



COVID-19 PREVENTION PROGRAM FOR PROJECT SITES *March 24, 2020*

The Bay Area is now under a Shelter in Place Order requiring everyone to stay at home except those providing essential functions. Some Company projects are classified as Essential under this Order and are allowed to have work continue. In the Bay Area, and in other areas, where Company Projects are allowed to operate, this Program will apply to all Company Employees.

On any project, Company must prevent actual or potential exposure to COVID-19 to our employees and others. This requires:

1. All Employees must attend and sign off on the Company COVID-19 Tailgate Training (Copy Attached)
2. Anyone sick or knowingly exposed to Covid-19 cannot work on any company site.

Follow these Stay at Home Requirements:

Employees must notify their Supervisor and must stay home or leave the job if they have been exposed to the virus or have:

- ❖ Fever
 - Temperature 100 degrees or higher
- ❖ Symptoms of Covid 19 or Other Respiratory Illness:
 - Cough
 - Shortness of breath
 - Sore throat
 - Nasal Congestion/ Runny Nose
 - Myalgia (body aches)

When employees are required to leave the job, Supervisors will direct the employee to isolate to avoid exposing others on the job.. Typically, such isolation requires the employee to wear an N-95 respirator and to stay in an isolated area until leaving the job.

Supervisors must report all information about potentially infected or exposed employees to the HR Department as soon as possible.

When Employees are staying home, they must contact their Supervisor daily to review their status and plan for when they may return to work. The Supervisor will communicate with the HR Department. HR will decide when employees may return to work.

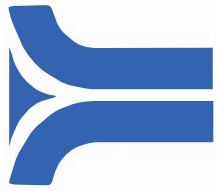
- Employees can contact the City Mechanical Office (510) 724-9088 confidentially regarding return to work or for assistance with, State Disability Insurance, Unemployment Insurance, and other assistance available.

3. All employees working on site must strictly follow the Company Coronavirus Prevention: Hygiene and Social Distancing guidelines. (See Company Covid-19 Tailgate Training attached)
4. The COVID-19 Virus is probably able to survive in fecal matter for up to 3 weeks. Employees and Supervisors must avoid any contact with sewage, filters, and ductwork.
5. Coordination with Clients – Owners and General Contractors. Company will cooperate with any Client requirements for COVID-19 prevention and communication. Unless instructed otherwise, Company *Personal*, will notify Clients' Project Manager of any employees who may have been on the job after being exposed or infected. The notification will keep personal identification information confidential. Clients should distribute the information to employees and other subcontractors in accordance with their own policies.

Company Contact Information:

Owner: Ronald A. Tinkey - rtinkey@citymechanical.com

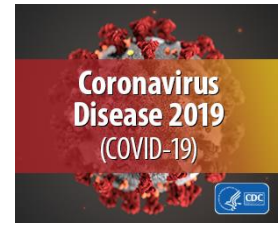
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CITY MECHANICAL, Inc.

COVID-19 PREVENTION TRAINING
and
Prevention Requirements

Company COVID-19 Tailgate Talk



As you are all undoubtedly aware, the Coronavirus is spreading rapidly across the globe. According to the Centers for Disease Control and Prevention, “The potential public health threat posed by COVID-19 is very high, to the United States and globally.” At this time, the State and Federal Governments have declared states of Emergency. In addition, Bay Area Counties have issued a Shelter in Place Order.

The wellbeing of our employees and their families is of utmost importance. Everybody has a role to play in getting prepared and staying healthy.

Recommendations from the Center of Disease Control and Prevention:

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases. See the Company COVID-19 Prevention Requirements that are included with this Safety Talk.

A COVID-19 Fact Sheet from the CDC is attached for your information. You can find more information on the following Links:

- The Centers for Disease Control and Prevention website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- OSHA: <https://www.osha.gov/SLTC/covid-19/>

Working on Company jobsites

Company has developed COVID-19 Prevention Requirements that must be followed during this emergency at all job sites. Review the attached copy of the Requirements carefully and follow them.

What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.





COVID-19 PREVENTION REQUIREMENTS FOR EMPLOYEES

March 24, 2020

The Bay Area is now under a Shelter in Place Order requiring everyone to stay at home except those providing essential functions. Some of our projects are considered essential so you may be called to work on site.

On any project, Company must prevent actual or potential exposure to COVID-19 to our employees or others. This requires:

1. Anyone sick or knowingly exposed to Covid-19 cannot work on any company site.

Review and follow these Stay at Home Requirements:

Employees must notify their Supervisor and must stay home or leave the job if they have been exposed to the virus or have:

- ❖ Fever
 - Temperature 100 degrees or higher
- ❖ Symptoms of Covid 19 or Other Respiratory Illness:
 - Cough
 - Shortness of breath
 - Sore throat
 - Nasal Congestion/ Runny Nose
 - Myalgia (body aches)

If you are required to leave the job, your Supervisor will instruct you on steps to avoid exposing others, and staying in an isolated area before you leave.

When you are at home, contact your Supervisor daily to review your status and plan for when you may return to work. The HR Department will decide when you may return to work.

- You can contact the City Mechanical office at (510) 724-9088 confidentially regarding return to work or for assistance with, State Disability Insurance, Unemployment Insurance, and other assistance available.

2. All employees working on site must strictly follow recommended Coronavirus Prevention: Hygiene and Social Distancing.
Review and follow the Prevention requirements attached.
3. The COVID-19 Virus is probably able to survive in fecal matter for up to 3 weeks. Do Not Expose Yourself to Sewage of Any Kind.



COVID-19 PREVENTION

Hygiene and Social Distance



Wash your hands often. 20 seconds with soap and water.
(Or use an alcohol-based hand sanitizer.)
Soap and water kills the virus and removes substances the virus could survive in.



Avoid touching your eyes, nose, and mouth with unwashed hands or gloves.



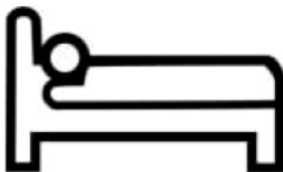
Cover your cough or sneeze with a tissue, paper towel, or rag then throw it in the trash. Or wear an N-95 respirator to protect others.
(Respirators are only recommended to protect others from you.)



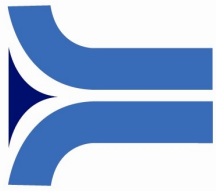
Maintain 6 feet distance away from other workers.
Do not crowd into man-lifts. Use stairs.
Follow General Contractor instructions.



Clean and disinfect frequently touched objects: Gang Boxes, desks, tables, chairs, tools and equipment used by more than one person.



Stay home when you are sick or have been exposed to COVID-19.
Symptoms: Fever over 100°, cough, shortness of breath, sore throat, runny nose, body aches



CITY MECHANICAL, Inc.

CLEANING OF TOOLS TO HELP PREVENT SPREAD OF COVID-19

Should a tool need to be cleaned that does not have blood or visible bodily fluids on it?

City Mechanical, Inc. recommends the following protocol. This protocol is subject to the recommendations of the Centers for Disease Control (“CDC”), OSHA, and those of State and Local health departments. Please follow applicable guidelines of these agencies.

- People handling tools should wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.
- People handling tools should be properly trained and protected using necessary Personal Protective Equipment (PPE).
- Clean tools with mild soap, a clean damp cloth, and, as needed, an approved diluted bleach solution only. Certain cleaning agents and solvents are harmful to plastics and other insulated parts and shouldn't be used.
- City Mechanical, Inc. does not recommend cleaners that have conductive or corrosive materials, especially those with ammonia. Some of these include gasoline, turpentine, lacquer thinner, paint thinner, chlorinated cleaning solvents, ammonia and household detergents containing ammonia.
- Never use flammable or combustible solvents around tools.

CLEANING OPTIONS:

1. MILD SOAP & REST

- If no blood was present on the product, it can be **cleaned with mild soap and a damp cloth to remove the fluids and then left to rest for 3 days**. This is based on CDC advisement that the virus may live on plastic surfaces for up to 72 hours, which suggest that the virus would no longer be harmful after the resting period. After this, the tool can be cleaned again.

*Recommended for batteries

2. MILD SOAP & DILUTED BLEACH SOLUTION

- If no blood was present on the product, it can be **cleaned with a mild soap and damp cloth to remove dirt and grease and then decontaminated with a diluted bleach solution**, which is consistent with CDC advise. The full diluted bleach cleaning procedure can be found below.

*Not recommended for batteries

PROCEDURE

1. Clean the product surface with mild soap and water to remove dirt and grease.
2. Dip a clean cloth into the dilute bleach solution.
3. Wring out the cloth so it is not dripping wet.
4. Gently wipe each handle, grasping surfaces, or outer surfaces with the cloth, using care to ensure liquids do not flow into tool.
5. No other cleaning material should be used as the diluted bleach solution should never be mixed with ammonia or any other cleanser.
6. Allow the surface to dry naturally.
7. The cleaner should avoid touching their face with unwashed hands and should immediately wash their hands after this process.

A properly diluted bleach solution can be made by mixing:

- 5 tablespoons (1/3rd cup) bleach per gallon of water; or
- 4 teaspoons bleach per quart of water

NOTE: If blood was on the product, advance cleaning is needed. Follow established Bloodborne Pathogen protocols for your business. Under OSHA requirements, anyone required to perform this type cleaning should be trained in Bloodborne Pathogens and the use of the necessary PPE for this work.