

COVID-19 Preparedness Plan for Crossroad Construction, Inc.

Crossroad Construction, Inc. is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have 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, management, and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Crossroad Construction, Inc. managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Crossroad Construction, Inc. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing PPE to use at their discretion, ensuring that jobsites have proper disinfectant to sanitize their workspace/ tools, enforcing the social distancing guidelines of at least six feet, and the encouragement of self-monitoring for COVID-19 symptoms.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. To mitigate the spread of COVID-19, workers are encouraged to self-monitor their symptoms at the start of every workday by addressing any obvious respiratory symptoms that include shortness of breath and cough. It is encouraged that temperature should be monitored to determine if fever is present. If a worker believes that they are experiencing any related COVID-19 symptoms, or if they have been knowingly exposed to the virus, then they should report the possible infection to their immediate supervisor before reporting to a jobsite. Any worker that believes that have contracted the virus or becomes symptomatic at a jobsite should immediately isolate off the

worksite, and then call to report the possible infection to their immediate supervisor. A worker that is experiencing symptoms will not be allowed back onto any jobsite until they are no longer experiencing symptoms for three consecutive days.

Crossroad Construction, 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. Crossroad Construction, Inc. will abide by the state laws for absentee days. Due to the ever evolving policy changes, please see the sick leave policy section at <https://www.health.state.mn.us/diseases/coronavirus/businesses.html>. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. A worker should report to their immediate supervisor that they have conditions that will not allow them to maintain work at their regular jobsite. Their supervisor will relocate the worker to a site that is more suitable for the worker to continue their employment.

Crossroad Construction, Inc. has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. If a worker has been knowingly exposed to a person that has tested positive, then the worker will not be allowed on a jobsite. They will be allowed to return to work after no symptoms have been present for 72 consecutive hours.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Any health information that is formally expressed to a worker's supervisor will not be shared with any other workers. The supervisor will need to report the possible exposure of this worker to upper management to ensure that other workers have not been exposed or are not at risk of exposure.

Handwashing

Basic infection prevention measures are always being implemented at our workplaces. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

Construction worker's jobsites are always changing as to what facilities can be provided. It is recommended that running water and soap is used for handwashing when applicable. Sanitizers are typically available in the portable toilet facilities. All sites will be equipped with a spray disinfectant as a substitute when these options are not available.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all workers and visitors.

All field supervisors will be responsible for expressing proper etiquette to maintain the health of their workers. Any updates to changes of policy will be expressed to all workers by email communication that is included with their weekly pay statement.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Masks will be worn when a worker is within 6 feet of any other person on any jobsite regulated by Crossroad Construction, Inc..
- Workers employed by Crossroad Construction, Inc. that are working on a jobsite that is regulated by another company, must abide by their PPE protocols.
- Workers will be supplied with spray disinfectant and face coverings.
- Limiting the amount of interaction by employees.
 - Encouraging employees to work remotely when possible.
 - Conducting meetings via teleconference.
 - Maintaining 6-foot distancing guidelines.

Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. All field workers are expected to disinfectant all tools and equipment before allowing another worker to use them. A sanitary communal eating area should be designated at each jobsite, and thoroughly disinfected after each use.

Communications and training

This Preparedness Plan was communicated by email to all workers on **May 21, 2020** and necessary training was provided. Additional communication and training will be ongoing by a worker's site supervisor and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by getting regular feedback from site supervisors. Management and workers are to work through

Crossroad Construction, Inc. COVID-19 Preparedness Plan
May 21, 2020

this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Crossroad Construction, Inc. management and was posted throughout the workplace **May 21, 2020**. It will be updated as necessary.

Certified by:

A handwritten signature in black ink that reads "Catherine C. Kunshier". The signature is written in a cursive style with a large initial "C".

Catherine Kunshier
Office Manager

Update to COVID-19 Preparedness Plan for Crossroad Construction, Inc. due to Executive Order 20-81

Effective July 25, 2020

- Face-coverings must be used indoors at all times (unless they qualify under one of the “Exemptions”, or are allowed to “temporary remove” them);
- Face-coverings must be worn outdoors by workers where social distancing (at least 6 feet from other individuals) cannot be maintained;

Who should wear a mask

- Everyone who can wear a mask should.
- Even if you've had COVID-19, you should still wear a mask because we do not know if people can get sick with COVID-19 again.
- Do not put masks or face covers on anyone who has trouble breathing, is unconscious, or unable to remove the mask without help.
- People with disabilities or special health needs may not be able to wear a mask.
- Alternatives to masks such as clear face shields may be considered for those with health conditions or situations where wearing a mask is problematic.

Types of masks

- Types of face coverings can include a paper or disposable mask, a cloth mask, a scarf, a bandanna, or a religious face covering.
- Do not buy or wear surgical or N95 masks. Health care workers need them so that they are protected when helping sick patients.
- Do not wear a mask with a valve because it allows droplets to be released from the mask.

How to wear a mask

- Wash your hands before putting on your mask and after taking it off.
- Cover your nose and mouth and try to fit it snugly against the sides of your face.
- Keep the mask on your face the whole time you are out. Don't put the mask around your neck or on your forehead.
- Wash your mask after each time you wear it.

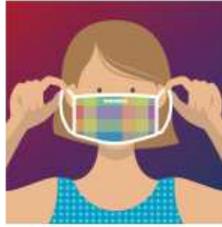
How to Safely Wear Your Mask



Step 1: Wash or sanitize your hands.



Step 2: Make sure the top of the mask is over your nose and the bottom is under your chin.



Step 3: Place the mask over your nose and mouth before you use the ear straps or tie it behind your head.



Step 4: Move the mask around so it covers nose, mouth, and chin completely.



Step 5: The tops of some masks can bend. Press your fingers on the top of the mask to make them fit tight around your nose.



Step 6: Do not touch the mask while wearing it. Use the mask ear straps or ties if you need to make it fit better.



Step 7: Use the mask ear straps or ties to take it off. Do not touch the front.



Step 8: Throw away if mask is disposable.



Step 9: Wash your mask by machine or by hand before you use it again.



Step 10: Wash or sanitize your hands again.



Catherine Kunshier
Office Manager