



## **Coronavirus 2019 (COVID-19) Mitigation Policy**

Summit has developed this COVID-19 Mitigation Policy based on current Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) guidelines. All employees of Summit shall comply with this mitigation policy. Summit employees shall also comply with the COVID-19 policies and procedures at all client locations, whether they be the jobsite or their offices. Where discrepancies exist, the more stringent of the two will apply.

### **What is COVID-19?**

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 this novel coronavirus. Based on current research, COVID-19 is thought to spread primarily from person-to-person via respiratory or aerosolized 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.

### **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 has implemented the following policies and procedures:

- 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.
- 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.
- Employees should continue to maintain a six-foot distance from others and otherwise observe social distancing in the workplace as work duties permit. Employees should focus on social distancing rules for work areas and common areas such as restrooms, employee entrances and exits, vending/food services and break areas.

### **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:

- Face coverings (minimum 3 layers of cloth is recommended) shall always be worn in common areas or during meetings of more than 2 people. Summit will provide medical face masks to all employees upon request.
- 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 has increased the density of hand wash stations across all jobsites and increase the servicing for all toilets and hand wash stations. The company has increased the density of hand sanitizers in the Offices.



- The company has increased 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 to return to the jobsite or corporate offices.
- If employees have immediate family members who have had a positive COVID-19 test, they are required to follow the quarantine and isolation section below and/or obtain a full release from a medical professional prior to returning to the jobsite or corporate offices.
- 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.
- Infected employees should identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (15 minutes or more to 30 minutes or more depending on particular circumstances, such as how close the employees worked and whether they shared tools or other similar items) with them during the 72-hour period before the onset of symptoms.
- Due to the widespread nature of this pandemic, medical professionals may not be available in a timely manner to issue the above-mentioned full release notes. If employee encounters problems obtaining this release in a timely manner, the employee should contact the Vice President, Finance to discuss this matter.

### **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 periodic job-wide stand downs 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.

## **Quarantine & Isolation**

In compliance with current CDC protocols, Summit has adopted the following Quarantine and Isolation protocols that apply to all business locations and employees:

### **Quarantine or isolation: What's the difference?**

Quarantine keeps someone who might have been exposed to the virus away from others.

Isolation keeps someone who has COVID-19 with the virus away from others, even in their home.

### **Who needs to quarantine?**

All people who have been in **CLOSE CONTACT** with someone who has COVID-19 – excluding people who have had COVID-19 within the past 3 months. Even if you test **NEGATIVE** for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.

### **What counts as CLOSE CONTACT?**

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
- You provided care at home to someone who has COVID-19.
- You had direct physical contact with a person who has COVID-19 (ex. hugged or kissed them).
- You shared eating or drinking utensils with a person who has COVID-19.
- A person who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

### **Steps to take – Stay Home and Monitor your Health**

- Stay home for 14 days after your last **CLOSE CONTACT** with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

### **When to start and end quarantine**

You should stay home (quarantine) for 14 days after your last **CLOSE CONTACT** with a person who has COVID-19.

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## SUMMIT INDUSTRIAL COVID-19 HEALTH QUESTIONNAIRE

**PLEASE READ EACH QUESTION CAREFULLY**

**PLEASE CIRCLE THE  
ANSWER THAT  
APPLIES TO YOU**

Have you experienced any of the following symptoms in the past 48 hours:

- fever or 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
- diarrhea

**YES**

**NO**

Within the past 14 days, have you been in **CLOSE CONTACT** with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19? See CDC definition of **CLOSE CONTACT**.

**YES**

**NO**

Are you isolating or quarantining because you may have been in **CLOSE CONTACT** with a person who has COVID-19?

**YES**

**NO**

Are you currently waiting on the results of a COVID-19 test?

**YES**

**NO**

**Did you answer NO to ALL QUESTIONS?**

Access to Summit facilities **APPROVED**. Please show this to security at the facility entrance. Thank you for helping us protect you and others during this time.

**Did you answer YES to ANY QUESTION?**

Access to Summit facilities **NOT APPROVED**. Please see Page 2 for further instructions. Thank you for helping us protect you and others during this time.

# THE SCREENING YOU COMPLETED INDICATES THAT YOU MAY BE AT INCREASED RISK FOR COVID-19

IF YOU ARE NOT FEELING WELL, WE HOPE THAT YOU FEEL BETTER SOON!

Here are instructions for what to do next

1

If you are not already at home, please avoid contact with others and go straight home immediately.

2

Call your primary care for further instructions, including information about COVID-19 testing.

3

Contact the VP, Finance (if you are an employee) to discuss options for paid leave.

Before going to a healthcare facility, please call and let them know that you may have an increased risk for COVID-19.

**In case of a life-threatening medical emergency, dial 911 immediately!**

If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to work. Refer to Summit's COVID-19 Mitigation Policy for when it is safe to return to work.