



March 17, 2020

To Our Clients, Partners and Associates:

As a valued part of the Summit family, I appreciate the trust you place in us and our people. As we all confront the COVID-19 pandemic and these unprecedented times, I want to reassure you that we stand ready and prepared to assist in any way necessary to affirm the continued safety of all our operations.

I want to highlight that the well-being and safety of our clients, partners, and employees is of the utmost importance to us. We will lean on our collective experience and professionalism in formulating the appropriate responses to these disruptions and/or challenges that will inevitably continue to occur.

We are an industry that actively takes precautionary measures to protect everyone from harm and injury no matter how small the probability of an event may be. The action and steps we are taking as an industry and the behaviors we will be incorporating as engineered solutions/PPE into our daily activities will include the following:

- **Social Distancing** – most important key is to limit non-essential close contact with others
- **If you feel sick, stay home** - Flu or Covid-19 symptoms include fever, cough, sore throat, or shortness of breath
- **Practice Good Hygiene:**
 - Wash your hands regularly, especially after touching any frequently used items or surfaces, and before eating. Washing of your hands should be for a minimum of 20 seconds.
 - Keep your hands away from your mouth, nose and eyes – that’s how most people get the virus – not by breathing it.
 - Cough or sneeze into your elbow or use a tissue and place immediately in the trash.
 - Clean and disinfect frequently touched objects and surfaces - including jackets, phones, briefcases, and backpacks.

These protocols are now part of our PPE arsenal that have been incorporated into our routines and JSA’s to ensure the safety and *wellness* of all our employees and those around us. **No different than any other injury, our goal, in this regard, is also ZERO.**

We have also created an internal COVID-19 task force that I chair, and we will continue to respond to new information and proactively address any job-related challenges during this quickly changing environment.

As part of our initial efforts, we have implemented the following enhanced health protocols focused on prevention of the spread of the virus:

- Any personnel who shows signs of fever or respiratory symptoms are not permitted in our offices or on our job sites
- Special measures have been fulfilled to provide additional cleaning and disinfectant materials to all our locations
- Only essential employee travel is permitted
- Both corporate offices have implemented a robust home office rotation policy where each staff is always split 50% at the office and 50% at home. Redundant or critical roles are separated with no in-person contact.
- All personnel are subject to additional health screening



Coronavirus 2019 (COVID-19) Mitigation Policy

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Coronavirus 2019, or COVID-19, is a viral infection caused by a novel coronavirus. Based on current research, COVID-19 is thought to spread primarily from person-to-person via respiratory droplets among close contacts. The virus causes mild to moderate symptoms in 80% of those infected; however, the virus does cause critical/severe respiratory issues in the remaining 20% of cases. The virus is also rapidly spreading across the World and the United States. As a result, this virus has been declared a pandemic by the World Health Organization (WHO) and is also now classified as a Public Health Emergency.

Summit has developed the following mitigation policy. All employees must comply with this policy.

Social Distancing

Due to the rapid spread of the virus, the Centers for Disease Control and Prevention (CDC) has recommended that all citizens engage in the practice of social distancing. All non-essential close contact between people (closer than 6 feet) is not encouraged for any reason. To comply with this critically important direction, Summit is immediately implementing the following changes:

- All large lunchroom facilities will be removed and replaced with smaller lunch facilities. This will minimize the large scale gathering of personnel during the lunch break. Lunches will be staggered to limit the number of employees in a lunch facility. Employees will be required to maintain no less than 6 feet separation during the lunch break.
- Structured meetings on-site will be limited to only the Senior Management from each company, and all persons will be seated at least 6 feet apart from each other. If possible, meetings at the job will take place outdoors in well ventilated areas.
- The corporate offices (Atlanta and Houston) have implemented a robust working from home policy. We might make certain exceptions (these must be approved by an officer of the company) to this policy under special circumstances but even under these conditions, we will expect office employees to follow the CDC's recommendations regarding social distancing.
- Only essential employee travel is permitted, which must be pre-approved by an Executive of the Company.
- Increasing the use of videoconferencing.
- Non-essential visits to our home offices and job sites are restricted.

Personal Hygiene and Environmental Cleaning

The spread of COVID-19 can be minimized by all employees and the Company practicing in good personal hygiene and increasing environmental cleaning efforts. The following are actions that all employees and the company is taking:

- All employees should immediately make extra efforts to clean their hands often wash their hands with soap and water for at least 20 seconds **or** with an alcohol-based hand sanitizer that contains at least 60-95% alcohol if available. Soap and water should be used preferentially if hands are visibly dirty.
- Employees are required to clean and disinfect frequently touched objects and surfaces in both the workplace and at home - including jackets, phones, briefcases, and backpacks.
- The company will increase the density of hand wash stations across all jobsites and increase the servicing for all toilets and hand wash stations.



- The company will increase routine cleaning intervals of corporate and jobsite locations, including increased focus on wiping down hard and frequently touched surfaces with a sanitizing solution. This includes doorknobs, keyboards, remote controls, desks, backpacks, etc.

Mitigation

To prevent stigma and discrimination in the workplace, Summit will use only the guidance described below to determine risk of COVID-19 spread. We will not make determinations of risk based on race or country of origin and will maintain confidentiality of people with confirmed COVID-19. Summit has implemented the following additional mitigation efforts:

Sick Employees:

- Employees who have symptoms of acute respiratory illness must stay home and not come to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants, etc.). Employees should notify their supervisor and stay home if they are sick. **Summit will require a full release note from a medical professional prior to returning to the jobsite or one of our offices.**
- 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 sent home immediately.
- All employees with confirmed COVID-19 tests are required to stay off-site or out of the corporate offices. Summit will require a full release from a medical professional will be required to return to the jobsite of corporate office.
- Encourage and permit employees to stay home to care for a sick family member. If employees have immediate family members who have had a positive COVID-19 test, they are required to obtain a full release from a medical professional prior to returning to the jobsite or corporate office.
- **If an employee calls in sick or leaves the job site due to an indication of illness (i.e. flu, personal medical condition) Summit will require a full release note from a medical professional prior to returning to the jobsite or one of our offices.**

Food Safety:

- Employees are encouraged to eliminate food sharing. All owner, vendor, or Summit provided food events are restricted.
- Employees should wash hands thoroughly before and after eating.

Increase Employee Awareness:

- Summit will perform Health Screening Questionnaires for new hires and visitors to help identify any potential risks prior to entry to the jobsite.
- Summit will perform spot checks of employee and visitor temperatures using handheld thermometers.
- Summit will place posters in visible locations that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene.
- Summit will conduct a job-wide stand down on all projects to explain the risks associated with COVID-19 and the necessary steps the Company and all our employees, subcontractors, and vendors should take to minimize the risk.
- Summit will hold a weekly job safety meeting to discuss any updates to this plan, new information known to the Company, and any other steps needed to prevent the spread of the virus.



Attached you will find our detailed COVID-19 Prevention Plan. As additional information becomes available, we will regularly update and amend this plan. It is critical that we continue to educate and share information.

We remain very optimistic that our company and country will emerge from this event stronger and better suited for our future challenges.

Regards,

A handwritten signature in blue ink, appearing to read "W. Jeff Johnson", with a long horizontal flourish extending to the right.

W. Jeff Johnson
President & Chief Executive Officer











Encl.

COVID-19: How would you know if you have it?

COVID-19 is a lower respiratory tract infection, which means that most of the symptoms are felt in the chest and lungs. That's different from colds that bring on an upper respiratory tract infection, where you get a runny nose and sinus congestion. Those symptoms seem to be mostly absent for people with COVID-19, though they're not unheard of. The good news is that in China, most people who have gotten sick -- about 80% -- have had mild to moderate symptoms. Most people will be able to manage their symptoms at home.

WebMD

COLD VS. FLU VS. CORONAVIRUS

SYMPTOMS	COLD	FLU	CORONAVIRUS** <small>(can range from mild to serious)</small>
 Fever	Rare	High (100-102 F) Can last 3-4 days	Common
 Headache	Rare	Intense	Can be present
 General Aches, Pains	Slight	Usual, often severe	Can be present
 Fatigue, Weakness	Mild	Intense, Can last up to 2-3 weeks	Can be present
 Extreme Exhaustion	Never	Usual (starts early)	Can be present
 Stuffy Nose	Common	Sometimes	Has been reported
 Sneezing	Usual	Sometimes	Has been reported
 Sore Throat	Common	Common	Has been reported
 Cough	Mild to moderate	Common, Can become severe	Common
 Shortness of Breath	Rare	Rare	In more serious infections

Sources: National Institute of Allergy and Infectious Diseases. CDC. WHO. **Information is still evolving

CORONAVIRUS 2019 (COVID-19)

Your health and safety are Summit Industrial's top priority. We are actively monitoring COVID-19. We will be following the guidance of the Center for Disease Control (CDC) and other credible entities. The following are some measures you can take to reduce the risk, and some common symptoms of COVID-19.

PREVENTION

- Avoid close contact to people who are sick.
- Avoid touching your eyes, nose, and mouth.
- It's important to not cough or sneeze into your hands. Always use the inside of your elbows or a tissue. If using a tissue, throw it away immediately.
- Regularly disinfect commonly used areas in your home, office, and PPE with cleaning wipes or spray.
- Wash hands often with soap and water for a minimum of 20 seconds. When hand soap is not readily available, use a hand sanitizer that contains at least 60% alcohol.

COMMON SYMPTOMS

Symptoms may appear between 2-14 days after exposure to virus. If you are sick or experience any of the symptoms, it is important that you contact your health advisor and supervisor as soon as possible.

- Fever
- Cough
- Shortness of breath

For more information, please visit the CDC website at [CDC.gov/handwashing](https://www.cdc.gov/handwashing)

SUMMIT

I N D U S T R I A L

WASH YOUR HANDS

It is very important to correctly wash your hands to help prevent the spread of viruses. Please follow the steps below, to ensure you are doing it correctly.

1

Wet your hands thoroughly with clean, running water and apply soap.

2

Lather your hands by rubbing them together with the soap.

3

Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for at least 20 seconds.

Sing the “Happy Birthday” song twice or the ABCs in your head, if needed for timing.

4

Rinse your hands under clean, running water.

5

Dry your hands using a clean towel, or air dry them. If in public, use the towel to open the door upon leaving restrooms.

For more information, please visit the CDC website at [CDC.gov/handwashing](https://www.cdc.gov/handwashing)

SUMMIT

I N D U S T R I A L

COVID-19 PREVENTION

KEEPING THE WORKPLACE SAFE



STAY HOME IF YOU ARE SICK

- If you are sick, do not come into the office.
- Please do not leave your home if you are sick, have a fever, or respiratory illness.
- Please stay home until you are free of fever (considered greater than 100°F) for at least 24 hours.

ALWAYS PRACTICE GOOD HYGIENE

- Avoid shaking hands, and other non handshaking contact. Some people advise bumping elbows, we advise against this as people should be using their elbows for coughing and sneezing.
- Clean hands immediately when returning to the office.
- Create habits of not touching your face and always covering your coughs or sneezes.
- It's important to not cough or sneeze into your hands. Always use the inside of your elbows or a tissue. If using a tissue, throw it away immediately.
- Regularly disinfect surface areas of your office like desktops, tables, doorknobs, and keyboards.
- Increase ventilation by adjusting air conditioning or opening windows.



LIMIT MEETINGS AND TRAVEL

- Use Videoconferencing/Skype or Teleconferencing for all meetings, if possible.
- If a meeting must be held in person, hold meetings in a well-ventilated area and follow CDC guidelines by keeping a safe distance from others.
- Assess the risk of business related travel and events.
- Always talk to your manager first.



HANDLE FOOD SAFELY and CAREFULLY

- Always practice good hygiene before and after every meal.
- Limit food sharing, if possible.



For additional
information, please
visit the CDC website
at [CDC.gov](https://www.cdc.gov)

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COVID-19 PREVENTION

KEEPING YOUR HOME AND FAMILY SAFE

ALL HOMES AND HOUSEHOLDS



- Always wash your hands when entering your home and throughout the day.
- Create habits of not touching your face and always covering your coughs or sneezes.
- It's important to not cough or sneeze into your hands. Always use the inside of your elbows or a tissue. If using a tissue, throw it away immediately.
- Regularly disinfect surface areas of your home like tables, countertops, sinks, handrails, and any other frequently used common areas.
- Increase ventilation by adjusting air conditioning or opening windows.

HOMES AND HOUSEHOLDS WITH VULNERABLE FAMILY MEMBERS



Vulnerable family members include those over the age of 60 and with pre-existing health conditions.

Pre-existing health conditions include, but are not limited to: diabetes; conditions that suppress the immune disease/those on immune-suppressants; heart, lung, and kidney disease.

- Always practice good hygiene while at home, everything listed above.
- Always wash hands before and after caring for this person(s).
- If possible, provide a protected space in the home for this person(s).

HOMES AND HOUSEHOLDS WITH SICK FAMILY MEMBERS



- Have this person in their own room, and keep the door shut.
- Have only one family member care for this person.
- Considering providing more protections for homes and households members over the age of 65, with pre-existing health conditions.

For additional
information, please
visit the CDC website
at [CDC.gov](https://www.cdc.gov)

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COVID-19 Health Screening Questionnaire

The safety of our employees, customers, families and visitors remains our overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, we are monitoring the situation closely and will periodically update guidance based on current recommendations from the Center for Disease Control and the World Health Organization.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building or event. Thank you for your time.

Name (Last, First):	Date of Birth:	Today's Date:
Home Address:	County/Parish of Residence:	Phone Number:
Questionnaire		
1	Have you experienced any respiratory illness symptoms in the last 14 days, such as fever, cough, or difficulty breathing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Have you had close contact with or cared for someone diagnosed with or under investigation for COVID-19 within the last 14 days? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Have you traveled outside the State within the last 14 days? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where: _____	

Employee or Visitor Signature: _____

Date: _____

Temperature (if taken): _____

Access to facility (circle one): Approved Denied

Reviewer Signature: _____

Date: _____