

**Hillis-Carnes Engineering Associates, Inc.**  
**COVID-19 Policy**

Prepared

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## 1.0 Scope and Application

**\*Hillis-Carnes continues to evaluate the ever-changing coronavirus situation daily. Company officials are meeting on a regular basis regarding pandemic planning in order to ensure that all steps necessary to support the safety of our employees, which is paramount in our organization. This policy will be update as needed.**

The purpose of the COVID-19 Policy is to implement practices and procedures that will protect employees from COVID-19 and to recognize the symptoms.

Symptoms:

- A cough
- High temperature (Fever)
- Shortness of Breath

### 1.1 Steps to Help Prevent the Spread of COVID-19

Hillis-Carnes employees will abide by the following Policies and Guidelines during this pandemic. It shall be noted that given the fast-moving nature of this event, these policies could change as necessary in order to follow any government or CDC changes.

- Initiate strict social distancing at all locations using the 6' standard. Social distancing is new to all of us and can feel awkward to implement, especially when it comes to stopping long held social norms in business such as handshaking. However, we'll need to strictly abide by this policy at the office and when in the field. As the CDC has outlined, you should practice it in your personal lives as well.
- Hand cleaner throughout offices (if available), or at minimum bar soap available in bathrooms
- Have posters at all entrances and internally that remind of CDC guidelines of personal hygiene
- Double office cleaning frequency (including doorknobs, shared computer keyboards, and mice, etc...). i.e. if you have office cleaning done once/week, increase to twice/week. If you don't have regular office cleaning done, initiate that service immediately.
- No offsite or onsite meetings with more than six (6) people. Including conference/luncheon attendance.
- Any staff that exhibit signs of sickness should be sent home. They can elect to use PTO. The company will advance PTO for sick employees that have none and for employees that have kids at home, requiring them to stay home.

- For small branches with few office staff and enough space for social distancing, and office staff without children should continue to report to the office if they practice CDC best practices and social distancing.
- Any travel requiring getting on an airplane is prohibited, unless the travel is for an unforeseen family emergency. Anyone traveling to a country that has a Level 3 Health Notice\*\*, will need to self-quarantine.

**\*\*Level 3 Health Notice Countries as of 3/16/2020:**

1. China
  2. Iran
  3. South Korea
  4. Europe (Schengen Area): Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City
  5. United Kingdom and Ireland: England, Scotland, Wales, Northern Ireland, Republic of Ireland
- Allow office staff (PM's/sales/Admin) the option of working remotely where they can access our VPN or Remote Desktop.
  - Have groups determine a rotation for PM and admin staff working remotely so that we can continue to support our field staff and client needs.
  - Employees will not make any stops during commutes, except for fuel or other "essential" services
  - Employees will Come to work, Do their job, Go home.

***Effective April 13, 2020: All Employees***

100% Use of Face Masks/Coverings worn as a means for preventing spreading COVID-19 through coughing, sneezing or speaking. Face Masks/Coverings shall:

- Fully cover the mouth and nose and fit snug on the side of the face
- Allow for breathing without restriction
- Be able to be washed or laundered without damage if reused
- Be removed carefully without touching the eyes, nose, ears, and mouth (wash hands immediately after removal)

- NOT be used as a substitute for a NIOSH approved respirator when required to protect against other respirable hazards

## 1.2 Identify and Isolate Suspected Cases

In all workplaces where exposure to the COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting worker, visitors and others at the worksite.

- Immediately isolate people suspected of having COVID-19. For example, move potentially infectious people to isolation rooms and close the doors. In other worksites, move potentially infectious people away from other workers or visitors.
- Take steps to limit spread of the person's infectious respiratory secretions, including by providing them a facemask and asking them to wear it, if they can tolerate doing so.
- If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission, including in screening, triage, or healthcare facilities.
- Restrict the number of personnel entering isolation areas, including the room of a patient with suspected/confirmed COVID-19.
- Protect workers in close contact\* with the sick person by using additional engineering and administrative control, safe work practices and PPE.

*\*CDC defines "close contact" as being about six feet from an infected person.*

If your workplace has an employee that's suspected of contracting COVID-19:

- Stay home until the suspected employee has been tested and received the negative results
- Separate yourself from other people in your home
- Cover coughs and sneezes
- Wear a mask
- Call your health care provider's office in advance of visit
- Clean and disinfect all "high-touch" surfaces
- Limit visitors
- Monitor your symptoms

## 1.3 Jobsite Exposures to COVID-19 Positive Workers

If you've been notified or otherwise made aware of a positive COVID-19 test on your jobsite, notify your manager, self-quarantine and follow these guidelines. Prompt identification and quarantine of

potentially infectious individuals is a critical step in protecting workers, customers, visitors and others at a worksite.

- Call your doctor if you think you've been exposed.
- Symptoms may appear 2-14 days after exposure:
  - Fever
  - Cough
  - Shortness of Breath
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
  1. Trouble Breathing
  2. Persistent pain or pressure in the chest
  3. New confusion or inability to arouse
  4. Bluish lips or face

\*\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

- If you decide to get tested, or if testing is **available**, you may return to work upon receipt of your negative test results.
- If you decide not to be tested, or a testing is **unavailable**, you will need to self-quarantine for **14** days. These guidelines should be adhered to:
  - Washing hands frequently
  - Not sharing things like towels and utensils
  - Staying at home
  - Not having visitors
  - Staying at least 6 feet away from other people in your household.

#### 1.4 Employees Testing Positive for COVID-19

For employees confirmed to have COVID-19, isolation is appropriate. Isolation can take place at home or at a hospital or care facility. Employees who have tested positive for COVID-19 should self-isolate until the following:

You can leave home after these three things have happened:

- 1) You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) **AND**
- 2) Other symptoms have improved (for example, when your cough or shortness of breath have improved) **AND**
- 3) At least 7 days have passed since your symptoms first appeared.

\*\*The decision to stop home isolation should be left to healthcare providers.

Steps for Home Isolation:

- Stay home when you are sick and only leave to get medical care
- Separate yourself from other people in your home
- Cover coughs and sneezes
- Wear a mask if you're sick
- Call your health care provider's office in advance of visit
- Limit movement in the community
- Clean and disinfect all "high-touch" surfaces
- Limit visitors
- Monitor your symptoms

Definitions. Quarantine vs Isolation

Quarantines are meant to restrict the movement of people who may have been exposed to COVID-19, to see if they become sick.

Isolation refers to separating those who are already sick from the rest of the population and provides the opportunity to recover from the virus without spreading it to others.

### **1.5 HCEA Field 'Essential' Employee Protocol Pledge**

Hillis-Carnes Engineering Associates, Inc. (HCEA) provides services that have been deemed 'Essential' by the Governors of Maryland and Virginia, the Mayor of DC, and in some sectors, the Governor of Pennsylvania. This will mean that our construction sites will remain open and our site investigations for Geotechnical and Environmental projects will continue. As a result, this will require our field personnel to continue to go into the field to perform work. We want to ensure you that your personal safety and the safety of your families is of utmost importance to us. With that said, we are asking all field employees to read the following guidelines and abide by them in your daily activities during this time. By following these guidelines, you will be able to work safely. Once you have read the guidelines, we ask that you sign at the bottom acknowledging that you understand and will abide by the guidelines.

- Follow the Social Distancing guidelines of staying at least 6 feet away from fellow workers.
- Refrain from shaking hands or other physical contact with anyone on site.
- Before using any equipment, clean the surfaces with disinfectant wipes or other means to clean the surfaces you will touch
- Travel only from home directly to the office or the job site.
- Employees will bring lunch or other needs such as personal medicine from home, to avoid any other interactions during the workday.
- Employees will not make any stops during commutes, except for fuel or other "essential" services
- Employees who feel any symptoms are directed not come to work, call out sick and they will receive sick pay
  -

- Cough
- Shortness of breath
- Fever

General Precautions (at work, in public, or at home). Precautions include:

- **Wash your hands with warm soapy water for at least 20 seconds each time.**
- **Avoid touching your eyes, nose and mouth with unwashed hands.**
- **Avoid close contact with people who are ill.**
- **Cover your mouth and nose with a tissue when you cough or sneeze.**
- **Refrain from reusing tissues after coughing, sneezing, or blowing your nose.**
- **Clean and disinfect surfaces that are frequently touched (cell phones, desk phones, keyboards, remote controls, countertops, refrigerator and door handles, etc.).**
- **Stay home from work if you are sick.**
- **Minimize your direct contact with others who may be unwell or who are vulnerable to illness.**

I have read the Guidelines and understand my responsibility to promote a safe work environment. I pledge that I will follow these Guidelines throughout my workday.

**Pledged By:**

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Name

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Signature

\*Beginning April 1, 2020, all Hillis-Carnes essential field employees, must sign the pledge.

## **2.0 Underlying Medical Conditions**

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults** and **people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

High-Risk Conditions:

Based upon available information to date, those at high-risk for severe illness from COVID-19 include:

- People aged 65 years and older
- Other high-risk conditions could include:
  - People with chronic lung disease or moderate to severe asthma
  - People who have heart disease with complications
  - People who are immunocompromised including cancer treatment
  - People of any age with severe obesity (body mass index [(BMI)] $\geq$ 40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease might also be at risk
- People who are pregnant should be monitored since they are known to be at risk with severe viral illness, however, to date data on COVID-19 has not shown increased risk

Many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.