

COVID-19 Operations Protocol

Revised June 30, 2020

Snyder Langston would like to share with you the guidelines we have in place to protect our office, jobsites, employees, and tradesman. Please encourage all employees periodically review the facts and information provided by the CDC as well as other government officials as the information changes daily.

EXECUTION OF THE WORK

Travel and Access to Our Jobsites

- Any employee or worker who has been to a Level 3 country listed on the CDC watch/alert list (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>) are not allowed at a Snyder Langston jobsite or office for at least 14 days from the date they arrived in the United States.
- Any close contact to an ill worker should be identified and asked to remain at home in quarantine for 14 days since the last exposure. Close contacts include all household members, any intimate contact, and all individuals who were within 6-feet of the employee for more than 10 minutes, starting 48 hours before symptoms began until their isolation period ends. In addition, anyone who had contact with their body fluids and/or secretions (such as were coughed/sneezed on, shared utensils or saliva or provided care to the ill employee without wearing protective equipment) should be in quarantine.
- Please alert Snyder Langston Management if any employee or worker who has been on our jobsite has tested positive for COVID-19 or has had close contact with an individual who has tested positive for COVID-19. The person is not allowed at a Snyder Langston jobsite or office until they have been cleared by medical professionals and our Management.
- During pick up or delivery of equipment or materials, ensure a minimum 6-foot separation among workers.
- Trade Partner has determined by the CDC recommended daily screening protocol that each of their tradesmen and support personnel are without symptoms of COVID-19 and other contagious viruses prior to dispatching them to any Snyder Langston jobsite or office. Further Trade Partner agrees to each of the requirements of this document while on a Snyder Langston jobsite or in a Snyder Langston office.
- Any Employee or Worker following potential exposure to COVID-19, provided they remain asymptomatic and follow CDC PPE guidelines for returning to work, may enter the jobsite or the office.
- Carpooling to jobsites or offices is not allowed, due to social distancing.

Material and Equipment Supply Chain

- Verify with subcontractors and suppliers to determine if any of materials or equipment (including any parts and/or components) for the Project are sourced from CDC Level 3 area, Level 2 area or Level 1 area (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>). If so, specify the equipment or materials, the scheduled delivery dates and any delays/impacts known or foreseen at this time.
- If there are delays, provide approved alternate materials that will not impact the schedule.
- Confirm there are no current impacts to the project, or if some exist, immediately notify management and specifically explain those impacts and how they are caused by COVID-19.
- Confirm that there are no current impacts to manpower availability, or if some exist, immediately notify management and specifically explain them and how they are caused by COVID-19.

Jobsite Actions

On all Snyder Langston jobsites, we should do the following:

- The Snyder Langston Superintendent shall be designated as the COVID-19 Supervisor/Site Safety Representative (SSR).
- Post essential “project designation” at entry points.
- Post CDC/COVID-19 Signage in areas visible to all workers, required hygienic practices including not touching face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC. It is suggested to wash your hands every 30 minutes.
- Maintain the Daily Attendance & Delivery Log.

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- Preclude gatherings of any size, and anytime two or more people must meet, ensure minimum 6-feet separation.
- Practice social distancing by maintaining a minimum 6-feet distance from others. Avoid gatherings such as motivation meetings and group lunches of two or more people that cannot accommodate 6-feet of separation. Suspend lunch truck service to prevent social gatherings.
 - Essential project participants may participate in milestone achievements (i.e. groundbreaking, topping out, etc.) as long as the Snyder Langston COVID-19 Operation Protocols, Snyder Langston COVID-19 Site Specific Plan, and the local jurisdiction guidelines are strictly adhered to.
- Establish work areas to keep separation between the trades (social distancing by maintaining a minimum distance of 6-feet from others). Consider utilizing negative air equipment as required.
- All workers and visitors on-site shall wear coverings over their noses and mouths while performing their work if they are not able to social distance. Face coverings referenced in this guidance can be fabric coverings, such as scarves and bandana coverings. Reusable face coverings must be frequently washed, minimum once a day, for the health and safety of users and others. Single use coverings must be properly discarded into trash receptacles.
- Expand break areas and enforce appropriate social distancing.
- Make sure temporary toilets and handwashing stations are properly, located, serviced and supplied with all necessary cleaning and/or sanitizing products. Provide 50% more toilets and handwashing stations than required by CAL OSHA.
- Re-sequence portions of work, stagger trades, reduce density, and investigate alternate work processes to maintain social distancing and to create a safer work space.
- Encourage people to ask questions and to bring concerns to the attention of our Project Manager.
- Require people who are feeling ill to stay home and not report to work.
- Identify “choke points” and “high-risk areas” where workers are forced to stand together, such as hallways, hoists and elevators, break areas, and buses, and control them so social distancing is maintained.
- Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-feet separation.
- For anyone with chronic health conditions who are concerned about being exposed to the COVID-19 virus, please advise them to contact their personal healthcare provider for recommended precautions appropriate for them.
- Discuss the importance of the CDCs recommended preventative measures in weekly meetings and/or All-Hands Safety meetings and Weekly Tailgate Meetings.
- Wear Personal Protective Equipment (PPE), such as, gloves, goggles, face shields, and face masks, etc as appropriate for the task, and as required by the controlling government agency. In the event of a conflict, the more restrictive requirement will be followed.
- Do not share phones, computers, keyboards, desks, offices, work tools and equipment. If necessary, clean and disinfect them before and after each use.
- Avoid touching your eyes, nose, and mouth.
- Always keep in mind the sensitive nature of personal health information and maintaining the confidentiality of the workers on our projects.

Financial Transactions

- There are individuals who will use this situation to target the financial dealings of companies. We will not change payment or delivery instructions via email or text.
- Please do not act upon or accept any requests to change payment instructions specified in your contract with Snyder Langston unless the communication comes directly from our CFO by a telephone call.

ILLNESS AND COVID-19 CONTAMINATION

If an Employee is Sick for any Reason

- Please communicate to employees or workers it is required to stay home if they have any symptoms of illness, including; a cold, fever, cough or difficulty breathing.
- Employees or workers should seek medical care early and stay away from others.

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- Employees that are sick should stay home at least three days (72 hours) after recovery, which means their fever has resolved without the use of fever-reducing medications and there is improvement in their respiratory symptoms (e.g., cough, shortness of breath), and at least ten days have passed since symptoms first appeared.

Symptoms of Coronavirus (COVID-19)

- Reported symptoms include fever of at least 100.4 F, cough, and difficulty breathing from lower respiratory distress.
- Information about coronavirus symptoms can be found on the CDC website.
(<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)
- Employees or workers who have these symptoms are required to stay home and not come to the jobsite, and notify management of the situation.
- Employees who have a sick family member at home with COVID-19 must inform their supervisor, Human Resources, and self-quarantine.

Jobsite Contamination

If a Snyder Langston employee or any individual on a Snyder Langston jobsite contracts the COVID-19 virus, the following protocol should occur;

- If not already done, isolate the affected individual and direct them to secure appropriate medical attention.
- Notify Human Resources (Stacey Perusse) immediately and follow notifications per the COVID-19 Incident Phone Call Responsibility Matrix.
- Notify the Project Executive for non-Snyder Langston individuals or Human Resources (Stacey Perusse) for a Snyder Langston employee. Gather all information relative to the infected individual and ask the recommended questions to complete the COVID-19 Incident Report. Based on the information provided, determine if the work area needs to be quarantined.
- Quarantine the contaminated area if instructed to do so by the Project Executive. No one except appropriate health department official, site security, first responders or dedicated decontamination cleaning crews will be allowed in the trailer for any reason whatsoever. Contact one of the preapproved cleaning services listed under Resources in this protocol to clean and disinfect the entire office area per CDC recommendations no earlier than 24 hours after the event. Once the jobsite or office is thoroughly cleaned by a professional cleaning service, it will not be occupied for at least 14 days after the closure.
- Snyder Langston personnel who have been in closed contact with the infected individual, as defined by the CDC, will be sent to secure appropriate medical attention, and will not be allowed back on-site until they have met CDC requirements.
- All outside organizations and personnel known to have come in contact with the infected individual, as defined by the CDC, will be notified of the potential contamination by the Project Executive.
- If the construction activities at the affected jobsite are located in an open building/open air environment, all construction activities will stop in the affected area for a period of 48 hours, or as directed by public health officials. Construction activities will begin again after the stand down.
- Snyder Langston will bring in additional resources to manage the work on-site while the original project team is quarantined.
- If necessary, Snyder Langston will mobilize a new temporary office to the jobsite to house a new Strike Team to bring the project back on line.
- The Strike Team will consist of a Lead Superintendent (COVID-19 Supervisor), Project Executive, and other staff as necessary. It is envisioned that the team in quarantine will be available to assist the Strike Team via Snyder Langston's electronic infrastructure until such time as the team in quarantine is healthy and available to retake the lead on the project. Typically, a minimum of 14 days.
- Snyder Langston is an ISO registered firm, which means our systems are proven to be consistently applied across all projects, and lends itself well to minimize the impact to a project due to emergency procedures.

If the project is at a stage where the building is enclosed and the HVAC system has been energized, then the entire building will be cordoned off, and all work on the interior of the structure will stop until the affected area has been properly cleaned by a professional cleaning company or the time identified by public health authorities has passed.

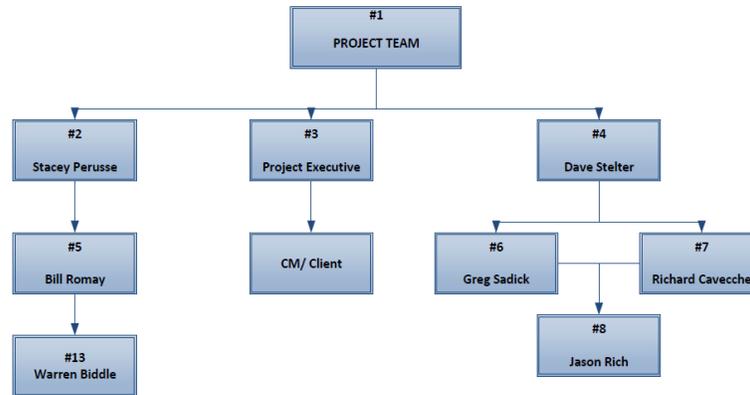
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In all situations, please keep the Owner apprised of all activities and actions being taken and fully cooperate with direction provided by them. While there will be an impact to the project, this policy is designed to recover as quickly as possible.

Always error on the side of caution protecting our teams and their families is the most important thing we can do.

COVID-19 Incident Phone Call Responsibility



Resources

Snyder Langston Information

- **Bill Romay – Director, Risk Management**
 - bromay@snyderlangston.com
 - Cell 949-795-6285
- **Warren Biddle – Safety Manager**
 - wbiddle@snyderlangston.com
 - Cell 949-410-4228
- **David Stelter – Vice President, Field Operations**
 - dstelter@snyderlangston.com
 - Cell 949-795-8626
- **Richard Cavecche – Senior Vice President, Operations**
 - rcavecche@snyderlangston.com
 - Cell 949-795-6281
- **Greg Sadick – Senior Vice President, Residential**
 - gsadick@snyderlangston.com
 - Cell 949-307-5176
- **Jason Rich – President**
 - jrich@snyderlangston.com
 - Cell 949-795-8176
- **Stacey Perusse – Human Resources**
 - sperusse@snyderlangston.com
 - Cell 949-939-5405

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Cleaning Services

- **Calico Building Services**
 - Guy Reza
 - guyr@calicoweb.com
 - Cell 949-677- 0626
- **Aftermath**
 - www.aftermath.com/coronavirus
 - (877) 769-6917
- **ATI – American Technologies, Inc.**
 - Shane Lapka
 - Shane.lapka@atirestoration.com
 - cell (714) 357-3720
 - (800) 400-9353
 - <https://atirestoration.com>

Supplies

- **Garza Industries**
 - Order through your Project Coordinator
 - Sheri Hansen
 - (949) 910-7028
 - 1870 N Glassell St., Orange, CA 92865
 - <https://www.garzaindustries.com>

Health Organizations

CDC

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Orange County Health Care Agency / Public Health

- 405 W 5Th St., Fl 7th, Santa Ana, CA 92701-4599
- (714) 834-3882
- dsoules@ochca.com
- <http://www.oc.ca.gov>

Los Angeles County Health Department of Public Health

- 241 N Figueroa St., Suite 151, Los Angeles, CA 90012-2601
- (800) 339-6993
- sfogleman@ph.lacounty.gov
- <http://publichealth.lacounty.gov>

Riverside County Department of Health

- 4065 County Circle Dr., Riverside, CA 92503-3410
- (951) 358-5416
- ckaiser@ruhealth.org
- <https://www.rivcoph.org>

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SUSPENSION OF THE WORK

Mandate to Shelter at Home

- In the event, the Public Health Agencies representing Los Angeles, Orange and, Riverside counties have ordered all residents to shelter in place all Snyder Langston jobsite operations in these counties must suspend work on-site, except as allowed for in the various orders.
- Employees that can work from home should do so.

Secure Jobsite

- The Project Manager, Superintendent, and Project Executive should develop a plan for closing down and ultimately remobilizing the project. Participants to consider include the Owner, Vice President Field Operations, Vice President Operations, Government Officials, and key Trade Partners. If you suspect an obstacle may exist to securing the jobsite, or remobilizing quickly, prepare a back-up plan, "Plan B," to implement as necessary.
- Develop a checklist to document the steps required to close down and then later resume work.
- Inspect the perimeter of the project including, SWPPPs, entry points, and adjacent public walkways for safety and security. Increase jobsite security as necessary.
- Determine necessary signage such as 24-hour emergency contact numbers, and 24/7 lighting required during the shutdown.
- Provide for street sweeping as necessary.
- Temporarily safe-off incomplete scopes of work such as excavations and shored work.
- Secure access to scaffold stairs.
- Protect, cover or fill any open trenches or excavations that are not needed.
- Demobilize all possible rental equipment.
- Secure equipment such as cranes and hoist that will not be removed during the shutdown.
- Remove all flammables from inside the building and secure on jobsite.
- Secure temporary and permanent utilities such as electrical, water, gas and storm drainage.
- Secure, drain or treat pools, spas, and water features.
- Prepare a plan to secure and protect equipment set-in-place, such as: pumps, generators, and elevator equipment.
- Prepare a plan to protect unfinished work, such as; roofs, decks, roof openings, as well as completed work now exposed to openings.
- Relocate materials to safe and secure locations to protect them from: the elements such as excessive sunlight, wind and rain, and from theft of expensive materials such as copper, aluminum and electrical gear.
- Verify Trade Partners have removed their tools, gang boxes, and secured their materials.
- Notify IT for instructions on how to properly shut down and relocate data servers, computers, and television screens. IT will direct where to temporarily transfer the equipment, which could include employees' homes.
- Identify the personnel responsible for maintaining the jobsite, including SWPPPs.
- Review plan with local authorities as appropriate.

Remove Personal Property

- Project Builders Risk Insurance does not cover personal property.
- Personnel should remove from the jobsite the tools and equipment they need to work from home.
- Make sure all Craftsmen's tools and toolboxes are removed from the jobsite.
- Make sure all the office staff's personal property is removed from the jobsite.
- Remind everyone that access to the jobsite will not be available once demobilized.

Deliveries to the Jobsite

- Stop all regularly scheduled deliveries to and from the jobsite such as trash removal, food trucks, and water, coffee, and office supplies.
- Stop delivery of all mail to the jobsite. Work with USPS to pick up the US Mail at the Post Office.
- Review protocols for FedEx and UPS deliveries to be held or redirected for pick-up.
- Review and plan for other regularly scheduled deliveries.

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Monitoring the Jobsite during the Closure

- If at all possible, install cameras to continuously video jobsite, entry points, building envelope, and interiors. Identify the individual responsible for monitoring and archiving video.
- Identify personnel responsible for monitoring the jobsite as required. Earthquakes and weather events like heavy wind or rain will require additional effort.
- Visit jobsite before expected inclement weather, and after, to determine the status of the jobsite and document any damage that has occurred and recommend corrective measures.
- Monitor and maintain SWPPPs, dewatering systems, utilities, and other systems throughout the jobsite.
- Establish ongoing fueling of equipment such as generators and pumps.
- Monitor and maintain weather protection and implement corrective measures.

Project Administration During Suspension of Work

- While construction activities have stopped in the field, the majority of office activities must continue from home. Take this opportunity to complete unfinished work, to work ahead, and ready the project to facilitate a fast ramp-up of work.
- Establish a separate job number and cost codes for tracking costs associated with the shutdown.
- Document the current schedule and cost status of the job as of the date of shutdown.
- Update Material Delivery Schedule on a regular basis.
- Work forward on jobsite coordination with our Trade Partners and Consultants.
- Establish a safe location for mail and parcel deliveries and pick-up.
- Assemble the files and documents that will be required to work from home. Confidential documents should be removed from the jobsite and placed in the Irvine office.
- Take detailed photos and video of the project jobsite, building envelope, and interiors complete with narration documenting the current status of the jobsite: date and archive documentation.
- Update Inspection Matrix indicating which inspections have occurred, and which inspections are outstanding before restarting the project. Note areas of unfinished work to prevent covering up when the project restarts.
- Maintain daily field reports documenting jobsite security, weather conditions, and any jobsite activity.
- Create a detailed inventory of materials on the jobsite, and note previously paid for materials. Trade Partners should sign off on documentation.
- Discuss with your Trade Partners to understand what their plans and capabilities will be after the project closes, and what their plan is to ramp-up their work.
- Work with the Architect and other project team members to understand what their plans and capabilities will be during a jobsite shutdown, and their abilities to work forward.
- Process Change Orders, Process Submittals, Process RFIs.
- Work forward on jobsite coordination.
- Update the material delivery schedule with your Trade Partners.
- Create a schedule impact analysis.
- Create a recovery schedule with your Trade Partners.
- Review prime contract with Snyder Langston's attorney, insurance broker, and SDI broker to ensure compliance with previously overlooked requirements that will now be focused on during shutdown.
- Verify Snyder Langston and Trade Partners are maintaining required insurances during the shutdown.
- Monitor Permits (i.e., Building, Elevator, Street Closure, Traffic Control, and Parking) and any expiration dates that may occur during the shutdown, and secure extensions as required.

Project Communications

- Provide notice to the Client, Consultants, and Trade Partners of the Health Department's order directing Snyder Langston to stop work.
- Advise Snyder Langston attorney, insurance broker, bonding companies, and SDI broker of the shutdown. Provide updates as agreed.
- Make arrangements for all parties to communicate from home.
- Prepare an emergency contacts list to include all Trade Partners.

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- Manage expectations during shutdown and for remobilization.
- Schedule daily check-ins with staff working from home.
- Establish virtual weekly AOC meetings during the shutdown.

Remobilization of the Jobsite

- Develop criteria for remobilization when the “all clear” is provided by the Governmental Officials having jurisdiction.
- In consultation with our Trade Partners, determine a reasonable time frame to remobilize the project. It could take up to 30-days to return the project to full speed. Consider the time it will take to remobilize the workforce and to locate and deliver materials to the jobsite. Discuss shortages with Trade Partners, and plans to work around the deficiencies.
- Publish the Recovery Schedule.

Risk

- Verify all insurances to include the project’s builders risk insurance coverage will remain in place during the project shutdown and for remobilization.
- Coordinate fire watch for wood frame construction.

Questions to Ask a Sick Employee

- What is the employee’s name? We will keep this information confidential when possible, but if they don’t mind sharing their name, we will be able to notify and identify the people who may have been in close contact with this individual more accurately.
- Did the employee go home to quarantine? If yes, when?
- What is the employee’s position? For example, foreman, apprentice, etc.
- What are the employee’s symptoms?
- When did the employee first have the symptoms?
- What are the dates this employee has been on the project site?
- Is the employee working on any other Snyder Langston project sites?
- Has the employee been in contact with anyone at your company who is working at any other Snyder Langston job sites?
- Do you have a doctor’s note from this employee? If yes, what did the note say?
- Did the employee say they were tested for COVID-19? Where did the test occur and who did the testing?
- Do you have a medical certification stating that the employee tested positive for COVID-19?
- What area of the job-site did the employee work at or occupy? For example, elevator, restroom, break area, Snyder Langston jobsite office, etc.
- Whom or what trades did the employee come in close contact with at the job-site?
- Do you know if the employee has traveled recently?
- Is there any other information you want to share with me in regards to this sick employee?
- Who recognized the symptoms and what was the person’s exposure to the employee?
- Is the employee a member of a union or labor group?
- Has that union or labor group been notified?
- Has the appropriate County Health Department been notified of the testing?

