



## **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.