

Pepper Construction COVID19 Prevention and Response Plan Jobsite and Field

April 13, 2020

At Pepper, the safety of all of our team is always our top priority. To that end, we continue monitoring developments around the Coronavirus (COVID19) outbreak very closely. This document is an updated version of what we shared on March 12th, 2020.

Any changes since March 19 are highlighted in yellow.

This plan was developed to address our jobsites during this time. Our goal is to ensure our team's health, welfare and ability to deliver work.

- Engage in regular, thorough handwashing and use of hand sanitizer, ensuring use of warm water and soap for a minimum of 20 seconds. Please note that hand sanitizer alone does NOT effectively kill bacteria and viruses. It is a supplement to, not a substitute for, proper handwashing. It is also recommended that you dry your hands with paper towels and not air dryers.
- **Stay home when you are sick. Stay home if you have a fever (100.4°F). Follow current CDC guidelines:** . <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Cover your mouth and nose with a tissue or your arm when coughing or sneezing, then throw the tissue in the trash (preferably with a lid).
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow the CDC guidelines related to self-quarantine if you travel outside of the United States. A full list can be found here <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.
- Currently there are no CDC restrictions on intra-state travel in the United States but consult the site for suggested considerations.

Jobsites present a unique working environment. The following FAQs will convey our plan to prevent and respond to the situation, and address questions related to COVID19 to date. This will be used as a living document, and new information will be added as available.

What should Pepper Jobsites do immediately?

1. Prevention is the best defense. Please help us keep everyone safe by daily wiping down trailers with disinfectant (including surfaces like desks and tables and objects like telephones and keyboards) and wipe down tools and elevators nightly.
2. Rent and install hand washing stations on projects.
3. Wear masks and encourage the trades to do the same.

Where should I get cleaning and disinfecting supplies?

Your first call should be to 365 Equipment & Supply for disinfecting supplies, tissues, closed trash receptacles, hand sanitizer and masks.

Our project is embedded with the client. Whose plan should I follow?

Embedded jobsites like healthcare facilities or education campuses need to understand the protocol of the client and follow whichever protocol is the more stringent. Talk with your VP. Each project should tap someone to reach out, understand and communicate.

I heard this virus is easily passed. How should that change our routine?

When gathering in large groups, like the morning safety huddle, encourage people to stand approximately 6 feet apart. That's about twice your wingspan. Limit elevator capacity to achieve proper spacing and stagger jobsite start times so elevators, lunches and break times are less populated.

Should I wear a face mask?

Yes. The CDC now recommends we all wear masks and this is now required on Pepper jobsites for our people. We recommend trades people also wear masks.

I'm a Pepper field employee and I'm feeling sick. Should I go to work?

Anyone who is sick should stay home. Let your manager know.

I work for a Pepper Trade Partner and I'm feeling sick. Should I go to work?

Anyone who is sick should stay home. Let your Superintendent know.

My family member is sick but not with COVID19. What should I do?

Please stay home until your family member is fever-free without medication for 72 hours (3 full days) without medication before you return to a Pepper jobsite.

A team member on my site is clearly sick. Can I send them home?

Yes, you can ask a sick team member to go home until the illness has passed. Advise them that they should be fever free for 72 hours (3 full days) without medication before returning to the site. Let the Safety Team and the team member's employer know.

What if I come into contact with someone that has a confirmed case of Coronavirus?

Stay at home. Notify your Superintendent or Safety Team Member as soon as possible.

I'm travelling outside of the U.S. Is there anything I need to do?

Any field team member, including trade partner employees, who travels outside of the U.S. should advise their Pepper Superintendent and the Safety Team before travelling and follow the CDC guidelines related to self-quarantine upon return. (This is currently 14 days after travel to High Risk - Level 3 countries.) Please reference the CDC's website for the most recent information at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

I'm coughing, breathing is hard and I have a fever. What should I do?

Do not come to work. Anyone who becomes sick with an acute respiratory illness suspected to be COVID-19 should call your doctor immediately and follow CDC guidelines. Pepper employees should notify their manager and the Safety Team. Trade partners must immediately notify their Pepper Superintendent if anyone on their team becomes sick with a respiratory illness suspected to be COVID19. The Superintendent should let the Safety Team know.

I tested positive for COVID19. Now what?

Do not come to work. Call your manager right away. Trade partners must report to their Pepper Superintendent any team member who tests positive for COVID-19, or who has been exposed to an individual who tests positive, within two weeks of working on a Pepper jobsite. Pepper employees should inform their manager and the Safety Team right away.

Any team member who tests positive for COVID-19, or who has been exposed to an individual who tests positive, will be required to follow CDC's guidance related to self-quarantine (currently 14 days) and will need to provide a physician's release to return to work on a Pepper jobsite.

If necessary, Management on each jobsite, in partnership with Safety and Human Resources, will document the number of employees in quarantine and will facilitate their return to the jobsite.

If you have questions that have not been addressed here, or have suggestions to make this better, please reach out to Your Pepper Safety Director. Thank you for being a part of the Pepper team and helping us keep everyone healthy!

Pepper Construction

- COVID19 Prevention and Response Plan Trade Partner

Pepper Construction

COVID19 Prevention and Response Plan

Trade Partners

April 13, 2020

At Pepper, the safety of all of our team is always our top priority. To that end, we continue monitoring developments around the Coronavirus (COVID19) outbreak very closely. This document is an updated version of what we shared on March 12th, 2020.

Any changes since the last update (March 20th) are highlighted in yellow.

We developed this plan to address our jobsites during this time. This document covers the Pepper Jobsite Protection and Response Plan and your responsibilities in keeping everyone safe, healthy and productive.

- Engage in regular, thorough handwashing and use of hand sanitizer, ensuring use of warm water and soap for a minimum of 20 seconds. Please note that hand sanitizer alone does NOT effectively kill bacteria and viruses. It is a supplement to, not a substitute for, proper handwashing. It is also recommended that you dry your hands with paper towels and not air dryers.
- **Stay home when you are sick. Stay home if you have a fever (100.4°F). Follow current CDC guidelines:** . <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
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- Avoid touching your eyes, nose, or mouth with unwashed hands.
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The following FAQs will convey our plan to prevent and respond to the situation, and address questions related to COVID19 to date. This will be used as a living document, and new information will be added as available.

What will Pepper Jobsites do immediately?

1. Prevention is the best defense. Please help us keep everyone safe by daily wiping down trailers with disinfectant (including surfaces like desks and tables and objects like telephones and keyboards) and wipe down tools and elevators nightly.
2. Rent and install hand washing stations on projects.
3. Wear masks and encourage the trades to do the same.

Our project is embedded with the client. Whose plan should I follow?

Embedded jobsites like healthcare facilities or education campuses need to understand the protocol of the client and follow whichever protocol is the more stringent. Talk with your Pepper Team to determine any additional steps to this plan.

I heard this virus is easily passed. How should that change our routine?

When gathering in large groups, like the morning safety huddle, teams will be encouraged to stand approximately 6 feet apart. That's about twice your wingspan. Elevator capacity will be limited to 10 people and we will stagger jobsite start times when possible so elevators, lunches and break times are less populated.

Should I wear a face mask?

Yes. The CDC now recommends we all wear masks and this is now required for Pepper personnel. We recommend trades people also wear masks.

I work for a Pepper Trade Partner and I'm feeling sick. Should I go to work?

No. Anyone who is sick should stay home. Anyone who is clearly sick will be removed from the jobsite. Do not return to a Pepper jobsite until you are fever-free for 72 hours (3 full days) without medication before returning to the site. We will advise employers if anyone is sent home sick.

What if I come into contact with someone that has a confirmed case of Coronavirus?

Do not come to work. Notify your Superintendent as soon as possible. The Superintendent will convey the information to the Safety Team.

I'm travelling outside of the U.S. Is there anything I need to do?

Any Trade Partner employee who travels outside of the U.S. must advise their Pepper Superintendent before travelling and follow the CDC guidelines related to self-quarantine upon return. (This is currently 14 days after travel to High Risk - Level 3 countries. Please reference the CDC's website for the most recent information at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.)

I'm coughing, breathing is hard and I have a fever. What should I do?

Do not come to work. Anyone who becomes sick with an acute respiratory illness suspected to be COVID-19 should call your doctor immediately and follow CDC guidelines. Immediately notify your Superintendent if anyone on a Pepper project team becomes sick with a respiratory illness suspected to be COVID19. The Superintendent will convey this information to the Safety Team.

I tested positive for COVID19. Now what?

Do not come to work. Let your manager know right away. Trade Partners must report to their Pepper Superintendent any team member who tests positive for COVID-19, or who has been exposed to an individual who tests positive, within two weeks of working on a Pepper jobsite. The Superintendent will convey this information to the Safety Team.

Anyone who tests positive for COVID-19, or who has been exposed to an individual who tests positive, will be required to follow CDC's guidance related to self-quarantine (currently 14 days) and will need to provide a physician's release to return to work on a Pepper jobsite.

If necessary, Field Management on each jobsite, in conjunction with the Safety Team and Human Resources, will document the number of employees in quarantine and facilitate their return to the jobsite.

If you have questions that have not been addressed here, or have suggestions to make this better, please reach out to your Pepper Safety Director. Thank you for being a part of the Pepper team and helping us keep everyone healthy!

Pepper Construction

Communications Summary

- **Video Toolbox Talks**

3/16/20 – Coronavirus - Preventative measures - <https://use.vg/6Nq3wT>

3/25/20 - COVID 19 Update – Reinforcement of the Governor's guidelines - <https://use.vg/nZs0RJ>

4/3/20 - Social Distancing – Explanation of social distancing - <https://use.vg/bqB3L6>

4/22/20 - Fog Prevention – Techniques to help reduce fogging of glasses while wearing face protection - <https://use.vg/VS1TTd>

4/27/20 - COVID Supplies – Review of PPE and disinfectant supplies at shop - <https://use.vg/Zf3Ro1>

- **Pepper Town Hall Meetings**

Stan Pepper, Chairman Pepper Construction Group, began holding weekly virtual Town Hall meetings on March 26. All Pepper employees, including tradespeople, are invited to join this call to hear Stan and other key executives discuss the safety measures put in place on Pepper projects and the status of the business. Questions are solicited for these calls to ensure open dialogue throughout the organization.

- **Audit Checklist**

The Predictive Solutions SafetyNet app Pepper uses to document job site audits was modified to include a category for COVID 19. (Results thru 4/28/20).

Category	Sub-Category	Observations
Covid-19	Summary	3163
	6' maintained for work activities	891
	6' maintained for VTHA's, breaks, lunch	170
	Trade gang boxes separated by 6 feet	162
	Absences reported to Christa (PCCI) and Amy (PCCO)	26
	Crew members are healthy	763
	Trade partner daily huddles to coordinate risk reduction	99
	Covid-19 safety and/or CDC information posted onsite	221
	Discussed prevention at morning VTHA	102
	Hand washing stations and sanitizer available	321
	Job trailer/office/common areas sanitized	232
	Tools disinfected daily	176

- **Daily Task Hazard Analysis (THA) Meetings**

Discussions around COVID 19 were incorporated into all daily THA topics.

COVID-19

Steps of the task:

1. Prevent spread of sickness
2. Address in the THA Huddle

Identify Potential Hazards:

1. Spread of Covid-19
2. Spread of sickness

How will you control the hazard:

- Plan work that will promote the reduction of close contact between workers
- Wash hands regularly and thoroughly
- Wipe down tools and equipment with cleaner
- Limit sharing of tools and devices
- Strive to maintain 6 feet distance between workers during work, huddles and breaks
- If you are sick STAY HOME
- Report any sickness to your manager or safety IMMEDIATELY

****NOTE**

If the tasks on your jobsite put people in a situation where they cannot stay 6 feet apart, get creative, reach out to your peers, your supervisor and your safety team to brainstorm a solution. Can it be accomplished differently? Can we safely and reasonably use additional PPE? We are all in this together.
Bottom line, put everyone's health and safety first.

Photo Documentation



Tradespeople wearing face protection



Tradespeople applying disinfectant to work areas with a sprayer



Temporary sinks were installed on all jobsites for hand washing



Signs were installed sites – such as this sign on a trailer door for 6' distancing and controlling the spread of COVID 19



Hand washing stations were added to Port-o-let locations



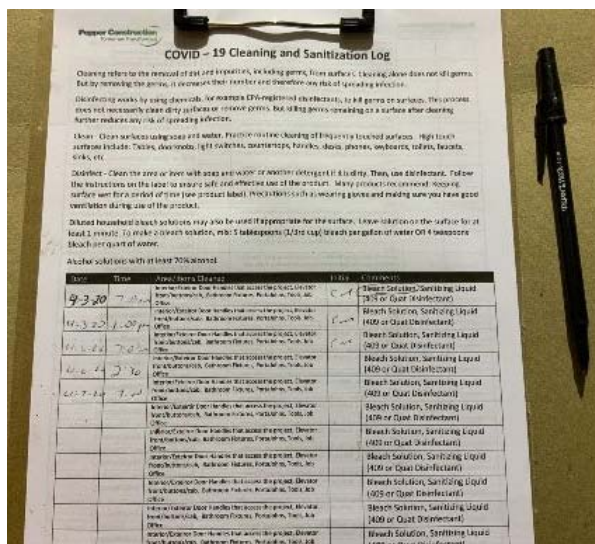
Controlling the spread of COVID 19 signs are also posted at job boards



Small group meetings held on projects to explain COVID prevention efforts while maintaining social distancing



Hand washing stations were added to Port-o-let locations



COVID 19 Cleaning and Sanitization Log



Temporary sink installed in construction area for hand washing



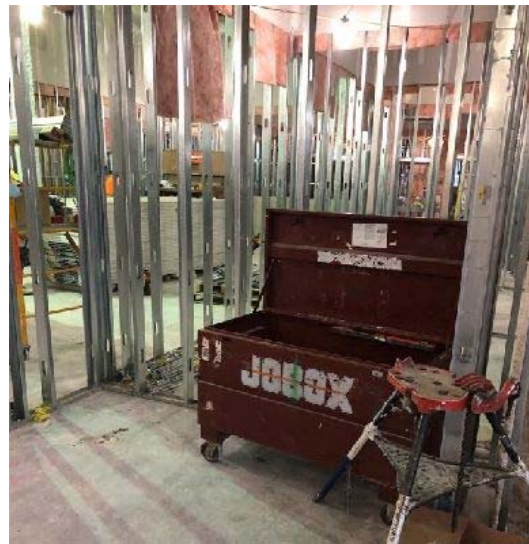
Six-foot social distancing signs are installed on all jobsites



Hand washing stations added to high traffic location



Trade partner tool cleaning apparatus – tools are wiped down after use



Gang boxes set up for 6' social distancing



Bucket with disinfectant for tool cleaning



Temporary hand washing station

Vendor & Non-Clinical Associate COVID-19 Screening Tool

Vendor or Worker's Initials: AK Organization or Dept. Destination: Contractor

Date: 4/14/20 Time: 0656 Screened by: SP

Entry screeners will ask all vendors & non-clinical associates the following questions:

"In the last 22 hours have you had a fever (100.4°F or higher)?"	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
"In the last 24 days have you had symptoms of a lower respiratory illness (cough, difficulty breathing, etc.)?"	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
"In the past 14 days have you been in close contact with a person known/suspected to have Coronavirus (COVID-19) or have you been diagnosed with COVID-19?"	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Current temperature: <u>98.1</u>	Is it 100.4 degrees or above? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Building access and next steps outlined below:

NEGATIVE SCREEN (NO to ALL questions)	POSITIVE SCREEN (YES to 1 or more questions)
<p>Proceed to approved destination.</p> <p>Vendors and non-clinical associates MUST keep their completed screening tool with them for the duration of the visit/shift.</p> <p>Ascension St. Vincent</p>	<p>Vendor: Do not allow entry.</p> <p>Non-Clinical Associate:</p> <ul style="list-style-type: none"> (1) Do not allow entry. (2) Instruct associate to contact their onsite representative or manager for further instructions. (3) Contact (317) 338-2347 to report your symptoms.

Vendor & Non-Clinical Associate COVID-19 Screening Tool • English • April 9, 2020

Owner Assessment Questionnaire



Cleaning wipes positioned at entry to workspace