

COVID-19 Preparedness Plan

Current as of 5/14/20

At Widseth we're committed to providing a safe and healthy workplace for all our employees during this declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Preparedness Plan to be implemented, to the extent feasible and appropriate, throughout the firm. Our goal is to mitigate the potential for transmission of COVID-19 in our offices and job sites. Every employee plays a crucial role in creating a healthy workplace for themselves, their co-workers and clients.

This Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, North Dakota Department of Health (NDDH) and federal OSHA standards.

In addition to input from the COVID-19 Response Team, a draft of this plan was reviewed and feedback was received from a cross-section of employees at all nine Widseth offices.

Leaders and employees are responsible for implementing and complying with all aspects of this plan. Office Managers and all supervisors have the firm's full support in enforcing the provisions of this plan.

An overview of the topics covered in this plan is provided below. More information about each topic can be found in the pages that follow.

New Procedures

- Daily health screening procedure
- If you feel sick while at work
- Leave policies

Hygiene & Respiratory Etiquette

- Reminders and expectations
- Face masks

Housekeeping

- Workspaces
- High-touch areas
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Social Distancing

- Offices
- Job sites
- Vehicles
- Travel
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Exposure Protocol & Return to the Office/Job Site

Rules

- Exhibiting Symptoms
- Positive Test Results
- Close Contact

New Procedures

Daily Health Screening Procedure

Every employee will be required to self-monitor daily for symptoms of COVID-19 using the two questions below. We each have a personal responsibility to do our part to ensure a safe workplace for all.

1. Have you or anyone in your household experienced any of the following symptoms within the last 24 hours that you cannot attribute to another health condition?
 - a) Cough
 - b) Shortness of breath or difficulty breathing

Or, at least two of these symptoms:

- c) Fever (100.4° F or higher), or a sense of having a fever
- d) Chills or shaking with chills
- e) Sore throat
- f) Muscle aches or pain
- g) Headache
- h) Loss of taste or smell

If the answer to 1 (a) or 1 (b) is “yes”, or the answer is “yes” to any combination of two symptoms (c thru h), the employee must leave the office or job site. We suggest that you stay home, self-isolate from others, call your healthcare provider for information on testing, and notify your supervisor that you will be absent.

An employee may return to the office or job site after being symptom-free for 72 hours (without the use of fever reducing medications). Before returning, the employee must contact Human Resources for clearance.

2. Have you had close contact with a person who has, or potentially has, COVID-19? The CDC defines close contact as “being within approximately 6 feet of a person for a prolonged period of time”. If the answer is “yes”, the employee must leave the office or job site.
 - a) If you had close contact with a person who has COVID-19 symptoms? (you had close contact within 48 hours before they developed symptoms).
 - You may return to the office or job site when you have had no fever for 72 hours (without the use of fever-reducing medications); no other symptoms are present; and, you have been cleared by HR to return.
 - b) If you had close contact with a person who tested positive and currently has COVID-19? (you had close contact within 48 hrs before they tested positive)
 - You may return to the office or job site when you have had no fever for 72 hours (without the use of fever-reducing medications); no other symptoms are present; 10 days or more have passed since their symptoms first began; and, you have been cleared by HR to return.
 - c) If you had close contact with a person who was tested for COVID-19 and is awaiting their results?
 - You may return to the office or job site if their test results come back negative and you have been cleared by HR to return. If the test shows positive results, see 2 (b) above.

If You Feel Sick While at Work

If you feel sick with any of the COVID-19 symptoms listed on page 2, you must leave the office or job site immediately. Call your healthcare provider. As a precaution, make a list of people with whom you had close contact that day and the 48 hours prior, as well as the areas of the office where you spend your time. See *Leave Policies* below for more information and *Exposure Protocols & Return to Work Rules (pg. 5)* for requirements before returning to work.

Leave Policies

Widseth has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Under the Families First Coronavirus Response Act (FFCRA), employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as describes in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Additional information:

- Other types of leave, including PTO, may also be available
- Accommodations may be available for employees with underlying medical conditions or who have household members with underlying health conditions

For more information or to request leave, contact Cindy, Jodi or Kris in Human Resources.

Hygiene & Respiratory Etiquette

Handwashing

Wash your hands for at least 20 seconds with soap and water frequently throughout the day. Hand sanitizer can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Cover your cough or sneeze

Cover your mouth and nose with your sleeve or a tissue when coughing or sneezing and avoid touching your face. Dispose of tissues in the trash and wash or sanitize hands immediately afterward.

Stand-up desk users should be aware that respiratory droplets can travel over the cube walls so if there is an office space over the wall, refrain from using the stand-up feature (even if the occupant is not present).

Use of Face Masks

Face masks will be available. The firm recommends that employees wear them, especially when working in close proximity to others.

Housekeeping

Employees are asked to clean and disinfect their own equipment and work areas often including all frequently used or touched items and surfaces. In addition, frequent cleaning and disinfecting will be conducted in high-touch areas, such as copy/work rooms, copy machines, door handles, etc. Regular housekeeping practices will also continue, including routine cleaning and disinfecting of work surfaces, restrooms, break rooms and meeting rooms.

Each office building is also being evaluated for 6-foot distancing, air circulation, the possible use of plexiglass and more.

Social Distancing

Social distancing is one of the critical ways we can all take personal responsibility to reduce the spread of COVID-19.

Offices:

1. 6-Foot Rule: All employees are asked to maintain a distance of six feet from any other employee or visitor.
2. Workspaces: In general, workspaces in Widseth offices are more than six feet apart (with few exceptions). If you have any concerns about your workspace, speak to your supervisor.
3. Breaks/Lunch: Employees should stagger their breaks and lunches or eat at their desks so breakrooms are not over crowded.

Social Distancing (con't)

4. **Meetings:** Meetings should be held virtually using video or audio capabilities whenever possible. If an in-person meeting is essential, avoid gathering in groups of more than 10 people and remain at least 6 feet apart. If a meeting is held in one of the conference rooms, disinfect before and after use.
5. **Use of Other Employees' Equipment:** Employees should avoid using other employees' phones, computer equipment, desks, workstations, offices or other personal work tools and equipment. If items must be shared, take care to disinfect them before and after use.

Job Sites: Follow the rules at each job site. Carry a face mask with you in case it is required. Limit exposure to others by following social distancing protocol, avoid touching surfaces, keep notes of locations and who you had contact with onsite. Use hand sanitizer upon returning to your vehicle and disinfect items as appropriate.

Vehicles: Drivers of any shared company vehicle should disinfect surfaces before and after use.

Travel: Employees should travel individually whenever possible. If traveling together, employees should wear face masks.

External Visitors/Deliveries: Visitors will be by appointment only and a meeting room near the lobby should be used to reduce exposure. For deliveries, containers near the entrance should be used for incoming and outgoing mail/packages to limit contact.

Exposure Protocol & Return to the Workplace Rules

The following information will apply to any employee who is experiencing COVID-19 symptoms, has a positive case or has had possible exposure to someone with COVID-19. Human Resources will work closely with each employee navigate their unique situation.

HR will also coordinate the processes to: gather information to identify employees and others who may have been exposed; provide the appropriate notifications; ensure the appropriate cleaning is completed; address any additional issues that may arise; and to the extent possible, work to protect the privacy of employees' health status and health information.

In any of the situations described below, before returning to the office or job site an employee must be cleared by HR using protocol from the CDC, and MN or ND Department of Health.

1. If an Employee Exhibits COVID-19 Symptoms

- a) The employee must remain at home until they are symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., Tylenol, ibuprofen, or cough suppressants).
- b) Before returning, the employee must be cleared by HR.
- c) See *Leave Policies (pg. 3)* to see if you may qualify for paid leave or if you may work from home

2. If an Employee Tests Positive for COVID-19

Any employee described below (a thru c) who tests positive for COVID-19 will be directed to self-quarantine away from work. See *Leave Policies (pg. 3)* to see if you may qualify for paid leave or if you may work from home.

- a) Employees who test positive and are symptom free may return to the office or job site when at least ten (10) days have passed since the date of their first positive test and have not had a subsequent illness. Before returning, the employee must be cleared by HR.
- b) Employees who test positive, have symptoms and are directed to care for themselves at home may return to the office or job site when:
 - i. At least 72 hours (3 full days) have passed since recovery. Recovery is defined as: (i) resolution of fever without the use of fever-reducing medications and (ii) improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - ii. At least ten (10) days have passed since symptoms first appeared; and
 - iii. They have been cleared by HR to return.
- c) Employees who test positive and have been hospitalized may return to the office or job site when directed to do so by their medical care providers. The firm will require an employee to provide documentation from their medical provider clearing their return to work. The employee must also be cleared by HR to return.

3. If an Employee Has Close Contact with Someone Who Has Tested Positive for COVID-19

If an employee has had close contact with an individual who has tested positive for COVID-19 (within 48 hours of the individual testing positive), the employee must notify their supervisor and HR. The employee will be directed to self-quarantine for 14 days from the last date of close contact with that individual. See *Leave Policies (pg. 3)* to see if you may qualify for paid leave or if you may work from home.

Conclusion

This Preparedness Plan is being distributed to all employees today, May 14, 2020. Additional communication will be provided as needed and training will be conducted if required. Given the changing nature of this pandemic, this plan will be updated as needed. Supervisors and managers will monitor how effectively the plan is being followed.



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