



<p><u>COVID-19 Illness Prevention & Business Continuity Plan</u></p> <p>SWP-060-D</p>	<p>Prepared 3-16-20</p> <p>Last revision date: 4-27-20</p>
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1. PURPOSE/SCOPE:

This plan establishes the requirements to decrease the spread of acute respiratory illness and lower the impact of the COVID-19 Pandemic Outbreak to SET Employees and the Company. SET has relied on information and guidance from the CDC <https://www.cdc.gov/> and OSHA <https://www.osha.gov/> in developing this plan and we shall update the plan periodically as additional information becomes available and is published by these or other credible sources.

This document provides specific guidance to SET employees with respect to the COVID-19 outbreak and supplements the information and requirements specified in SET's Pandemic Preparedness Plan (SWP-060). These plans and our comprehensive Health and Safety Program are intended to promote a safe and productive work environment for our employees, subcontractors and stakeholders.

2. BACKGROUND:


What is COVID-19?

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, and bats. Rarely, animal coronaviruses can infect people and then spread between people. This includes a new virus named SARS-CoV-2 and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19")

Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have experienced no symptoms at all. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. The following symptoms may appear **2-14 days after exposure**.

- Fever
- Cough
- Shortness of breath
- Sore throat
- Chills / Repeated shaking with chills
- Muscle Pain
- Headache
- Loss of taste or smell




The infographic consists of three panels. The first panel, labeled 'FEVER', shows a person with a thermometer in their mouth. The second panel, labeled 'COUGH', shows a person coughing into their elbow. The third panel, labeled 'SHORTNESS OF BREATH', shows a person with a blue dashed line representing air entering their lungs.

FEVER

COUGH

SHORTNESS OF BREATH

 If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**. Emergency warning signs include*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

How COVID-19 Spreads

The virus is believed to spread mainly between people who are in close contact with one another (e.g. being within 6 feet of someone with COVID-19 for a prolonged period of time or having someone with the disease cough on you). The virus is carried through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface that contains the virus and then touching their own mouth, nose or possibly their eyes, but this is not believed to be the primary way the virus spreads.

People are thought to be the most contagious when they are most symptomatic (i.e. experiencing fever, cough, and/or shortness of breath).

3. RISK ASSESSMENT

SET has conducted a risk assessment associated with potential occupational exposure to the SARS-CoV-2 virus that causes COVID-19 and SET has determined **current risk level as Low to Medium** which will vary depending on the assigned work tasks and non-work-related risk factors at home and in the community.

COVID-19 has caused severe illness and has shown sustained person-to-person spread in several places. On March 11, 2020, the World Health Organization publicly declared COVID-19 as a pandemic.

According to the CDC, as of **3/21/2020**, current risk of being exposed to the virus that causes COVID-19 is still low for most Americans, but as the outbreak expands that risk will increase. Cases of COVID-19 and instances of community spread are being reported in a growing number of states. This situation is rapidly changing and elevated risk of employee exposure to the virus exists if employees:

- Have close contact with persons with COVID-19,
- Are present in locations where ongoing community spread of the virus has been reported, or
- Have returned from an affected international location where community spread is occurring.

Risk of severe illness:

Early information out of China, where COVID-19 first started, shows that some people are at higher risk of getting very sick from this illness. These include:

- Older adults, with risk increasing by age.
- People who have serious chronic medical conditions like:
 - Heart disease
 - Diabetes

OSHA has established 4 risk exposure levels, based on job tasks performed, to help employers determine the appropriate precautions to protect employees from being exposed to the SARS-CoV-2 virus that causes COVID-19.

Very High and High Exposure Risk. OSHA defines high and very high exposure risk jobs as those which have high potential for exposure to known or suspected sources of COVID-19 during specific procedures.

These include healthcare, laboratory, medical transport, mortuary and morgue workers who perform specific tasks that place them in close contact with known or suspected COVID-19 patients / bodies. These are not jobs performed by SET and our employees are unlikely to have these exposures off the job.

Medium Exposure Risk. Medium exposure risk jobs include those that require frequent and/or close contact with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples include workers having frequent contact with travelers returning from international locations with widespread COVID-19 transmission, working in an area with widespread COVID-19 transmission and working in high-population-density work environments (e.g. schools, high-volume retail environments). Although SET employees routinely travel to varied worksites, performing work in high-population-density work environments is not common.

Lower Exposure Risk (Caution). Lower exposure risk (caution) jobs are those that do not require contact with people known to be or suspected of being, infected with SARS-CoV-2 nor frequent close contact with the general public and other coworkers.

The job tasks performed by SET employees are unlikely to require frequent and/or close contact with people who may be infected with SARS-CoV-2. SET employees do frequently have close contact with co-workers and the general public (e.g. client personnel, retail workers, etc.).

4. ROLES AND RESPONSIBILITIES

a. Team Lead, Pandemic Response Team (CEO/President)

- Assess business risks and priorities.
- Convene and schedule periodic meetings and updates of the PRP.
- Review composition of the team and call up support if necessary.
- Assess immediate priorities and actions.
- Identify issues and develop policy, strategy and communications to minimize impacts.
- Cancel non-critical meetings and public gatherings.
- Implement business contingency plans (e.g. reduced teams, shutdowns).
- Monitor and advise on media issues.

b. Human Resources

- Provide communication to employees on these issues and policies.
- Monitor and advise on emerging HR issues (e.g. overtime payments, relocation, split shifts, etc.).
- Advise on remote working policy and who will qualify.
- Monitor levels of sickness absence. (Supervisors to inform HR Representatives daily of absence levels in their respective locations including those that are able and available to return to work.)
- Process regarding employees exhibiting illness and ensures that a solid return to work plan are in place.
- Advise on overall availability of staff and deployment to areas of need.
- Provide EAP for counseling staff and relatives.
- Facilitate contact investigation and follow-up with public health authorities.
- Advise the PRT on employee confidentiality requirements.

c. Health and Safety

- Monitor and advise on emerging HSE issues.
- Implement systems with HR for monitoring health and hygiene procedures.
- Help develop and distribute policy and guidelines.
- Provide technical support, guidance and interpretation of guidelines.
- Audit and evaluate operations and compliance with guidelines.
- Ensure operations can continue to run safely and shut down those that cannot.

- Conduct employee training.

d. Finance

- Monitor and advise on emerging financial issues (e.g. contracts, expenses, payments etc.)
- Monitor and advise on emerging Legal issues (e.g. contractual issues, liabilities, etc.)
- Review / approve contracts for subcontractors required.
- Assess insurance implications and liaise with external parties as necessary.
- Monitor financial impacts of the pandemic on the business.
- Identify and release payments as agreed by the PRT / Team Lead.

e. Information Systems

- Ensure critical business systems continue to operate.
- Ensure critical communications systems are available to those that need them.
- Coordinate prioritization of key applications in the event that system capacity is reduced.

f. Managers (Division/Site/Operations Managers)

- Implement contingency plans and practices.
- Provide regular updates to staff.
- Inform staff of the importance of basic personal hygiene.
- Provide enhanced cleaning and hygiene services.
- Inform staff not to attend work if sick.
- Respond to requests for information / advice.
- Log all actions, tasks and ongoing issues and ensure these are addressed.
- Develop and maintain lists of key staff and alternates.
- Identify and organize arrangements for working from home / alternate locations.
- Ensure arrangements are in place to monitor / restrict visitors and to host virtual meetings.
- Support and work alongside HR, HSE and Finance to provide welfare, catering, transport and other support for essential workers.
- Support and work alongside IT in ensuring systems are in place for identifying and preserving critical information or knowledge.

g. Employees

- Comply with applicable requirements and recommendations contained in these guidelines.
- Report concerns / noncompliance associated with these guidelines.

5. PROCEDURES & SAFE WORK PRACTICES

a. Basic Infection Prevention Measures

There is currently no vaccine to prevent COVID-19. The best way to prevent COVID-19 is to avoid being exposed to this virus. The CDC has published simple guidance to help prevent infection. While the COVID-19 pandemic is in place, SET shall communicate this information to employees by including advisory information on SET's electronic message boards, posting documents at offices, through email, and by uploading documents to the SET OPS Intranet. Some of the tips provided by the CDC to help infection include:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth with untouched hands.
- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based sanitizer that contains at least 60% alcohol if soap and water aren't available.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

SET shall ensure that all employees have access to hand washing facilities, hand sanitizers, tissues and no touch trash cans.

Additional guidance from CDC to prevent spread of infectious disease includes:

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

b. Screening, Identification and Isolation

Employees are expected to closely monitor their health and notify their supervisor of any cold or flu-like symptoms **before** reporting to work. Employees are encouraged to obtain their body temperature daily before reporting to work to ensure their body temperature is not elevated (> 100°F. using an oral or contact-less thermometer).

Employees that meet one or more of the following criteria are required to participate in SET's health and travel screening process administered by SET Human Resources (HR). Employees shall be subject to screening if, during the past 14 days, they have:

1. Experienced any respiratory illness or other cold or flu-like symptoms (e.g. fever of 100° F. or greater, shortness of breath or difficulty breathing, dry cough, loss of smell or taste, fatigue, muscle aches, etc.)
2. Had contact with or cared for someone diagnosed with or suspected of having COVID-19,
3. Returned from international travel,
4. Traveled to regions or cities within the US which are experiencing community spread of the COVID-19 virus,
5. Returned from a cruise (domestic, foreign, ocean or river), or
6. Have visited any other area linked to a COVID-19 case (e.g. nursing home, school, or business).

Any information relating to an employee or confirmed cases

Daily Health Checks

Daily health checks of all employees shall be conducted by SET Branch Locations. Division General Managers / Site Managers shall ensure employees are asked, as part of routine conversations, the following questions:

1. Is the employee exhibiting any of the following cold or flu-like symptoms?
 - Fever (measured > 100° F. or perceived fever)
 - Difficulty breathing or shortness of breath
 - Dry Cough / sore throat
 - Chills / Repeated shaking with chills
 - Body aches / excessive fatigue
 - Loss of taste or smell
2. Has employee had close contact with anyone diagnosed with COVID-19 or exhibiting the above symptoms?

If the response to either questions above is Yes, Operations shall remove employee(s) from planned work schedule / work site and notification made to Human Resources in accordance with the requirements of this plan.

Daily health checks shall be documented on the SET Site Safety Meeting Record (COVID-19 revision) or on other tracking document approved by Human Resources.

Identification & Isolation

- **Employees who are sick with COVID-19 or have symptoms of acute respiratory illness shall notify their supervisor and/or Human Resources (HR) and not come to work.** Supervisors shall immediately notify HR after being notified by an employee who has been confirmed or suspects having COVID-19. Employees shall be instructed to:

- Stay home, avoid public places and public transportation.
- Stay away from others and limit contact with pets and animals.
- Seek medical attention if illness is worsening (e.g. difficulty breathing).

The decision to discontinue home isolation precautions shall be made on a case-by-case basis, in consultation with the employee's healthcare provider and upon review and approval by HR of a fitness for work evaluation and medical clearance.

- **Employees who have been in close contact with a person who has been confirmed with COVID-19 shall notify their supervisor and not come to work for a minimum of 14 days while they self-monitor for signs and symptoms of COVID-19.**

Close contact is defined as:

- Being within approximately 6 feet of a COVID-19 case for a prolonged period of time (e.g. while caring for, living with, visiting or sharing a health care waiting area or room with a COVID-19 case) or
- Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

The decision to discontinue home isolation precautions shall be made on a case-by-case basis, in consultation with the employee's healthcare provider and upon approval by HR of a fitness for work evaluation and medical clearance.

- **Any employee suspected of having COVID-19 while at work shall be isolated (minimum of 6 feet) from other employees and HR notified immediately.** Sick employees shall be instructed to cover their noses and mouths with a tissue when coughing or sneezing and a face mask, if available, shall be provided to the sick employee as they are isolated and sent home.

Clients shall be notified in all instances when an employee is confirmed or is suspected of having COVID-19 and has visited the client site in the prior 14 days of the diagnosis. Notify HR for guidance if this situation arises to ensure communication is made promptly and to ensure employee confidentiality is maintained as required by federal / state labor laws.

Certain SET clients have adopted employee pre-screening measures prior to allowing access to their facilities and additional changes to client's and SET's screening measures are expected as the COVID-19 outbreak progresses.

c. Routine Environmental Cleaning

1. General / Site Managers shall ensure daily routine cleaning of frequently touched surfaces (e.g. workstations, printers, countertops and doorknobs) at SET branch g
2. General / Site Managers shall ensure daily routine cleaning of frequently touched surfaces (e.g. door handles, steering wheels, and controls) of SET motor vehicles is being performed by employees.
3. Cleaning agents that are normally used for these surfaces may be used.
4. No additional disinfection beyond routine cleaning is recommended by the CDC at this time.
5. Disposable wipes or alternate methods shall be made available to employees so that commonly used surfaces can be wiped down by employees before each use. No touch trash cans shall be provided for disposal of wipes.

d. Travel Restrictions

The CDC publishes and updates Global COVID-19 Outbreak Notices relating to travel. This includes:

1. Requirements for travelers returning to the US, from countries with widespread, sustained (ongoing) transmission;
2. Recommendations for travelers within the US;
3. COVID-19 Travel Recommendations by Country;
4. Recommendations relating to Cruise Ship Travel (currently recommended that travelers defer all cruise travel worldwide); and
5. Travelers who are currently prohibited from entering the US.

The CDC Travel resources, including FAQ's for international travelers can be accessed here:

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

The SET CEO / President shall communicate travel restrictions as appropriate. Currently this includes canceling or postponing all non-essential work-related travel until further notice. Any exceptions must be approved by SET CFO.

e. Social Distancing

Since the COVID-19 virus is believed to spread mainly between people who are in close contact with one another, use of social distancing is especially important in reducing potential spread of the virus. Social distancing refers to strategies that reduce the frequency of close contact between people. Current strategies of social distancing that have been implemented at SET include:

1. Telework. Subject to authorization from a SET Branch Manager or higher, SET encourages and is allowing workers to work from home (telework) as applicable and appropriate in accordance with SET's Pandemic Preparedness Plan.
2. Eliminate gatherings. SET has eliminated face-to-face group meetings at SET facilities. Employees shall use telephone, video conferences, and increase reliance on electronic exchange of information for all meetings. One on one and tailgate meetings shall be conducted so that a minimum 6-foot clearance is maintained between participants.
3. Maintain 6-foot distance between others whenever possible. SET Offices have been designated as single-use occupancy. Large rooms / areas shall have a maximum occupancy designated so that a minimum of a 6-foot distance between employees can be maintained.
4. No passenger policy. SET has established the COVID-19 Vehicle Social Distance Policy (A-800-002) that prohibits all passengers from vehicles during work-related travel. The policy is in effect until further notice. Occupancy of all vehicles used in performance of work tasks shall be limited to the driver. This includes all travel to and from worksites, commuting between SET facilities, new driver training or any other work-related travel. Employees shall be compensated for use of personal vehicles in accordance with SET policy.
5. Avoid all physical contact between coworkers (e.g. handshaking)
6. Use of shared workstations shall be minimized when possible. When shared, ensure cleaning of commonly touched surfaces before and after use.
7. SET branch locations are encouraged to implement flexible work hours, staggered shift changes and staggered lunch hours.
8. Employees are encouraged to avoid public transportation, avoid unnecessary travel and avoid cafeterias and restaurants both on and off the job.

f. Other Administrative Controls and Safe Work Practices

The following controls and safe work practices are to be implemented, as practical, to reduce risk of exposure to SARS-CoV-2:

1. Required use of face coverings. In conformance with CDC recommendations and several jurisdictional mandates, effective May 1, 2020, SET is requiring the use of face coverings by employees and subcontractors during all work tasks when physical distancing requirements cannot be met. Refer to Appendix F for detailed guidance
2. SET shall provide employees with up-to-date information and communication on COVID-19 risk factors and protective behaviors. Refer to the appendices of this plan for additional information,
3. Managers should post handwashing signs in restrooms and other appropriate locations to remind employees to practice good hygiene.

6. COVID-19 PANDEMIC CONTINUITY PLANNING

SET Environmental, Inc. has established a Business Continuity Plan designed to ensure SET can continually provide core services to clients in the event a major disaster renders one or more of SET's branch locations incapable of daily functional activities. Specific guidance relating to pandemic outbreaks can be found in SET's Pandemic Preparedness Prevention Plan (SWP-060).

SET maintains a Corporate office in Oakbrook, IL and operates sixteen branch service locations in 8 states. Redundancy of resources are available within SET's network of facilities and various partnerships with our subcontractors and suppliers.

The following Pandemic Continuity Plan has been established specifically with regards to the COVID-19 Outbreak to ensure SET can carry out its essential functions and services. This guidance stresses that essential functions can be maintained during a Pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene and similar approaches.

The COVID-19 Outbreak may not, in itself, require a traditional continuity response, such as partial or full relocation of SET's essential functions, although this response may be concurrently necessary due to other circumstances as detailed in SET's Business Continuity Plan.

a. Concept of Operations

SET will monitor the severity of the COVID-19 Outbreak and establish continuity activation triggers to address the unique nature of the threat. The COVID-19 Pandemic Continuity Plan will be implemented as needed to support the continual performance of essential functions.

b. Continuity Planning

SET employees shall be informed of protective actions and/or modifications related to this plan. Messaging and risk communications will be coordinated by the Pandemic Response Team Lead (Dave DeVries or Joel Tameling).

This will include guidance and instructions on established infection control measures such as social distancing, personal protective equipment and telework policies to assist in limiting the spread of COVID-19.

Within the workplace, social distancing measures may take the form of:

1. Modifying the frequency of face-to-face employee encounters (e.g. placing moratoriums on hand shaking, substituting teleconferences in place of face-to-face meetings, posting infection control guidelines)
2. Establishing flexible work hours and/or work sites (e.g. telecommuting)
3. Promoting social distancing between employees and customers
4. Implementing strategies that request and enable employees to stay at home when experiencing the first signs of symptoms of COVID-19.

SET Managers shall be encouraged to communicate with employees, particularly any who are in harm's way. These messages should follow the message from top management (Dave DeVries or Joel Tamelng) and will be communicated to employees by Human Resources.

Frequent, daily contact is important to keep employees informed about developments in SET's response, impacts on the workforce, and to reassure employees that SET is continuing to function as usual.

Component-specific risk assessments that identify actual control band designations of key personnel shall be conducted and updated periodically. The SET Senior Management Team shall include deliberate methods to measure, monitor and adjust actions to changing conditions and improved protection strategies.

Some examples of these strategies include:

1. Ensure essential personnel available for critical functions / tasks.
2. Assess and track inventory of required supplies needed to perform essential functions.
3. Reaffirm essential suppliers have their material and personnel on-hand are able to respond and support as needed.
4. Implement workplace protection strategies with metrics to assess worker conformance and workplace cleanliness.
5. Track and implement changes in approved or recommended protection measures.
6. Coordinate with clients, local public health and emergency points of contact, and other stakeholders to ensure open and adequate communications.

c. COVID-19 Planning Assumptions

SET shall refer to guidance from the CDC and other appropriate regulatory sources in planning assumptions associated with the COVID-19 Continuity of Operations Plan.

Updates will be incorporated into the Background, Risk Assessment, and Procedures & Safe Work Practices sections of this plan.

d. Pandemic Response & Continuity Capability

The PRT lead shall oversee a Pandemic Response Team to anticipate the impacts of the COVID-19 Outbreak at SET and to assist with developing strategies to manage the effects of the outbreak. This shall include the essential functions and services needed for SET to sustain its operations. Each member shall identify orders of succession that are at least three deep per position.

Key team members and associated roles for the COVID-19 Outbreak are as follows:

Name	Title	Function
Joel Tameling	President	Oversee team. Guide development and implementation of strategies.
Dave Devries	CEO	Oversee team. Guide development and implementation of strategies.
Chad Tameling	VP	Direct client communications/guidance aspects
Mike O'Dwyer	CFO	Direct financial and legal aspects
Steve Pavlovich	Director, HSE	Direct health and safety aspects
Ken Vos	Director, Personnel	Direct human resource aspects
Kevin Kiefer	Director, Systems	Direct system and IT aspects

7. APPENDICIES

- A. COVID-19 Screening Form
- B. CDC COVID-19 What you need to know about coronavirus disease fact sheet
- C. CDC COVID-19 Stop the Spread of Germs Flyer
- D. CDC Symptoms of Coronavirus Disease 2019 Flyer
- E. COVID-19 Vehicle Social Distance Policy (A-800-002)
- F. COVID-19- Use of Face Coverings

SET Environmental, Inc.
COVID-19 Screening Form
SWP-060 Appendix E

Date:	SET Branch Location:		
Employee Name:			
Phone:		Job title:	
Symptoms: Fever (100.4 or higher): <input type="checkbox"/> YES <input type="checkbox"/> NO Cough: <input type="checkbox"/> YES <input type="checkbox"/> NO Shortness of Breath: <input type="checkbox"/> YES <input type="checkbox"/> NO			
Other Symptoms:			
Date / Time of onset of symptoms:		Time of isolation:	
Travel history past 14 days: (Flights / areas visited):			
			Yes/No
Has employee had contact with or cared for someone diagnosed with COVID-19 in the past 14 days? If so, what are the symptoms?			
[SP1] Has employee had contact with someone who has traveled to a Level 3 Travel area? https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html			
Has employee been on a cruise (domestic, foreign, ocean, river) in the past 14 days?			
Has employee traveled to regions or cities within the US which are experiencing community spread of the COVID-19 virus? https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html			
Has employee visited any location that has been linked to a COVID-19 case (e.g. nursing home, school, place of business)?			
Does employee have any questions or concerns? If yes, describe.			
If yes to any questions above and employee has been at work during past 14 days, please continue.			
What SET / Client locations have you visited?			
Have you attended any in-person meetings? (SET/Client) If yes, who was present?			
Actions taken: (Directions given, mask provided, follow up requested?)			
Time of removal from facility / worksite:			
Facility / worksite wiped down and cleaned?			
Form completed by:			

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?

COVID-19 is spreading from person to person in China, and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with the virus that causes COVID-19. CDC continues to closely monitor the situation.

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 now it seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some diseases are highly contagious (like measles), while other diseases are less so. At this time, it's unclear how easily or sustainably the virus that causes COVID-19 is spreading between people. 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?

Many patients have pneumonia in both lungs.

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include

- 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 to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. 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 avoid being exposed to the virus that causes COVID-19.

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.

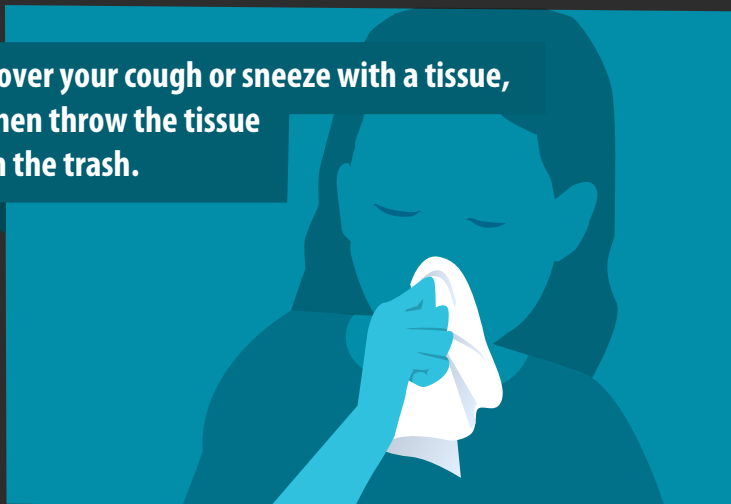
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

FEVER



COUGH



***Symptoms may appear 2-14 days after exposure.**

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

SHORTNESS OF BREATH



1.0 Purpose

As part of the review and updates to our COVID-19 Illness Prevention and Business Continuity Plan we made the decision to eliminate all passengers from company vehicles effective immediately and lasting through April 30, 2020. The purpose of this plan is to exercise social distancing by eliminating employees riding together in vehicles, including to and from job sites.

2.0 Scope

Crew leads will still report to the office as scheduled and drive the assigned vehicle to the job site. All others assigned to the job will commute from their home base to the jobsite. All members of the assigned crew will be paid as if they left the yard at the same time as the crew lead and vehicle. No employee will lose hours related to this change. Additionally, to offset the related cost of driving personal vehicles, employees will be reimbursed for mileage from their home base to the job site at the current IRS rate of \$0.575 per mile. Please see the attached document that further details the process for capturing and reporting miles.

3.0 Requirements

- 3.1 Dispatchers will determine which crew members report to the shop and which crew members report directly to the job site
- 3.2 Crew members reporting directly to the job site will be paid AS IF they reported to the shop along with the other crew members, which is what they would have done had this policy not been in place. For example, a crew of 4 has 2 team members dispatched to arrive in Wheeling at 0600, while the other 2 crew members are asked to drive personal vehicles to site. All 4 crew members will clock in at 0600
- 3.3 Crew members driving personal vehicles to the job site will also be reimbursed mileage at the IRS rate, plus tolls incurred (with receipt) while driving to the job site.
- 3.4 In order to properly track extra costs, the Crew Lead will have to notate the drivers of personal vehicles and associated mileages in the "Equipment / Supply Subcontractors" section of the Field Billing Sheet. See example below:

EQUIPMENT / SUPPLY SUBCONTRACTORS		
Company	Equipment/Supplies Provided (Labor & Transportation Subcontractors on 1st page)	Invoice / P.O. / W.O #
Frank Rizzo	48 Miles expensed on personal vehicle	
Paul Blart	17 Miles expensed on personal vehicle	

3.5 In order to be reimbursed mileage and tolls, employees driving personal vehicles directly to site will be required to complete a biweekly (every other week) expense report through Concur. Please see the user information

<https://internal-setenv.com/ops-document-repository/hr/concur-expense-management>

3.5 Please note: If you do not have a Concur user account please email Anil Patel at apatel@setenv.com and he will set you up as a user."

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A	4/3/20	All		Initial issue	KK

Background

On April 15, 2020, SET issued guidance relating to the voluntary use of face coverings. In conformance with CDC recommendations and several jurisdictional mandates, effective May 1, 2020, SET is now requiring the use of face coverings by employees and subcontractors during all work tasks when physical distancing requirements cannot be met. It is important for you to understand that these coverings are not respirators and it is critical to emphasize that maintaining 6-feet physical distancing from others remains an important practice for slowing the spread of the SARS CoV-2 virus. The CDC guidance for use of masks states “a face covering is not intended to protect the wearer but may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms.”

SET is providing face coverings (masks) at no cost to all employees and the following guidelines are being provided for proper usage of masks. If you have any questions concerning the masks, please contact your supervisor or health and safety manager. If you experience any symptoms of COVID-19 including fever, cough, shortness of breath or difficulty breathing, chills, loss of taste or smell or any other symptoms of illness, please immediately contact your Supervisor or Human Resources.

Required use of facial coverings by employees:

- Use of masks during work hours is required at all times when at jobsites, SET facilities, and in public.
- Exceptions – Do not use face coverings:
 - If it causes your safety glasses to fog up and impair your vision,
 - If it causes any difficulty in your ability to breathe or
 - If it may come in contact with running machinery or create any other hazard.
- Exceptions – Face coverings are not required:
 - When driving a vehicle and you are the sole occupant,
 - When working at home or when working in an office or cubicle and a minimum 6-feet of distance between others is maintained,
 - When eating or drinking, or
 - When an exception is granted by an SET regional health & safety manager or safety director.
- Only use masks supplied by SET or check with your supervisor if you wish to use your own mask.
- Continue to follow the 6-feet physical distancing when wearing a mask, wash your hands often with soap and water and avoid touching your eyes, nose and mouth with your hands.
- Wash your hands before putting on the mask and wash your hands and face after removing the mask and before touching your face.
- Ensure the mask fits properly on your nose and face and adjust it as necessary throughout the day.
- Do not let the mask hang down around your neck or wear so that it only covers your mouth.
- Discard and request a replacement if it becomes damaged or unsanitary in any way.
- Keep the mask clean. Do not lay the mask on dirty or potentially contaminated surface.
- Store the mask on your person when not in use. Storage of the mask in a clean paper bag is recommended to wick away moisture as plastic bags retain moisture and may propagate infectious material.