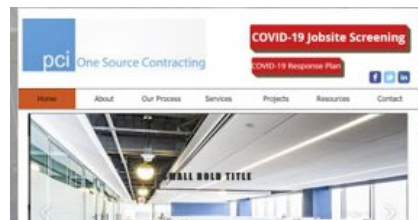
Anyone that enters a PCI managed facility or jobsite is required to fill out our online screening form prior to entering the building/property. After filling out the form you will receive a text message that directs you to enter the building or that tells you your entry to the building is prohibited. **It is important that you self-monitor yourself 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 4G+ Harrisville, OH

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 Superintendant 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

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



CS 316126-A 04/17/2020

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HEALTH SCREENING AND WHAT TO DO IF YOU ARE SICK

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all "high-touch" surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.

- Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:



- **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

- at least 7 days have passed since your symptoms first appeared.

- **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

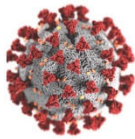
- you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

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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

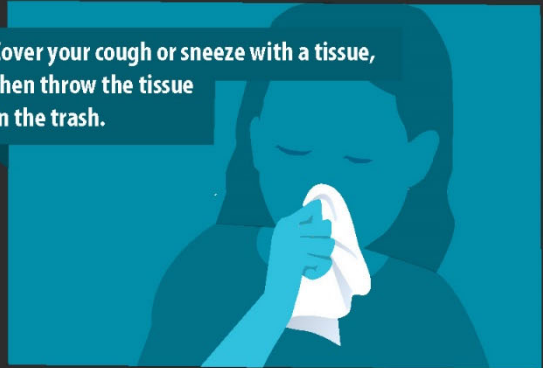
Stop the Spread of Germs

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

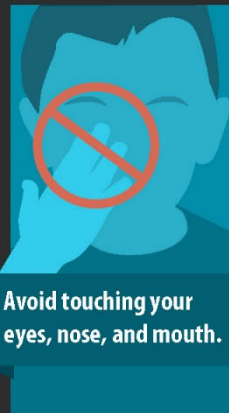
Avoid close contact with people who are sick.



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.



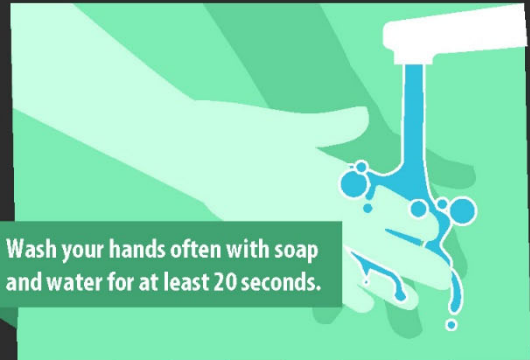
Clean and disinfect frequently touched objects and surfaces.



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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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 ten (10) people.
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 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 personal that enters 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, OSHA, 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 of jobsite, email tnycek@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 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 infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time:

- 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.

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.

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

- If it has been less than 7 days since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.

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- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- 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.