SMITH ENGINEERING INC

COVID-19 Preparedness Plan

Smith Engineering, Inc. is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Smith Engineering managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Smith Engineering. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers’ health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Each employee is encouraged to check their temperature regularly at home before coming in to work. Thermometers will be provided for those who have a need for one.
- If employee is experiencing symptoms or has an elevated temperature, they are to stay home. The employee is to stay in close communication with their supervisor.
- If employee starts experiencing symptoms or elevated temperature during working hours, they are to limit their interaction with other employees, communicate with their supervisor, and then go home. If employee is at a customer site, they are to leave the premises immediately and notify their supervisor accordingly.
Employees who exhibit symptoms are required to schedule a COVID-19 test with their medical provider. Results are required to be provided to Smith Engineering. Smith Engineering will determine if other employees were in same proximity of effected employee and if further action is necessary to isolate those employees.

Smith Engineering has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Smith Engineering will pay employee for two weeks sick leave if required to self-quarantine. If self-quarantine is required beyond the two weeks, employee has the option of using PTO time or applying for Family Medical Leave Act (FMLA).

If an employee at work is diagnosed with COVID-19, management will review the situation and determine if other employee quarantines are necessary. Factors include location, position, type of work, and which employees may be affected.

In addition, Smith Engineering will take every effort to protect the privacy of employees’ health status and information. It is recognized that in a small company, infected employees will be easily identified. Any and all other health information is strictly confidential. Smith Engineering, Owners and Managers, will not discuss any information, that should be kept private, with employees.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Posters have been posted in key areas in the building reminding employees to wash hands and the proper technique.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

Social distancing

Social distancing is being implemented in the workplace.

- Workers and visitors are prohibited from gathering in groups and confined areas, from using other workers’ personal protective equipment, phones, computer equipment, desks, or other personal work tools and equipment.
- All non-essential business travel is suspended until further notice.
• All non-essential in-person meetings are eliminated. All employees are encouraged to have meetings using online software such as Zoom or Webex.
• Any employees who are able to work from home, may do so as long as work duties are not compromised.
• All in building employees are encouraged to maintain a 6 feet distance.
• In regard to equipment support service and DI exchange service:
  o Regeneration plan is locked down and only critical personnel have access
  o With critical positions, we have isolated the backups from the primaries.
  o Staggered start time for delivery drivers and service technicians so that their exposure to each other is limited.
  o DI Tanks will be disinfected with wipes when they are being loaded on the trucks.
  o Service Technicians are to follow all COVID plans that are in place at customer sites.
• All employees will be provided with face masks, gloves, hand sanitizer, and gloves as needed for their job positions.

Housekeeping

Regular housekeeping practices are encouraged by all employees. In addition, a member of the office staff will use a disinfecting wipe on key surfaces on a daily basis. This includes areas where multiple employees might touch like door handles, light switches, microwaves, coffee pots, water coolers and similar areas.

Disinfecting wipes are available for employees’ use if they need to clean tools, personal work spaces, or other areas.

Critical Infrastructure Industry


Communications and training

Portions of this plan were communicated to managers and employees on March 17, 2020. In addition, a letter was posted on the website, www.smithengineeringinc.com This Preparedness Plan was communicated via Managers to all workers May 26, 2020. Additional communication will be ongoing and will be provided to all employees as needed. Managers and supervisors are to monitor how effective the program has been implemented. This Preparedness Plan has been certified by Smith Engineering management and was posted by the employment posters on May 26, 2020. It will be updated as necessary.

Certified by: [Signature]

President,
Smith Engineering Inc