

Infectious Disease (COVID 19) Preparedness and Response Plan

Hurt & Proffitt, Inc.

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Infectious Disease Preparedness and Response Plan

I. Purpose

Hurt & Proffitt, Inc. recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Hurt & Proffitt, Inc. is firmly committed to the safety of our employees and committed to providing a safe working environment for all employees.

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

II. Responsibilities

Hurt & Proffitt,, Inc. has assigned the Safety Manager to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

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

III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees’ safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

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

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

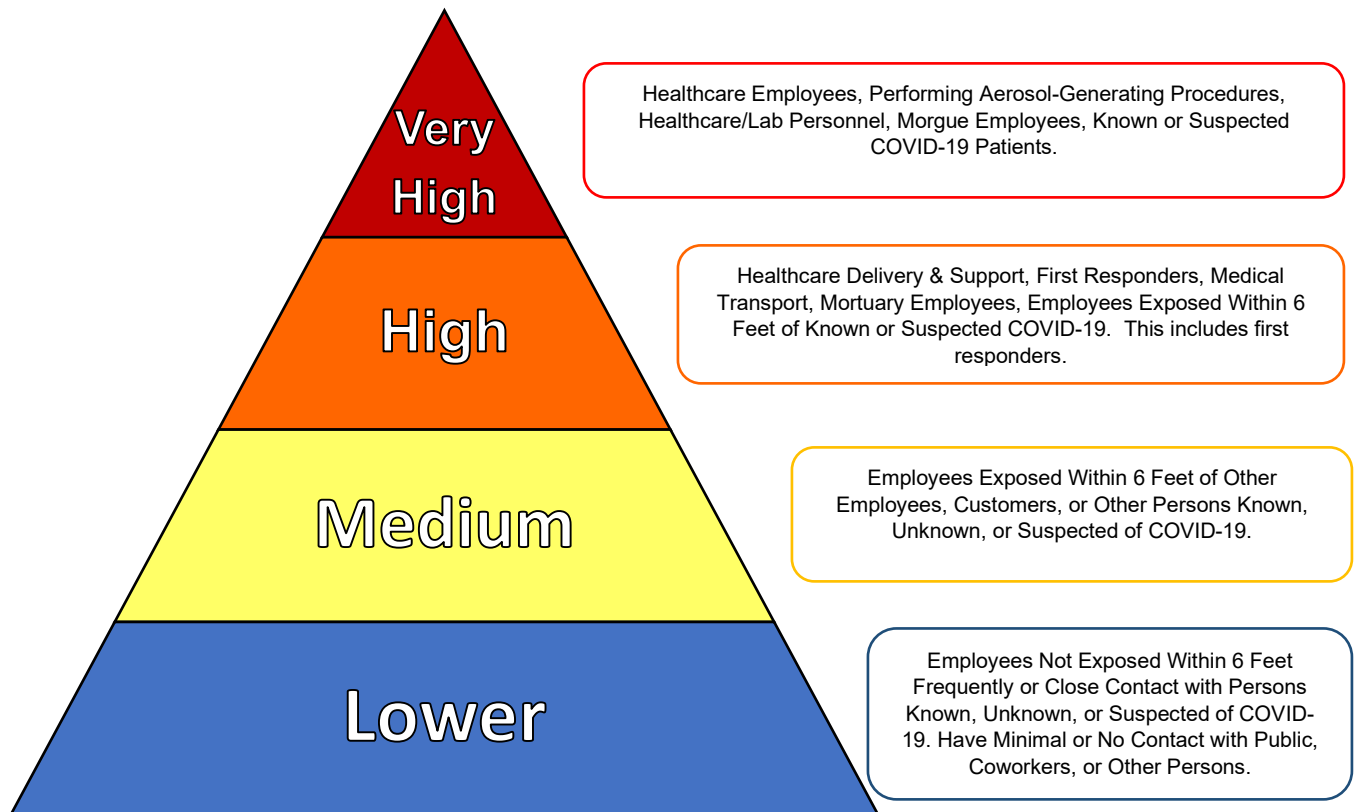
“High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary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

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

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

Emergency Temporary Standard/Emergency Regulation for a more detailed description).

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



This table shows the exposure risk we have assigned to the employees of Hurt & Proffitt, Inc.

Employee Description	Job Tasks	Exposure Risk Determination	Qualifying Factors
<i>Office Employees</i>	<i>Design. Administration, Drafting</i>	<i>Low</i>	<i>No contact within 6 feet of others</i>
<i>Survey Field Crew</i>	<i>Collect Survey Data</i>	<i>Medium</i>	<i>Ride in same truck with other employees</i>
<i>CCTV Inspection Crew</i>	<i>Inspect Pipe Lines</i>	<i>Medium</i>	<i>Ride in same truck with other employees</i>
<i>Drill Crew</i>	<i>Core Drilling</i>	<i>Medium</i>	<i>Have to work within 6 feet of each other</i>
<i>Environmental Team</i>	<i>Varies</i>	<i>Medium</i>	<i>Have to enter homes and businesses</i>
<i>Material Testing Field Crew</i>	<i>Compaction and Materials Testing</i>	<i>Low</i>	<i>No contact within 6 feet of others</i>

IV. Contingency Plan in the Event of an Infectious Disease Outbreak

In the event that an outbreak or pandemic due to an infectious disease, Hurt & Proffitt, Inc. has set up a Business Continuity Plan. A copy of the Business Continuity Plan can be found internally at <http://inside.handp.com> or externally from <http://apps.handp.com>.

V. Basic Infectious Disease Prevention and Control Measures

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

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

Additional precautions and actions to take are:

Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;

- Large gatherings are minimized whenever possible;
- Employees are encouraged to maintain physical distance when reporting/leaving work;
- Employee work stations are greater than six feet apart;
- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and

- Employee interactions with the general public are modified to allow for additional physical space between parties.

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

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

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

1. Employee Self-Monitoring

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

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

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

2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, **Hurt & Proffitt, Inc.** screens employees on a daily basis.

Employees are asked a series of questions upon reporting to work. The questions can be found at <http://apps.handp.com>.

If the answer to any of the questions is yes the employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

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

Any supervisor who receives notification in the daily health assessment logs that an employee is presenting with symptoms of COVID-19 must notify Human Resources immediately.

3. Procedures for Employees with Symptoms of COVID-19

If an H&P employee has symptoms of COVID-19 the employee is asked to self-quarantine until they are able to produce a specimen test.

If the test results are negative for COVID-19, and the employee has been symptom free for 72 hours they are eligible to return to work. The employee must present a copy of the negative test results to Human Resources for recordkeeping purposes, as supporting documentation under the Families First Coronavirus Response Act in qualifying for paid leave.

If the test results are positive for COVID-19, the employee must present a negative test result before reporting for duty to any H&P work location. The negative test result is to be forwarded to HR for recordkeeping purposes, as supporting documentation under the Families First Coronavirus Response Act in qualifying for paid leave.

4. Return-to-Work Requirements

Employees who were diagnosed with COVID-19 may only return to work upon receiving negative results from a COVID-19 test performed by a certified physician or facility.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual.

Actively encourage sick employees to stay home:

VII. Procedures for Minimizing Exposure from Outside of Workplace

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

- Social distancing practices to be observed:
 - In person meetings are to be made by appointments only
 - Limit the number of customers allowed into workplace
 - Minimize face to face contact

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

Any individual attempting to enter one of **Hurt & Proffitt, Inc.** facilities will need to complete a self-assessment questionnaire consisting of the same questions of the employee daily screening. If any of the answers are yes, they will not be allowed to enter.

To minimize exposure from visitors, vendors or general public;

- *When possible, **Hurt & Proffitt, Inc** will limit the number of visitors in the facility.*
- *Masks will be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.*

- Information is posted at **Hurt & Proffitt, Inc.** facilities educating individuals on ways to reduce the spread of COVID-19.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between **Hurt & Proffitt, Inc.** employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- Hurt & Proffitt, Inc request that social distancing practices be observed.
- Computer workstations are positioned at least 6 feet apart.

VIII. Training

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

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- Companies Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.

- PPE
 - When PPE is required
 - What PPE is required
 - How to properly don, doff, adjust and wear PPE
 - Limitations of PPE
 - Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements.

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

Retention of training records must be retained in employee files. These records are located in Human Resources. The most recent training records will be maintained.