



11.05.2020

COVID-19 Preparedness Plan for TJ Specialty Construction

TJ Specialty Construction is committed to providing a safe and healthy workplace for all our workers and customers, clients, patrons, guests, and visitors. To ensure we have a safe and healthy workplace, TJ Specialty Construction has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by our HR Department, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. TJ Specialty Construction's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. TJ Specialty Construction is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by allowing them to make suggestions and express concerns anytime throughout the workday.

TJ Specialty Construction's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls, including face coverings;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices, and protocol; and
- communications and training practices and protocol.

TJ Specialty Construction has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for Construction. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:



- additional protections and protocols for customers, clients, guests, and visitors;
- additional protections and protocols for face coverings and personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- A daily job attendance log is kept at each job location at the sanitization stations.
- Our employees and subcontractors will self-monitor daily their health and will refer to the Screening Checklist provided to them.
- Workers will stop from entering the job site and let their job supervisor know immediately if they are showing signs of COVID 19.
- Workers then will refer to the COVID 19 Protocol given to them for testing and quarantine guidance.

TJ Specialty Construction has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

- An employee is allowed 80 hours or two weeks of paid sick leave at a 100% of their wage rate if the following stipulations are met through FFCRA. You are following a federal, state, or local quarantine or stay at home order or are quarantined by a health care provider. Or if you have symptoms of COVID 19 and are seeking medical attention or have tested positive.
- An employee is allowed up to 80 hours or two weeks of paid sick leave at 2/3 their pay rate if they following stipulations are met. The employee must care for someone under a federal, state, or local quarantine or stay at home order or are ordered by a health care provider. Or you must care for your child whose school, childcare provider or place of care is unavailable due to COVID 19.



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- An employee is allowed up to 10 weeks additional family leave at 2/3 their regular pay rate if the following stipulations are met. The employee must care for your child whose school, childcare provider or place of care is unavailable due to COVID 19.

Paid leave is capped at specific maximum amounts per worker. A total of 12 weeks is allowed for a duration of a total of 12 weeks within the calendar year. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. And should be discussed with Human Resources to be sure proper precaution measures are taken and in place to accommodate said employees needs. A Time Off Request for COVID 19 Form must be filled out and signed by each employee upon returning safely to work.

TJ Specialty Construction has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The State of MN has procedures as well that they implement when you have tested positive. A state employee will contact you to ask questions following their policies and procedures. In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers and customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls: TJ Specialty Construction asks that all workers and visitors maintain a safe distance of six feet apart **when applicable. TJ Specialty Construction will also provide masks at each job's sanitization stations for employees and subcontractors to use at any time when entering the job site. We will do our best to limit the number of staff on site to less than 12 people at a time. There are only two people allowed in the work trailer or in any one single room at any one given time. The "Walk -up" announcement must be made when approaching the trailer and announcing yourself when entering a room. This ensures that if the max number of employees are in the trailer or in a particular room no others will enter. If there are any concerns you can contact Human Resources at any time.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times.

- Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.
- All customers, clients, patrons, guests, and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace



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so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- Hand washing stations are set up in each restroom and on each job sight with hand sanitizer.
- Source controls are being implemented at our workplaces at all times. TJ Specialty Construction will post signage at each work location.
- We will also maintain a supply of face masks, hand sanitizer and gloves.
- Employees, customers, clients, patrons, guests, and visitors to the workplace are required to wear a face covering. However, TJ Specialty Construction is not allowed to enforce the face covering Executive Order 20-81, with someone due to a medical condition, mental health condition, or disability. The business may NOT require anyone to provide proof of a medical condition, mental health condition or disability or require customers to explain the nature of their conditions or disabilities.
- Workers and customers, clients, patrons, guests, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose, and eyes, with their hands.
- Workers and customers, clients, patrons, guests, and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.
- Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. TJ Specialty Construction will ensure that signage is placed at each job location.
- Employees are responsible to launder any of their own face coverings if not using the disposable ones provided to them and required to launder their personal work wear worn daily.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment, and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation, and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being safely used and maintained. Steps are also being taken to minimize air flow blowing across people.

Workplace cleaning and disinfection protocol

- Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations.
- Frequent cleaning and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy machines, delivery equipment, etc.



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- Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.
- Workers, including those in the field, should avoid sharing phones, devices, materials, and tools. If shared they should be disinfected between users and is the individual's responsibility to disinfect once completed with said item.
- If an employee finds that a work location is out of cleaning supplies, they need to notify their supervisor or office to have that item replenished immediately.

Drop-off, pick-up and delivery practices, and protocol

- Workers must maintain a distance of six feet during drop-offs, pickups, and deliveries.
- Workers must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.
- Whenever possible, drop offs and deliveries should be prearranged to facilitate social distancing and contactless exchange.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated in a paper form to all workers on November 5, 2020 and posted to our web page and necessary training was provided. Additional communication and training will be ongoing by email and posted on the company board in the warehouse. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment. And an email will be sent out to our subcontractors letting them know where to access our COVID 19 preparedness plan.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians and customers, about protections and protocols, including:

- 1) social distancing protocols and practices;
- 2) drop-off, pick-up, delivery, and general in-store shopping;
- 3) practices for hygiene and respiratory etiquette;
- 4) requirements regarding the use of face-coverings and/or face-shields by workers and customers, clients, patrons, guests, and visitors.



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- All workers and customers, clients, patrons, guests, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training, as necessary. This COVID-19 Preparedness Plan has been certified by TJ Specialty Constructions management and the plan was posted throughout the workplace and made readily available to employees on 11/5/2020. It will be updated as necessary by Human Resources.

Certified by:

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Human Resources



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Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html



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Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf