

HERZOG

COVID-19 PREVENTION PLAN

DISCLAIMER:

Note that this is designed for State compliance and does not anticipate individual county requirements that may arise.

HERZOG

SECTION 1:	SCOPE	1
SECTION 2:	PURPOSE	1
SECTION 3:	DEFINITIONS	1
SECTION 4:	COVID-19 PREVENTION PROGRAM.	3
4.1	Communication to Employees.....	3
4.2	Identification and Evaluation of COVID-19 hazards	3
4.3	Investigating COVID-19 cases	4
4.4	Correction of Hazards	5
4.5	Training	5
4.6	Physical Distancing.....	6
4.7	Face Covering.....	7
4.8	Other Engineering Controls, Administrative Controls, and Personal Protective Equipment	8
4.9	Reporting, Recordkeeping and Access.....	8
4.10	Exclusion of COVID-19 Cases in the Workplace.....	Error! Bookmark not defined.
4.11	Return to Work Criteria	9
SECTION 5:	MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS	9
5.1	Scope.....	9
5.2	Testing.....	10
5.3	COVID-19 Multiple Infection Cases.....	10
SECTION 6:	MAJOR COVID-19 OUTBREAK	10
6.1	Scope.....	10
6.2	Testing.....	11
6.3	COVID-19 Major Multiple Infection cases	11
8.6	Screening.....	Error! Bookmark not defined.
8.7	Ventilation.....	Error! Bookmark not defined.
SECTION 8:	APPENDICES	12
	Appendix A Tool Box Talk.....	Error! Bookmark not defined.
	Appendix D Health Screen Questionnaire	Error! Bookmark not defined.
SECTION 9:	EMPLOYEE ACKNOWLEDGEMENT	31

HERZOG

Herzog Contractor's COVID-19 Prevention Plan

SECTION 1: Scope

This COVID-19 Prevention Plan (the "Plan" or "Policy") applies to all employees and places of employment except for places of employment where employees do not have contact with other people, where employees are working remotely from home. **The Herzog Contracting COVID-19 Prevention Plan is available to employees at Herzog.com.**

If there is a conflict between local health orders or this Plan, the local health order should be followed.

SECTION 2: Purpose

California struggles with controlling COVID-19 cases from transmitting. The California Occupational Safety and Health Administration ("Cal/OSHA") requires employers and employees who potentially may be exposed to COVID-19 to comply with title 8 Cal. Code of Regs. § 3205 *et al.* Cal/OSHA's General Duty Clause, title 8 Cal. Code of Regs. § 3203, similarly obligates Employers to create and implement procedures to avoid exposures to COVID-19. The purpose of this Policy and training on this program is to communicate to managers and employees Mid-Coast Transit Constructors (MCTC) (the "Company") policies, procedures and practices to prevent COVID-19 exposures and to limit COVID-19 potential hazards in the workplace.

This Plan is consistent with the Company's Injury and Illness Prevention Program ("IIPP") and other safety policies. This program incorporates all COVID-19 related policies, trainings, reports, job hazard assessments, notification templates, and any other documents created by the Company in response to any bill, local ordinance, statute, guidance or documents issued by the Center for Disease Control ("CDC"), federal agency, state agency, county agency, city agency or other governmental agency. Nothing in this document supersedes or nullifies the requirements in the Company's IIPP.

This plan is ONLY in effect for the duration that the Cal/OSHA COVID-19 Emergency Temporary Standard (adopted in late November 2020) is deemed legally valid/applicable unless determined otherwise by MCTC.

SECTION 3: Definitions

Several terms below will be used throughout this Policy. The definitions below are included to assist managers and employees in understanding the Company's Policy.

"COVID-19" means coronavirus disease, an infection disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2 or referred to as the Virus).

A **"COVID-19 case"** means a person who:

- (1) Has a positive "COVID-19 test";
- (2) Is subject to COVID-19 related order to isolate issued by a local or state health official; or

HERZOG

(3) Has died due to COVID-19 in the determination of the local health department or per inclusion in the COVID-19 statistics of a county.

Once a doctor or licensed health care professional determines the person does not have COVID-19, then the person is no longer considered a COVID-19 case.

“COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period.” Facemasks do not limit exposure pursuant to this definition.

“COVID-19 hazard” means exposure to potentially infectious material that may contain the Virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons, which may aerosolize saliva or respiratory tract fluids, among other things. Surfaces or objects may also be contaminated with the Virus.

“COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19. Some common other conditions with similar symptoms include pregnancy, asthma, allergies, etc.

“COVID-19 test” means a viral test that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the Virus; and,
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

As of January 1, 2021, the **“exposed workplace”** also includes but is not limited to the building, store, facility, agricultural field, or other location where a worker worked during the infectious period.

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, covering the nose and mouth.

“Face mask” means a single-use general-purpose facemask that is authorized by the FDA for use as a source to help prevent the spread of COVID-19 infection. Neither face coverings nor facemasks are intended to be considered personal protective equipment and are not to be used interchangeably with face respirators.

“High-risk exposure period” means the following time period:

HERZOG

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after, the specimen for their first positive test for COVID-19 was collected.

SECTION 4: COVID-19 Prevention Program.

4.1 Communication to Employees

(a) Employees should immediately report to their direct supervisor if they are experiencing any signs or symptoms of the Virus, or if they believe they have been exposed to someone with COVID-19. Employees should also similarly immediately inform their respective Safety Manager and/or Office Manager if they believe they have possibly been exposed to any COVID-19 hazard in the workplace. A failure to report may be considered a safety violation, subject to the discretion of the Company. Any employee that reports any of the items above should do so without fear of reprisal. The Company has a strict non-retaliation and non-discrimination policy and will not tolerate anyone retaliating against, discriminating against, or harassing any employee for informing the employer about any of the information in this paragraph.

(b) The Company will accommodate employees in accordance with state and federal law.

(c) If there is an event that requires the Company to provide employees with testing, such as if there are multiple COVID-19 cases at the work site, Affected employees will be informed as to why testing is being offered. All tests will be offered during work hours. Affected employees are expected to inform their direct supervisor that they will be going to take a test. .

(d) The Company will provide employees with notification in accordance with [AB 685/California Labor Code § 6409.6] and this Policy. Each employee that may have had COVID-19 exposure during a high-risk period will receive notification of the exposure. Personal identifying information of the COVID-19 positive case will not be provided to the employee or any other person unless specifically required by law or regulation. The Company will also contact independent contractors or subcontractors that were at the workplace during the high-risk exposure period, who may have had COVID-19 exposure.

4.2 Identification and Evaluation of COVID-19 hazards

(a) The Company empowers and expects our employees to take an active role in identification of COVID-19 hazards that may or may not have been identified by the Company. In order to beat the Virus, we need to work together to identify potential hazards that may be undetected. This includes informing management of unidentified potential COVID-19 hazards that are new to the workplace, or existing hazards that are created by those employees who fail to follow guidelines. The Company encourages and expects all employees to actively engage in COVID-19 hazard identification to prevent COVID-19 exposure in the workplace.

HERZOG

(b) Employees will be required to complete health screenings before entering the workplace. Subcontractors, third parties and clients will be expected to be familiar and comply with all applicable ordinances, standards and/or health mandates, to include daily for health screening their employees working on the site. Visitors will be required to sign in at the project office and participate in health screening prior to accessing the project site. Health screenings include: a daily health assessment which includes symptom screening questionnaire and temperature checks utilizing touchless thermometers. See **Appendix D** for more information on the Company's health screening protocols. Any employee who falsifies information on their health screening certification will be disciplined, up to and including termination of employment.

(i) Any employee performing screening shall be provided appropriate PPE. Temperature checks must be conducted by no-contact thermometers.]

(c) Employees who test positive for COVID-19 or show any signs or symptoms of the Virus or have had any exposure to COVID-19 will immediately be asked to quarantine.

(i) Employees who test positive will have to isolate for a minimum of 10 days or until signs and symptoms disappear plus an additional 24 hours have passed without the use of fever-reducing medication.

(ii) Employees who show signs or symptoms of the Virus will be asked to quarantine for 10 days from when signs or symptoms of the Virus first appeared plus an additional 24 hours without the use of fever-reducing medication, or where cleared by a doctor prior to this period.

(iii) Employees who have been exposed to COVID-19 will be asked to quarantine for 14 days from the last date of exposure.

(d) The Company will review the State and local department of public health orders relating to COVID-19 hazards and prevention.

(e) The Company will evaluate existing COVID-19 prevention controls at the workplace and the need for additional controls.

(f) The Company will assign a JSAS where required to conduct periodic inspections to identify violations of policy or protocol, additional hazards, or any unknown unhealthy work practices relating to COVID-19 to identify deficiencies in its program.

4.3 Investigating COVID-19 cases

(a) A project designated personnel and/or team will be conducting two separate investigations into the COVID-19 positive case. The employer will first identify the date and time the COVID-19 case was last present at the worksite, the date of the positive COVID-19 test or diagnosis (if possible), and/or the date of the onset of symptoms.

(i) The first investigation will include an inquiry into how the individual contracted COVID-19, including evaluating previous cases, the workplace, exposure to other COVID-19 cases or COVID-19 hazards, and obtaining information from the employee about the source of the transmission of the Virus from locations, activities and individuals outside the workplace, including but

HERZOG

not limited to, outdoor gatherings, weekends, lunch breaks, etc. The first investigation will include contacting the COVID-19-positive employee and/or his or her family to determine COVID-19 case status, receiving information regarding test results, onset of symptoms, and any additional information to assist with recording COVID-19 cases.

(ii) The second investigation includes a contact tracing analysis. Contact tracing includes identifying individuals who were within close contact (6 feet for more than 15 minutes within any 24-hour period). The Company will identify people with close contact by collecting any of the following information and documents including: schedules, lunch break/meal break data, video surveillance, interviews of COVID-19 case, etc. The Company's evaluation will also include evaluating common areas and commonly used items (such as equipment and materials), or places people congregated or visited in the workplace (such as the bathroom, hallways, aisles, walkways, elevators, break areas, etc.) associated with the COVID-19 case during the infectious period. Once the information and data are assembled and analyzed, the Company will create a list of close contacts and will notify those people of potential COVID-19 exposure. The Company will also provide notification compliant with [AB 685/California Labor Code § 6409.6] to all individuals who may have come in contact with the COVID-19 case, even if less than for 15 minutes or beyond distances greater than 6 feet.

(iii) As part of the contract tracing investigation, the Company will also identify people who may have encountered a COVID-19 case but may not have had close contact. This list will be used to identify individuals who require notification under [AB 685/California Labor Code § 6409.6]. Affected employees, subcontractors, and third parties will receive notification within 24 hours in accordance with [AB 685/California Labor Code § 6409.6]. Personal identifying information or the protected health information ("PHI") of COVID-19 cases will not be provided on this notification and will never be provided without proper consent or unless otherwise required by law.

(iv) The Company will offer and provide testing to those employees who were identified as having potential COVID-19 exposure through close contact. Records for these tests will be kept in accordance with title 8 Cal. Code Regs. § 3204.

4.4 Correction of Hazards

(a) The Company will conduct a review of its policies and procedures after each COVID-19 exposure incident to determine if there were any additional measures that could have been taken to reduce exposure to COVID-19. The Company will review its investigation and inspection records to determine if any other correcting hazards could have taken place to reduce the risk of COVID-19 exposure.

4.5 Training (See Sample Tailgate Topic in Appendix)

(a) The Company will provide training and/or information to all employees including on the following subjects:

(i) Employees will be trained on the policies and procedures outlined in this COVID-19 Prevention Plan

HERZOG

(ii) Employees will be provided with information on types of benefits available and how an employee can obtain information regarding whether they are entitled those benefits or how to request those benefits.

(iii) Employees will be provided training on COVID-19 including how the Virus can be spread (such as through the air when a person talks, vocalizes, sneezes, coughs, or exhales), how the Virus can be transmitted (such as on contaminated objects when the person then touches their eyes, nose or mouth), and that a person can be asymptomatic with the Virus. Employees will also be instructed that in some situations, virus particles can travel more than six feet, so the Company's policies should be enforced and followed in concert to reduce exposure.

(iv) Employees will be trained on physical distancing procedures as outlined in the Physical Distancing policy.

(v) Employees will be trained on face covering and facemask policies.

(vi) Employees will be trained on prevention methods including frequent hand washing with soap and water for 20 seconds and the use of hand sanitizer.

(vii) Employees will be trained on not coming to work when they have any signs or symptoms of COVID-19, if they have tested positive for COVID-19, if they have been exposed to anyone with COVID-19, or if they are awaiting a positive test because either they or a medical professional believes they may have been exposed to COVID-19.

4.6 Physical Distancing

(a) The Company has adopted several practices to ensure physical distancing including the following:

(i) Informing employees, they are to maintain 6 feet of distance at all times while they are at the worksite, including in the parking lot or other areas around the facility and during lunch and meal breaks.

(ii) Offering telework or remote work assignments where it is not necessary for employees to be at work [and when it is required under local or state order.]

(iii) Limiting occupancy at the workplace where feasible.

(iv) Using floor markings or other visual cues to identify methods of travel and restricted areas as deemed feasible.

(v) Staggering arrival times, departure times, breaks, and shifts.

(vi) Adjusting work processes and procedures to where single individuals perform functions rather than working in pairs assuming adjustment does not create a greater hazard.

(vii) Separating furniture or locations where employees perform work tasks.

(viii) Limiting seats in the break rooms.

HERZOG

- (ix) Limiting seats in conference rooms.

4.7 Face Covering Policy

(a) The Company will ensure face coverings are worn by all employees. The Company will also ensure that employees, subcontractors, , vendor, or visitors are wearing a face covering in accordance with state or local guidance. These face coverings and/or masks are not considered personal protective equipment (“PPE”) or a substitute for physical distancing, personal hygiene, and additional cleaning and disinfecting protocols discussed in this document. Employees should wear masks over their nose and mouth when indoors, when outdoors and less than six feet away from another person, and when otherwise required by the California Department of Public Health (“CADPH”) or local health department.

(b) Use of Face Coverings

(i) Each employee will be provide their own face coverings and expected to arrive for their shift with it on and/or ready to use. Employees will be responsible for its care/maintenance and will be expected to keep it clean/wash it regularly. Employees reporting to work without a proper face covering will not be permitted to work. .

(c) Rules of Use for all Employees

(i) Employees must follow the instructions provided for in the “Fitting/Removing/Reusing of Face Covering” section described below.

(ii) At the end of shift, employees are expected to properly clean/wash soiled face coverings as instructed.

(iii) Employees must not wear a face covering if doing so will adversely affect their health. If an employee believes the use of a face covering will affect his or her health, s/he should speak with their direct supervisor who will elevate the issue to determine how/what reasonable accommodations can be made. Employees will be exempted from wearing face coverings if they have a medical condition, mental health condition, or disability and will be provided with a non-restrictive alternative such as a face shield with a drape on the bottom, if their condition or disability permits.

(iv) Employees must not wear a face covering if doing so will inhibit job functions. Employees should check with their supervisors to ensure which job functions can and cannot be performed while wearing a face covering.

(v) Failure to follow these rules may result in discipline, up to and including, termination.

(d) Instructions on Fitting/Removing/Reusing Face Covering for all Employees

(i) In order to properly use the face covering, Employees must ensure that:

(1) The covering fits snugly but comfortably against the sides of their face and covers their nose and mouth;

HERZOG

- (2) The covering is reasonably secured; and,
- (3) Employees can breathe without restrictions.
- (ii) When removing the face covering, Employees must:
 - (1) Avoid touching their eyes, nose, and mouth; and
 - (2) Wash their hands with soap and water for at least 20 seconds following the removal of the face covering. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol. Employees should not use hand sanitizer with methyl alcohol.
- (e) Additionally, if they remove their face covering during the workday (e.g., to drink or eat) they must:
 - (i) Avoid touching the inside of the covering;
 - (ii) Account for the whereabouts of the removed covering at all times;
 - (iii) Wash their hands with soap and water for at least 20 seconds after putting the covering back on. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol; and,
- (f) At the end of shift, properly remove the used/soiled covering and wash their hands for at least 20 seconds or use an alcohol-based hand rub product with at least 60% alcohol.

4.8 Other Engineering Controls, Administrative Controls, and Personal Protective Equipment

- (a) The Company has implemented cleaning and disinfecting procedures including:
 - (i) Regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, tools, handrails, handles, commonly used equipment, bathroom surfaces
 - (ii) Employees are forbidden from sharing PPE.
- (b) The Company will provide handwashing facilities. The Company will allow employees to adequate time to wash their hands for at least 20 seconds as necessary.
- (c) Through its job hazard assessment, the Company will evaluate whether there is a need for PPE, such as gloves, goggles and face shields, to reduce or prevent exposure to COVID-19 hazards. The Company will provide such PPE as needed.

4.9 Reporting, Recordkeeping and Access

- (a) The Company will report all COVID-19 cases as required by the local department of health whenever required by law.

HERZOG

(b) The Company will report any COVID-19 serious illness or death in accordance with title 8 Cal. Code of Reg. § 330(h).

(c) The Company will maintain records of steps taken to implement this Policy including its job hazard assessment.

(d) A copy of this Policy will be available at the workplace [on the intranet, or other medium] to employees, authorized employee representatives and to the Cal/OSHA's Division of Enforcement (the "Division") upon request.

(e) The Company will maintain a record of all employee COVID-19 positive cases including the name of the employee, contact information, job title, locations where the employee worked, the date of the last day worked, and the date of the positive test.

4.10 Return to Work Criteria

- (a) The Company will return employees to the workplace as follows:
- until:
- (i) COVID-19 cases will not be returned if they have signs or symptoms
 - (1) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication;
 - (2) COVID-19 symptoms have improved; and,
 - (3) At least 10 days have passed since COVID-19 symptoms first appeared.
 - (ii) COVID-19 cases who tested positive but were asymptomatic will not return to work until:
 - (1) A minimum of 10 days have passed since the collection of the specimen of the first positive COVID-19 test.
 - (iii) If the Employee is ordered to quarantine or isolate by a local or state health official, the employee will not return to work until:
 - (1) The period of isolation or quarantine is completed or the order is lifted; or
 - (2) 10 days from the time the order to isolate was effective; or
 - (3) 14 days from the time, the order to quarantine was effective.

SECTION 5: Multiple COVID-19 Infections and COVID-19 Outbreaks

5.1 Scope

HERZOG

(a) If the local department of health has identified the facility as an outbreak or there are three or more COVID-19 cases in an exposed workplace within a 14-day period, the Company will enact enhanced procedures. These policies will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

5.2 Testing

(a) The Company will provide COVID-19 testing to all employees who were present during the period of the outbreak. The testing will be provided at no cost to employees and employees will be paid for time spent taking the test.

(b) The Company will provide testing to all employees who were in the exposed workplace during the relevant period of the exposure. All employees will be offered testing once, and then one week later.

(c) The Company will continue COVID-19 testing of employees who remain at the workplace at least once per week or more frequently if recommended by the local health department until there are no more positive COVID-19 cases within a 14-day period.

5.3 COVID-19 Multiple Infection Cases

(a) The Company will ensure positive COVID-19 cases and COVID-19 exposures are excluded from the workplace.

(b) The Company will investigate all COVID-19 illnesses relating to an Outbreak.

(c) The Company will also investigate and correct any new or unidentified hazards for any Outbreaks and will review its policies to implement any changes relating to its investigation. The Company will re-review all policies and procedures every 30 days that the Outbreak continues. The Company will also evaluate other feasible options for reducing COVID-19 hazards.

(d) The Company will promptly report to the local health department within 48 hours after the employer knows or with a diligent inquiry would have known of the three positive COVID-19 cases. The notification should include the name of each positive individual, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status (if any), the North American Industry Classification System (“NAICS”) code of the workplace, and any other information requested by the local health department. The duty to report continues for every case until the Outbreak is resolved. After January 1, 2021, the employer shall notify the local health department in accordance with [AB 685/California Labor Code § 6409.6].

SECTION 6: Major COVID-19 Outbreak

6.1 Scope

(a) If there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period, the Company has enhanced procedures. These policies will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

HERZOG

6.2 Testing

(a) The Company will provide COVID-19 testing twice a week, or more frequently as recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period and for those who remain at the workplace. The testing will be provided at no cost to employees during the employees working hours..

6.3 COVID-19 Major Multiple Infection cases

(a) The Company will ensure positive COVID-19 cases and COVID-19 exposures are excluded from the workplace.

(b) The Company will investigate all COVID-19 illnesses relating to an Outbreak.

(c) The Company will also investigate and correct any new or unidentified hazards for any Outbreaks and will review its policies to implement any changes relating to its investigation.. For the duration of the Outbreak, the Company will re-review all policies and procedures every 30 days. The Company will also evaluate other feasible options for reducing COVID-19 hazards, including whether it can recirculate air within buildings with Minimum Efficiency Reporting Value (“MERV”) 13 or higher efficiency filters, or other comparable air filtration, whether they could add portable or mounted High Efficiency Particulate Air (“HEPA”) filtration units, or other air cleaning systems to reduce risk, whether a respirator protection program or changes to the respiratory protection program would address the COVID-19 hazards, whether the Company should stop some operations until the exposure is under control and any other measure deemed necessary by the Division.

(d) The Company will promptly report to the local health department within 48 hours after the employer knows or with a diligent inquiry would have known of the three positive COVID-19 cases. The notification will include the name of the positive individual, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status (if any), the NAICS code of the workplace, and any other information requested by the local health department. The duty to report continues for every case until the Outbreak is resolved. After January 1, 2021, the employer shall notify the local health department in accordance with [AB 685/California Labor Code § 6409.6]

SECTION 7: Appendices

Appendix A

ADDITIONAL RESOURCES, LINKS AND INFORMATION

- 1) Code of California Regulations, Title 8, Section 3205 "COVID-19 Prevention" - full text of the emergency temporary standard
<https://www.dir.ca.gov/oshsb/documents/COVID-19-Prevention-Emergency-apprvd.txt.pdf>

- 1) Safety and Health Guidance - "COVID-19 Infection Prevention in Construction"
<https://www.dir.ca.gov/dosh/coronavirus/COVID-19-Infection-Prevention-in-Construction.pdf>

- 2) COVID-19 Emergency Temporary Standard - Frequently Asked Questions
<https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html>

- 3) Recording and Reporting Requirements for COVID-19 Cases
<https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>

- 4) Cal/OSHA COVID-19 Online Training
<https://trainingacademy.dir.ca.gov/page/on-demand-training-covid19>

- 5) Centers for Disease Control webpage - Coronavirus Disease 2019
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

- 6) California Department of Public Health webpage on Coronavirus - 2019
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

CRITICAL TAILGATE TOPIC 12.02.2020

CORONAVIRUS (COVID-19)

1. Coronavirus (COVID-19) – What is it?

- a. Coronaviruses are a large group of viruses that are common among animals and humans. This novel coronavirus that causes COVID-19 is a newly discovered coronavirus not previously detected.
- b. The source of the virus is not yet known.

2. What are the symptoms? Typically, human coronaviruses cause mild-to- moderate respiratory illness. Symptoms include:

- a. Fever
- b. Cough
- c. Shortness of breath
- d. COVID-19 can cause more severe respiratory illness

3. How is it spread?

- a. The virus is thought to spread mainly from person to person between people who are in close contact with one another (within 6').
- b. Close personal contact, such as touching or shaking hands, or touching an object with the virus on it, followed by touching your mouth, nose or eyes before washing your hands can spread the virus.
- c. This occurs through respiratory droplets produced when an infected person coughs or sneezes.
- d. The droplets can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs.

4. Treatment

- a. Currently, there is no vaccine for COVID-19 and no specific treatment beyond those typically prescribed for the seasonal flu.

5. If you're ill (whether or not diagnosed with COVID-19)

- a. **Notify your employer immediately.**
- b. Stay home except to get medical care – don't go to work, school or public areas.

6. Can the Herzog CoVID-19 Prevention Plan be found at Herzog.com? a. True

HERZOG

As an employee of the Company, you may be entitled to several different types of leave or benefits including the following:

- Workers' Compensation
- Family First Coronavirus Relief Act Leave
- COVID-19 paid sick leave
- Supplemental Paid Sick Leave
- State Disability Insurance
- Long Term Disability
- Family Medical Leave Act or California Family Rights Act
- California Paid Sick Leave
- [Add Additional]

[You can learn more about the leaves/benefits you are entitled to by looking at these policies [on our intranet/in our employee handbook/etc.] or You can learn more about these leave/benefits through the information provided in the attachment to this [text message/email/letter] or [alternate language]. Please contact [HR/Supervisor/Manager/Person] to find out which leaves/benefits you are entitled to.

[Optional: As part of this notification, [you will be receiving \$____.____ per notification as a business expense because you are receiving this via text message on your personal phone you will receive \$____.____ for time spent on the clock for reading this message.]

The Company will continue to review and reevaluate return to work procedures, in accordance with Cal/OSHA, CDC and federal, state and local health authorities. If you have any questions, please reach out to your [EH&S Manager/Supervisor/HR/ [Name]], via phone at xxx-xxx-xxxx or via e-mail at xxx@_____.

Thank you,

[Name]

[Title]

APPENDIX D

HEALTH SCREENING QUESTIONNAIRE

[This document must not be shared with anyone except employees authorized to receive the information, must be filed separately from any personnel files, and may be accessed by the COVID-19 Human Resources and Safety Committee Team. For visitors the questionnaire can be used to determine if people enter the facility. The questionnaire can then be shredded and discarded.]

CONFIDENTIAL

Employee and Visitor COVID-19 Questionnaire

We at [COMPANY] are focused on the health and well-being of our employees. In view of the novel COVID-19 outbreak, we are taking precautionary measures to keep the workplace safe for everyone. Please help us maintain a safe environment by completing this Questionnaire.

Pursuant to the Company's COVID-19 Safety and Health Policy, in the event you answer "Yes" to any of the below questions, you will be excluded from the workplace.

Questionnaire

Question# 1: Within the last 14 days, have you been in close contact with anyone who has been diagnosed as infected with, or is being screened for, COVID-19?

Yes No

If you are an employee and you answered "Yes" to this question, you must self-quarantine away from work for 14 days since your last close contact with the individual who was diagnosed as infected with, or is being screened for, COVID-19. If you develop symptoms of COVID-19, please consult with a medical provider. If you are diagnosed with COVID-19 during your period of self-quarantine, immediately contact [INSERT CONTACT].

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Question# 2: Within the last 14 days, have you been in close contact with anyone who has been advised to self-quarantine by a healthcare provider?

Yes No

If you are an employee and you answered "Yes" to this question, you must self-quarantine away from work for 14 days since your last close contact with the individual who was advised to self-quarantine by a healthcare provider. If you develop symptoms of COVID-19, please consult with a medical provider. If you are diagnosed with COVID-19 during your period of self-quarantine, immediately contact [INSERT CONTACT].

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Question# 3: Have you tested positive for COVID-19 or been diagnosed as COVID-19 positive by a healthcare provider?

HERZOG

Yes No

If you are an employee and you answered “Yes” to this question, you cannot report to work. The Company encourages you to continue to seek medical care. The Company will assess a return to work strategy based on your medical diagnosis.

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Question# 4: Are you currently experiencing symptoms of COVID-19 which include, but are not limited to, fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?

Yes No

If you are an employee and you answered “Yes” to this question, you cannot report to work. The Company encourages you to seek medical care. The Company will assess a return to work strategy once you obtain a medical diagnosis.

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Question# 5: Have you had a temperature of over 100.4 degrees in the past 24 hours or from the last time you have filled this form?

Yes No

If you are an employee and you answered “Yes” to this question, you cannot report to work. The Company encourages you to seek medical care. The Company will assess a return to work strategy once you obtain a medical diagnosis.

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Signature: _____

Print Name: _____

Date: _____

HERZOG

SECTION 8: FORMS



Employee Acknowledgement Form

Herzog COVID-19 Prevention Policy

I certify that I have received, reviewed and read a copy of the Herzog COVID-19 Prevention Policy and I have been trained on all of the following items:

- What is SARS CoV-2 (aka COVID-19)
- The symptoms of COVID-19
- How COVID-19 is transmitted
- Prevention tips for COVID-19
- Physical Distancing
- Face Coverings and Personal Protective Equipment
- That I am not to come to work if I have any signs or symptoms or believe I have been exposed to COVID-19 or if I have been asked to quarantine or isolate by the Department of Public Health
- That I may be entitled to leave and or other benefits such as supplemental pay, paid sick leave, or workers compensation
- That if I am hospitalized for COVID-19 that I am to immediately notify manager/supervisor.
- That I can ask my employer to provide me with testing if I have been exposed at work
- That I must complete health screening and temperature checks before entering the workplace
- Training on use of, obtaining, maintenance of and safe donning and doffing practices for face coverings and personal protective equipment
- General employee risk reduction of COVID-19
- Engineering controls adopted by the Company
- Anti-retaliation policy
- That I have the right to remove myself from work situations that I believe present an imminent threat or serious danger to my safety or health or the safety or the safety and health of others
- How to file an internal retaliation claim if I believe I am facing retaliation for anything relating to COVID-19
- How to notify management of any safety violation or issue and the process management will take to investigate the matter
-

Date: _____ **Signature:** _____

Print Name: _____

Keep the original Employee Acknowledgement Form in Personnel File