

SWINERTON COVID-19 PLAN 6.0

PUBLISHED BY COVID-19 TASK FORCE

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6.0 updates the Isolation and Quarantine Guidelines, Travel Guidance, and changes to what type of test is acceptable.

SWINERTON COVID-19 PLAN

INTRODUCTION

Concerns related to COVID-19 remain very serious and the enclosed Plan is an evolving recommendation of steps Swinerton is putting in place to support our teams.

We encourage everyone to keep perspective and a long-range focus on virus safety even as we begin to emerge from this crisis. Together we will continue to leverage key strengths of the Swinerton family – resiliency and teamwork as we work through today’s challenges and adapt to future needs.

The Executive team along with other key leaders on our COVID-19 Task Force are monitoring the situation daily to ensure we are taking the right precautions for our employees, business partners, and communities. This includes:

- Considering guidance from the CDC, other government and public health agencies, along with best practices from other business partners
- Working on evolving policies and action plans to address a wide range of possible scenarios
- Providing resources for peace of mind and business continuity

The primary drivers of our planning and decisions are first, the health and safety of our employees, business partners, and communities, and second, sustaining operations which support the livelihoods of our teams.



Eric Foster

Chief Executive Officer

On behalf of Swinerton and the COVID-19 Task Force

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01 PREVENTION PROTOCOL



TO MINIMIZE THE RISK OF COVID-19, SWINERTON JOBSITES WILL ENACT THE FOLLOWING PROTOCOLS* BASED ON THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) RISK ASSESSMENT AND MANAGEMENT CRITERIA:

1. Health & Hygiene

First and foremost, stay home if you are sick. All employees must practice good everyday respiratory etiquette and hand hygiene as recommended by the Centers for Disease Control and Prevention (CDC) both at work and in your daily lives outside of work. This virus is disseminated in the same manner as colds and the flu—and you can help prevent the spreading of this virus by using the same preventive measures:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains greater than 60% ethanol or 70% isopropanol if soap and water are not available.
- Monitor your health daily. Symptoms may appear 2-14 days after exposure to the virus. Watch for the following symptoms including but not limited to: Fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose when you cough or sneeze. Throw the tissue away and wash your hands.
- Clean and disinfect objects and surfaces you touch.
- Avoid close contact with people who are sick.
- Follow all company policies and state and local health department orders including the use of face coverings and social distancing.

Face Coverings

NOTE: Many local and state jurisdictions have specific face covering mandates that we must comply with. Prior to easing face covering requirement at any Swinerton Location (jobsite or office), the Division Manager must approve the policy change.

- Unless required by local or state health orders, if you are Fully Vaccinated you may discontinue use of face covers, effective June 15, 2021.
- Your face covering should not be medical grade; it must cover both your nose and mouth.
- Face coverings are not a substitute for social distancing.
- Face covering may be removed when you are alone in your workspace, only when allowed by your site or office Plan.
- Please contact your safety manager or HR representative for questions or assistance.

2. Social Distancing

Unless required by local or state health orders, if you are Fully Vaccinated you may gather without the need for social distancing, effective June 15, 2021.

Maintain Social Distancing of 6 feet whenever possible, following best practice recommendations for COVID-19 mitigation on jobsites and in offices. See the Resources & Forms section for more information on [Social Distancing tips](#) for work and home.

3. Cleaning & Disinfecting

Your help in preventing the spread of illness is critical. Follow the general recommendations for routine cleaning and disinfection on jobsites and in offices.

4. Health/Illness Assessment

Additional screening as a mandate of legislation or as required by client or project will only allow people on-site who are deemed “Unrecognized Possible Exposure.” This will be achieved by Swinerton administering a brief questionnaire to all Swinerton employees outside the site entrance. Subcontractors will be required to administer the same questionnaire to their employees. If you incorporate temperature taking as a part of the health assessment process, see the [Temperature Taking Guidelines](#) in the Resources & Forms section of this Plan.

(*) Modify jobsite protocol that is under more stringent local, state or federal Public Health Orders.

02 EXPOSURE/POTENTIAL EXPOSURE PROTOCOL



OBSERVED ILLNESS (observed by others, information comes from an assessment)
COMMUNICATED ILLNESS (individual notifies us)

General Illness Defined as:

Individual presents with signs of an illness

- Individual should NOT come into work and is expected to contact their supervisor to report their illness.
- If individual arrives at work while ill, they must be sent home.
- Supervisor must contact their safety manager or HR representative immediately for assistance and to complete an Exposure Risk Assessment.
- Worker should contact their medical professional for advice and guidance.
- Worker must remain in isolation and away from the workplace until they meet the requirements of the [Isolation and Quarantine](#) guidelines of this Plan.
- HR follows up on worker's status as appropriate.
- A Risk Alert must be submitted by end of shift for any exposure incident involving an employee.
- Notification may be required to subcontractors and to owner based on details and potential exposure.
- Additional cleaning and disinfection may be required based on details and potential exposure.

(1) Data are insufficient to precisely define the duration of time that constitutes a **prolonged exposure of 15 minutes within a 24-hour period**; see prolonged period of time definition in this plan. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g. did the person cough directly into the face of the individual?) remain important.

(2) Data are limited to define **close contact**. Factors to consider when defining close contact include **proximity**, the duration of **exposure** (e.g. longer exposure time likely increases exposure risk), **whether the individual has symptoms** (e.g. coughing likely increases exposure risk) and **whether the individual was wearing a face covering** (which can efficiently block respiratory secretions from contaminating others and the environment).

Recognized Exposure defined as prolonged exposure⁽¹⁾ to an:

- Individual who is ill, laboratory confirmed to have COVID-19.
- Individual who is ill, symptoms clinically compatible to COVID-19.
- Individual in contact with someone laboratory confirmed to have COVID-19.
- Individual in contact with someone ill, symptoms clinically compatible to COVID-19.

For other potentially impacted workers/on-site personnel, the following steps should be taken as appropriate based on the Exposure Risk Assessment and as determined by management:

- Supervisor to assess level of close contact⁽²⁾ per CDC definition and the Exposure Risk Assessment Guide of this Plan. If:
 - **RECOGNIZED EXPOSURE:** impacted employees notified and current [Isolation and Quarantine](#) procedures followed (see page 13).
 - **UNRECOGNIZED POSSIBLE EXPOSURE:** continue general practices and continue to monitor for symptoms, follow appropriate social distancing and prevention guidelines.
- HR follows up on affected worker status as appropriate.
- Determine jobsite actions, e.g. temporary partial/full closure (final determination made by Region and Division Management and C19 Task Force).
- As appropriate, notification sent to Client, Subcontractors, Vendors, and other Partners (utilizing provided templates).
- As appropriate, HR to send notification to affected worker or others outlining actions taken and/or requirements to return.
- A Risk Alert should be filed by the end of shift.

03 RESOURCES & FORMS

SEE FOLLOWING PAGES FOR

- a. **Definitions**
- b. **Post Vaccine Exceptions**
- c. **Travel Guidance**
- d. **Exposure Risk Assessment Guide**
- e. **Illness/Health Assessment**
- f. **Secondary Screening Questions**
- g. **Isolation and Quarantine Guidelines**
- h. **Tips for Social Distancing (At Home and Work)**
- i. **Frequently Asked Questions**
- j. **Safe Jobsite Checklist**
- k. **Jobsite Cleaning/Disinfecting Recommendation**
- l. **Best Practice Recommendations for COVID-19 Mitigation on Jobsites and in Offices**
- m. **Temperature Taking Guidelines**
- n. **Toolbox & Training Materials**
- o. **Signage**
- p. **COVID-19 Resource Org Chart for Safety, HR, & Craft Regional and Local Contacts**
- q. **COVID-19 Task Force**
- r. **Vaccines**
- s. **Mental Health and Well-Being**

COVID-19 DEFINITIONS

Asymptomatic: a person who does not report or appear to have any symptoms or signs of illness. *Source: CDC*

Close Contact: Someone who was within 6 feet of an infected person for at least 15 minutes within a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated. *Source: CDC*

Contact Tracing: Fundamental activities that involve working with a patient who has been diagnosed with an infectious disease to identify and provide support to people (contacts) who may have been infected through exposure to the patient. This process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not. *Source: CDC*

COVID-19 Test – Viral Type: Viral tests check samples from your respiratory system, such as a swab from the inside of your nose, to tell you if you currently have an active infection with SARS-CoV-2, the virus that causes COVID-19. When testing negative is required as clearance to return to work – it **must be an FDA-approved test administered by a healthcare professional**. Please note: There are two types of viral tests available and it's important to understand the key differences between them.

- **Viral Type “PCR”:** This is the most effective type of viral test. It looks for pieces of the actual virus that causes COVID-19 in the sample taken. This type of test is sent to a laboratory to be analyzed and the process may take several days once received by the lab based upon demand.
- **Viral Type “Antigen”:** An antigen test can quickly confirm a positive infection by looking for certain proteins in a sample. However, a negative test does not necessarily rule out an infection. This type of test can provide “rapid results” at the testing site in less than an hour – but negative tests should be treated as presumptive only because the test is less sensitive. This means that a “false negative” may result. If there is still a concern that a person has COVID-19 after a negative antigen test (because of symptoms or other factors) then that person should be tested again with a PCR test.

COVID-19 Test – Antibody Type: Antibody tests check your blood by looking for antibodies, which may tell you if you had a past infection with the virus that causes COVID-19. Antibodies are disease specific proteins that help fight off infections and can provide protection against getting that disease again (immunity). Except in instances in which viral testing is delayed, antibody tests should not be used to diagnose a current COVID-19 infection. An antibody test may not show if you have a current COVID-19 infection because it can take 1–3 weeks after infection for your body to make antibodies. To see if you are currently infected, you need a viral test. Please note: It is not known yet if people who recover from COVID-19 can get infected again. Scientists are working to understand this. *Source: CDC*

Deep Cleaning: See definition of *Level Three Cleaning*

Exposure (Person): Someone who has been in close contact with an infected/ symptomatic person – within 48 hours of the onset of symptoms. See definition for “Close Contact”.

Exposure (Jobsite/Office): When an infected/ symptomatic person is on the jobsite or in the office either while symptomatic or in the 48 hours prior to the onset of their symptoms. Also consider factors such as close contact with others, social distancing, face covers and hygiene protocols when determining level of exposure to the jobsite or office. Other considerations include duration of time and exposure to bodily secretions (through cough or sneeze primarily) of the infected person. Work with your safety manager to conduct an appropriate Exposure/ Risk Assessment. Note: Any exposure or potential exposure to the jobsite or office requires that a Risk Alert be submitted.

Exposure Assessment: The process of characterizing, estimating, measuring, and modeling the magnitude, frequency, and duration of contact with an agent as well as the number and characteristics of the population exposed (See COVID-19 Exposure Risk Assessment Guide). *Source: Science Direct*

Face Covering: Any well-secured paper or cloth that covers your nose and mouth. More on cloth face coverings [here](#).

Fully Vaccinated: Per the CDC, people are considered Fully Vaccinated:

- 2 weeks (full 14 days) after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines; or
- 2 weeks (full 14 days) after a single-dose vaccine such as the Johnson & Johnson vaccine

Incomplete Vaccination: Per the CDC, vaccinations are considered incomplete:

- 6 months or greater from the second dose of Pfizer or Moderna; or
- 3 months after the Johnson & Johnson vaccine

Isolation: The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. [Isolation](#) for public health purposes may be voluntary or compelled by federal, state, or local public health order. (See *Quarantine*)
Source: CDC

Level 3 Cleaning: Also known as High-level Disinfection (HLD), the highest of the three levels of disinfection recognized by the Centers for Disease Control and Prevention (CDC). High-level disinfection is effected with a chemical germicide that has been cleared by the Food and Drug Administration (FDA) to be marketed as a sterilant. The HLD process kills all vegetative microorganisms, mycobacteria, lipid and nonlipid viruses, fungal spores, and some bacterial spores.

People at Increased Risk: Persons with [underlying medical conditions](#) or [characteristics](#) that may put them at increased risk for severe illness from COVID-19 and who should take extra precaution to prevent exposure to the virus.

Plan: Refers to the Swinerton COVID-19 Plan developed and published by the Swinerton COVID-19 Task Force. The initial Plan was published on March 18, 2020 with an updated 2.0 version published on April 6, 2020 with subsequent revisions made and published on May 1, 2020, June 4, 2020, January 22, 2021, and January 12, 2022. The current Plan is version 6.0.

Prolonged Period of Time: Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. *Source: CDC*

Quarantine: The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. [Quarantine](#) may be voluntary or compelled by federal, state, or local public health order.

Return to Office Plan: Refers to Swinerton's specific Return to Office Plans developed and published by each office location. Each plan identifies a specific Return to Office Coordinator for each location.

Return to Work: See [COVID-19 Isolation and Quarantine](#) guidelines for symptomatic and asymptomatic protocols.

Social Distancing: See [COVID-19 Social Distancing Tips and Recommendations](#) for definitions and helpful links.

Symptoms: Any indication of disease perceived by the patient. *Source: Medical Dictionary*

Travel (Domestic): Any travel outside of your home state but within the United States of America. Please be aware that some states may have specific restrictions on travel for workers from outside of the state. Please be aware of any local orders that may impact or restrict your travel or trigger a quarantine period.

Travel (International): Any travel from outside of the United States of America. Note: This does not include normal commute in areas where you normally cross a border to go to work.

Verified Vaccination: For the purposes of compliance with this Plan, being "verified" means that you have submitted the appropriate documentation to verify your full vaccination to your HR Partner or Craft Services Administrator. This applies specifically to Swinerton employees and will be utilized only where required by state or local orders or client mandate. See your HR representative for assistance.

POST VACCINE EXCEPTIONS

Vaccination is a critical piece to overcoming the pandemic and returning to normal in a safe and healthy manner. As such, the following exceptions to the Swinerton COVID-19 Plan will apply to those who are “Fully Vaccinated.” Remember, in many cases there are specific benchmarks that must be met to qualify for the exception and local and state health orders are always to be followed.

QUALIFICATION CHECKLIST

Use the following checklist to determine whether you or your work location may qualify for these voluntary exceptions to the Plan.

- I/we have completed the COVID-19 Vaccine series (1-dose or 2-doses)
- At least 2 weeks (14-days) have passed since my/our final dose was administered
- There are no local or state health orders that would be violated by implementing the Plan exception(s)

FACE COVERINGS

NOTE: Many local and state jurisdictions have specific face covering mandates that we must comply with. Prior to easing face covering requirements at any Swinerton location (jobsite or office), the Division Manager must approve the policy change.

Unless required by local or state health orders, if you are fully vaccinated and verified you may discontinue use of face covers.

SOCIAL DISTANCING

Unless required by local or state health orders, if you are fully vaccinated and verified you may gather without the need for social distancing.

Quarantine Requirements if Fully Vaccinated and exposed to someone with COVID-19

If you've been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms. See [COVID-19 Isolation and Quarantine](#) guidelines.

Travel (International)*

If you are Fully Vaccinated and Verified, you do **NOT** have to:

- Get tested 1-3 days before traveling out of the US (unless required by your destination country)
- Self-quarantine after travel for 7 days with a negative test or 10 days without test

You **DO** have to:

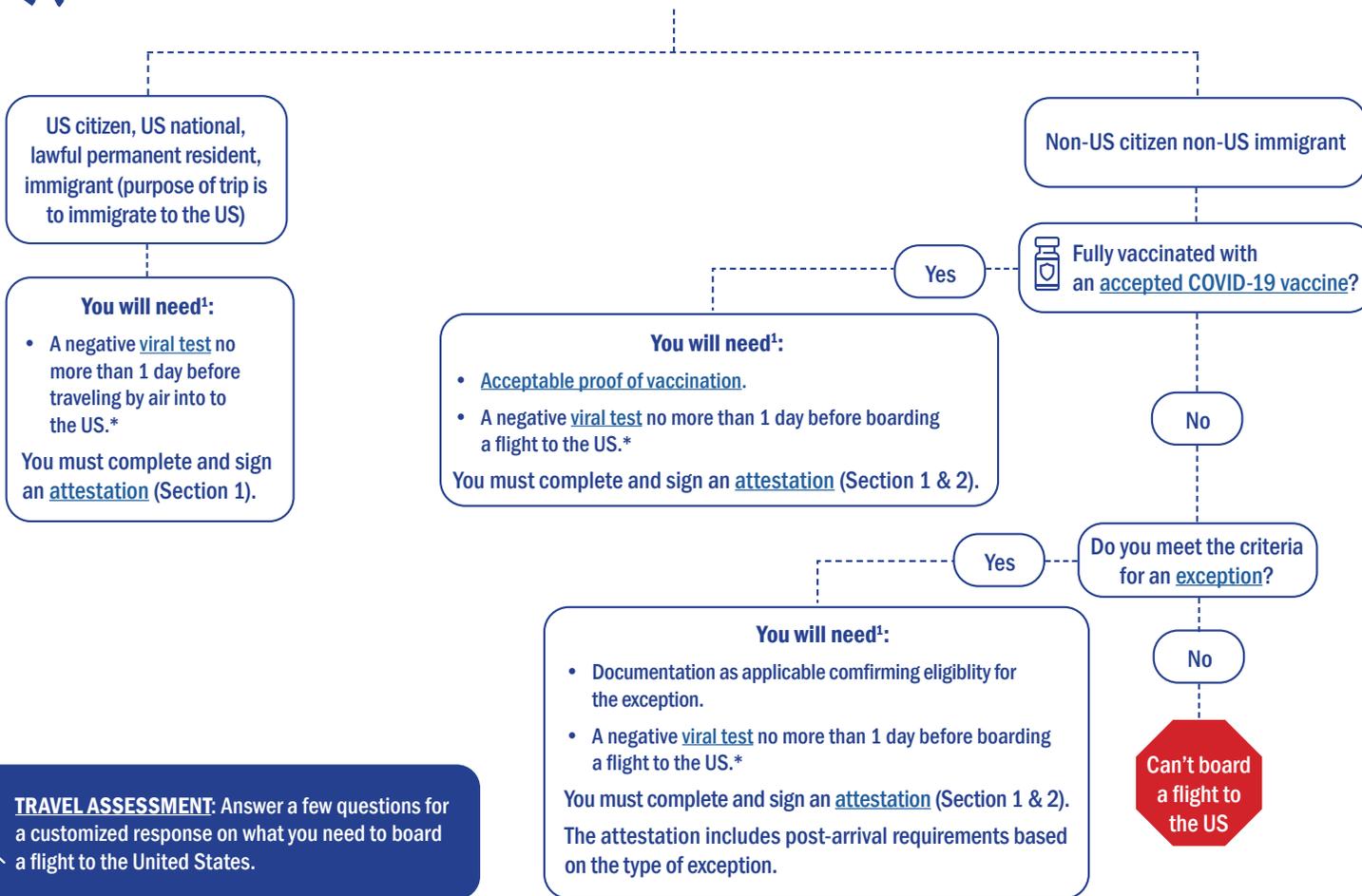
- Show negative COVID-19 test no more than 24 hours before travel to the United States (Current CDC requirement to obtain boarding pass)
- Get tested 3-5 days after travel
- Self-monitor for symptoms
- Wear a mask and take other precautions during travel

(* Source: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html>)

COVID-19 TRAVEL GUIDANCE



TRAVELING TO THE UNITED STATES FROM A FOREIGN COUNTRY BY AIR



TRAVEL ASSESSMENT: Answer a few questions for a customized response on what you need to board a flight to the United States.



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¹Or Documentation of Recovery from COVID-19 in past 90 days. Predeparture viral test requirement does not apply to children under 2 years of age.

¹All air passengers to the United States will also be required to provide contact information to airlines within 72 hours before boarding a flight to the United States.

Left are travel* guidelines based upon Non Vaccinated and Fully Vaccinated Status. Per the CDC, people are considered Fully Vaccinated:

- 2 weeks (full 14-days) after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines; or
- 2 weeks (full 14-days) after a single-dose vaccine such as the Johnson & Johnson vaccine;

Please coordinate with your HR rep and Safety Manager ahead of time to discuss your travel plans. Please remember that, based on an overall assessment of your activities while traveling, you may be asked to quarantine upon your return.

If you must travel internationally, you are required to do all of the following in accordance with guidance from the CDC.

REMINDER: All tests must be viral tests. Rapid tests are not acceptable for return to work clearance.

() Please note that Domestic or International Travel does not apply to regular commute.*

COVID-19 EXPOSURE RISK ASSESSMENT GUIDE

IF YOU ARE:	AND HAVE HAD EXPOSURE TO:	THESE ACTIONS APPLY:
<p>RECOGNIZED EXPOSURE</p> <ul style="list-style-type: none"> • A household member • An intimate partner • An individual providing care in a household without using recommended CDC infection control precautions • An individual who has had close contact⁽²⁾ for a prolonged period of time⁽¹⁾ • Travel⁽⁴⁾ from a country with widespread ongoing transmission, which as of 3/27/20, includes all countries • Travel on cruise ship or river boat 	<p>A person with symptomatic COVID-19 (either laboratory-confirmed or a clinically compatible illness) during the period from 48 hours before symptoms onset and until they meet current criteria from the CDC for discontinuing home isolation as defined below:</p> <ul style="list-style-type: none"> • At least 1 day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath); and, • At least 10 days have passed since symptoms first appeared 	<ul style="list-style-type: none"> • Follow current Isolation and Quarantine guidelines and maintain social distance (at least 6 feet) from others at all times • Self-monitor for symptoms <ul style="list-style-type: none"> ○ Check temperature twice a day ○ Watch for fever⁽³⁾, cough, or shortness of breath ○ Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure) • Follow CDC guidance if symptoms develop
<p>UNRECOGNIZED POSSIBLE EXPOSURE</p> <ul style="list-style-type: none"> • All U.S. residents, other than those with a known risk exposure 	<p>Possible unrecognized COVID-19 exposures in U.S. communities</p>	<ul style="list-style-type: none"> • Be alert for symptoms <ul style="list-style-type: none"> ○ Watch for fever⁽³⁾, cough, or shortness of breath ○ Take temperature if symptoms develop • Practice social distancing <ul style="list-style-type: none"> ○ Maintain 6 feet of distance from others ○ Stay out of crowded places • Follow CDC guidance if symptoms develop

(1) Data are insufficient to precisely define the duration of time that constitutes a [prolonged exposure](#) of [15 minutes within a 24-hour period](#); see prolonged period of time definition in this plan. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g. did the person cough directly into the face of the individual?) remain important.

(2) Data are limited to define [close contact](#). Factors to consider when defining close contact include [proximity](#), the duration of [exposure](#) (e.g. longer exposure time likely increases exposure risk), [whether the individual has symptoms](#) (e.g. coughing likely increases exposure risk) and [whether the individual was wearing a face covering](#) (which can efficiently block respiratory secretions from contaminating others and the environment).

(3) For the purpose of this guidance, fever is defined as [subjective fever](#) (feeling feverish) or a [measured temperature of higher than 99F \(37.2C\)](#). Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunosuppressed, or taking certain medications (e.g. NSAIDs).

(4) Travel does not include normal "commute" driving.

COVID-19 ILLNESS/HEALTH ASSESSMENT

PLEASE USE THE FOLLOWING QUESTIONS WHEN PRE-SCREENING WORKERS FOR ENTRY INTO THE JOBSITE EACH DAY:

1. **Are you experiencing any symptoms such as a cough, shortness of breath or difficulty breathing? Or any two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, fatigue, body aches, congestion or runny nose, nausea or vomiting, diarrhea?**

Yes No Comment: _____

2. **Have you been in close contact* with anyone who has been diagnosed with COVID-19?**

() Data are limited to define **close contact**. Factors to consider when defining close contact include **proximity**, the duration of **exposure** (e.g. longer exposure time likely increases exposure risk), **whether the individual has symptoms** (e.g. coughing likely increases exposure risk) and **whether the individual was wearing a face covering** (which can efficiently block respiratory secretions from contaminating others and the environment).*

*Data are insufficient to precisely define the duration of time that constitutes a **prolonged exposure of 15 minutes within a 24-hour period**; see prolonged period of time definition in this plan. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g. did the person cough directly into the face of the individual?) remain important.*

Yes No Comment: _____

3. **Have you been in close contact with anyone, such as a friend or family member who may have COVID-19 or is showing any of the symptoms listed in question 1 above, but is YET to be confirmed?**

Yes No Comment: _____

4. **Have you currently been in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed positive with COVID-19?**

Yes No Comment: _____

5. **Have you traveled internationally in the last 14 days?**

Yes No Comment: _____

6. **Have you traveled outside your home state in the last 14 days?**

Yes No Comment: _____

By answering YES to any of the above questions, the worker will be asked to complete a [secondary screening](#) where potential Risk Exposure will be determined based on the affirmative answer.

All necessary precautions will be taken to protect the worker and others on the jobsite. Any worker who is not eligible to enter the site will be asked to work with their supervisor and their company to implement appropriate protocols for managing the situation.

COVID-19 SECONDARY SCREENING QUESTIONS

If a worker has answered YES to any of the questions on the initial Illness/Health Assessment, please use the relevant questions below to assist in determining potential Risk Exposure in more detail.

Please note this is not a comprehensive list of questions. If, based on responses received, a determination still cannot be made, please contact your HR Partner or Safety Manager for further assistance.

Symptoms (Question 1)

- Are there any other factors that we should be aware of that may be causing your symptoms (e.g. allergies, recent vaccination, asthma, food poisoning, etc.)?
- In the two weeks before you began experiencing these symptoms, did you have contact with someone diagnosed with COVID-19?
- Have you visited or volunteered in a hospital, long term care, or other medical facility or volunteered as a first responder in the last two weeks?

Close Contact (Questions 2-4)

- How long would you estimate you were in contact with this individual?
- Was appropriate social distancing observed at all times during the contact period?
- Were you and the other individual wearing face coverings at all times during the contact period?
- Have you visited or volunteered in a hospital, long term care, or other medical facility or volunteered as a first responder in the last two weeks?

Travel - Domestic & International (Questions 5-6) *

Domestic

- While traveling were you, at all times, able to observe all safety precautions that have been recommended by the CDC (face covering, social distancing, hand washing)?
 - If you were not able to follow these precautions consistently, in what instances were they not followed?
 - If you were not able to follow these precautions consistently, for what duration were they not followed?
- While traveling did you come in close contact with another person who has tested positive for COVID-19 or has clinically compatible symptoms?

(*) Normal commutes for work are not classified as "travel" for the purposes of the Plan or assessment.

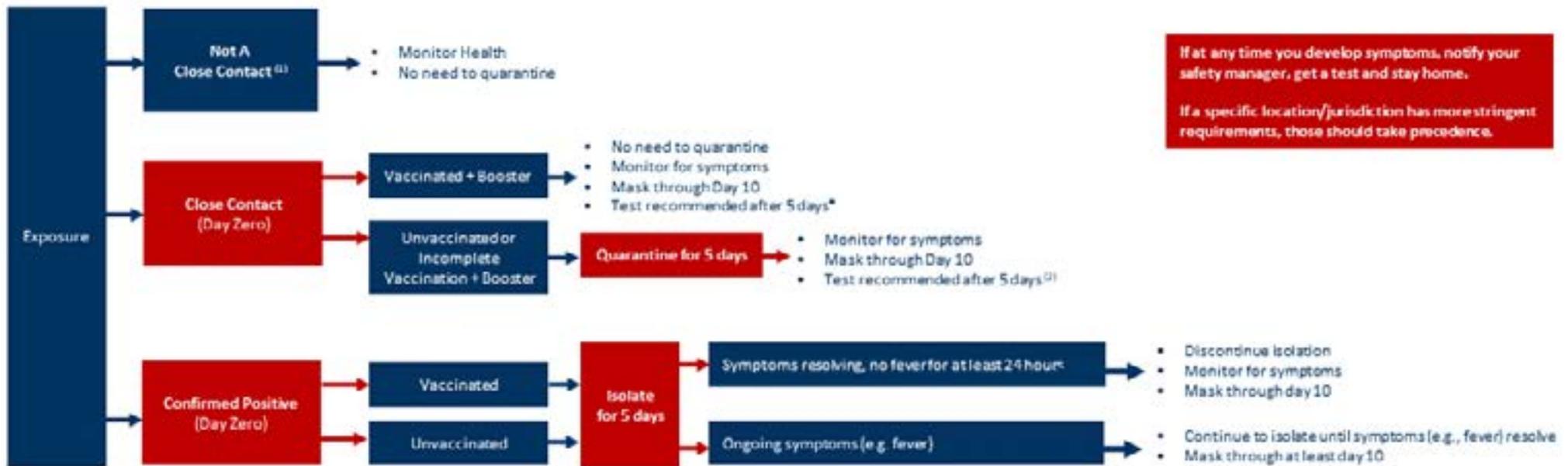
International

- If you must travel internationally*, you are required to do all of the following in accordance with guidance from the CDC. Please refer to the Travel Guidance page for more information.

(*) Please note that "International Travel" does not apply to regular commute.

COVID-19 ISOLATION AND QUARANTINE GUIDELINES

In January of 2022, the Centers for Disease Control and Prevention updated recommendations for quarantine and isolation based upon findings related to the newest COVID-19 Omicron variant. Because these recommendations include shortened periods of isolation it is important to accurately and honestly assess symptoms related to COVID-19 to ensure that risk of transmission to others is minimized.



(1) "Close Contact" is defined as: Someone who was within 6 feet of an infected person for at least 15 minutes within a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated. Source: CDC

(2) Work with your HR Partner or Safety Manager who will help you determine the necessity for testing based on your situation.

COVID-19 TIPS FOR SOCIAL DISTANCING (AT WORK AND HOME)

For individuals who are unvaccinated, limiting close face-to-face contact with others continues to be the best way to reduce the risk of contracting and spreading of COVID-19.

What is social distancing?

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces. Social distancing should be practiced in combination with other [everyday preventive actions](#) to reduce the spread of COVID-19, including [wearing cloth face coverings](#), avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

Tips for Effective Social Distancing

Consider the following tips for practicing social distancing when you [decide to go out in public](#):

- **Know Before You Go:** Before going out, know and follow the guidance from local public health authorities where you live.
- **Prepare for Transportation:** Consider social distancing options to travel safely when running errands or commuting to and from work, whether walking, bicycling, wheelchair rolling, or using public transit, rideshares, or taxis. Follow these [additional tips](#) to protect yourself while using transportation.
- **Limit Contact When Running Errands:** Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use drive-through, curbside pick-up, or delivery services to limit face-to-face contact with others.
- **Choose Safe Social Activities:** It is possible to stay socially connected with friends and family who don’t live in your home by calling, using video chat, or staying connected through social media. If meeting others in person (e.g. at small outdoor gatherings, yard or driveway gathering with a small group of friends or family members), stay at least 6 feet from others who are not from your household. Follow [these steps](#) to stay safe if you will be participating in personal and social activities outside of your home.
- **Keep Distance at Events and Gatherings:** It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household. If you are in a crowded space, keep 6 feet of space between yourself and others at all times, and [wear a cloth face covering](#). Cloth face coverings are especially important in times when physical distancing is difficult. Pay attention to any physical guides, such as tape markings on floors, directional arrows, or signs on walls.
- **Stay Distanced While Being Active:** If you decide to visit a nearby [park, trail, or recreational facility](#), first check for closures or restrictions. If open, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household.

COVID-19 FREQUENTLY ASKED QUESTIONS

TESTING & RETURN TO WORK

1. Should I get tested?

Testing in most cases is a personal choice. If you are symptomatic, we encourage you to contact your medical professional and get tested if possible. Always follow the advice of your medical professional. If you are out sick, we will require you to follow the [Isolation and Quarantine](#) procedures and be medically cleared before you can come back to work. As always, if you have any questions, you should contact your HR representative for guidance and support.

2. Should everyone on my crew/site get tested?

It is not recommended that you have your entire team/crew tested for COVID-19. Please remember that these tests are designed to detect active virus. If your crew does test, they must stay off site until they have negative results. Also remember that if the results come back negative and then they become symptomatic, they will have to be retested as it is possible to become infected anytime following the time at which the test specimen is taken, and negative results are invalid at that point.

3. I can't get a test because I have no symptoms, what should I do?

As this global pandemic continues, tests have become more available across the country. If you are having a difficult time getting a test in your area, please contact your safety manager or your HR representative who can assist you.

4. How long does my worker have to stay home?

It depends. The details of each case are unique and a number of factors must be considered when determining how long someone needs to be home-isolated to prevent the potential spread of COVID on the jobsite. Please refer to [Isolation and Quarantine Guidelines](#) on Page 13.

5. Do I have to have a negative test result before I come back to work?

Swinerton asks that you be medically cleared to return to work. This means either a negative result from a test taken after the date when you became symptomatic (as outlined in Question 4) or a release from your healthcare provider allowing you to return to work.

6. My family member is sick, should I get tested?

If you were in close contact with someone who has tested positive please do not come to work. Contact your supervisor and let them know. Your supervisor, Safety Manager and HR

representative will work with you to determine an appropriate course of action to ensure you and your teammates are healthy and safe at work.

7. I was around someone who said they were positive, should I get tested?

If you were in close contact with someone who has tested positive please do not come to work. Contact your supervisor and let them know. Your supervisor, Safety Manager, and HR representative will work with you to determine an appropriate course of action to ensure you and your teammates are healthy and safe at work.

8. Why doesn't Swinerton automatically require a COVID-19 test if a person displays symptoms?

Many of the symptoms of COVID-19 are also common to any number of other illnesses, including seasonal allergies. We always encourage you to contact your medical provider if you have any questions or concerns and if you believe you should be tested. They are best equipped to determine if a test is appropriate or not and if the symptoms you are reporting to them are compatible with COVID or not.

HEALTH ASSESSMENTS/ JOBSITE PROTOCOLS

1. Do we have to do a "deep cleaning" on site?

This will depend on the details of the situation and the results of the Exposure/Risk Assessment that must be completed with your Safety Manager for every potential exposure. Things that will be considered are the areas of potential exposure (office areas, personnel hoists, specific floors or rooms, etc.) duration, symptoms reported, etc. By completing the assessment, we can get more comprehensive understanding of any potential exposure to the site and, as appropriate, deploy a team who is trained in deep cleaning and disinfection.

2. When do I have to submit a Risk Alert?

When: Exposure and risk to our Operations only, if the person has not been in the office for the 10-day period prior to onset of symptoms the Risk Alert is not necessary.

It is important that we are tracking these events as they occur so please be sure to submit your Risk Alert no later than the end of the shift.

Confirmed Positive – an individual has been medically confirmed to have COVID-19

Presumed Confirmed – an individual is exhibiting COVID-19 symptoms and has been in close contact/prolonged exposure with others who have been confirmed as positive

Potential Positive – an individual has symptoms but is uncertain where they may have had close contact/prolonged exposure with others confirmed as positive

Recognized Exposure – an individual has had prolonged exposure to another who is confirmed positive or presumed confirmed but currently showing no symptoms

If you have questions or need assistance, please contact your HR representative or your Safety Manager.

3. What happens if I answer YES to a question on the Health Assessment?

Answering YES to one of the Health Assessment questions simply means that you need to speak with your supervisor for a “secondary assessment” to evaluate the existence of any potential exposure and to determine what, if any, appropriate measures need to be taken to ensure the health and safety of everyone on the job.

4. Can we take temperatures at our office location or on our jobsite?

In some locations, temperature taking is required by local orders. Where this is not the case, temperature taking is an option that is available at the discretion of the Division Manager. If your site or office location implements temperature taking as a part of the health assessment process, you must follow the Swinerton Temperature Taking Guidelines included in this Plan. Contact your Safety Manager or HR representative for assistance or any questions.

5. Do we need to stick with the 3-strike rule for COVID issues?

Enforcing all health and safety protocols is a critical piece of any program. The COVID protocols are no different. One of the most important parts of ensuring a successful program is consistency in the application.

6. What is the period of time we should evaluate when determining if an employee or employees have been exposed?

Based on CDC guidelines, we are looking at potential exposure to the site and other workers beginning 48-hour prior to the onset of symptoms in the affected individual. Some of the critical factors in determining potential exposure include use of face coverings and following the appropriate social distancing protocols. When these protocols are followed strictly, the risk of exposure remains low. When they are not followed, it increases the potential for exposure to others on the team.

7. Can we tell people who are high risk to stay home? What options do we have?

You cannot discriminate against anyone for what you may perceive as a “high risk” category. If you have concerns, please contact your HR representative immediately to discuss your concerns and to take appropriate action.

8. If I get my temperature taken, should I still do the Health Questionnaire?

Yes. Temperature taking, where implemented, is not in lieu of the health assessment but rather a part of the screening process. If you are having your temperature taken, you still must complete the health assessment/screening process to be eligible for access to the site.

9. I'm feeling mild symptoms, such as a runny nose, but I also have seasonal allergies. Do I still have to report this while answering the Questionnaire?

Yes. COVID-19 is still a new illness and the healthcare and scientific community are still learning about it. As such, any symptoms that are compatible with COVID-19 need to be reported as part of the health assessment. If your condition is in fact seasonal allergies, your Safety Manager will be able to help guide you through the process to get yourself cleared to be at work.

FACE COVERINGS/SOCIAL DISTANCING

1. Do I have to wear my face covering in my office/cubicle?

It depends, though it is a good idea – especially if there are other people in or around your office/cubicle. You need to speak with your supervisor about the site-specific or Return to Office Plan that has been established. Protocols have been established for each location and need to be followed. These protocols take into consideration things like distance, capacity of personnel, staggered shifts, potential exposure areas, vaccination, etc. If you need assistance with this, please contact your Safety Manager. If you are not sure, you should wear a face covering until an appropriate assessment is completed.

2. What if I have a medical condition that makes it hard for me to wear a face covering?

If you are unable to wear a face covering due to a medical condition, please contact your HR representative immediately for assistance.

3. Do I need to wear face covering in a conference room if we are social distancing?

This is a good idea. If you are in the same room with other people you should consider wearing your face covering. You need to speak with your supervisor about the site specific or Return to Office Plan that has been established. Protocols have been established for each location and need to be followed. If you are not sure, please contact your supervisor or Safety Manager to assist with a risk/exposure assessment. Also, remember that all meetings should continue to be done virtually unless it is absolutely necessary to have the meeting in person. If you are having a meeting in person, be sure to observe the maximum capacity limits for the room that you are in. It's also important to make sure you thoroughly clean the conference room after use.

4. Do I need to wear face covering in a jobsite trailer if we are social distancing?

It depends. You need to speak with your supervisor about the site specific or Return to Office Plan that has been established. Protocols have been established for each location and need to be followed. These protocols take into consideration things like distance, capacity of personnel, staggered shifts, potential exposure areas, vaccination, etc. If you need assistance with this, please contact your Safety Manager. If you are not sure, you should wear a face covering until an appropriate assessment is completed.

5. If I'm wearing a face covering, should I also practice social distancing?

Absolutely. Face coverings are not a substitute for social distancing. Both are requirements that all workers must follow.

TRAVEL/VACATIONS

1. I just got back from my out-of-state vacation; do I need to quarantine?

The answer is likely "no" to needing to quarantine for 5 days... with these considerations:

- While traveling it's important to continue to observe all recommended safety precautions (face coverings, social distancing, hand washing) that have been recommended by the CDC.
 - If you have not been able to follow these precautions consistently, we would need to evaluate possible exposure. For example:
 - » I sat directly next to someone on the plane but we both wore face coverings and were cautious during the entire flight (probably low risk).

- » At the hotel I did not keep my face covering on while in the hotel room but, while in public areas I had my face covering on, kept an appropriate distance, and washed my hands (probably low risk).
- » I participated in the hotel's pool party with 50 other people who were not consistent in social distancing and face coverings (probably high risk and need for quarantine).
- » My family member began exhibiting symptoms on our 7-hour drive home (possibly a high exposure risk and need for quarantine).
- If while traveling, you come into close contact with another person who has tested positive for COVID we would need to evaluate the contact and whether or not quarantine would be necessary.

2. I'm planning to take a vacation in the near future that is out of state or country, is there anything I should plan for upon my return?

Yes. Please see the Travel Guidance page of the Swinerton COVID-19 Plan for additional information on travel recommendations. Please coordinate with your HR rep and Safety Manager ahead of time to discuss your travel plans. Please remember that, based on an overall assessment of your activities while traveling, you may be asked to quarantine upon your return.

GENERAL QUESTIONS

1. I have some concerns about how Swinerton's COVID-19 Plan is being implemented at my project, what should I do?

Swinerton has established a COVID-19 Task Force that has developed our Plan and is available to provide support. It is always advised that you talk to your Safety Manager or your HR representative for assistance first, however you can also reach out to the Task Force via phone at [844.841.9035](tel:844.841.9035) or e-mail at covid19info@swinerton.com. The information received here is confidential and we will follow up to the best of our ability. That being said, please be sure to provide enough detail so that we can quickly identify your site or location and properly address your concerns.

2. Someone at my project tested positive for COVID-19, but now I see they've recovered and are back on the jobsite. Am I safe?

Yes. Swinerton is carefully managing each case as they come, and we are taking every precaution to ensure that our locations are healthy and safe every day. If you have any concerns at all, please contact your supervisor or the Swinerton HR representative or Safety Manager for your site.

3. My city or state has local public health orders that don't seem to match up with Swinerton's COVID-19 plan, what should I do?

The Swinerton Plan is a general guideline establishing the minimum requirements set forth by the company. If there is a local or state order that is *more stringent*, that is the order we will follow. If the local or state order is *less stringent*, you are required to follow the Swinerton protocols as established.

4. Can an Employer or Client require workers to be vaccinated?

Yes. Clients often have specific safety requirements or screenings that they mandate for their projects such as testing or vaccinations. Guidance from the EEOC and a recent court case have supported this position.

5. If an owner requires vaccination to work on their site but I am not vaccinated, will I be able to work on the project?

If an owner requires vaccination and you are not vaccinated, you will not be allowed to work on that particular site. You would be eligible for reassignment to another project if one is available.

COVID-19 SAFE JOBSITE CHECKLIST

Always incorporate proper hygiene protocols on your job. As part of your regular cleaning and disinfection of your jobsite, use this checklist to focus on the following areas as applicable to your project:

- Handrails in stairways and walkways
- Gang box handles
- Entry gates
- Doors
- Handles
- Interior and exterior doorknobs
- Locks
- Lunch areas
- Conference rooms
- Tables/chairs (including backs and arms)
- Call boxes for elevators/personnel hoists
- Light switches
- Plan tables
- Shared hand/power tools, battery charging stations, etc.
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas

In addition to the above preventative cleaning and disinfecting measures, in the event of a suspected or laboratory-confirmed case of COVID-19 on the project, please follow these guidelines as established by the CDC to clean and disinfect your jobsite:

- Temporarily close off areas used by the ill individual
- Use appropriate PPE – disposable gloves and gowns
- Wait as long as practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets
- Open outside doors and windows to increase air circulation in the area
- Clean and disinfect all areas used by the ill individual, focusing on frequently touched surfaces

Remember to make sure to maintain social distancing of 6' whenever possible.

GENERAL RECOMMENDATIONS FOR ROUTINE CLEANING AND DISINFECTION ON JOBSITES

The health and safety of everyone on our projects is Swinerton's number one priority. As we continue to responsibly manage the evolving COVID-19 situation, we encourage all team members to support and assist in routine cleaning of frequently touched surfaces on our jobsites with household cleaners and [EPA-registered disinfectants](#) that are appropriate for the surface. **Remember to always follow label instructions and the Safety Data Sheet (SDS) for proper handling and personal protection while using the selected chemicals.** Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product. **REMEMBER, NEVER MIX CHEMICALS!!!**

DEFINITIONS

- Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

REGULARLY CLEAN & DISINFECT HIGH-TOUCH SURFACES SUCH AS:

- Gang box handles
- Entry gates, doors, handles, interior and exterior doorknobs, locks
- Lunch areas, conference rooms and other tables/chairs (including backs and arms)
- Light switches
- Plan tables
- Shared hand/power tools, cords, battery charging stations, etc.
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas



HOW TO CLEAN AND DISINFECT SURFACES

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, use only products that are listed on [EPA's List N: Disinfectants for Use Against SARS-CoV-2](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method, contact time, etc.)

Your help in preventing the spread of illness is critical. Contact your supervisor if you have any questions or concerns.

BEST PRACTICE RECOMMENDATIONS FOR COVID-19 MITIGATION ON JOBSITES AND IN OFFICES

GENERAL RECOMMENDATIONS FOR ALL LOCATIONS

1. Designate a COVID-19 Supervisor per jobsite responsible for monitoring and enforcing Plan
2. Establish a regular cleaning schedule for work location
3. Discourage carpooling where possible unless workers are coming from the same household
4. Discourage workers from sharing tools and equipment
5. Discourage workers from using other's desks, phones, tablets, computers, pens, etc.
6. Re-evaluate work processes to eliminate multiple people working within 6 feet of one another, where possible
7. Focus on truly Critical Work and consider, when possible, delaying non-essential work activities
8. Ensure desks and other workstations are separated by at least 6 feet
9. Eliminate handshaking and other unnecessary person-to-person contact in the workplace
10. If an in-person meeting is truly essential, ensure that all participants remain separated by at least 6 feet, including when entering and exiting meeting space
11. Always demonstrate leadership to team members and business partners by following all mitigation recommendations and recognizing others who also follow these guidelines

TRAINING

1. Ensure all Swinerton employees have been trained and are familiar with the Plan
2. Provide training on Prevention Protocols including:
 - Sanitation, hand washing and proper hygiene
 - Social Distancing requirements and compliance expectations
 - The various administrative controls and tools being used
 - Signs and symptoms to be aware of and how to report signs of illness
 - If You are Sick – Stay at Home Policy
 - Stop Work Authority

SOCIAL DISTANCING ON THE JOBSITE

1. Coordinate deliveries to ensure workers on site are not exposed to delivery personnel
2. Where possible, require delivery drivers to remain in their vehicles
3. Eliminate all unessential visitors to jobsite and project offices
4. Adjust entrance to jobsite to ensure a minimum of 6 feet between those exiting and entering
5. Reduce the size of work crews where possible
6. Stagger start times to help decrease number of workers arriving and departing site at same time where possible
7. Minimize interaction between work crews
8. Eliminate or minimize worker exposure to public and visitors to work areas
9. Install physical barriers where possible to limit worker exposure to general public or others in a shared facility
10. Eliminate access to shared lunch areas with the general public (where applicable)
11. Remove large seating areas for lunch and break periods on site; ensure workers take their breaks and lunch periods while maintaining appropriate social distance
12. Ensure personnel hoist capacity is restricted to accommodate distancing recommendations
13. Establish "one-way" traffic if necessary, in areas that cannot accommodate the recommended 6 feet between workers (for example in stairways – dedicate one stairway for travel up and the other for down)
14. Eliminate community water coolers, microwaves, and other shared food related items from site

SIGNAGE

1. Increase Signage
 - At Gates and Job Office Doors – No Public Access
 - Social Distancing Signage
2. Post hand washing and social distancing reminder signage on/near temporary toilet facilities
3. Post COVID-19 hotline information

COVID-19 TEMPERATURE TAKING GUIDELINES

TAKING A WORKER'S TEMPERATURE IN THE EVENT OF JURISDICTIONAL MANDATE

Currently, the COVID-19 Plan does not include taking temperatures of workers unless mandated by our Client or a Government agency. **When required, taking temperatures is not to be done in-lieu of utilizing the COVID-19 Illness/Health Assessment tool for daily screening of workers.** In the event we are required to take temperatures, the procedure should be conducted by an authorized third-party medical provider, or when a third party is not available, by designated and trained personnel on site.

When taking temperatures is required, the following guidelines will be utilized:

- Each contractor on site is responsible to screen their workers prior to entry to the jobsite. All records of compliance shall be maintained by each contractor and made available to Swinerton or other governing authority upon request.
- All workers will be temperature screened prior to entering the work site.
- The office or jobsite will establish appropriate entry point(s), as well as a reasonable period of time that allows for staggered shifts, and other appropriate social distancing requirements.
- Acceptable forms of temperature taking include:
 - Infra-red "no touch" forehead thermometers
 - Other approved methods noted in governing orders
- Workers who register a temperature higher than 99 degrees will need to complete and clear a secondary assessment prior to being allowed on site. (See [Secondary Screening Questions](#)).
- If a client or government mandated temperature level is more stringent, that stricter standard shall apply.
- If a worker has a temperature equal to or above the established level, they will be asked to complete a secondary (verification) temperature check. If temperature is confirmed, the worker will not be allowed onsite and advised to contact their physician.
- If the worker does not meet screening requirements they will not be allowed back onsite until cleared by their physician or otherwise able to Return to Work following the guidelines from the CDC and the Plan.
- Ensure all workers maintain a 6' distance from each other as they move through the screening process.

This policy is subject to change at any time based upon updated guidelines, requirements or industry best practices.

COVID-19 TOOLBOX & TRAINING MATERIALS

SEE THE FOLLOWING PAGES FOR TOOLBOX TOPICS

- a. Spread & Prevention**
- b. COVID-19 Plan**
- c. Pandemic Phase II**
- d. Health & Hygiene**
- e. Vaccines**





COVID-19 – SPREAD & PREVENTION

INTRODUCTION

The world is facing an unfamiliar medical crisis. Throughout this challenging time, your health and safety are Swinerton's top priorities. We want to share information that will give you valuable information not only when you are at work, but when you are at home with your family and friends. Together, we can keep our jobsites and homes healthy and strong.

The recent phased opening of many businesses and the seasonal change to summer creates more opportunities for exposure to the virus. Many of the most recent cases of positive COVID tests are a result of travelling outside of home states or counties, visiting with family and friends who do not live in your household and people gathering in large groups. In each case, people were unknowingly exposed to the virus because face coverings, social distancing and disinfecting practices were not practiced while engaged in these activities outside of work.

SPREADING THE VIRUS

COVID-19 is a respiratory illness caused by a virus that is thought to spread mainly through close person-to-person contact with someone who is symptomatic. However, there is still a possibility that people without symptoms (asymptomatic people) may be able to spread the virus as well.

1. The virus is thought to spread mainly from person-to-person.
2. Between people who are in close contact with one another (around 6 feet) for 15 minutes; see prolonged period of time definition in this plan.
3. Through respiratory droplets produced when an infected person coughs, sneezes or talks.
4. These droplets can land in the mouths or noses of people who are nearby or be inhaled into the lungs.
5. COVID-19 may be spread by people who are not showing any symptoms (asymptomatic).

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza (the common flu). In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

Things you can do to help prevent the spread while in your home life are the same preventative measures you are required to take at work. These include:

1. Wearing an appropriate face covering while outside of your home;
2. Practice social distancing from all people (including friends and family) outside of your immediate household;
3. Follow proper hygiene practices and wash your hands regularly;
4. Avoid contact with sick people – even if they seem to have very mild symptoms like allergies;
5. If you are sick – STAY HOME! SLOW THE SPREAD!

If you are feeling ill or have concerns about a possible exposure, contact your healthcare provide for advice and do not report to work until you have spoken with your supervisor and appropriate measures have been taken to ensure the health and safety of everyone.



COVID-19 – THE PLAN

INTRODUCTION

Swinerton's COVID-19 Plan is based on the Centers for Disease Control and Prevention (CDC) Guidelines. Our COVID-19 Plan is on our website (www.swinerton.com) and available to everyone. Swinerton requires everyone at all jobsites and offices to follow our Plan. If you have any questions about COVID-19 at any time, please contact your supervisor, your HR Partner or your Safety Manager. To minimize the spread of COVID-19 and to minimize potential exposure to our Swinerton family, colleagues and business partners, we have established the following protocols that are required to be implemented and followed at all times:

PROTOCOLS

1. If you are sick, please stay home and do not come to work. You must be 100 percent. If you have any sickness at all, don't try to justify it. Your health, the health of your family and the health of your coworkers depends on you staying home when sick. You might not think your symptoms are COVID related, so please call your Swinerton Manager before coming to work.
2. The first step that Swinerton requires at every jobsite is for you to conduct a Health Assessment. We ask that you answer 6-questions truthfully each day. This is to be done before you scan the QR code and before you enter a Swinerton jobsite or office. Some jobsites have QR codes and some are documenting this information manually. Some jobsites are also conducting temperature checks. If you answer yes to any of the 6 questions, do not enter the jobsite or office and call your Swinerton Manager. At that time the Swinerton Manager will conduct a secondary screening with you. You will be asked more specific questions on why you answered yes.
3. Swinerton requires face coverings at all times on jobsites. Face coverings are required to cover the nose and mouth at all times. This is most important because the virus spreads mainly from person to person through respiratory droplets that can be produced when coughing, sneezing, or talking. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Face coverings are meant to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
4. Social distancing of 6 feet should be maintained whenever possible. The space between you and others is one of the best tools there is to avoid being exposed to this virus and slowing its spread between coworkers. Avoid contact with anyone who is sick and report anyone who is sick and at work to your Swinerton Manager.



COVID-19 – PANDEMIC PHASE II

INTRODUCTION

We want to thank everyone for all their hard work and cooperation during these trying times. We realize the challenges that everyone is going through and understand your frustration and fatigue. We are all experiencing similar situations. Swinerton has had great success implementing our COVID-19 Plan, training/education and Health Assessments throughout our organization and this success could never have been realized without each and every one of you doing your part. That being said, it is critical to understand that this global pandemic is far from over.

FURTHERMORE

The United States is entering a new phase of COVID-19. Positive cases are increasing nationwide; businesses are starting to reopen; and most people are just simply tired of this situation and beginning to take additional risks that expose them to potential infection and serious illness. Please remember that what you do outside of work can directly affect your friends and colleagues at work. In the past several weeks, we have also seen an uptick in positive cases on our sites across the nation. As such – now is not the time to get complacent and relax our aggressive approach to keeping our sites and offices healthy and safe for, not only you, but for your families as well.

We know everyone has different opinions and thoughts about COVID-19 and the way in which this global pandemic has been managed, but, regardless of your personal beliefs or feelings, we are asking you all to take responsibility for following Swinerton's Plan. We expect every member of the Swinerton family to focus on the basic protocols that have helped us get this far. These include wearing face coverings at all times when on site; following proper social distancing guidelines (including at lunch and break times), and regularly washing your hands. When these policies are not followed, you are putting others and their families in danger. We need everyone to follow and demand that all others follow these procedures.

If you do not agree with these protocols we ask that you do not come to work and expose the rest of the teams to potential infection and illness. If you are unable to follow these protocols because of a medically related issue, please contact your Safety or HR Partner to discuss your situation and possible accommodations before returning to work. Everyone must do their part to help in fighting the spread of this virus and keeping our teams healthy and safe. Failing to follow these protocols puts all of us at significant risk, not only to our personal health, but you run the risk of having your job shut down as well.

As we approach the 4th of July weekend, please be considerate of your activities and potential exposure and monitor yourself and your loved ones carefully. If you have any symptoms or illness – DO NOT COME TO WORK and notify your supervisor. Please avoid large gatherings, social distance and wear face coverings when outside of your home. Before you return to work after the 4th of July weekend, please take your temperature and carefully evaluate your health. Additionally, please ensure that daily, prior to coming to work, you take your temperature, and if you are not feeling well or simply not sure, call your supervisor and do not come into work until appropriate measures have been taken.

Swinerton is more than capable of continuing to navigate this global pandemic in an appropriate and responsible manner but we can only do so if each and every one of you take your responsibility to yourselves, your family and your colleagues seriously.

Thank you for your continued support and efforts and together we will succeed. Remember Always – Y.F.N.Y.



COVID-19 – HEALTH & HYGIENE

INTRODUCTION

We encourage and expect all Swinerton employees to practice good everyday respiratory etiquette and hand hygiene. COVID-19 is transferred in the same manner as cold and flu – and you can help prevent the spreading of this virus by following these simple Health and Hygiene Guidelines.

HEALTH AND HYGIENE

1. Wash your hands often with soap and water for at least 20 seconds. This is especially important after:
coming into contact with any high touch surfaces; having been in public places; blowing your nose, coughing or sneezing; and after removing gloves or other PPE. Also keep in mind that you should wash your hands after simple things like touching money, touching door handles and before eating or drinking. It is advised to wear gloves while pumping gas or shopping to help prevent coming into contact with potentially infectious surfaces. As part of the Swinerton COVID-19 Plan, some other key times to wash and disinfect your hands include:
 - Before and after work shifts and breaks
 - After using the restroom
 - Before eating and before and after preparing food
 - Before touching objects that have been handled by coworkers – such as tools and equipment
2. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
3. Do not use hand sanitizer with methanol in it. *Methanol is hazardous to your health and these products have been recalled and should be disposed of immediately as hazardous material.*
4. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. Avoid shaking hands, high fives and any unnecessary physical contact.
6. At work, clean and disinfect frequently touched surfaces daily such as shared tools, machines, vehicles, and other equipment, handrails, ladders, doorknobs, tables, light switches, countertops, desks, phones, keyboards, toilets, faucets, and sinks.
7. Clean and disinfect frequently touched surfaces periodically throughout the shift but also at the beginning and end of every shift; documenting them on the jobsite.
8. You should take the same measures at home to help keep you and your loved ones healthy and safe. Keep your home tidy and use disinfecting wipes to clean doors, refrigerator handles, other appliances, and items that are used daily.
9. Avoid social gatherings where other people who may be asymptomatic or have early symptoms may be present. Remember – often times you cannot simply identify an infectious person by looking at them and once you have been exposed, there is no way to undo that exposure.



COVID-19 VACCINES

VACCINATION IS AN IMPORTANT TOOL TO HELP STOP THE COVID-19 PANDEMIC AND GET US BACK TO NORMAL

Wearing masks and social distancing help reduce your chance of being exposed to the virus or spreading it to others. These measures, however, are not enough to help get us back to a more normal way of life. Vaccines are designed to work with your immune system so it can fight the virus if you are exposed.

The combination of getting vaccinated and following CDC's recommendations to protect yourself and others will offer the best protection from COVID-19.

The good news is that there are now three vaccines, approved by the FDA for emergency use, that have been carefully tested and found to be safe and effective in protecting us from COVID-19.

VACCINE INFORMATION

Pfizer

The Pfizer COVID-19 vaccine can be used for people 16-years-old and older and has been found, based on clinical trials, to be **95% effective** at preventing COVID-19 illness. The Pfizer vaccine requires 2 shots administered 21 days apart.

Moderna

The Moderna COVID-19 vaccine can be used for people 18 years of age and older and has been found, based on clinical trials, to be **94.1%** effective at preventing COVID-19 illness. The Moderna vaccine requires 2 shots administered 28 days apart.

Jonson & Johnson

The Johnson & Johnson COVID-19 vaccine can be used for people 18 years of age and older and has been found, based on clinical trials, to be **66.3%** effective at preventing COVID-19 illness. The Johnson & Johnson vaccine requires only one shot.

All three of these vaccines have demonstrated high efficacy at preventing COVID-19 and also in preventing hospitalization and death in those who did become ill.

WHICH IS BEST FOR YOU

Simply put, the vaccine that is available is the one you should get. As with any vaccine, there is the possibility of some mild side effects – such as headache, muscle soreness or pain and swelling. You should consult with your doctor to determine which is the best option for you.

Stopping the pandemic, keeping ourselves and our families healthy and safe and getting us all back to normal requires using every tool we have available - including vaccination.

If you have any questions or concerns, please contact your HR partner or safety professional.

TOOLBOX TOPIC: COVID-19 VACCINES

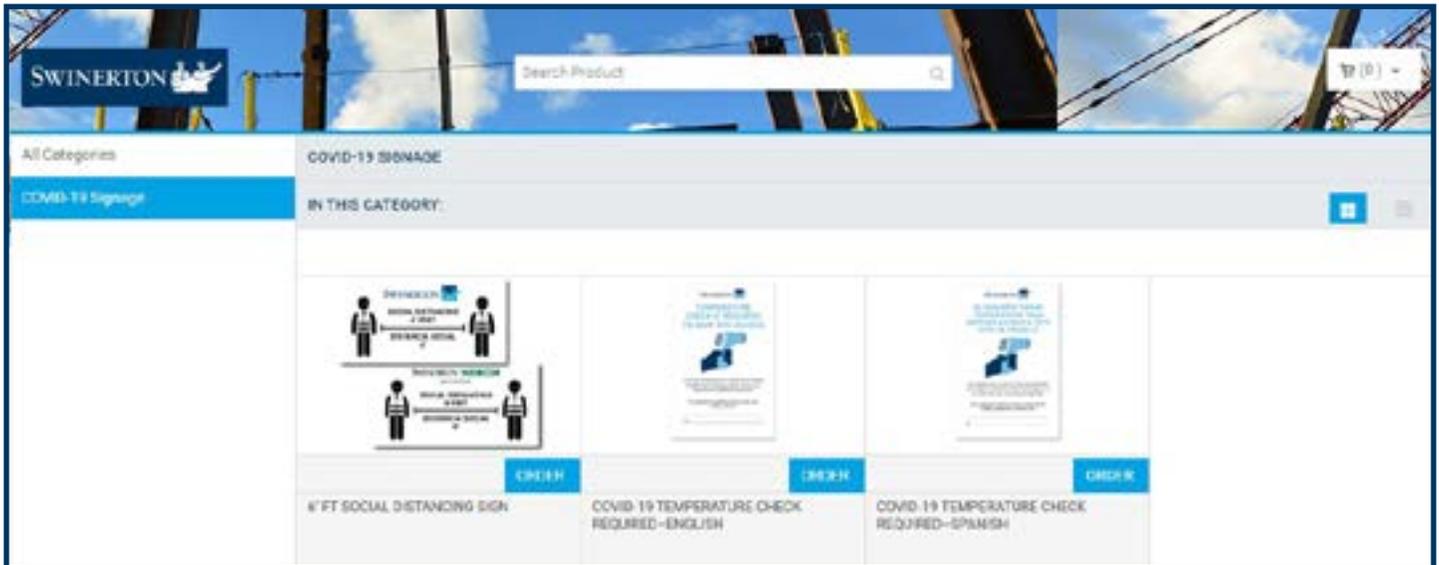
Updated 3/6/2021



COVID-19 SIGNAGE

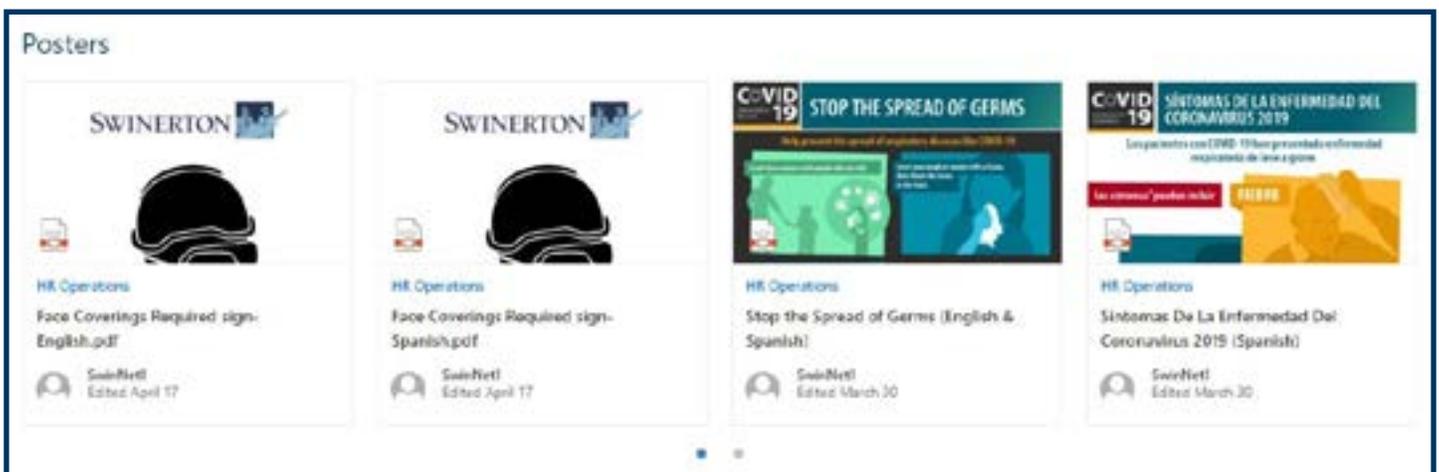
ARC STOREFRONT SIGNAGE

<https://swinerton.myprintdesk.net/dsf/login.aspx>



PRINTABLE POSTERS ON SWINNET

https://swinerton.sharepoint.com/sites/swinnet_hr/SitePages/Resources-And-Recommendations.aspx



For any questions, contact **Kimberly Owyang** at 628.899.9018 or kimberly.owyang@swinerton.com

COVID-19 Resource Org Chart for **Safety, HR, & Craft** Regional and Local Contacts

REGIONAL

LOCAL

CENTRAL	HAWAII	NORTHWEST	NORCAL	SOCAL	NORTHEAST/SOUTHEAST
Neal Roark 210.854.7627	Jeff Timm 858.716.6600	Neal Roark 210.854.7627	River Blough 415.603.7156	Jeff Timm 858.716.6600	Josh Snead 404.593.8087
Antwashea Smith 678.310.1957	Jennifer Creedon 808.927.8464	Melinda Dumadag 425.628.1782	Irina Haivaronskaya 510.775.3280	Silvia Franco 949.910.4796	Antwashea Smith 678.310.1957
Kerry Swain 303.906.6672		Brian Fenton 206.487.2001	Sergio Beltran 415.720.1783	Scott Johnson 949.339.9303	
David Velez 512.692.6625	Stanley Fuller 808.206.8518	Bobby Perkins 503.679.0949	Patrick Naves 916.709.4153	Ross Quelitano 213.407.1407	Joe Calcagno 973.287.9034
Sean Villard 303.241.6048		Matt Nilsson 206.914.9135	Todd Obermann 559.970.7913	Marc Nomura 213.819.0494	
Isabel Flores 512.516.9594		Chris Teerlink 408.454.2012	Rich Howell 916.698.7811	John Salmassy 213.248.9379	
Yesenia Ramirez 303.325.4426		Emily Bray 425.247.6702	Stephanie Campos 916.754.4309	Karen Trainor 858.248.0935	
		Alex Migenes 269.312.1381	Kassy Foley 415.638.0972	Stephanie Nuno 949.299.4799	
			Kirsthen Silva 925.349.3038	Jesse Cosio 213.310.8968	

COLOR KEY

- SAFETY
- HR
- CRAFT

For COVID-19 Task Force contacts, [click here to go to SwinNet](#) or email covid19info@swinerton.com for general questions.

Updated January 12, 2022

COVID-19 TASK FORCE

Members of the COVID-19 Task Force are listed below. Please feel free to contact any member if you have questions about our response to COVID-19. Note: It is best to reach task force members via cell phone numbers listed below.



Eric Foster
CEO

M. 415.720.1780
E. EFoster@swinerton.com



Dave Callis
President

M. 949.933.4571
E. DCallis@swinerton.com



Brenda Reimche
VP, Chief Human Resources Officer

M. 415.652.2849
E. BReimche@swinerton.com



Don Adair
EVP, Chief Revenue Officer

M. 858.442.5121
E. DAdair@swinerton.com



Scott Johnson
Craft Services Support Director

M. 949.339.9303
E. Scott.Johnson@swinerton.com



SheriAnn Murphy
SVP, General Counsel

M. 415.652.7240
E. ShMurphy@swinerton.com



Greg Tate
VP, Corporate Safety Director

M. 415.940.3364
E. GTate@swinerton.com

ENDING THE PANDEMIC: VACCINES

Vaccination is a vital part of protecting our employees and others from COVID-19 and returning to a normalized workplace. We support this first and foremost for the well-being, health and safety of our employees and their families, and also because it plays a key part in our ability to meet our clients expectations to safely perform work at their locations and facilities. In some cases, our clients or facilities we work in may require completed vaccination for all workers at that site. **Swinerton strongly encourages all employees to get vaccinated against COVID-19.**

ABOUT VACCINES

Currently, there are three vaccines available :

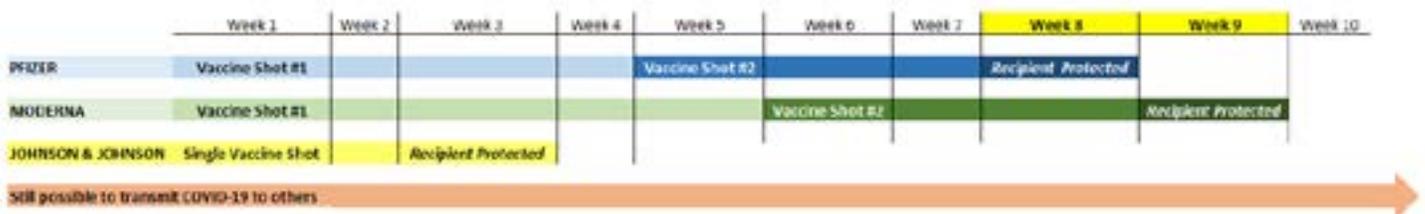
- **Moderna** - two vaccination shots 28 days apart required
- **Pfizer** - two vaccination shots 21 days apart required
- **Johnson and Johnson** - one vaccination shot required

ABOUT BOOSTERS

Real world data has shown that boosters can protect against symptomatic and severe disease and help strengthen resistance to variants of a virus as well.

[Learn more about boosters from the CDC.](#)

Vaccine Effectiveness Timelines - Recipients are not fully protected until several weeks after the final dose is administered



All three of these vaccines have been approved by the Federal Drug Administration (FDA) for emergency use and all have demonstrated high efficacy at preventing COVID-19 and **also** in preventing hospitalization and death in those who did become ill.

You are considered to be fully vaccinated two weeks after your final dose. This means two weeks after the *second* dose of the Moderna or Pfizer or two weeks after the *single* Johnson and Johnson dose.

VACCINE MYTHS

It's important to understand the facts about vaccines. Your doctor is the best resource to discuss your questions and concerns with about taking the vaccine. Below are some common misunderstandings about the safety of vaccination:

Myth #1 The side effects of the vaccination are dangerous: The COVID-19 vaccine can have side effects, but the vast majority are very short term –not serious or dangerous. Some people report experiencing pain where they were injected; body aches; headaches or fever, lasting for a day or two. These are signs that the vaccine is working to stimulate your immune system. If you have allergies discuss the COVID-19 vaccine with your doctor. If you have allergies or safety concerns please discuss the COVID-19 vaccine with your doctor. Millions of people in the United States have received COVID-19 vaccines under the most intense safety monitoring in US history.

Myth #2 Getting the vaccine gives you COVID-19: The vaccine for COVID-19 cannot and will not give you COVID-19. The COVID-19 vaccine does not contain the SARS-Co-2 virus, so you cannot get COVID-19 from the vaccine. The protein that helps your immune system recognize and fight the virus does not cause infection of any sort.

Myth #3 Getting the vaccine means I can stop wearing my mask and taking precautions: Individuals who get the COVID-19 vaccination still need to practice infection prevention precautions. Vaccines do not stop the coronavirus from entering your body; they only prevent you from developing moderate to severe COVID-19. It's unclear if people vaccinated for COVID-19 can still carry and transmit the virus, even when they themselves don't get sick. Keep your mask on, and continue staying at least 6 feet from people outside your household, until further notice.

Find out more about other vaccine myths here <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html> or on [SwinNet](#)

VACCINE RESOURCES:

For more information about vaccines, availability in your location, and how to sign up refer to these resources or your local doctor, hospital or medical group.

[State Departments of Health](#)

[Local Health Departments](#)

[Kaiser COVID-19 Resource Center](#)

[Cigna COVID-19 Resource Center](#)

California: [MyTurn.ca.gov](https://myturn.ca.gov)

Colorado: <https://covid19.colorado.gov/for-coloradans/vaccine/where-can-i-get-vaccinated>

Georgia: <https://dph.georgia.gov/locations/covid-vaccination-site>

Hawaii: <https://hawaii-covid19.com/vaccination-registration/>

New York: <https://covid19vaccine.health.ny.gov/>

North Carolina: <https://covid19.ncdhhs.gov/vaccines/find-your-spot-take-your-shot>

Oregon: <https://getvaccinated.oregon.gov/#/>

Texas: <https://dshs.texas.gov/coronavirus/immunize/vaccine-hubs.aspx>

Washington: <https://www.doh.wa.gov/Emergencies/COVID19/Vaccine>



vaccinefinder.org

Can help you find available vaccine locations and appointments near you.



Volunteering at a vaccination site can help your community and may also help you to be eligible to receive your own vaccination earlier.

Find volunteer opportunities in California at myturnvolunteer.ca.gov

Check out your county's website for information on volunteer opportunities in your area.

WELL-BEING DURING A PANDEMIC: RESOURCES FOR YOU AND YOUR FAMILY

Comprehensive health and safety efforts must also focus on the overall well-being of our teams - including their mental, physical and financial wellness. As we all continue to wrestle with the ongoing daily challenges of COVID-19, we ask team members to be mindful of the effects of anxiety and stress on our mental and emotional well-being and the importance of seeking help and support in these areas. Concerns about caregiving, children, finances and relationships can take a toll on our physical health, affect decision making, and distract focus. **Please make regular check-ins on the mental and emotional health of you and your team members a part of your COVID-19 response plan.**

RECOGNIZE THE SYMPTOMS OF STRESS

- Feeling irritation, anger, or in denial
- Feeling uncertain, nervous, or anxious
- Lacking motivation
- Feeling tired, overwhelmed, or burned out
- Feeling sad or depressed
- Having trouble sleeping
- Having trouble concentrating

Know the common work-related factors that can add to stress during a pandemic:

- Concern about the risk of being exposed to the virus at work
- Taking care of personal and family needs while working
- Managing a different workload
- Lack of access to the tools and equipment needed to perform your job
- Feelings that you are not contributing enough to work or guilt about not being on the frontline
- Uncertainty about the future of your workplace
- Learning new communication tools and dealing with technical difficulties
- Adapting to a different workspace and/or work schedule

**Confidential support is available 24/7 through our Employee Assistance program
CONCERN at employees.concernhealth.com or by calling 800.344.4222**

EAP MENTAL HEALTH AND EMOTIONAL RESILIENCE RESOURCES:

[Managing Fears and Anxiety Around Coronavirus](#)

[Managing Substance Use During a Pandemic](#)

[Talking with Your Kids About the Coronavirus](#)

[The Importance of Sleep](#)

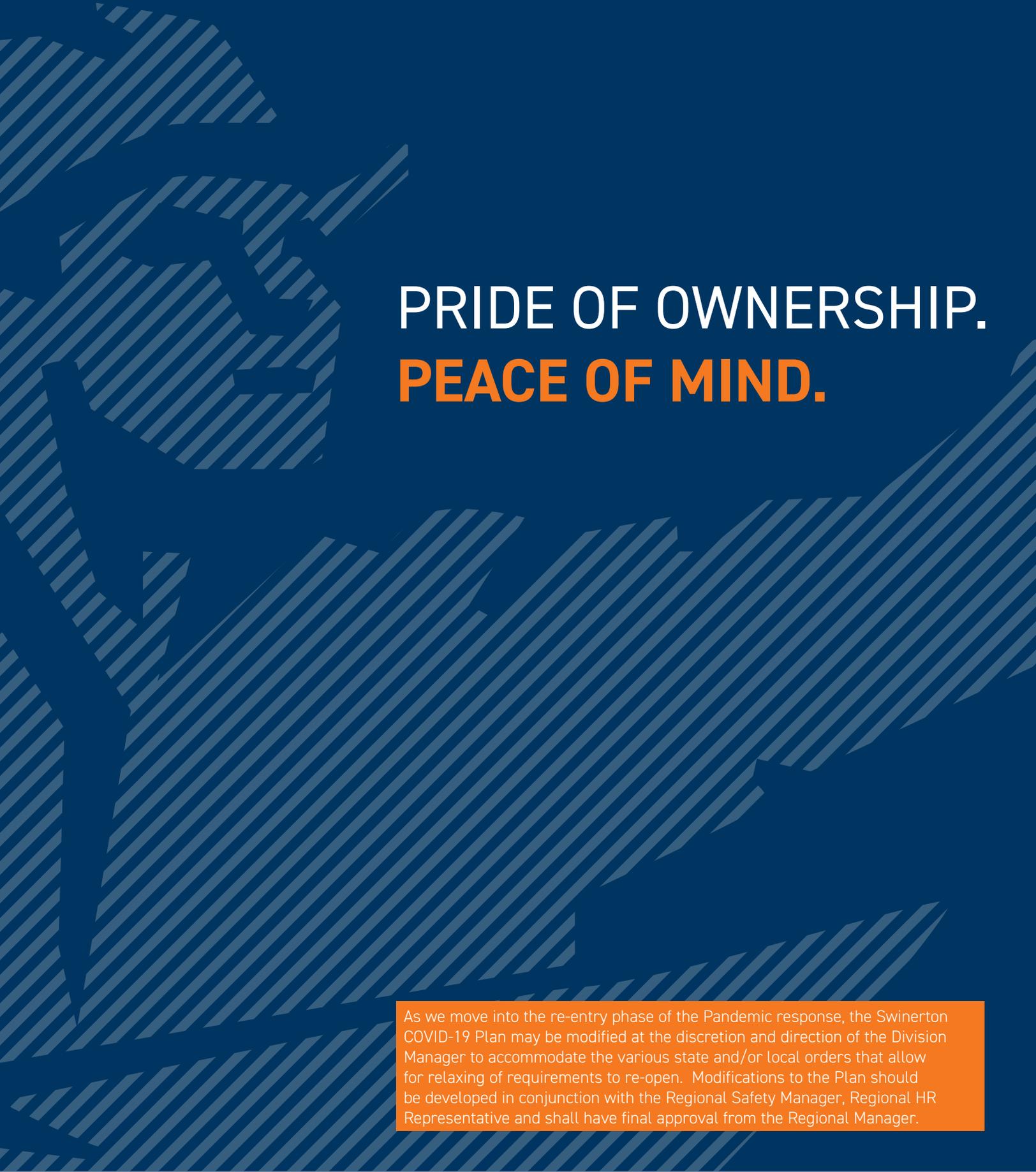
[Reducing Anxiety](#)

[Financial Resources for Health Emergencies](#)

[COVID-19 Childcare Resources](#)

[Caring for the Elderly](#)





PRIDE OF OWNERSHIP. PEACE OF MIND.

As we move into the re-entry phase of the Pandemic response, the Swinerton COVID-19 Plan may be modified at the discretion and direction of the Division Manager to accommodate the various state and/or local orders that allow for relaxing of requirements to re-open. Modifications to the Plan should be developed in conjunction with the Regional Safety Manager, Regional HR Representative and shall have final approval from the Regional Manager.