

# **CONTEMPORARY ELECTRICAL SERVICES**

## **SAFETY AND HEALTH MANUAL**

## Table of Contents

Mission Statement .....	4
Management Commitment to Safety .....	4
Accountability for Safety.....	5
Assignment of Responsibilities .....	5
Management.....	5
Safety Director.....	5
Superintendent/Foremen .....	6
Employees.....	7
Worker Participation .....	8
Employee Suggestions.....	8
Education and Training.....	8
Safety and Health Rules.....	8
Safety Standards .....	10
Medical Emergency Procedures .....	10
Evacuation Procedures (29 CFR 1926.35) .....	10
Fire Alarm Evacuation Drills .....	11
Housekeeping (29 CFR 1926.25) .....	11
Material Handling & Back Safety .....	12
Ladders (29 CFR 1926.1053) .....	12
Electrical (29 CFR 1926 Subpart K) .....	13
Hand and Power Tools (29 CFR 1926.301, 302, and 303).....	14
Scaffolding (29 CFR 1926 Subpart L).....	15
Bloodborne Pathogens (20 CFR 1910.1030).....	16
Personal Protective Equipment (PPE) (29 CFR 1926.28) .....	16
Lockout/Tagout (29 CFR 1926.417) .....	17
Fire Prevention .....	18
Motor Vehicles.....	19
Fall Protection (29 CFR 1926 Subpart M) .....	19
Floor and Wall Openings (29 CFR 1926.501 and 1050).....	19
Respirable Crystalline Silica (29 CFR 1926.1153) .....	20
Hazard Communication (29 CFR 1910.1200, 1926.59).....	20
Mobile Elevated Work Platforms (MEWP)/Aerial Lifts (29 CFR 1926.453).....	21
Employee and Public Protection.....	21
Continual Monitoring & Improvement.....	22
Safety Meetings/Training .....	22
Inspections.....	22
Safety Committee .....	22
CES Silica Exposure Control Plan.....	25
Inclement weather/Emergency Policy .....	28

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Incident/Injury Reporting Policy .....	29
Drug and Alcohol Policy .....	32
Violations and Disciplinary Action Policy .....	38
CES Safety Orientation Policy .....	39
Personal Protective Equipment Policy .....	40
Motor Vehicle Policy.....	42
Communicable Diseases Policy.....	44
Infectious Disease (COVID-19) Preparedness and Response Plan .....	45
Contingency Plan in the Event of an Infectious Disease Outbreak .....	49
Construction Industry Guidelines .....	61
Office Regulations.....	61
Prohibiting the use of other trades equipment/tools .....	63

## Mission Statement

Contemporary Electrical Services (CES) is dedicated to providing a safe and healthy work environment for all of our employees, sub-contractors, and customers. CES will follow operating practices that will safeguard employees, the public and company operations. We believe “**all accidents are preventable, and one accident is one too many.**” Therefore, we will make every effort to prevent accidents and comply with all established safety and health laws and regulations.

All employees working for CES will be given a copy of all Safety Rules when hired. Each employee is instructed to review these rules before beginning work and must sign a statement indicating his/her understanding and acceptance of these rules.

All CES employees will also be shown the location of all emergency equipment, emergency telephone numbers, Safety Data Sheets (SDS), and evacuation routes. Each employee will also be given the necessary Personal Protective Equipment (PPE), so they are able and ready to start the job at all times.

## Management Commitment to Safety

Management places the employee’s safety first. Accidents, unsafe working conditions, and unsafe acts jeopardize both employees and company resources. CES strives to take a proactive approach to recognize, evaluate and control all identified hazards. Management commits to allocating the proper funds and time to provide adequate protection to all its employees. Training is key to give employees the knowledge to protect themselves from all potential hazards that may arise on any job site. Management also commits to the continued improvement of its Safety and Health program which will be conducted directly through the Safety Director.

Management provides the leadership, vision, and resources needed to implement an effective safety and health program. Management leadership means that business owners, project managers, safety director and superintendents/supervisors at all levels:

- Are fully committed to continuously improving workplace safety and health performance.
- Make worker safety and health a core organizational value.
- Provide sufficient resources to implement the safety and health program.
- Visibly demonstrate and communicate their safety and health commitment to workers and others.
- Set an example through their actions, such as wearing protective equipment where it is required.

We are happy to have you on the CES team and are committed to your safety at all times!

*Scott Broadbent, Jr.*

Scott Broadbent Jr  
Vice-President

## Accountability for Safety

Every employee is held accountable for safety, and safety is everyone's responsibility. All CES employees should always have a safe attitude and practice safe behavior. The Safety Director: Blake Downer will establish and develop safety objectives and direct accident prevention activities to help assist in a healthy work environment. All employees must adhere to these objectives and will be evaluated accordingly.

CES believes "one accident is one too many," and it is the responsibility to take every precaution necessary to prevent all accidents from occurring. Employees are trained and have the right to "STOP WORK" at any time when an unsafe condition arises. If the employee is unsure of how to safely conduct a job task, Supervisors and the Safety Director must be contacted immediately so that they can provide guidance on how to perform their job safely.

## Assignment of Responsibilities

To best administer and monitor our safety policies, the following responsibilities are delegated. This list should not be construed as all-inclusive and is subject to change as needed.

### Management

Management will:

- a. Provide sufficient staffing, funds, time, and equipment so that employees can work safely and efficiently.
- b. Demand safe performance from each employee and express this demand periodically and whenever the opportunity presents itself.
- c. Delegate the responsibility for a safe performance to the Safety Director, Supervisors, and Employees, as appropriate.
- d. Hold every employee accountable for safety and evaluate performance accordingly.
- e. Periodically review the Safety Program's effectiveness and results.

### Safety Director

The Safety Director will:

- a. Provide the resources and direction to integrate safety into the management system.
- b. Perform all pre-project planning tasks at the start of all new projects or jobs.
- c. Establish and maintain a safety education and training program.
- d. Periodically conduct safety surveys, meetings, audits, and inspections.
- e. Advise supervisors and employees on safety policies and procedures.
- f. Assure that all newly hired employees have been given a thorough orientation concerning the Company's Safety Program.
- g. Prepare and maintain safety records, analysis, evaluations, and reports to improve the Company's safety performance and comply with all government agencies, insurance carriers, and internal procedures.
- h. Work with management, supervisors, and employees to maintain & implement new and

ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.

- i. Make available all necessary personal protective equipment, job safety material, and first-aid equipment.
- j. Review all accidents with management, supervisors, and employees and ensure that corrective action is taken immediately.
- k. File all workers' compensation claims immediately and work with the workers' compensation carrier to ensure proper medical treatment is provided to injured workers, and they are returned to work as quickly as medically possible.

### Superintendent/Foremen

The superintendent or foreman on each job site will:

- a. Implement all rules and regulations outlined in this manual.
- b. Comply with all Contractor Safety Rules.
- c. Assure that each employee, agent, invitee, and subcontractor is trained and follows all applicable OSHA standards, codes, laws, and ordinances.
- d. Control contract personnel and vehicles and provide orientation materials as needed.
- e. Will act as the first line of defense with safety and the supervision of ALL CES employees.

Each supervisor who oversees a specific work area will supervise the work of others, or to whom an employee is assigned for a specific task or project, is responsible and accountable for their safety. Supervisors will:

- a. Establish and maintain safe working conditions, practices, and processes through:
  - Pre-Project Planning
  - Job Inspections
  - Safety Meetings
  - Safety Training
- b. Observe work activities to detect and correct unsafe actions.
- c. Ensure that all injuries are reported promptly, and the injured are cared for properly. Make available first aid treatment and ensure that first aid materials are available.
- d. Report and investigate all accidents immediately to the Safety Director. Complete an accident report and provide it to the Safety Director on the same day the accident occurs. Review all accidents with the Safety Director and employees and correct the causes immediately.
- e. Consistently enforce safety rules/regulations, programs, and protective measures (i.e., the use of personal protective equipment, machine guarding, proper clothing, etc.)
- f. Post signs, notices, and instructions as needed or required.
- g. Brief your employees of any new hazards before they start work and weekly host brief safety meetings to discuss safety practices related to job hazards and general safe work behavior.
- h. Work with management, the Safety Director, and employees to maintain & implement new and ongoing safety programs and comply with recommendations provided by the Safety Director, outside consultants, OSHA inspectors, and insurance companies.
- i. Ensure that all required personal safety protective devices and clothing, safety glasses,

hard hats, gloves, masks, etc., are issued and are worn as the job requires before conducting work on any CES project.

## Employees

Each employee is responsible for his/her safety. No task should be completed unless it can be completed safely. Employees will:

- a. Comply with all company safety programs, rules, regulations, procedures, and instructions that apply to his/her actions and conduct.
- b. Refrain from any unsafe act that might endanger him/herself or fellow workers.
- c. Use all safety devices and personal protective equipment provided for his/her protection.
- d. Report all hazards, incidents, and near-miss occurrences to their immediate supervisor or Safety Director regardless of injury or property damage occurred.
- e. Immediately report all injuries and suspected work-related illnesses, however slight, to his/her immediate supervisor or Safety Director.
- f. Participate in safety meetings, training sessions, and surveys as requested and provide input into how to improve safety.
- g. Notify the Safety Director immediately of any change in physical or mental conditions or use of prescription drugs that would affect the employee's job performance or the safety of him/herself or others.
- h. Notify the Supervisor/Foreman within five days of any serious driving, drug/alcohol, or criminal convictions.
- i. Be a safe worker on (and off) the job. Help coworkers do their job safely. Come to work every day with a safe attitude.
- j. Not use cell phones while on CES projects for personal business. Cell phones can only be used for communication with supervisors or other CES employees for work matters or emergency purposes ONLY. Earbuds will not be permissible on any CES project.
- k. Always wear the following CES issued gear:
  - CES electrically safe hard hat (Class E).
  - CES high visibility vest or CES safety green or orange shirt.
  - Safety glasses.
  - Cut rated gloves (level 3 or 4).
  - Steel or composite work boots.
  - Kevlar/cut-resistant sleeves or long-sleeve T-shirt must be worn at all times.
  - Must come to work prepared to wear all CES required PPE before walking on any project. It is the employee's responsibility to not take the required protective gear off until the employee is off the project site. Safety gear shall not be stored in gang boxes or on the project site.
  - Must use the proper chain of command when reporting any complaints on the project. Employees must first take the issue to their Foremen if the issue is not addressed then report the issue to the Superintendent. If the issue is still not corrected, only then will the employee contact the Safety Director or the Human Resource manager.

## Worker Participation

WORKERS have much to gain from a successful safety and health program and the most to lose if the program fails. Workers often know the most about their jobs and any potential hazards. A safety and health program will be ineffective without the meaningful participation of workers and (if applicable) their representatives in establishing and operating the program.

Worker participation means that all workers, including contractors, subcontractors, and temporary staffing agency workers:

- Have opportunities to participate throughout program design and implementation.
- Have access to information they need to participate effectively in the program.
- They are encouraged to participate in the program and feel comfortable reporting safety and health concerns.

## Employee Suggestions

Safety suggestions from employees are welcomed and encouraged. To make a safety suggestion, call Safety Director Blake Downer at (571) 267-7770.

## Education and Training

CES employees who know about workplace hazards and the measures in place to control them can work more safely and be more productive. CES strives to educate and train each employee continually.

Education and training mean that employers, managers, supervisors, and workers:

- Have the knowledge and skills needed to work safely and avoid creating hazards that could place themselves or others at risk.
- Demonstrate awareness and understanding of workplace hazards and how to identify, report, and control them.
- Receive specialized training when their work involves unique hazards.

All workers receive specialized training when they are assigned specific roles in managing or operating the safety and health program. This training is essential for ensuring that workers can fully participate, as described in the “Worker Participation.”

## Safety and Health Rules

At a minimum but not limited to:

- a. Comply with all established safety rules, regulations, procedures, and instructions that apply to your actions and conduct.
- b. Sign and understand the Code of Safe Work Practices in the new hire application.



- c. Must read and understand all policies and procedures (LOTO, aerial lift, silica, hazard communication, etc.)
- d. Know the location of first aid materials, SDS books, and emergency contact information.
- e. Show up on time and call the appropriate personnel when missing a day of work.
- f. Promptly report all accidents, hazards, incidents, and near-miss occurrences to your immediate supervisor, regardless of whether injury or property damage was involved.
- g. Do not visit, talk to, or distract another employee who is operating a machine, or who is engaged in a work activity where the possibility of injury exists.
- h. Do not participate in horseplay, scuffling, pushing, fighting, throwing things, or practical jokes.
- i. Observe all no-smoking signs and regulations
- j. Do not run on company premises or any job site.
- k. Use handrails on steps, elevated platforms, scaffolds, or other elevations.
- l. Assist others and ask for assistance in lifting and carrying heavy or awkward objects.
- m. Firearms, ammunition, and explosives are prohibited on company premises and all job sites.
- n. Headphones, earbuds, and the like are not permitted to be worn on the job.
- o. Alcohol and drug use and possession on company property and all job sites are prohibited.
- p. Personal protective equipment (PPE) will be worn at all times and will not be stored or left on the job site; each employee must wear all PPE on the project and off the project.
- q. Fighting will not be tolerated and will lead to termination.
- r. All equipment and tools will be inspected before use and, if found defective, shall be tagged out of service and disposed of properly.

## Safety Standards

All guidelines, at a minimum, will be in accordance with all Federal and State Occupational Safety and Health Administration (OSHA) regulatory standards. Consensus standards will be used to improve the safety and health of all CES employees. All CES employees are responsible for their safety, and the following applies to all:

### Medical Emergency Procedures

Our goal is to provide prompt and immediate action in an emergency to protect life, property, and equipment. In case of a serious or life-threatening emergency, employees should call 911 (or the emergency phone number posted in your area) and direct a fellow employee to:

- Notify the nearest supervisor to come to the scene; and
- Simultaneously dispatch available employees to retrieve the first aid kit quickly.
- An individual trained in first aid should apply emergency rescue procedures until medical assistance arrives.

The Safety Director: Blake Downer should be notified. The Safety Director or on-site Supervisors will decide whether to evacuate or shut down a job site.

The subcontractor is responsible for establishing procedures for their personnel to receive treatment for any injury, whether it is minor or major. Subcontractors are encouraged to have at least one employee at each job site who is trained in first aid/CPR/AED. After an ambulance has been dispatched, all major injuries must be reported to the job site Superintendent and Safety Director immediately.

### Evacuation Procedures (29 CFR 1926.35)

In the event of a fire or hazardous material emergency, the emergency fire alarm system should be activated by pulling one of the fire alarms. The source of a potential fire or hazardous material emergency should *not* be investigated. Any employee who suspects an emergency should report it immediately. In an emergency, reporting is the first essential step to protecting oneself and others.

When the emergency fire alarm system is activated, *all* employees and visitors are expected to evacuate the building by exiting in an orderly manner through the nearest exit.

When exiting, employees should not use elevators and should descend stairwells in an orderly manner. After exiting, employees should report to the area away from the building exits designated as the meeting location. Once employees arrive at the designated area, they should immediately report to their supervisor (for all office employees, report to Beckie Robey, or in her absence, Scott Broadbent, Jr.) and remain at that location until accounted for and authorized to leave.

No re-entry to the building will be permitted until an official all-clear notification is given.

Employees should review this policy and the evacuation procedures and notify supervisor or Human Resources if they believe they might require an accommodation or assistance in order to comply with these procedures in the event of an emergency.

At a minimum but not limited to:

OSHA mandates that an Emergency Action Plan (EAP) be established in accordance with 29 CFR 1926.35. At a minimum, but is not limited, CES will comply with all federal and state-mandated emergency evacuation regulations.

The General Contractor will assign each area a primary and alternate evacuation route as each site has different means of egress for emergency evacuation. On-site CES Supervisors will act as the evacuation coordinator and be responsible for the effective evacuation of all persons.

When alerted by alarm or by the Evacuation Coordinator(s) to evacuate, employees should:

1. **Proceed to the nearest exit and assemble in the designated area.**
2. Remain in the designated area until instructions are provided.

### Fire Alarm Evacuation Drills

Fire Evacuation Drills are conducted at a minimum once a year. The first drill is scheduled in the second quarter of every year (April-June), and if necessary, another will be held in the fourth quarter (October-December). Evacuation is mandatory for all occupants during all fire alarm activations.

When the fire alarm sounds, all employees must leave the building immediately. **Never** assume that the alarm is false or that the system is being tested. When a system test is being conducted, the building will be posted with a notice indicating the day and time of the test. If your area is clear of any smoke or odor, do not disregard the alarm, as there could be an incident on a floor or building away from your area. **Never** use an elevator. Proceed to the nearest designated emergency exit and leave the building. Do not re-enter the building until told to do so by either a member of CES management or a member of the local fire department.

If exiting the rear of the building, make your way around to the front parking lot, maintaining a safe distance from the building. All employees will gather in the parking lot directly in front of CES. Either the Safety Director (Blake Downer), Operations Manager (Allison Broadbent) or Office Manager (Beckie Robey) will ensure the safe evacuation of all office employees.

### Housekeeping (29 CFR 1926.25)

At a minimum but not limited to:

- a. Unless otherwise specified, waste material and scrap must be put in the proper containers to be removed from the job site. All employees must maintain a clean and orderly work area.
- b. Work areas, passageways, and stairs, in and around buildings and structures must be kept clear of debris. Construction materials should be stored in an orderly manner. Job site storage areas and walkways must be maintained free of dangerous depressions,

- obstructions, and debris.
- c. The entire job site should be cleaned daily, and debris must be disposed of in dumpsters, or off-site, in accordance with all EPA regulations.
- d. Any waste produced by the employee must properly dispose of in trash receptacles.

### Material Handling & Back Safety

At a minimum but not limited to:

- a. Know the approximate weight of your load and make certain your equipment is rated to handle it. (All powered equipment and rigging are rated as to safe working load. This rating is posted on the equipment. Never exceed the manufacturer's recommended safe working load).
- b. Lift heavy objects as instructed, with the leg muscles and not with the back. On average, do not manually lift over 50 pounds.
- c. Buddy lifting: Call for assistance as needed for handling heavy or bulky objects or materials.
- d. Use an appropriate, approved lifting device (i.e., special trucks, racks, hoists, and other devices) for lifting very heavy, bulky, large, or unyielding objects.
- e. All ropes, chains, cables, slings, etc., and other hoisting equipment must be inspected each time before use.
- f. A load should never be lifted and left unattended.
- g. Wear safety gloves when handling materials.
- h. Properly stack and secure all materials before lifting or moving to prevent sliding, falling, or collapse.
- i. Avoid moving or lifting loads by hand whenever possible.

### Ladders (29 CFR 1926.1053)

At a minimum but not limited to:

- a. Manufactured ladders must comply with OSHA, ANSI, manufacturer, and job specifications.
- b. Ladders with broken or missing rungs and broken or split side rails will not be used.
- c. All portable ladders should be equipped with non-skid safety feet and will be placed on a stable base. All-access areas should be kept clear.
- d. All metal ladders are prohibited.
- e. All ladders should be secured with a rope or other substantial device to prevent sliding.
- f. Ladders should be maintained free of lines, ropes, hoses, wires, cables, oil, grease, and debris. No objects should be left on ladders.
- g. Single portable ladders over 30 feet in length should not be used.
- h. Side rails should extend 36" inches or 3' feet above the landings. All ladders in use should be tied, blocked, or otherwise secured to prevent accidental displacement.
- i. Never stand or sit on the top two steps of a ladder.
- j. Never climb or work from the back of a ladder.
- k. Never work with another person on the same ladder.
- l. Straight or extension ladders should be placed at a 1 to 4 ratio (ladder base to the wall) and (floor to the top touchpoint of the ladder). If a ladder is resting against an upper level

- 16' off the ground, the base of the ladder should be 4' away from the wall.
- m. Both hands should be free of tools/materials when ascending or descending a ladder.
  - n. Always keep your belt buckle between the rails of the ladder. Don't overreach.
  - o. Always check to see that safety dogs or latches are engaged before using an extension ladder. Extension ladders must be overlapped a minimum of three rungs.
  - p. Always maintain three points of contact when working on a ladder.
  - q. If a ladder is found defective, ensure that the ladder is tagged and destroyed to prevent usage.
  - r. Ensure that a visual ladder inspection is conducted daily and, at a minimum, inspect and sign the inspection tags weekly, stating the ladder is in good working condition.
  - s. When using a ladder within 10' feet of a railing or where there is a potential for a fall to a lower level, one must wear fall protection and be tied off to an adequate anchor point that withstands a force of 5000 pounds or greater.

### Electrical (29 CFR 1926 Subpart K)

At a minimum but not limited to:

- a. The Safety Director is responsible for complying with the National Electrical Code and all Federal, State, and local codes. Any electrical work not in compliance should be brought to the Safety Director's attention immediately.
- b. Only knowledgeable, certified electricians are to perform electrical work.
- c. Employees should not work close to any unprotected electrical power circuit unless that circuit is de-energized and grounded.
- d. All switches must be enclosed and grounded. Panelboards must have provisions for closing and locking the main switch and fuse box compartment.
- e. Extension cords used with portable electric tools and appliances must be heavy-duty (no less than 12-gauge conductors) of the three-wire grounding type and must conform to OSHA standards.
- f. All electrical tools and cords must be protected by a ground fault circuit interrupter or be inspected every three months as part of an assured equipment grounding program.
- g. Voltages must be clearly labeled on all electrical equipment and circuits. Circuits must also be clearly marked for the areas of service they provide.
- h. Before performing any work, electricians must LOTO the equipment or machinery.
- i. Electrical cords and trailing cables should be covered, elevated or otherwise protected from damage. Any exposed wiring and cords with frayed or deteriorated insulation must be reported immediately and disposed of properly.
- j. Extension cords should be used as little as possible, and all plugs must be the dead front type.
- k. The Safety Director must oversee the performance of monthly electrical grounding testing with trade contractors on all electrical cord and plug connected equipment.
- l. Temporary lighting should be used in areas where there is not adequate natural or artificial lighting and must be equipped with guards to prevent accidental contact with bulbs.
- m. Temporary lighting must also be on its own individual circuit in order to prevent the loss of lighting if a breaker is tripped.

- n. Working spaces, walkways, and similar locations must be kept clear of cords.
- o. Electrical tools and equipment must be appropriately protected when used in wet or damp areas.
- p. All electrical rooms will have the necessary signs posted to prevent access to electrical rooms.
- q. Warning signs on electrical panels are encouraged to be posted stating breakers are off.
- r. The foreman on-site must keep control of the electrical room to prevent unauthorized entry.
- s. Energized electrical outlets must have approved faceplate.
- t. All power tools and electrical cords must have a ground pin attached.

#### Hand and Power Tools (29 CFR 1926.301, 302, and 303)

At a minimum but not limited to:

- a. Proper storage for tools should be utilized.
- b. Repair all damaged or worn tools promptly. Temporary and makeshift repairs or alterations are prohibited. Tools that can't be properly repaired should be discarded immediately. CES reserves the right to require any subcontractor to stop work for using any defective or improperly used tool.
- c. All equipment must conform to OSHA Safety and Health Regulations for Construction Part 1926.
- d. If any hand-held tool presents bending or cracking, the tool shall not be used.
- e. Power tools should not be used if safety equipment (guarding) has been removed.
- f. Employees using tools that cause objects to be thrown should wear personal protective gear, including proper eye, face, and hearing protection.
- g. Gas-powered tools should not be used in unventilated areas, and gas should be dispensed from U.L. approved cans only. All gas-powered tools must be turned off before being refueled. Flammable containers should be stored in flammable liquid storage cabinets in a well-ventilated area.
- h. Portable grinders must have hood-type guards and side enclosures that cover the spindle and at least 50% of the wheel. All wheels should be inspected regularly for fractures, etc. Defects should be promptly reported to the Safety Director.
- i. Bench grinders should have deflector shields and side cover guards. Tool rests should have a maximum clearance of 1/8" from the wheel.
- j. Air-supply lines should be inspected regularly for cracks and leaks and maintained in good condition.
- k. To prevent "whipping" in the event of hose separation or failure, air sources supplying hoses should be protected with an excess flow valve to allow for completely bleeding of all air from tools before disconnecting them.
- l. For cleaning purposes, the pressure of compressed air used should be 30 psi or less, and hose extensions should always be used.
- m. Only trained employees are to use OSHA specified powder-actuated tools.
- n. Trained employees should inspect all powder-actuated tools daily. Any tool not found to be in proper working condition must immediately be removed from service.
- o. Any area where a powder-actuated tool is used must have a warning sign posted.
- p. All powder-actuated tools should be of the low velocity, cushioned pistol grip, piston-type

- design.
- q. Powder-actuated tools should not be used in areas where hazardous ignitable dust, gases, or liquids are present.
  - r. All maintenance work on powder-actuated tools must be performed according to manufacturer specifications and must be done by qualified persons only.
  - s. Do not raise or lower power tools by their electrical cord or pneumatic line.
  - t. Powder-actuated tools should be locked-up when not in use to prevent unauthorized persons from using them.

### Scaffolding (29 CFR 1926 Subpart L)

At a minimum but not limited to:

- a. Only qualified persons should design, build, or inspect scaffolds. Each application must be planned to ensure that the scaffolding conforms to all specified assembly requirements.
- b. Lean-to scaffolds and makeshift platforms are prohibited.
- c. Only materials currently being used should be stored on scaffolds. Materials are always to be placed over cross members. All materials should be removed from the scaffold nightly.
- d. All scaffolds should be designed to carry four times the maximum intended load. At no time should the scaffold be overloaded. Unstable objects such as barrels, boxes, and loose bricks should not be used to support scaffolds.
- e. All scaffolds over ten feet high are required to have load footprints and limits that can be obtained from the scaffold manufacturer. A copy of all load footprints and limits should be given to any supplier stocking material on the scaffold.
- f. All scaffolds must be maintained in a safe condition, and scaffolds damaged or weakened must be replaced immediately.
- g. Scaffolds more than ten feet above the ground must have standard guardrails and toeboards attached. Guardrail top rail should be at forty-two inches and a mid-rail at twenty-one inches. Toeboards need to be at least 4" inches tall, with a gap of no more than ¼" inch, and able to withstand a 50-pound applied force.
- h. Scaffolds should be braced and tied both horizontally and vertically at intervals according to specified regulations.
- i. Scaffolds with any dimension less than 45 inches should be equipped with outriggers or secured and guarded with standard four feet high railings.
- j. Mobile scaffolds should be equipped with guardrails, mid-rails, toe boards, and outriggers.
- k. All casters should be locked and guarded with standard railings. Mobile scaffolds should not be used if there is a change in the floor level elevation.
- l. When erecting and dismantling scaffolds, This referenced document is not found on the OSHA website. Remove from your policy unless it is referenced elsewhere must be followed.
- m. Permits should be completed and attached to each scaffold before being used.
  - **Red tag**: the scaffolding system shall not be used
  - **Yellow tag**: the scaffolding system can be used with limitations and the necessary safety equipment in place.

- **Green tag:** the scaffolding system is compliant and can be used with no restrictions.
- n. Ladders must always be used to climb scaffolds. Workers should never climb a scaffold's cross bracing. Both hands should be free of tools/materials when ascending or descending a scaffold.
- o. At the start of each shift, a competent person: Trained Foreman or the Safety Director: Blake Downer will inspect each scaffold for requirements of the standard and every eight hours of work conducted.
- p. Adjusting or leveling screw jacks must not be extended to more than twelve inches of thread.

Swinging stages, pick board, boatswain chains, floats, and needle beams require special approval by the Safety Director.

### Bloodborne Pathogens (20 CFR 1910.1030)

At a minimum but not limited to:

Bloodborne Pathogens are bacteria and viruses present in human blood and other body fluids that can cause disease in humans. Hepatitis B and Human Immunodeficiency Virus (HIV) are two examples of the many bloodborne pathogens that exist today. All CES employees will be trained on the potential hazards associated with bloodborne illnesses.

### Personal Protective Equipment (PPE) (29 CFR 1926.28)

At a minimum but not limited to:

- a. CES Safety Director/Supervisors or Foremen will perform a "hazard assessment" of the workplace before the commencement of any project. The hazard assessment will identify and control physical and health hazards.
- b. CES will provide the appropriate PPE.
- c. All employees will be trained on how to use and maintain all protective equipment.
- d. CES will periodically review the PPE program's effectiveness.
- e. Employees shall wear all PPE as directed and necessary.
- f. Employees will attend training sessions on PPE and will inform a Foreman/Supervisor if PPE needs to be replaced or repaired.
- g. CES will provide each employee with a hardhat, safety glasses, high visibility safety vest, and cut rated gloves. It is the responsibility of the employee to obtain a pair of either steel or composite work boots.
- h. If any employee has lost or intentionally damages any of the issued PPE, they will be charged the cost of the PPE that needs to be replaced. For employees to obtain new PPE, one must present the old PPE to receive a new pair.
- i. Voluntary disposable respiratory protection will be readily available.
- j. It is a requirement that additional PPE may be required when working in certain circumstances, such as conducting live electrical work. Each supervisor should have at least one arc flash suit with arc flash gloves rated for the work being conducted.
- k. Fall protection shall be worn and will be provided by CES.
- l. When an employee cannot de-energize and must work live. The employee must wear all



- arc flash gear, with a base layer comprised of non-synthetic fibers such as cotton or wool.
- m. When working above the ceiling grid, employees must wear cut rated sleeves to protect their arms from potential injury. The job supervisor/foreman can grant an exemption if the work area is deemed safe.

### Lockout/Tagout (29 CFR 1926.417)

**Definition: Qualified Person**- One who has demonstrated the knowledge and skills related to the construction and operation of electrical equipment and installations and has received safety training to identify the hazards and reduce the associated risk.

At a minimum but not limited to:

- a. CES will provide all the necessary Lock and Tagout equipment.
- b. A 100% lock and tagout procedure will be implemented when working on electrical panels/circuits.
- c. At a minimum, when working on any electrical panels, outlets, circuits, or any power source, etc., employees must completely de-energize and place a lock and tag on the affected piece of equipment.
- d. At a minimum, a LOTO device, lock and tag displaying who tagged out the device and the person's phone number shall be listed.

Requirements (Step by Step Procedure):

- a. All electrical room doors must display a DANGER sign stating, “authorized personnel only.”
- b. All electrical panels will have danger and warning signs displayed stating “do not touch,” contact foreman if entry is needed into the panel.
- c. LOTO log must be displayed within the room and signed with the person in charge of LOTO for that specific jobsite.
- d. All electrical panels that CES personnel will be working in must have a brady breaker lock out kit installed.
- e. Onsite foreman will be the in charge of all LOTO procedures and will install his/her own lock to all affected panel(s) and will maintain the sole key to those locks.
- f. Any employee who works on a circuit within a specific panel must sign out a lock and key and install the corresponding lock to the appropriate panel they will conduct work on.
- g. Once work is completed the lock and key will be signed back in.
- h. At any point if a different foreman assumes the lead role of any project, that forman must sign his name and date on the LOTO log for the day he assumed responsibility for those panels.
- i. **FOREMAN/SUB FOREMAN:** Only a qualified person who has received training on CES LOTO procedures and NFPA 70E will be allowed to be in charge of LOTO on any project.
- j. **OTHER EMPLOYEES:** Only a qualified person who has received training on CES LOTO procedures and NFPA 70E will be able to perform LOTO procedures listed within this policy.

**NOTE:** Any person observed deviating from this policy is in direct violation of CES's Policies/Procedures will subject to being written up/removed from the project and/or immediately dismissed from the company.

## Fire Prevention

If Applicable and at a minimum but not limited to:

- a. Good housekeeping is the first rule of fire prevention. Oily rags, paper shavings, trim, etc. should be cleaned up and placed in approved trash receptacles for flammable materials.
- b. Welding or cutting should not take place near locations where flammables or combustibles are present. When welding or cutting occurs, the area should be protected with fire-resistant blankets. An approved fire extinguisher should also be located at each welding or cutting facility.
- c. All flammable liquids should be stored in an approved manner and dispensed in approved flammable liquid storage safety containers. Welding gases, if applicable, should also be stored in an isolated area.
- d. Liquefied petroleum (LP) gas presents special fire and explosion hazards. Only qualified persons are to handle LP gas. LP gas units should be inspected daily for leaks, etc.
- e. Open fires of any kind are not permitted.
- f. Combustible materials or equipment in combustible containers should be stored properly. Fire extinguishers should be accessible and kept within proximity to any combustible container.
- g. Fire extinguishers should be inspected monthly. A tag indicating the date of inspection should be affixed to each extinguisher.
- h. Access to fire hydrants should always be maintained. Fire hydrants should never be blocked or obstructed in any way.
- i. All combustible waste materials, rubbish, and debris should be disposed of daily.
- j. Smoking is prohibited in any hazardous areas "No Smoking" signs should be posted in these areas provided by the General contractor.
- k. Gas cylinders should be transported and stored in an upright position. When stored for extended periods of time, they must be kept at least 25 feet from oxygen cylinders. Securement of the cylinders should be practiced at ALL times, during storage and transport
- l. No material should be stored within three feet of an electrical panel, outlet, or fire suppression equipment.
- m. Never refuel portable power equipment while running or when hot. Properly ground containers before refueling.
- n. Employees will be trained on how to properly maintain and use a fire extinguisher using the **P.A.S.S.** technique.
  - **P**- Pull the pin.
  - **A**- Aim at the base of the fire.
  - **S**- Squeeze the trigger.
  - **S**- Sweep from side to side.

## Motor Vehicles

See Motor vehicle policy

## Fall Protection (29 CFR 1926 Subpart M)

At a minimum but not limited to:

- a. CES will provide adequate training to all employees.
- b. CES will supply all fall protection and self-retracting lifelines or lanyards.
- c. It is the responsibility of the employees to inspect each piece of fall protection before use properly.
- d. Any lanyard or harness that has frays, cuts, knicks, cracks, etc., must be tagged out of service immediately and not used.
- e. When working at heights greater than six feet, employees shall wear fall protection.
- f. When working within 10' feet from a leading-edge, employees shall use fall protection and must be tied off to an adequate anchor point that will withstand a force of 5000 pounds.
- g. When using aerial lifts, it is mandatory that fall protection is used, and the employee ties off to the appropriate anchor point.

## Floor and Wall Openings (29 CFR 1926.501 and 1050)

**Definition:** Floor opening. An opening measuring **12 inches** or more in its least dimension, in any floor, platform, pavement or yard through which persons may fall, such as a hatchway, stair or ladder opening, pit or large manhole

- a. Inspect all-new locations to ensure that all floor openings are covered with grates or covers.
- b. Guards or covers are not to be removed until other means of fall protection are in place. Employees installing or removing guarding or covers should be protected by alternative fall protection.
- c. Employees are prohibited in any area that could expose them to a fall unless proper fall protection procedures are in place.
- d. Floor and roof openings should be covered or guarded by standard guard railings and toe boards. A standard railing consists of a top rail, intermediate (mid-rail) rail, four feet high vertical debris nets, and posts.
  - The top rail should be approximately 42 inches from the upper surface of the rail to the floor, platform, or ramp level and withstand at least 200 pounds of force.
  - The mid-rail should be halfway between the top rail and floor (21 inches), runway, platform, or ramp.
  - In areas where vertical debris nets cannot be installed, a 12-inch minimum height toe board should be securely fastened in place and have no more than a ¼" gap between it and the floor.
- e. Holes that are covered should be painted with a fluorescent color so that it is easily identifiable.

- f. Any other type, size, or arrangement of railing construction must be approved in writing by the Safety Director.
- g. Stair railings should be constructed like a standard railing. All handrails should be provided with a minimum clearance of three inches between the handrail and any other surface or object.
- h. During construction, stairs should be provided on all structures that have two or more floors.
- i. Stairways should be free of hazardous projections, debris, and other loose materials.
- j. Permanent steel stairways having hollow pan treads and landings should have the pans filled with solid material up to the nosing level.
- k. Temporary stairs should have a landing at least 30 inches wide.
- l. Wall openings, from which there is a drop of more than three feet, should be guarded.
- m. Runways should be guarded by a standard railing 19 inches or more on all sides above the floor. Whenever tools, machine parts, or materials are used on the runway, a toeboard should be provided on each exposed side.
- n. Regardless of height, open-sided floors, walkways, platforms, or runways adjacent to dangerous equipment and similar hazards should be guarded with a standard railing and 4' high debris net.

#### [Respirable Crystalline Silica \(29 CFR 1926.1153\)](#)

At a minimum but not limited to:

- a. Any tool that has the potential to create a nuisance dust exposure or an exposure to respirable crystalline silica shall have a dust extraction device.
- b. Any employee who uses a tool that creates a dust exposure is recommended to use a readily available voluntary disposable N95 particulate respirator.
- c. At any point and time that an employee wants to wear a half-face respirator, the employee must undergo fit testing and training before being outfitted with such equipment.

#### **See Silica Exposure Control Plan**

#### [Hazard Communication \(29 CFR 1910.1200, 1926.59\)](#)

At a minimum but not limited to:

- a. All employees will be trained on the hazardous chemicals or materials that CES may have on-site.
- b. Employees will be trained on the locations and who to call for Safety Data Sheets (SDS). SDS books will be kept either on hand in the Foreman's gang box and will be readily available electronically provided by the Safety Director.
- c. CES understands that it is the employees' right to know what hazardous chemicals are within the everyday items used on project sites.

## Mobile Elevated Work Platforms (MEWP)/Aerial Lifts (29 CFR 1926.453)

At a minimum but not limited to:

- a. No CES employee shall use an aerial lift unless they receive the proper training.
- b. CES Safety Director: will provide on-site training for any employee who will be operating any type of aerial lift.
- c. Employees must show the following:
  - Adequate knowledge and skills to operate a lift.
  - Conduct pre-operational checks to ensure the lift is safe to use.
  - Must complete and pass operator training.
  - At all times, employees must always wear fall protection and be tied off to an adequate anchor point within the lift.
  - Must immediately report and tag out a lift if any malfunctions are detected.

## Employee and Public Protection

At a minimum but not limited to:

- a. Work is not to be performed in any (publicly accessible) area unless specifically permitted by the contract.
- b. Sidewalks, entrances to buildings, lobbies, corridors, aisles, doors or exits must always be kept clear of obstructions.
- c. Appropriate warnings and instructional safety signs must be posted.
- d. Sidewalks, sheds, canopies, catch platforms, and appropriate fences should be used to maintain pedestrian traffic adjacent to any construction site.
- e. A temporary fence should be built around the perimeter of aboveground operations that are adjacent to public areas. Perimeter fences must be at least six feet high and must consist of wood, metal, or wire mesh. When the fence is adjacent to a street intersection, the upper section of the fence must be open wire mesh above a point not over four feet above the sidewalk and extending at least 25 feet in both directions from the corner of the fence.
- f. Guardrails must be provided on both sides of vehicular and pedestrian bridges, ramps, runways, and platforms. Pedestrian walkways must be protected with guardrails.
- g. Guardrails must be made of materials capable of withstanding a force at least 200 pounds applied at any point in the structure.
- h. There is a lot of detail here that isn't necessarily a part of the policy. Basic parameters, not specific detail, is generally the intent of a policy.

## Continual Monitoring & Improvement

### Safety Meetings/Training

Supervisors should hold a (minimum) 10-minute toolbox safety talk every week at the beginning of the shift. CES provides an online application called Safety Training. This application is used to conduct weekly mandatory safety toolbox talks on various topics that will keep employees abreast of safety procedures and issues. All employees are required to attend and must sign the document proving their attendance. Supervisors/Foremen should update employees on any changes in procedures, new equipment, and general safety issues. Emergency procedures should be periodically reviewed. Employees should be reminded to put safety first and look out for your coworker. Employees and supervisors should offer comments and safety suggestions at this time and regularly throughout the day as needed.

### Inspections

Periodic inspections will be conducted to identify hazardous conditions and unsafe behaviors. The Safety Director will conduct inspections, along with insurance companies and OSHA, and may request employees or supervisors/foremen to participate. The inspector will look for unsafe practices and conditions that can potentially cause an accident and take corrective action immediately.

The Safety Director will review the reports with the appropriate personnel and will take any corrective action needed and maintain a file of inspection.

## Safety Committee

### **Purpose:**

- A. To address all areas and job sites in an attempt to ensure and improve safety for all employees, sub-contractors, and customers.
- B. To ensure a safe working environment by requiring supervisors to enforce training, documentation, and safety practices outlined in CES safety and health policies.
- C. To develop, maintain, and promote a healthy and safe work environment for all employees, sub-contractors, and customers on all CES project locations through the involvement of all individuals by means of education, communication, and support of CES's health and safety policies and safe work practices.

### **Policy:**

- A. It is the policy of CES to maintain a safe and healthy work environment for all employees, sub-contractors, and customers.
- B. All employees, supervisors, and management are required to fully comply with the requirements set forth in all CES safety policies and employee handbook.

### **Definitions:**

- A. Safety Committee – A committee charged with overseeing all aspects of safety at CES. The committee is composed of employee and employer representatives.
- B. Safety and Health Policies – All policies outlined within the CES Safety and Health Manual under “Safety Standards.”
- C. Employee Handbook – A document that outlines general safety guidelines and practices at CES. This guide will be provided to all new employees.

### **Responsibilities:**

- A. The Safety Director (Blake Downer) will: Chair the Safety Committee meeting to ensure all aspects of safety at CES are addressed on an on-going basis.
- B. Collaborate with the Safety Committee, Field Superintendents, and Management to work toward compliance with all state, federal and local safety and health standards, as well as compliance with CES safety and health policies.
- C. Supervisors and management are responsible for: -Addressing safety issues and documenting them in staff meeting minutes. -Bringing safety issues to the Safety Committee and ensuring resolution of safety issues in their area. -Reviewing reports of injuries/accidents/near misses, missing/damaged equipment or property, and ensuring incident/injury reports forms are completed on such events.
- D. All employees are responsible for reporting injuries, safety concerns, missing/damaged property, or equipment to their supervisor. This includes completing an incident/injury report form and sending the completed forms to their immediate Supervisor, who in turn, will send documentation to the Safety Director as outlined in the Incident Report Policy.
- E. All field superintendents and employees on the Safety Committee will communicate with all other field supervisors and employees regarding the activities of the Safety Committee and solicit suggestions and feedback, which in turn will be brought before the committee for consideration.

### **Procedure:**

- A. The Safety Committee will meet at least quarterly to address safety issues, including incident/injury report trends, fire drills, updating and revising the safety and health Manual, safety and health policies and procedures and address any additional concerns brought forth during meetings. Scott Broadbent Jr. (VP) will maintain meeting minutes.
- B. Individuals assigned responsibility in CES safety and health policies, including all supervisors, will assure compliance with all aspects of the safety program.
- C. CES Superintendents will choose to appoint or conduct a selection process to include Union employee members to serve on the Safety Committee. Management and the Safety Director will ask non-union employees to volunteer. If there is more than one volunteer, Management will select from the group of volunteers.
- D. Safety Committee members will assist in fact-finding activities, which will be documented in the minutes of the meeting.

**SAFETY COMMITTEE MEMBERS:**

- ❖ Safety Director/Chair of the Safety Committee- *Blake Downer*
  - Safety Coordinator- *Nathan McCrea*
  
- ❖ Vice President- *Scott Broadbent Jr.*
  
- ❖ Operations Manager and Human Resources- *Allison Broadbent, Kara Cuskelly*
  
- ❖ Field Superintendents- *Joe McKenzie, Kelvin Peterson, Chris Kauffman, Gerard Mullen*
  
- ❖ Field Employees- *Daniel Weinstein, Mike Miles, Hugo Moreno, Lucas Blaser, Jeremy Demotte*



## CES Silica Exposure Control Plan

### Overview

For the silica dust-producing task(s) described below Contemporary Electrical Services (CES) will use Table 1 of OSHA's Respirable Crystalline Silica Standard to protect its workers from overexposure to respirable crystalline silica.

### Purpose

The purpose of this written silica exposure control plan is to protect CES employees from overexposure to respirable crystalline silica. Overexposure can lead to numerous health problems such as silicosis, lung cancer, chronic bronchitis, kidney disease, and autoimmune diseases. Therefore, CES will implement all applicable parts of Table 1 to ensure that all affected workers:

- Use only equipment described in Table 1.
- Perform only the tasks described in Table 1.
- Implement all required engineering control methods established for each applicable piece of equipment/task described in Table 1.
- Implement all required work practice control methods established for each applicable piece of equipment/task described in Table 1.
- Implement all required respiratory protection functions; and
- Comply with the minimum Assigned Protection Factors (APF) for respiratory protection, as described in Table 1.

CES Safety Director is the company's designated competent person for all silica-related activities that affect CES Employees. The Job Foreman is responsible for the implementation of this exposure control plan and will perform frequent and regular inspections of applicable areas of the job site, materials, and equipment to ensure that it is properly implemented. The Job Foreman's responsibilities include, but are not necessarily limited to ensuring that:

- Affected workers are only using the equipment/performing the silica-related tasks described in Table 1.
- Affected workers have received appropriate safety and health training on respirable crystalline silica generating tasks, accompanying hazards, and effective protective measures.
- Appropriate Table 1 engineering controls are established and properly implemented.
- Appropriate Table 1 safe work practices are established and properly implemented.
- Ensure that the appropriate respiratory protection is used when "required or testing has been conducted to show that our work task produces exposure levels above the PEL." If respiratory protection is required, the Safety Director will ensure that minimum Assigned Protection Factors (APF) are being carefully followed, and respirator use is in compliance with all applicable respiratory protection standards.
- Housekeeping practices limit exposure to respirable crystalline silica as much as possible.

### Silica Dust Producing Tasks

- Handheld drill (impact and rotary hammer drill)

### **Affected Area Access Restrictions**

CES only conducts occasionally brief exposures to crystalline silica dust, which in total is up to 15 minutes or less and occurs no more often than once per shift. CES restricts the amount of airborne silica dust to both its own and employees and other contractors by means of table 1 compliant dust collection attachment. CES also restricts access to its affected workers who must perform work in areas where other trades are using and creating an excessive amount of silica-containing building materials.

- Prior to starting work on any project where respirable crystalline silica exposure is a concern, the job foreman will meet with all other affected employers to determine whether CES employees could be exposed to respirable crystalline silica from the work of other trades on the project.
- Where potential exposures are identified the job foreman will document the operations, their locations on the project, and when they will be performed.

Prior to starting work on any project where respirable crystalline silica exposure is a concern, the job foreman will meet with all CES employees onsite to inform them about the silica exposures on the project and the necessary affected area restrictions.

When CES employees must work in close proximity to other trades that are pulverizing silica-containing building materials:

- Affected CES employees will not enter the work area but will report the issue to the job foreman.
- The Job Foreman will reschedule the work in the affected area to another time when exposure to respirable crystalline silica is not a concern.
- When work in the affected area can't be rescheduled, access to affected CES employees will not be restricted, but the job foreman will ensure that they are implementing the necessary, safe work practices and protective measures to prevent overexposure to respirable crystalline silica in those work areas (ensure the hazard creating employer has the proper engineering controls in place such as proper ventilation, vacuum attachments, etc.)

### **Identified Task-Specific Dust Control Measures**

Description of Task: Handheld Drilling (Impact and Rotary Hammer Drill)  
(Routine task, new task, indoors/outdoors, task found in Table 1)

Engineering Controls: Use drill equipped with a commercially available shroud or cowling with a dust collection system.

Any deviation from Table 1 = air monitoring is required. Engineering controls must be used at all times.

Work Practices: Operate and maintain tools in accordance with the manufacturer's instructions to

Revision: March 25, 2021

minimize dust emissions. Dust collector must provide the airflow recommended by the tool manufacturer, or greater, and have a filter (HEPA) with 99% or greater efficiency and a filter cleaning mechanism. Use a HEPA filtered vacuum when cleaning holes.

Respiratory Protection: None.

Housekeeping: Dust containing silica on work surfaces/equipment must be cleaned up using wet methods or HEPA equipped vacuum, no use of compressed air or dry sweeping for removing dust and debris containing silica, dispose of used vacuum bags/silica contained dust in a closed sealed container.

Procedures Used to Restrict Access to Work Area: None.

Review this plan with all involved employees. Keep a copy of this plan at the job site. Provide this plan of action to the General Contractor. Review and update annually.

Additional Notes: None.

### **Review/Evaluation of this Silica Exposure Written Control Plan**

CES Safety Director will evaluate the effectiveness of this written silica exposure control plan at least annually and update it as necessary to keep affected workers from overexposure to respirable crystalline silica.

## Inclement weather/Emergency Policy

### **Notification**

In an emergency, managers will make every effort to notify employees by phone, text, or email of the closure. Local radio and television stations will announce the closing, employees will be emailed, and or texted.

All of these assume that all or some employees have access to electricity and phones. Employees are encouraged to own, for example, a radio that runs on batteries so that they do not lose contact with the outside world. But, in a regional power outage, recognize that the employer's best efforts to notify employees of the closure may not work.

When the employer is unable to notify employees of the closure, employees are asked to use common sense and make their best assessment of the safety and practicality of the situation. In a regional power outage, for example, employees will know that the company is likely to have no power. Also, in cases of extreme snow or rainfall, the employee should come into work only if they can make it safely.

No pressure is extended from this employer, at any time, that would encourage employees to take unsafe chances to attend work.

### **Part-Day Closure**

If an emergency event such as inclement weather or a power outage occurs, the executive team may determine that CES will close mid-day. When CES closes mid-day, employees are encouraged to leave immediately so that the conditions do not further deteriorate and affect their ability to travel safely.

### **When Company Is Open, but Employee Can't Get to Work**

Individual employee circumstances may affect an employee's ability to come to work. The key to assessing the situation on a case-by-case basis is the communication between the employee and his or her manager.

CES recognizes that in a severe national or regional disaster, all methods of communication may be unavailable, but employees should persist, by any method possible, to reach their manager to discuss individual circumstances.

All pay, leave, and attendance policies will apply, regardless of the circumstances of the absenteeism.

## Incident/Injury Reporting Policy

### **Purpose**

This **Incident/Injury reporting policy** is designed to outline the purpose and procedure for reporting any on-the-job incidents/injuries. CES is committed to enforcing all health and safety guidelines to avoid such occurrences and expects employees to comply. However, accidents/injuries/incidents are sometimes inevitable. Our provision, in this case, is to ensure all accidents are reported timely so they can be investigated properly, and preventative measures can be reviewed and reinforced.

### **Scope**

This incident/injury report policy affects all employees and sub-contractors.

### **Policy elements**

On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be employees who were injured while performing their duties or other people that were on company premises or vehicles.

Accidents/injuries/incidents must be reported as soon as possible to expedite the investigation and increase the likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the company can establish preventative measures for the future.

### **What should be reported under the Incident/injury Reporting Policy?**

The company encourages employees to report all accidents, no matter how minor. Accidents that involve minor injuries like small cuts, non-extensive bruises, etc. and would not normally require any action on behalf of CES (e.g., the breaking of a drinking glass) do not have to be reported (although employees could report them if they want). On the other hand, accidents that involve (or could have involved) more severe injuries and require investigation and action from CES must be dutifully reported. Employees are obliged to report any of the following:

- Fatalities
- Damage to the head, skull, and face
- Damage to any of the senses (e.g., partial or complete loss of hearing, sight, etc.)
- Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
- Damage to the skin (e.g., extensive burns, bruises or cuts)
- Blows or injuries to the spine, back, and ribs
- Harm to the nervous system or loss of consciousness through electrocution, hypothermia, etc.
- Poisoning
- Contamination from hazardous substances or transmission of diseases

- Any other injury that requires hospitalization or medical care

Especially when an employee needs medical coverage, the accident must be reported immediately since insurance benefits may have to be approved after the investigation.

Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

- Explosions
- Slippery surfaces
- Water or gas leaks
- Inadequate insulation of circuits
- Collapses of walls, ceilings, etc.
- Breaking of window glasses or frames
- Poor job site conditions (e.g., overly dusty, or hazardous environmental conditions)
- Damage to property

## **Procedure**

When an employee witnesses or is involved in an incident/injury, they must report it to their immediate supervisor first or the Safety Director personally, in writing, or by phone if the accident occurred remotely within one week. If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their Supervisors or Safety Director as soon as possible so the accident can be prevented.

Depending on the incident, official forms may have to be completed and submitted.

The accident and any sustained injuries must be recorded to an injury reporting form and submitted to the Safety Director.

The Safety Director must initiate an investigation or request an investigation from authorities if appropriate.

The employee who reported the accident must cooperate if called in for questioning to provide details needed. As a rule, the employee must provide information in the incident/injury report as accurately as possible on the following:

- The place of the accident
- The date and time of the accident
- The people involved or injured
- Their position or involvement in the accident
- Their actions immediately after the accident

## **Disciplinary Consequences**

Revision: March 25, 2021

CES places great importance on this policy. All employees are obliged to comply. Any employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When employees are the cause of an accident, they must report it immediately to minimize legal repercussions.

## Drug and Alcohol Policy

### **DRUG-FREE WORKPLACE**

CES strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services safely and conscientiously. Continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs, or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects to have worn off. For these reasons, CES has adopted a policy that all employees must report to work and remain completely free of illegal drugs, abused or non-prescribed prescription drugs and alcohol.

#### **Drug Use/Distribution/Possession/Impairment**

CES strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation, and/or transfer of illegal drugs or other unlawful intoxicants at any time and in any amount or any manner, regardless of the occasion. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law and therefore, its use or possession violates this policy. CES will endeavor to accommodate individuals with disabilities but will not accommodate the use of medical marijuana at work or excuse policy violations related to medical marijuana.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work.

Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained.

#### **Alcohol Use/Distribution/Possession/Impairment**

All employees are prohibited from distributing, dispensing, possessing, or using any beverage or medicine containing alcohol while at work or on duty and from coming onto company premises, reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

#### **Prescription and Over-the-Counter Drugs**

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to a supervisor or



Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.

CES reserves the right to transfer, reassign, placed on a leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect his or her ability to perform safely. CES will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Marijuana remains illegal as a matter of federal law, and therefore, its use or possession violates this policy. CES will endeavor to accommodate individuals with disabilities but will not accommodate the use of medical marijuana at work or excuse other policy violations related to medical marijuana.

### **Counseling and Rehabilitation**

Employees who voluntarily seek help for substance abuse (self-referral) by contacting Contemporary will be provided an opportunity to pursue counseling and rehabilitation. The Company will make available to these employees' information about counseling and rehabilitation services. An employee who is receiving counseling and treatment for substance abuse may use available vacation, sick leave, or if eligible, family and medical leave. Health insurance often covers the costs of such services, but costs not covered must be paid by the employee. The employee cannot return to work until released by a treatment provider to do so, and when he or she receives a negative result on a return-to-work drug and alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

### **Violation of Drug-free Workplace Policy and Discipline**

Violation of Contemporary's Drug-free Workplace Policy will result in discipline up to and including termination.

### **DRUG AND ALCOHOL TESTING POLICY**

CES is committed to providing a safe work environment. The illicit use, possession, distribution, or sale of drugs or alcohol in the workplace jeopardizes this commitment to safety and will not be tolerated.

Accordingly, CES prohibits the following conduct:

- Possessing, using, selling, dispensing or manufacturing controlled substances at work;

- Reporting to work under the influence of alcohol or illegal drugs; and
- Illegal use or abuse of prescription drugs.

Everyone shares in the responsibility for maintaining a safe work environment, and coworkers should encourage anyone who may have a drug problem to seek help. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. Violations of this policy are subject to disciplinary action, up to and including termination.

In furtherance of this policy, the Company will conduct pre-employment drug screening, reasonable suspicion testing, testing after on-the-job accidents, and testing after a leave of absence. The Company will pay any employee his or her normal wage while tests are conducted. The Company also will pay any associated testing fees.

Refusing to take any drug or alcohol test may result in termination of employment. If an employee tests positive for drugs or alcohol, the employee may be terminated. If a job applicant tests positive for drugs or alcohol, employment may be denied in the absence of a plausible explanation.

Employees are encouraged to report the need for assistance with a drug or alcohol problem before being requested to take a test.

## **PRE-EMPLOYMENT and POST-ACCIDENT DRUG TESTING POLICY**

This policy supersedes any and all previous policies on post-accident drug testing policies.

### **Coverage**

This policy applies to all employees and is intended to provide guidance on testing employees for the presence of drugs and alcohol after an accident has occurred while at work on or off company premises. This especially applies to all positions that consist of duties or activities that involve the requirement of employees to perform safety-sensitive functions.

### **Education**

The major focus of a pre-employment and post-accident drug testing policy is to ensure that all employees support a drug-free work environment. Contemporary Electrical Services will continue to provide educational materials on the hazards of drug and alcohol use, including the effect it has on the workplace. Educational efforts may include informational brochures, guest speakers, films and options for assistance in cessation of drug and alcohol use.

## Definitions

1. **Illegal Drugs:** any controlled substance, medication or other chemical substance that (1) is not legally obtainable; or (2) is legally obtainable, but is not legally obtained, is not being used legally or is not being used for the purpose(s) for which it was prescribed or intended by the manufacturer. Thus, illegal drugs may include even over-the-counter medications, if they are not being used for the purpose(s) for which they were intended by the manufacturer.
2. **Legal Drugs/Medication:** Legal drugs mean prescribed or over-the-counter drugs that are legally obtained and used for the purpose(s) for which they were intended by the manufacturer.

## Policy

Contemporary Electrical Services believes that it is important to promote a drug-free community; to maintain safe, healthy, and efficient operations; and to protect the safety and security of our employees, facilities, and all property. Drugs and alcohol may pose serious risks to the user and all those who work with the user. In addition, the use, possession, sale, transfer, manufacture, distribution, and dispensation of alcohol or illegal drugs in the workplace pose unacceptable risks to the protection of a safe and healthy workplace and the security of Contemporary's employees, facilities and property. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by Contemporary. For all of those reasons, The Company has established this Post-Accident Drug Testing Policy. This Policy was written to ensure compliance with the laws of the states of Virginia, Maryland and the District of Columbia.

Contemporary Electrical Services will require that an employee submits to a pre-employment before being hired and a post-accident drug and alcohol testing within 8 hours of notification of the accident.

Employees may be required to submit to testing to determine the presence of drugs or alcohol if there is reasonable suspicion that drug or alcohol use contributed to the accident.

All information from an employee's drug and alcohol tests will be confidential to the extent required by law.

## Specimen Collection and Testing Procedures

1. Specimen Collection Procedures
  1. **Test Subject Privacy:** appropriate professional personnel will supervise the collection of urine and blood specimens for testing.
  2. **Chain of Custody Procedures:** Contemporary will take steps to preserve the chain of custody of specimens in order to ensure testing accuracy.
2. Specimen Testing Procedures

1. Specimens will be tested only by laboratories that are properly approved to conduct drug testing by the National Institute on Drug Abuse, the Department of Health and Human Services, or the College of American Pathologists. Specimens will be tested only for the presence of illegal drugs and their metabolites.
2. Contemporary will rely only on positive initial screening test results that also have been confirmed by gas chromatography/mass spectrometry (GC/MS) or other methods of confirmatory analysis provided for by the National Institute on Drug Abuse, the Department of Health and Human Services or the College of American Pathologists (confirmatory test).
3. **Cost of Testing:** Contemporary will pay for any drug and alcohol test that is required.
4. **Test Results:** Contemporary will promptly communicate positive test results to test subjects.

### **Confidentiality**

Contemporary Electrical Services will not disclose test results except as authorized by the test subject or as authorized, permitted, or required by applicable law.

### **Consequences of Refusal**

Refusal to submit includes:

- Failure to provide adequate breath for testing without a valid medical explanation, after receiving notice of the requirement for breath testing,
- Failure to provide adequate urine for controlled substances testing without a valid medical explanation, after receiving notice of the requirement for urine testing,
- Engaging in conduct that clearly obstructs the testing process; and
- Leaving the scene of an on-the-job accident.

Employees may refuse to undergo drug and alcohol testing. However, employees who refuse to undergo testing or who fail to cooperate with the testing procedures may be subject to discipline, up to and including immediate termination pursuant to the Contemporary's discipline and dismissal procedures. Refusal to submit may also result in the denial of Workers' Compensation Benefits, and the employee may be required to incur the medical and testing costs related to the accident, injury or illness.

### **Consequences of Confirmed Positive Results**

Any employee who tests positive on a confirmatory drug and alcohol test required by Contemporary Electrical Services:

1. May be subject to discipline, up to and including immediate discharge; and
2. May be denied Workers' Compensation Benefits, and the employee may be required to incur the medical and testing costs related to the accident, injury or illness.

## **Employee Rights**

Any employee who tests positive on a confirmatory drug and alcohol test required by Contemporary Electrical Services may request, in writing, the opportunity to explain the positive test result in a confidential setting, provided that Contemporary receives the request within one calendar day after the employee has been informed of the positive test result.

Any employee who tests positive on a confirmatory drug and alcohol test required by Contemporary has the right to request, in writing, the confirmatory retest of the original sample, at his or her own expense, provided that Contemporary receives the request within one calendar day after the employees have been informed of the positive test result.

Confirmatory retests requested and paid for by the employee may be conducted only by laboratories that are properly approved to conduct drug and alcohol testing by the National Institute on Drug Abuse, the Department of Health and Human Services, or the College of American Pathologists.

## Violations and Disciplinary Action Policy

### **Safety Violations**

Should any employee commit an unsafe act, intentional or not, this action should be addressed by the immediate supervisor/foreman and reviewed by the Safety Director and Human Resource personnel. CES reserves the right to use disciplinary actions, depending upon the seriousness of the violation and the impact of the violation upon the conduct of the CES business. It is not required to complete all steps of the disciplinary procedure in every case. Discipline may begin at any step appropriate to the situation. Discipline includes, but is not limited to:

- 1<sup>st</sup> Verbal Reprimand**
- 2<sup>nd</sup> Written Reprimand**
- 3<sup>rd</sup> Sent home without pay or termination**

The attached “*Safety Violation Notice*” should be completed for all written reprimands. A copy should be maintained in the employee’s personnel file and submitted to the Safety Director or Human Resource personnel if corrective action(s) is required.

### **Late/Tardy Violations**

All employees must show up to work on time and ready to work. If any employee is late/tardy disciplinary violations will be as the following:

- 1<sup>st</sup> Verbal Warning**
- 2<sup>nd</sup> Write up and sit for one hour**
- 3<sup>rd</sup> Sent home without pay or terminated**

### **Absenteeism**

Any employee who no call no show will be subject to the following disciplinary action:

- 1<sup>st</sup> Verbal Warning**
- 2<sup>nd</sup> Write up**
- 3<sup>rd</sup> Sent home without pay or terminated**

### **Performance/Behavioral Violations**

Any employee that is deemed to be lacking in their everyday duties or has behavioral issues is subject to retraining or the following:

- 1<sup>st</sup> Verbal Warning**
- 2<sup>nd</sup> Write up**
- 3<sup>rd</sup> Sent home without pay or terminated**

## CES Safety Orientation Policy

The Safety Director will provide safety training to all newly hired employees. Each new employee will be given a copy of the safety manual, employee handbook, and all necessary PPE required for each job site.

### General safety orientation

At a minimum but not limited to:

Safety training containing information common to all employees should be reviewed ***before beginning their regular job duties***. Recommendations include (at a minimum but not limited to):

1. Review the safety manual, accident & hazard reporting procedures, emergency procedures, first aid, personal protective equipment (Return-to-Work Policy, etc.)
2. Encourage & motivate employee involvement in safety. Make each accountable for their safety and the safety of their coworkers.
3. Cover and Review all job-specific tasks and explain any known workplace hazards associated with those tasks.
4. Conduct training on any topics that are not scheduled to be addressed within a reasonable timeframe and are relevant to the employee's job.

### Job-specific training

At a minimum but not limited to:

Job-specific safety training should be ***provided before performing the task*** and should include:

1. Specific safety rules, procedures, hazards, and special emphasis programs (LOTO, Aerial lift training, confined space, etc.) to complete their job.
2. Identify employee's or employer's responsibilities.

Continual training should be provided to new hires and an annual refresher training to all employees to maintain a sound knowledge base with all regulatory standards.

Effective May, 2021, all CES employees will receive LOTO training and NFPA 70E Training and must adhere to these procedures. Any deviation from the procedures and training given will be subject disciplinary action: written up and subject to removal from the jobsite and/or immediate termination.

## Personal Protective Equipment Policy

### Head Protection

The wearing of approved non-conductive safety hats (class E or G) is mandatory in all construction areas **100% of the time. No exceptions!**

#### Helmet Fit

A properly fitting helmet should be snug on the head. The helmet's headband should be adjusted accordingly to receive the proper fit. When the headband is adjusted properly, it provides sufficient clearance between the shell and headband.

**NOTE:** Ballcaps or other unapproved head coverings shall not be worn underneath the hard hat unless approved by the Safety Director. Head protection is to be worn with the adjustable strap in the back of the head and not the front. A safety violation write is subject to any violators.

#### Helmet Inspection and Maintenance

The manufacturer's specifications should be followed concerning the proper cleaning methods. Helmets should be cleaned by dipping them in hot, soapy water. They should then be scrubbed and rinsed in clear, hot water. After rinsing, the shell should be carefully inspected for signs of damage. It is the employee's responsibility to keep their helmet clean.

All components, shells, suspensions, headbands, sweatbands, and accessories should be inspected daily for dents, cracks, penetration, or any other damage that might reduce the original degree of safety. Damaged helmets should be replaced immediately.

**NOTE:** Do not paint or cut holes in any head protection. This will take away from the integrity of the hard hat, and if noticed by a foreman/supervisor or the safety director, it will be taken, and a new hard hat will be issued.

### Eye and Face Protection

Safety glasses with side shields or over the glass's safety glasses will be provided by CES and are always mandatory.

All construction areas always require 100% eye protection. Minimum eye protection includes approved safety glasses with side shields or mono-goggles meeting the standards specified in ANSI Z87.1-1968.

Additional eye and face protection should be used by employees when:

- Welding, burning or using cutting torches
- Using abrasive wheels, grinders, or files
- Chipping concrete, stone, or metal
- Working with any materials subject to scaling, flaking, or chipping
- Drilling or working under dusty conditions
- Using explosive actuated fastening or nailing tools
- Working with compressed air or other gases
- Working with chemicals or other hazardous materials



- Using chop, chain, or masonry saws
- Working near any of the operations mentioned earlier

To protect from injurious light radiation, all affected employees should use equipment with filter lenses or ultraviolet – A spectrum (UVA) protective lenses.

### **Hand Protection**

It is a requirement that hand protection with a cut-resistant level of 4 be worn when on CES project locations at all times!

### **Footwear**

It is a requirement that CES employees wear either a steel or composite work boot on all project locations.

### **High Visibility Clothing/Vest**

CES always requires that each employee wears either a safety green/orange colored shirt or an issued safety vest while working at any CES project site.

### **Kevlar sleeves/Cut Resistant sleeves/Long sleeve shirts**

It is mandatory that all CES employees where arm protection consisting of a long sleeve t-shirt, Kevlar sleeves, or cut-resistant arm sleeves at all times.

## Motor Vehicle Policy

### **Driving for Company Business**

Contemporary Electrical Services provides company-owned vehicles for approved selected employees to drive on company-designated business. CES will also reimburse these employees for the business use of personal vehicles in accordance with this policy. All employees are expected to comply with all local, state, and federal laws while operating company vehicles and other equipment or driving a personal vehicle for business purposes. The Company may discipline employees who engage in unlawful conduct. For example, employees who are assigned to drive a company-owned vehicle or otherwise required to drive as part of their job duties are required to have and maintain a valid driver's license, wear seat belts, and travel at a safe speed. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment. Employees will be responsible for all liabilities, fines, etc. that result from such traffic and parking violations to the extent permissible under the law.

Employees are to use their company-owned vehicle for work-related purposes only unless granted prior approval for personal use by the President or Vice President but may run incidental, personal errands during their commute to and from work or during their meal break. This commuting and meal break time is the employee's time. Employees are not allowed to use company vehicles outside of normal work hours unless specifically authorized by senior management.

Company vehicles are to be driven by authorized employees only, except in the case of repair testing by a mechanic. Any accidents in company vehicles or while driving on company business, regardless of severity, must be reported immediately to the Safety Director and the Human Resources Department. Failing to stop after an accident and failure to report an accident may result in disciplinary action up to and including termination of employment.

Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

### **Cell Phone Use/ Texting While Driving**

Employees whose job responsibilities include regular or occasional driving and who are issued a company cell phone (including smartphones and other mobile electronic devices) or use their personal cell phone for business-related work are expected to put safety first. Therefore, personal and company-supplied cell phones are not to be used while driving.

If an employee receives a call on a cell phone while driving, he or she must pull over safely, park, and then either answer the phone or return the call. Furthermore, if an employee needs to make a call, he or she must also pull over safely, park, and then place the call. Employees also may not send or review text messages while driving as part of their job responsibilities.

The purpose of this policy is to ensure the safety of employees, other motorists, and company property. Employees who are charged with traffic violations or cause accidents or injuries resulting from their use of personal or company-issued cell phones or smartphones while driving will be solely responsible for all liabilities, fines, etc., that result, to the extent permissible under the law.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a company-provided cellular telephone for business use or who use their personal cellular telephone for business use, are also expected to abide by the provisions of this policy.

### **Driving Reports**

Every month a driver safety report will be pulled and any employee with a company vehicle with a tracking device will be affected.

The report will produce the top five safest drivers and the top five drivers that need coaching due to violations such as hard braking, cornering, accelerating, and speeding violations.

Any employee who is on the top five list for coaching three times in a row will be submitted to take a defensive driving class and could potentially lose privileges to operate a company vehicle.

## Communicable Diseases Policy

### **Overview:**

Contemporary Electrical Services decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, coronavirus (COVID-19), measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. CES may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

CES will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. CES reserves the right to exclude a person with a communicable disease from the workplace facilities, programs, and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

CES will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

## Infectious Disease (COVID-19) Preparedness and Response Plan

### I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam’s COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

### II. Responsibilities

Contemporary Electrical Services (CES) has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

#### *[Name(s) and title(s) of health officer(s)]*

The following table is an example.

Health Officer(s)			
Name	Title	Department	Phone Number
Blake Downer	Safety Director	Safety	(814)952-7504
Nate McCrea	Safety Coordinator	Safety	(571)455-6140
Allison Broadbent	VP Operations/HR	Human Resources	(703)930-9834
Kara Cuskelly	Operations/HR	Human Resources	(703)302-9420

For the purpose of ensuring compliance with the most recent safety and health requirements, *Blake Downer* is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

### III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective

equipment (PPE) – to protect employees’ safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

*Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: “Very High”, “High”, “Medium”, and “Lower”.*

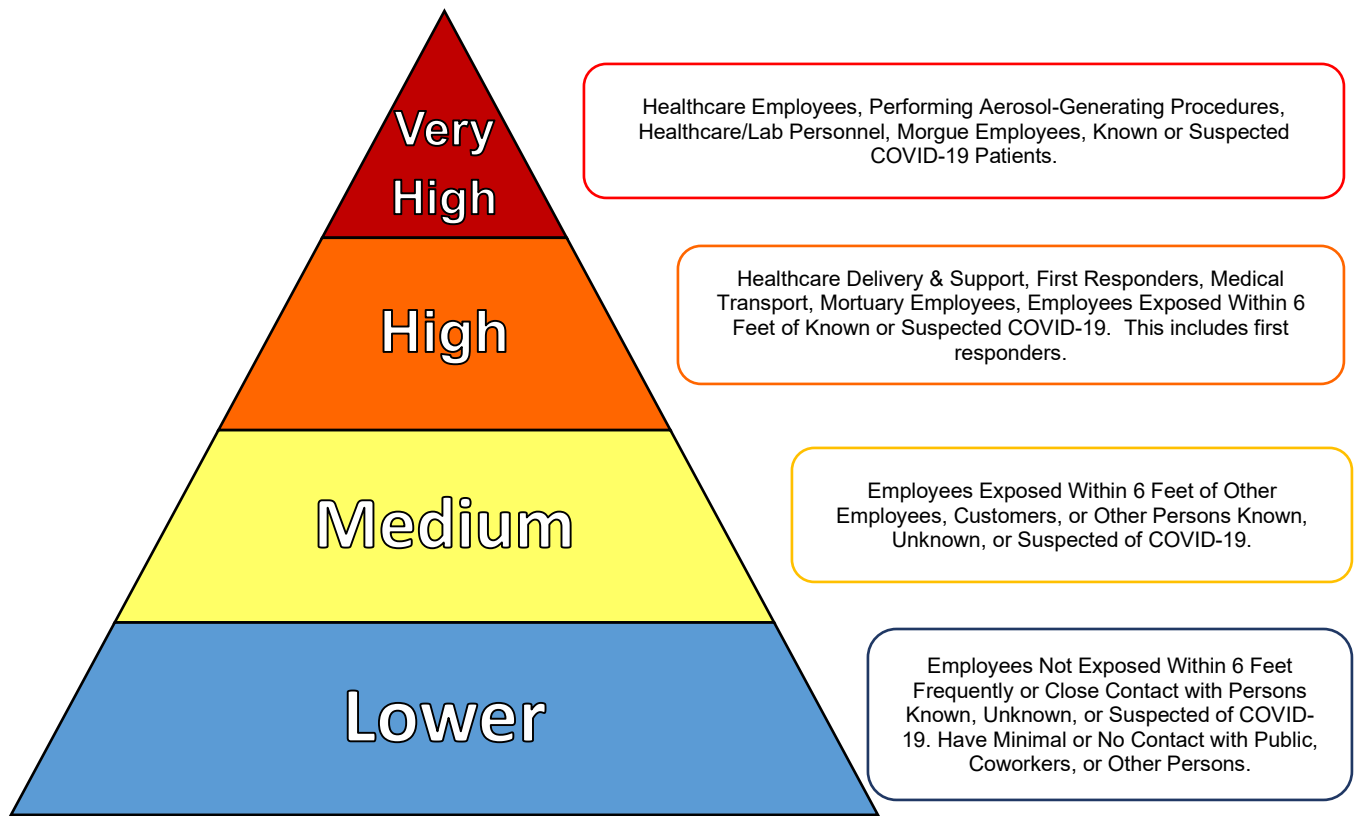
**“Very High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“Medium” (for Field employees)** exposure risk hazards or job tasks that are not labeled as “very high” or “high” (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“Lower” (for Office employees)** exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Consult the definition of “Exposure risk level” of the Emergency Temporary Standard for COVID-19 by the Virginia Department of Labor and Industry. Also, consult pages 18 - 21 of the OSHA document “Guidance on Preparing Workplaces for COVID-19” which is available at <http://www.osha.gov/Publications/OSHA3990.pdf> and determine the risk level of each employee or class of employee based on their type of work and duties. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

When you have determined the risk level of all your employees and officials, list the work area, job/job tasks, employee exposure risk, and qualifying factors in the table.

The following table is an example.

<p style="text-align: center;"><b>Work Tasks (For Field Employees)</b></p> <p><b>NOTE:</b> Many tasks involve workers being isolated from others but in some cases, workers will work near one another wearing all required PPE and face coverings.</p>	<p style="text-align: center;"><b>Exposure Risk Determination</b></p> <p style="text-align: center;"><b>Medium Exposure:</b> Employees Exposed Within 6 Feet of Other Employees, Customers, or Other Persons Known, Unknown, or Suspected of COVID-19.</p>	<p style="text-align: center;"><b>Qualifying Factors (Example: No Public Contact, Public Contact)</b></p>
Scaffold	<i>Medium</i>	<i>Public Contact</i>
Lock out/Tag out	<i>Medium</i>	<i>Public Contact</i>
Fall Protection (lifts)	<i>Medium</i>	<i>Public Contact</i>
Ladders	<i>Medium</i>	<i>Public Contact</i>
Powder Actuated Tools (PATs)	<i>Medium</i>	<i>Public Contact</i>
Bathroom Usage	<i>Medium</i>	<i>Public Contact</i>
Running Pipe	<i>Medium</i>	<i>Public Contact</i>
Pulling Wire	<i>Medium</i>	<i>Public Contact</i>
Access to Gang Box	<i>Medium</i>	<i>Public Contact</i>
Common Areas	<i>Medium</i>	<i>Public Contact</i>
Elevators	<i>Medium</i>	<i>Public Contact</i>
Onsite Pre-Screening/Staging Area	<i>Medium</i>	<i>Public Contact</i>



<p align="center"><b>Work Tasks</b></p> <p align="center"><b>(For Office Employees)</b></p> <p><i>Note:</i> Many tasks involve workers being isolated from others (e.g. isolated offices divided by walls). When employees have to be within six feet of each other they must use the appropriate PPE (e.g. facial covering)</p>	<p align="center"><b>Exposure Risk Determination</b></p> <p><b>Low Exposure: Employees not exposed within 6' feet frequently</b></p>	<p align="center"><b>Qualifying Factors</b></p> <p align="center"><b>(Example: No Public Contact, Public Contact)</b></p>
Office Work	<i>Low</i>	<i>No Public Contact</i>

### Contingency Plan in the Event of an Infectious Disease Outbreak

In the event that an outbreak or pandemic due to an infectious disease, CES has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows:

#### **COVID-19 Emergency Response Plan**

Contemporary Electrical Services (CES) puts the health and safety of our employees first beyond everything else. With the spread of the coronavirus (COVID-19), CES must remain vigilant in mitigating the outbreak. CES had been deemed “essential” by State authorities during this Declared National Emergency as we provided electrical services to a multitude of clients across the DC, Maryland, and Virginia territories. In order to be safe and maintain operations, we have developed a COVID-19 Emergency Response Plan that must be implemented company wide on all job sites.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and state and local health departments.

#### **Responsibilities of Upper Management, Project Managers, Superintendents, and Foremen:**

All responsible parties listed above must be familiar with this plan and be ready to answer questions from employees. All Upper Management, Project Managers, Superintendents, and Foremen must set a good example by following this plan at all times. This involves the practice of good personal hygiene and jobsite safety practices to prevent the spread of the virus. All must encourage this same behavior from all employees.

### **Responsibilities of Employees:**

CES is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, CES has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their foremen immediately if they are experiencing signs or symptoms of COVID-19, as described below. If any employee has a specific question about this plan or COVID-19, please ask you foremen. If they cannot answer the question, please contact Blake Downer or Allison Broadbent.

OSHA and the CDC have provided the following controls and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing
- Fever
- Shortness of breath
- Difficulty breathing
- Chills
- Body aches
- Sore throat
- Headache
- Diarrhea
- Nausea/vomiting
- Runny nose
- Loss of taste and smell
- Tiredness/Fatigue, Chest pain and pressure

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your Foremen and healthcare provider right away.

### **Job Site Protective Measures:**

- Any employee showing symptoms of COVID-19 will be asked to leave the jobsite and return home for self-quarantine.
- Safety meetings/toolbox talks should be held in a well-ventilated area preferably outside. Avoid gathering in groups more than 10 people and participants must remain 6' feet apart.
- All employees must avoid physical contact with others and shall direct others (coworkers) to increase personal space to at least 6' feet, where possible.
- CES understands that due to the nature of our work. Access to running water for hand washing may be impracticable. In these situations, CES will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-worker's tools and company owned equipment. To the extent tools must be shared, CES will provide alcohol-based wipes to clean tools before and after each use.
- Employees are encouraged to use voluntary N95 dust masks while on site. Employees must review Appendix D of OSHA standard 1910.134 before use.
- Employees are encouraged to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation.
- In lieu of using a common source of drinking water, such as a water fountain or water cooler, employees should use individual water bottles.

### **Jobsite Exposure Situations:**

#### **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptom, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants), and at least 7 days have passed since the first symptom began. CES will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days) and at least 7 days have passed since the first symptom began. To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

#### **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least fourteen (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. CES will require an employee to provide documentation clearing his or her return to work.

## **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (coworkers or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period. If the employee develops no symptoms, the employee will be allowed to return to work. If the employee does develop symptoms or later tests positive for COVID-19, they are to follow the appropriate guidelines that apply to them.

### **NOTE:**

If CES learns that an employee has tested positive, CES will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed - positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, CES will also notify any contractors, clients, vendors/suppliers or visitors who may have had close contact with the confirmed positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of work, he/she must alert a foreman or company representative of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

### **EMPLOYEE Q&A**

Our top priority is focused on the health and safety of our employees. *Contemporary Electrical Services* is committed to protecting the workplace when there is an infectious disease outbreak. We understand concerns about Coronavirus (COVID-19) are top of mind, and we want to continue to share information with you during this challenging time.

Contemporary Electrical Services (Contemporary) reserves the right to screen all employees upon returning to work from a self-quarantine, doctor recommended quarantine or CES recommended quarantine. In addition, Contemporary reserves the right to screen all employees who travel outside the DC Metropolitan area before allowing the employee to return to work and will screen all employees who have voluntarily chosen to temporarily withdraw from work for more than 1 week. In addition, Contemporary reserves the right to expand the list of reasons for screening for return to work as information regarding the COVID-19 outbreak becomes available.

In keeping with our screening requirements, you are being asked to adhere to the guidelines below, as well as answer the questions listed below. Upon acceptance of these guidelines and answering the questions, the Field Supervisor, Safety Director or other designated member of Management will determine if you are given approval to return to work:

- **People with diagnosed COVID-19 and people with symptoms similar to COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:**

- You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)  
AND
- other symptoms have subsided (for example, when your cough or shortness of breath have gone away)  
AND
- at least 7 days have passed since your symptoms first appeared

Please truthfully answer the following questions:

1. Have you had a fever without any fever reducing medicines such a Acetaminophen (Tylenol) or Ibuprofen (Advil, Motrin, Aleve, etc.) in the last 72 hours (3 full days)?
2. Have you had any of the following symptoms in the last 7 days: sore scratchy throat, fever of 100 degrees or higher, body aches, cough, fatigue, stuffy or runny nose that is new and not normal allergies for you, loss of sense of smell or taste, or difficulty breathing?
3. Have you been exposed to anyone with the symptoms listed in question 2 in the last 14 days?
4. Have you traveled outside the DC Metro Area in the last 14 days?

Thank you for your cooperation in helping us keep all of the employees of Contemporary safe and healthy!

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

INTERVIEWER: \_\_\_\_\_

DATE OF INTERVIEW: \_\_\_\_\_

RETURN TO WORK APPROVED OR DECLINED: \_\_\_\_\_

IF APPROVED, RETURN TO WORK DATE: \_\_\_\_\_

IF DECLINED, NEW ANTICIPATED SCREENING DATE: \_\_\_\_\_

IF DECLINED, DECLINE REASON: \_\_\_\_\_

## **V. Basic Infectious Disease Prevention and Control Measures**

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with CDC disinfection guidance.

Additional precautions and actions to take are **CES specific actions being taken:**

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employee workstations are greater than six feet apart;
- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and
- Employee interactions with the general public are modified to allow for additional physical space between parties.

## **VI. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations are made without regard to employees protected characteristics

as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

### ***1. Employee Self-Monitoring***

The following employees should **not** report to work and, upon notification to CES; will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

### ***2. Daily Screenings***

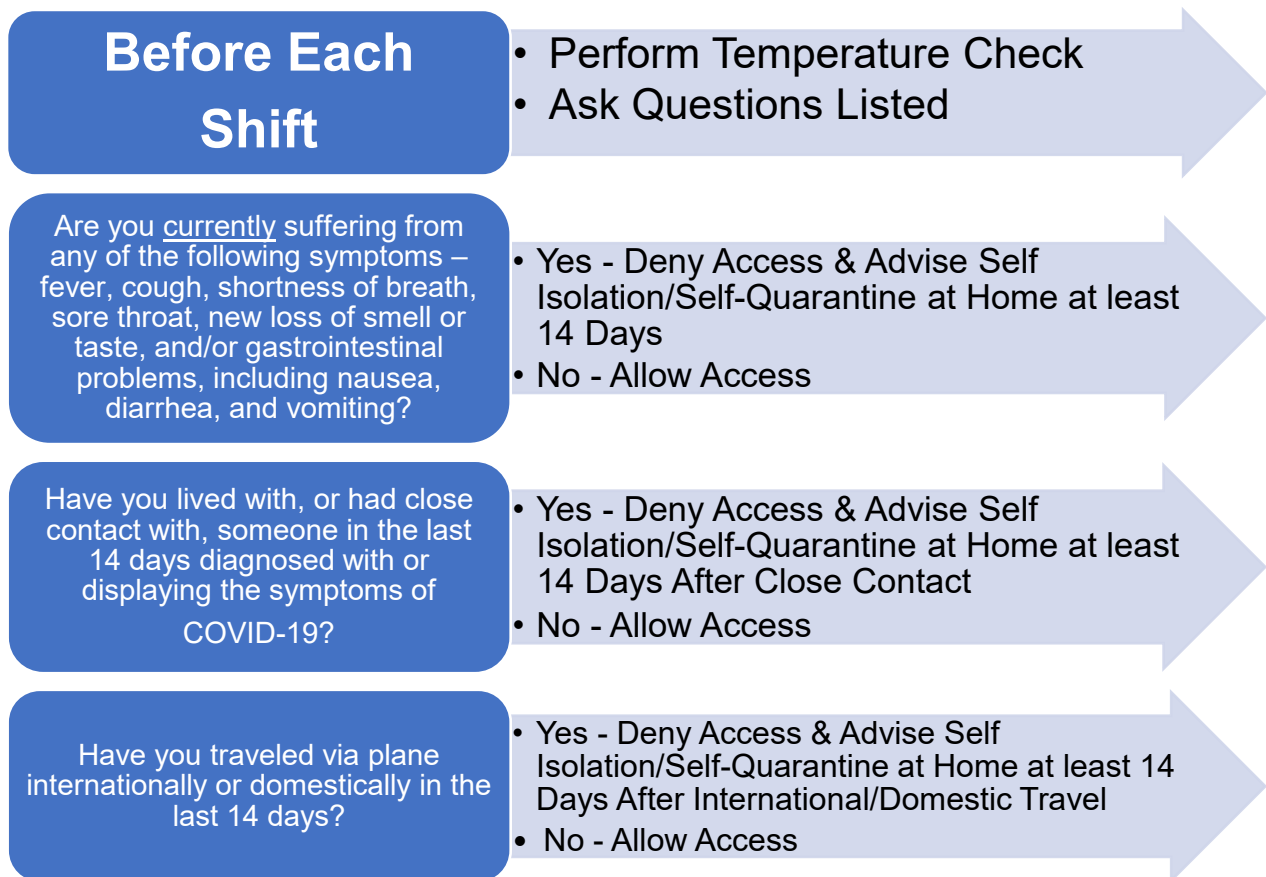
To prevent the spread of COVID-19 and reduce the potential risk of exposure, CES Foremen will conduct screenings of all employees daily.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. If a touchless thermometer is available, temperature checks are performed.

- b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

A reference chart of the above daily screening questions is listed below.



Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

### ***3. Return-to-Work Requirements***

Employees who were themselves diagnosed with COVID-19 may only return to work upon



confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement of all symptoms; and
- At least 10 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed and/or symptomatic individual receiving a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, CES depending on the circumstance may accept written statements from employees confirming all the factors supporting their release.

Actively encourage sick employees to stay home:

- Include a statement regarding your PTO program. The Families First Coronavirus Response Act Policies and Posters are to be posted in common places as well as on the employee shared IT drives (if employees have questions regarding use of emergency paid sick time, employees should contact **Allison Broadbent**).
- CES will follow state and federal guidance for return to work guidance.

- Guidance from the employee's health care provider will also be considered.

## **VII. Procedures for Minimizing Exposure from Outside of Workplace**

CES's business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where customers might gather/wait
  - In person meetings are to be made by appointments only
  - Limit the number of customers allowed into workplace
  - Minimize face to face contact

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

Any individual entering one of CES's jobsites may have their temperature checked and/or a questionnaire completed prior to entry.

To minimize exposure from visitors or vendors:

- *All business partners that work within CES have been provided this Plan.*
- *When possible or when needed, CES will limit the number of visitors in the facility.*
- *Any individual entering one of the CES facilities/jobsites may have their temperature checked and/or a questionnaire completed prior to entry.*
- *Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.*
- *All deliveries will be handled through curbside pick-up or delivery.*

Minimizing exposure from the general public:

- Social distancing practices to be observed:
  - 6-foot distances are enforced in areas where individuals might gather/wait.

- Limit number of individuals allowed into workplace.
- Minimize face to face contact:
  - Where applicable: computer workstations positioned at least 6 feet apart
- Information is posted at **CES** jobsite locations educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering **CES** offices may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between **CES** employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

## **VIII. Training**

All employees at CES will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- Companies Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.

- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
  - When PPE is required
  - What PPE is required
  - How to properly don, doff, adjust and wear PPE
  - Limitations of PPE
  - Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures by August 26<sup>th</sup>, 2020. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements (see example below):

- Employee name
- Employee’s signature (physical or electronic)
- Date
- Signature of Trainer

The following table is an example.

<b>Date:</b>		<b>Trainer:</b>	
<b>Employee Name (Printed)</b>	<b>Employee Name (Signature)</b>	<b>Work Area</b>	<b>COVID-19 Risk Level</b>

Retention of training records must be retained in employee files. These records are located at the warehouse in the CES Safety Filing Cabinet. The most recent training records will be maintained.

## Industry Specific Guidelines

### Construction Industry Guidelines

Businesses or operations in the construction industry must:

- a)** Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
- b)** Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub-provision (b) of this section, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.
- c)** Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.
- d)** Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
- e)** Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
- f)** Ensure there are sufficient handwashing or hand-sanitizing stations at the worksite to enable easy access by employees.
- g)** Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite.
- h)** Restrict unnecessary movement between project sites.
- i)** Create protocols for minimizing personal contact upon delivery of materials to the worksite.

### Office Regulations

- a)** Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b)** Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c)** Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule where only half of employees are in the office at a particular time).

- d)** Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e)** Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f)** Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- g)** Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- h)** Post signs about the importance of personal hygiene.
- i)** Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, and whiteboards).
- j)** Institute cleaning and communications protocols when employees are sent home with symptoms.
- k)** Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- l)** Suspend all nonessential visitors.
- m)** Restrict all non-essential travel, including in-person conference events.

Revision: March 25, 2021

## Prohibiting the use of other trades equipment/tools

March 5<sup>th</sup>, 2021

From: Blake Downer (Safety Director)

Re: Prohibiting the use of other companies' equipment/tools

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Effective immediately. No employee is allowed to use or work from any other trades, ladders, scaffolds, etc. if you need additional equipment, please reach out to Nate or myself or your superintendent.

Employees may only use personal tools that have not been altered or modified or CES issued tools, and equipment.

Note: Other trades may be defective and not properly maintained.

*Blake Downer*

Blake Downer

CES Safety Director