



## COVID-19 Preparedness Plan for NEI Electric

NEI Electric is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have a safe and healthy workplace, NEI Electric has 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 and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the COVID-19 Task Force, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. NEI Electric's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. NEI Electric is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by taking several measures. One being hosting COVID-19 Field Leader Meetings. During these meetings we have addressed the established company protocols and expectations when situations arise. We have also detailed specifics on jobsite reporting, hand washing, social distancing practices and communication with the site owners. Secondly, to gain feedback from the entire crew we have inquired in the Field Leader Meetings about any concerns or suggestions from the crew, we have also sent out text blasts to all company employee with updated communication and avenues for them to reach out with ideas or concerns.

NEI Electric's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

NEI Electric has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the AGC (Association of General Contractors) and NECA (National Electrical Contractor Association) while following Construction industry guidance.

## **Ensure sick workers stay home and prompt identification and isolation of sick persons**

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.

All office and field workers are required to assess their health status daily prior to reporting to work. NEI Electric has provided all employees with personal thermometers to take their temp in the morning prior to showing up to the office or jobsite. If and when anyone has any symptoms of COVID-19 they have been directed to reach out to Larry Koenig (VP & Safety Director), Scott Weingart (VP) and Greg Orton (Field Superintendent), whom are all part of the COVID-19 Task Force and will direct them on the necessary next steps to take.

If workers are to start feeling sick during the workday they are to communicate this with the above mentioned personnel, self-isolate on the job until they can leave the workplace and go home.

NEI Electric 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. NEI provides sick time through the PTO policy for non-bargaining workers. Our union workers sick time is covered under their vacation. NEI abides by the Family Medical Leave Act (FMLA) if it were to apply in this situation. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Remote work is suggested for anyone in the office with this situation. Field workers are unable to perform their work remotely and are being allowed to furlough and stay home due to an interim agreement with the Local IBEW union.

NEI Electric 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. As an essential business in the construction industry it is critical to maintain the safety of our workers and those working around them. NEI is requesting all workers with symptoms seek testing. Upon a negative test result they are welcomed back to work. If the workers were not in close contact with a positive case and are not showing any symptom, they will be required to wear a face covering for 14 days and monitor they symptoms daily. If they do not display any symptoms over the 14 days, they will be allowed to discontinue the required face covering use.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. NEI will not share the name of any individual with anyone within NEI or with anyone outside of NEI. It is the company's job to protect the confidentiality of all employees. The only information that will be shared is if a positive test has been confirmed, and at that time the proper investigation into all parties in close contact will be notified of their contact with a positive case.

## Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers and customers in the workplace through the following engineering and administrative controls:

### Jobsites

- Access into worksite is limited to essential personnel only
- Deliveries prescheduled and set for a drop zone
- Work planned with social distancing in mind
- Breaks taken in large open spaces, not in confined jobsite trailers or break rooms
- No carpooling to or from jobs
- When jobsite work does not allow for six feet of distance, face coverings are required

### Office

- In person meetings limited
- Workers spaced out with over 8 feet of distance between each workstation
- Utilization of various entrances
- Use of video conferencing in place of in person meetings
- Exterior doors to office remain locked and no outside visitors are allowed
- Chairs have been removed from break rooms

NEI has stocked up on various type of face covering and continue to do so. The intent is to provide the proper face coverings that will work for everyone in various situations. Field workers have been informed to notify the office why they are running low and additional supplies will be provided.

## Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. 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 restroom. All customers and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. NEI has provided the following methods to promote good hygiene:

- Mobile hand washing stations to those sites that do not have accessible running water
- Soap and disposable towels provided for sites with running water
- Hand Sanitizer provided in various capacities for continual use during the day at larger sites when washing hands is not a viable option
- Disinfectant cleaner and wipes provided to wipe down common spaces and shared tools between use

Source controls (face coverings) are being implemented at our workplaces when workers are unable to social distance. If the customer of facility is requiring use of face coverings 100% of the time NEI workers are to follow these guidelines.

Workers 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, particularly their mouth, nose and eyes, with their hands. Workers are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. This information will be relayed to the jobsite workers in daily huddles and through Tool Box talks. Posters will be hung in gang boxes and at office locations reminding workers of these steps.

## **Workplace building and ventilation protocol**

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

## **Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy machines, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

## **Drop-off, pick-up and delivery practices and protocol**

All deliveries are being dropped at a pre coordinated location. If any communication beyond over the phone is needed social distancing guidelines are followed. Deliveries are being limited and consolidated to the best extent possible to avoid continual unnecessary interaction.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated on Wednesday July 1<sup>st</sup>. The plan was sent out via email to all employees and posted on the company webpage on the employee portal. Additional training for Field

Leaders has taken place via video conferencing on 6/29, 6/30 and 7/1. The Field Leaders are to inform their crew and monitor their adherence to the plan on a daily basis. Additional communication and training will be ongoing by continually pushing out information via text blasts to all employees, along with including this plan in an upcoming all company video conference meeting in July 2020. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers. All workers will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. The COVID-19 Task Force will continue to meet weekly and discuss how the plan is working. If changes arise they will be addressed, and the program will be updated. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by NEI Electric management and the plan was posted throughout the workplace and made readily available to employees on July 1, 2020. It will be updated as necessary by the COVID-19 Task Force.

Certified by:



Scott Weingart

7/1/2020

VP