

COVID-19 (Coronavirus) Action Plan

This interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available. <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

CONTRACT DECOR, INC. Action Plan:

1. Jobsite Protocol:

- Contract Decor, Inc. to display signage regarding Wellness Tips on all jobsites, building restrooms, freight elevator, lobbies, etc. where allowed.
- Contract Decor, Inc. superintendents are to ask all trade foremen if any member of their staff is at risk of being sick or carrying illness. The supervisors are to ask these questions:
 - Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
 - Are you having trouble breathing, have a dry cough, or have flu like symptoms?
- Per CDC recommendations, if any answer is “yes”, the worker is to be removed from the jobsite immediately and will not be allowed to return to the jobsite without a doctor’s letter verifying “OK to return to work” status.
- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day be separated from other employees and be sent home immediately. Contract Decor, Inc. Superintendent is to send any worker home if there are any observed symptoms of sickness.
- Superintendents are instructed to prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin.
- No large group meetings: limit all meetings to eight people or less. The Toolbox safety and Foreman & 3-week schedule meetings, etc. are to be held with only foremen and with personal distance between individuals.
- All meetings – Toolbox safety, Foreman & 3-week schedule, etc. to emphasize personal hygiene and the CDC’s recommendations to prevent illness.
- No visitors are permitted to enter Contract Decor, Inc. workplaces, including jobsites, unless fundamental to the execution of the work.
- Limit elevator usage when occupied with multiple people. Use stairs when possible.
- Superintendent jobsite visits are suspended where the use of technology allows, facetime, pictures, daily reports, etc. – will be the primary tool for the director and superintendent to have a “virtual walk” of the project. Directors are available for jobsite requirements as directed by Director of Field Services.

2. Office Protocol:

- Contract Decor, Inc. **may** require all non-essential office staff to work remotely via the VPN network for all tasks that can be completed remotely. Please review with your immediate supervisor for specific details for your position.
- Owner/Architect/Contract (OAC) meetings are to be rescheduled with the use of conference calls, facetime, video conference, etc. in lieu of in person meetings.
- All non-essential visits by vendors, subcontractors, clients, etc. to the office are suspended.
- All external team meetings previously scheduled at the main office are to be rescheduled as a conference and/or video conference call.

- All large (greater than eight attendees) in person internal meetings are to be rescheduled as a conference and/or video conference call.
 - Limit all person to person contact.
 - Contract Décor, Inc. to display signage regarding Wellness Tips throughout the office, restrooms, breakroom, etc.
 - Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
 - Follow all CDC protocol.
3. COVID-19 Measures:
- Employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
 - If an employee is confirmed to have COVID-19, Contract Decor, Inc. will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
 - If an employee is diagnosed with COVID-19, they must stay home. Contract Decor, Inc. will provide paid leave (without affecting PTO) for up to fourteen (14) days, the anticipated quarantine timeframe.
 - Contract Decor, Inc. will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism.
 - We will cross-train personnel to perform essential functions so that the workplace is able to operate if key staff members are absent.

4. Travel Protocol:

Contract Decor, Inc. advises employees before considering travel to take certain steps:

- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country or region to which you will travel. <https://wwwnc.cdc.gov/travel>
- Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>
- Employees who become sick while traveling or on temporary assignment must notify their supervisor and should promptly call a healthcare provider for advice.
- Contract Decor, Inc. will enforce a mandatory 14-day self-quarantine upon returning from travel outside the United States and potentially domestic locations to be determined, until time is considered safe not to do so, as recommended by guidelines.
- Inform supervisor prior to scheduling any travel.

5. General Protocol:

Contract Decor, Inc. will actively encourage sick employees to stay home:

- If employees or subcontractor employees are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the jobsite and/or office and call (or go to) the doctor:
 - Fever
 - Cough
 - Shortness of breath



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- Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants). Employees should immediately notify their supervisor and stay home if they are sick.
- Contract Decor, Inc. will communicate with our subcontractors and temporary staffing companies about the importance of sick employees staying home and/or going to the doctor.
- Per CDC recommendations, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- Contract Decor, Inc. will communicate the following to its employees and contractors:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing
 - Avoid unnecessary contact with others
 - Use disposal paper tissue and no-touch disposal trash receptacles.
 - Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

A designated Site Safety Rep (SSR) to monitor and implement all recommended safety practices regarding the COVID-19 virus with all contractor staff members. Labor supervisors must have the authority, through consultation with the SSR, to halt all activities that do not adhere to COVID-19 safety practices. The SSR should have training commensurate with this hazard and all required industrial hygiene practices that may be required on the jobsite. This person will be responsible to maintain supplies of disinfectants and make sure that workers follow decontamination, hand washing, distancing, and PPE rules.

Contract Decor, Inc. is committed to the safety of its employees, vendors, subcontractors, clients, and the general public. The above action plan is consistent with the CDC's Interim Guidance which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. Contract Decor, Inc. leadership is committed to providing the best work environment possible for all staff and jobsites and we will continue to monitor the CDC website for updates. We will make revisions to this policy as updated information is available.