

COVID-19 Preparedness Plan

Plekkenpol Builders, Inc. 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, Plekkenpol Builders, Inc. 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 Plekkenpol Builders Human Resource Director, 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. Plekkenpol Builders, Inc.'s managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Plekkenpol Builders, Inc. is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by conducting Toolbox talks with staff and addressing their questions and asking for their suggestions. Our staff has been instructed to contact Human Resources immediately if they suspect that they or someone else may have been exposed to COVID-19.

Plekkenpol Builders, Inc.'s COVID-19 Preparedness Plan follows the industry guidance developed by the State of Minnesota, 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 or wear face masks if that is not reasonably possible
- worker hygiene and source controls
- 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

Plekkenpol Builders, Inc. has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, which includes the "Stay Safe MN" Construction industry guidance. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocol for customers, clients, guests, and visitors
- additional protections and protocol for personal protective equipment (PPE)

- additional protections and protocol for access and assignment
- additional protections and protocol for sanitation and hygiene
- additional protections and protocol for hand washing
- additional protections and protocol for distancing and barriers
- additional protections and protocol for managing occupancy
- additional protocol to limit face-to-face interaction
- additional protections for receiving deliveries or exchanging payment; and
- additional protections and protocol for the construction industry.

Responsibilities of General Contractors/Plekkenpol Builders, Inc.

Plekkenpol Builders, Inc. has developed and implemented a written COVID-19 Business Preparedness Plan specific to its work activities and workers. The plan has been distributed electronically to all staff members and subcontractors, so that it is available at all jobsites. A copy is posted in the office and a printed copy is available to employees, clients and associates when requested.

All businesses, who have workers performing work at a job site, including employees, subcontractors and independent contractors, must develop and provide a written COVID-19 Business Preparedness Plan to properly address the COVID-19 protocols and practices specific to those workers and work activities at the job site. Plekkenpol Builders, Inc. will review all written COVID-19 Business Preparedness Plans to ensure COVID-19 protocols and practices can be effectively implemented and integrated at the job site.

Plekkenpol Builders, Inc. will follow the guidance requirements for the component of COVID-19 Business Preparedness Plan, “Ensure Sick Workers Stay Home” and ensure all businesses and workers at the job site are immediately informed of their possible exposure to another worker who has COVID-19 symptoms or has tested positive for COVID-19 and are advised of actions they should take in response to that exposure.

Plekkenpol Builders, Inc. will ensure diligent investigations are conducted at the job site to evaluate and assess instances of exposure, whether actual or potential, involving workers who are confirmed COVID-19 positive or where there is reason to believe a worker may be COVID-19 positive, to ensure timely and appropriate action is taken to mitigate the potential spread of COVID-19 among other workers at the job site or at other job sites where that worker is performing work.

The responsibilities for Plekkenpol Builders, Inc. does not minimize, mitigate or substitute for the obligations of every business at the job site, including subcontractors and independent contractors, to develop and implement their own written COVID-19 Business Preparedness Plan and to take appropriate steps to address exposures to persons who have tested positive for COVID-19.

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

Workers have been informed of COVID-19 symptoms and instructed to take their temperature and 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.

- Entries into the Plekkenpol Builders place of business have posted instructions and contain masks, gloves, disinfectant wipes, tissues, a no touch trash receptacle and an infrared thermometer. All employees are required to follow the instructions and use these supplies to help prevent the spread of COVID-19.
- All production workers have been provided with instructions to follow before coming to work and at the jobsite. They have each been provided with masks, gloves, tissues, and disinfectant wipes.
- Production Supervisors have infrared thermometers to randomly test field employee's temperatures.
- Workers with COVID-19 symptoms (fever, chills, cough, shortness of breath, sore throat, muscle or body aches, headache, congestion or runny nose, nausea or vomiting, loss of smell or taste) should not report to work or will be sent home immediately. If an employee becomes ill at work, they must inform their supervisor and Human Resources and go home.
 - The worker must promptly contact Human Resources and their supervisor. Human Resources has a symptom and exposure form to complete.
 - Human Resources will gather exposure information from the employee, maintain ongoing communication, and ensure the privacy of workers is maintained.
 - The worker will be instructed by Human Resources to contact a health care provider for instructions and provide written correspondence from the health care provider to Human Resources outlining those instructions.
 - Plekkenpol Builders will honor the health care provider's instructions.
 - Workers who have tested positive for COVID-19 should not report to work. They must follow the advice of a health care provider regarding isolation, self-quarantine, treatment, other instructions and when they can safely return to work.
 - Management or Human Resources will notify any worker, subcontractor, vendor, customer, or client of their possible exposure to COVID-19 while maintaining confidentiality as required.
 - Workers may return to work as instructed by their health care provider.
- Workers who are NOT sick but who have been in close contact with a household member that has tested positive for COVID-19 must contact a medical professional to be advised of steps to follow and whether to voluntarily quarantine and if so, when they can return to work.

Plekkenpol Builders, Inc. 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. Plekkenpol Builders will abide by the following acts or any other government rules for all qualified employees:

- **EPSLA allowed under the FFRCA CARES ACT**
- **the Family Medical Leave Act (FMLA)**

If a worker or a member of their household have underlying health issues, and a health care provider has recommended that they quarantine or self-isolate, Plekkenpol Builders will honor those recommendations. Employees may use their accrued PTO, if requested by the employee.

Plekkenpol Builders, Inc. has also implemented a process for informing workers, subcontractors, vendors, customers or clients 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.

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

Social distancing of at least six feet will be implemented and maintained between workers, customers, and visitors in the workplace through the following engineering and administrative controls:

General – Applies to everyone

- Face coverings are required when social distancing is not possible or practical and to launder cloth face masks daily.
- Everyone must avoid touching their face with unwashed or un-sanitized hands.
- Gatherings of workers is limited to 10 people or less
- Employees must not shake hands, avoid face to face conversations and avoid passing community materials and writing utensils.
- Personal work areas and tools are to be disinfected by employees prior to leaving each day.
- All employees use their own personal vehicles and are warned not to carpool.
- Employees are encouraged to sanitize touch points in vehicles.
- Employees have been instructed that food must not be shared communally.
- All employees must maintain a six-foot distance when in the break room.
- Employees must request management advice if they are put in a situation they are uncomfortable with.
- Employees are instructed to avoid gathering in common areas, hallways, entrances and exits and maintain a six-foot distance.
- Meetings should be held virtually, outside or in large area whenever possible.
- Whenever possible, postpone meeting at residences where high risk and vulnerable populations reside.
- Homeowners will be encouraged to practice social distancing and wear a mask at our office and at the jobsite unless they are unable to, due to a health or physical reasons.
- An attendance log must be maintained at each jobsite to identify people who may have been exposed to a sick person.

Job Sites

- Production Supervisors will evaluate each jobsite to evaluate for social distancing.
- Production Supes will determine if a task can be done differently when social distancing is not possible.

- Signs will be posted at each active job site with COVID-19 job site protocol.
- At the beginning and end of each day, all commonly touched items, such as, but not limited to door handles, stair rails, bathroom fixtures, light switches will be wiped down with disinfectant wipes by assigned staff member.
- If safety supplies need to be replenished, employees must contact their supervisor.
- We have Implemented static assignment of work-crews for each work site or work area, to the extent possible.
- Employees are to avoid sharing tools and disinfect shared and individual tools.
- Unauthorized people must be prevented from entering the jobsite.
- Employees must ensure that trash, refuse, and debris is regularly disposed of and not allowed to accumulate.

Office/Shop

- All employees who can work at home are asked to work at home.
- If Project Managers/Designers or Production Supes employees need to come to the office, they have been instructed to stagger office hours to reduce/limit the number of sales personnel in the office.
- The front office employee's workstations have been placed at least six feet apart.
- Signs are posted at each entrance door indicating the building/office protocol.
- Covid-19 Sanitation Stations stocked with face masks, hand sanitizer, wipes, gloves, and no-touch thermometer are set up at each entrance.
 - Employees are instructed to inform a front office employee if supplies are low or depleted.
- Face coverings are required when entering common areas and other departments' work areas.
- Plexi-glass partitions have been installed to provide a physical barrier between individual work areas.
- The office and shop will be disinfected 3 times per week, Tuesday, Thursday and during the weekend.
 - Additional cleanings will be completed when necessary.
- Meetings should be held at the client's home whenever possible, following socially distance guidelines.
- If it necessary to meet clients, vendors, or other visitors at the office, these steps must be followed:
 - Prior to a meeting, confirm the attendees are not experiencing any COVID-19 symptoms.
 - Limit the number of people to allow to maintain proper social distancing.
 - Room must be sanitized prior to the meeting.
 - All attendees must wear a face covering and sanitize or wash hands.
 - Employee hosting the meeting will meet client at the front door and escort them to the conference room.
 - Beverages other than individually bottled water, will not be offered at this time.
 - Employee hosting the meeting will sanitize the conference room after the meeting along with front entry doors, other touched items, and restrooms, if used.

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 and after mealtimes, after using the restroom and

upon exiting and prior to entering a vehicle. All customers, clients, patrons, guests, and visitors are required to wash or sanitize their hands prior to or immediately upon entering the building/office. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are located throughout the building for hand hygiene in place of soap and water. Tissues and trash receptacles are available at the building and jobsites.

We will ensure that proper respiratory protection is still provided, used, and maintained to protect workers from other recognized health hazards as required. (e.g. respirable silica, lead, asbestos)

Portable toilets will be cleaned and sanitized by the toilet company and by people using them.

Signage is posted at all entrances and jobsites instructing employees, vendors, customers, and other visitors to follow the protocol to prevent the spread of COVID-19:

Jobsite and Office signage

This signage is posted at employee entries of the building and at all jobsites:

- Stay home if you are sick. DO NOT WORK.
- Wash hands frequently or provide alcohol-based hand rubs containing at least 60% alcohol.
- Cover coughs and sneezes.
- Practice social distancing — try to maintain SIX feet between each worker.
- If social distancing is not possible, wear face covering (cloth, bandana, etc.) or mask over nose and mouth to prevent spread of virus.
- Reduce the size of any group at any one time to 10 people or fewer or LIMIT all in-person meetings.
- Minimize ridesharing. While in vehicle, employees must ensure adequate ventilation.
- Avoid sharing tools with co-workers, if possible.
- Clean and disinfect frequently used tools, equipment, and frequently touched surfaces (door handles, handrails, machinery controls, cell phones, tablets) on a regular basis.
- If N95 respirator masks are not available, minimize dust and airborne contaminants by using engineering and work practice controls
- Use proper personal protective equipment (PPE) when cleaning and disinfecting, such as gloves and eye protection.
- Health screening survey.

Visitor Signage

This signage is posted at the front entry of the building where clients and visitors enter:

- Stay home if you are sick. DO NOT ENTER
- Wearing a mask or face covering is required
- Use hand sanitizer
- Practice social distancing of at least 6 feet.
- Cover coughs and sneezes.
- Health Screening survey

Obtaining or replenishing supplies to prevent the spread of COVID-19

- All employees are instructed to inform their supervisor or front office personnel when you are getting low on supplies: masks, gloves, wipes, hand sanitizer, hand soap, paper towels, etc.

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 properly used and maintained. Steps are also being taken to minimize air flow blowing across people. HEPA ventilation units will be provided and maintained in occupied office areas.

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, and conference rooms. Frequent cleaning and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.

Appropriate and effective cleaning and disinfecting supplies 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.

- The office and shop will be disinfected at least 3 times per week, Tuesday, Thursday and during the weekend. Additional cleanings will be completed when necessary. A checklist of surfaces and areas to disinfect will be provided.
- Workers are instructed to clean their work area and tools with disinfecting wipes before they leave.
- Conduct immediate cleaning and disinfecting of areas where a sick person was present.

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

- Receipt of deliveries will be via a contactless method whenever possible.
- Small packages will be delivered to the front office, thru the front entrance. A distance of at least 6 feet will be maintained while verifying receipt between the worker and delivery person.
- Larger packages will be delivered to the shop thru the back entrance. A distance of at least 6 feet will be maintained while verifying receipt between the worker and delivery person.
- Workers must minimize unnecessary exchanging or sharing of scanners, pens or other tools with delivery personnel and wash their hands or use sanitizer after delivery or pickup.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated to all workers and necessary training was provided. Additional communication and training will be ongoing. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

COVID-19 protocols have been communicated to all workers, including all employees, independent contractors, subcontractors, customers, and visitors about protections and protocols, including:

- Letters to subcontractors and customers were mailed advising of the COVID-19 protocols we are practicing and requesting that they also follow those protocols, including informing the company if they have tested positive or suspect that they have COVID-19.
- COVID-19 protocols are posted on our website, Plekkenpol.com
- Signage regarding recommendations or requirements regarding the use of masks and face-coverings by workers, customers, clients, patrons, and visitors posted at all entries and at all jobsites as stated above.
- Signage instructs all workers, customers, clients, and visitors advising them not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors will monitor how effective the program has been implemented and will identify successes, challenges, and deficiencies and update the protections, protocols, work-practices, and training, as necessary. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan. This COVID-19 Preparedness Plan has been certified by **Plekkenpol Builders, Inc.** The plan has been forwarded to all employees by electronic mail, is posted in the office and a printed copy will be made available to employees, by request. It will be updated as necessary by Management and our Human Resources Director.

Certified by:



Craig M. Plekkenpol
June 29, 2020
President

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

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