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<b>COVID-19 RESPONSE PLAN</b>			Revision Date:	4/13/2020
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Preparation: Steven Prisk	Title: Safety Director	Issuing Dept: Safety	Page:	Page 1 of 3

## PURPOSE

This document provides an overview of actions Xcel Mechanical Systems has taken to-date to protect our employees, project partners and customers during the ongoing COVID-19 pandemic.

## COVID-19 SITUATION

These actions are of critical importance because construction has been deemed an essential business as defined in California’s Executive Order N-33-20:

- “Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, **construction of critical or strategic infrastructure...**”

Therefore, our employees will need to continue working during Safer at Home directives *so long as they are comfortable doing so*.

## ACTIONS TAKEN TO-DATE

For Xcel Mechanical to protect the health and safety of our constituents, we have taken the following actions:

1. Created a COVID-19 Task Force that meets daily
2. Established Clear Lines of Communication
3. Implemented Standards for Compliance & Accountability
4. Implemented Administrative Controls to Change the Way Our People Work (Office/ Field)
5. Collaborated with Project Partners to Ensure Safe Jobsites
6. Developed “Situational Protocols” to guide response to multiple COVID-19 related scenarios

### 1. COVID-19 TASK FORCE

Xcel Mechanical’s Executive Leadership Team (ELT) came together on March 12, 2020 to form the company’s COVID-19 Task Force. The responsibility of the Task Force is to create, implement, communicate and maintain this Response Plan, and update it as needed. The Task Force consists of the President, the VP of Operations, the VP of Finance, the Safety Director, and the Communications Manager. The President is responsible for disseminating information company-wide. The VP of Operations is responsible for disseminating information to the Project Team and to the Field Leaders. The Safety Director and his team are responsible for disseminating information to our project sites.

### 2. CLEAR LINES OF COMMUNICATION

It is the ongoing responsibility of the COVID-19 Task Force to stay up to date on all government and health department directives and to communicate how these directives affect our workers. We continue to communicate with employees in multiple ways: through email, weekly Microsoft Team Roundtable meetings, written documentation, tailgate meetings, jobsite postings, and the company’s website.

Communication has also been important from employees to their supervisors. We continue to invite communication through written or verbal means. Employees can go to their supervisor, share ideas or concerns during weekly Teams meetings, or contact the Safety Director or any member of the ELT. No employee has or shall be retaliated against for reporting hazards or potential hazards; for making suggestions regarding safety or health concerns; or for not feeling comfortable coming to work. Below illustrates the COVID-19 Task Force and Lines of Communication. (1) Is main contact. If (1) is unreachable then (2) becomes the contact.

### COVID-19 RESPONSE TASK FORCE:

Incident Commander 1) President 2) VP of Operations	Organizes and directs all aspects of the incident response. Communicates directly to all company employees.
Public Information Officer 1) Communications Manager 2) Safety Director	Creates and releases upon approval from the incident commander information requested by the media and/or public.
Liaison Officer 1) VP of Operations 2) Safety Director	Establishes and maintains communications with employees, project partners, and customers.
Safety Officer 1) Safety Director 2) Safety Techs	Ensures the safety of all persons involved with the pandemic.

### LOGISTICS SECTION:

Logistics Section Chief 1) VP Operations 2) Director of Field Operations	Meets the goods, services, and staffing needs of the operation during the pandemic.
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### PLANNING SECTION:

Planning Section Chief 1) VP of Finance 2) Communications Manager	Researches information relevant to the pandemic and company operations and disseminates to Task Force members.
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### FINANCE SECTION:

Finance Section Chief 1) VP of Finance 2) President	Monitors all expenditures and ensures fiscal resource availability during the pandemic.
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### 3. EMPLOYEE COMPLIANCE AND ACCOUNTABILITY

It is the ongoing responsibility of all Xcel Mechanical managers, field superintendents and foremen to uphold directives issued by the COVID-19 Task Force. These directives are informed by mandates released by federal, state and local government agencies - and guidance provided by the CDC, OSHA, and the L.A. County Department of Public Health. It is also their responsibility to speak up when they see deviations, or when they have suggestions of how to make our jobsites safer for our workers.

It is the ongoing responsibility of all company employees to follow the same directives in our combined efforts to keep our Office, Shop, and Jobsites safe. Employees who are unaware of directives will be trained or retrained. Willful violation of health and safety directives may result in disciplinary action in accordance with company policies.

### 4. ADMINISTRATIVE CONTROLS – CHANGE THE WAY PEOPLE WORK

Administrative controls require direct action by the employer (changes in work policies or procedures, communication and training) and the employee (adherence to policy changes) to reduce or minimize exposure to COVID-19.

#### Administrative Controls - Office

- Disseminated CDC guidelines designed to generate awareness, answer key questions about COVID-19
- Disseminated OSHA guidelines on preparing workplaces for COVID-19
- Directed all employees to practice healthy respiratory hygiene
- Implemented office wide Telework Program
- Increased building-wide disinfectant wipe-down efforts
- Ensured disinfectant wipes are available at key points throughout the building
- Eliminated non-essential work travel and attendance at conferences, shows and trainings

- Eliminated non-essential visits to the office by our subcontractors and suppliers
- Eliminated meetings in the office. Limited offsite face-to-face meetings.
- Postponed all company events

## **Administrative Controls – Field**

Xcel Mechanical's Safety Director created the following "Xcel's COVID-19 Jobsite Minimum Guidelines" document to be posted on all company jobsites. The document is in strict compliance with government and local health department mandates and guidelines and is continuously updated to remain so.

1. Post, 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.
2. Maintain a daily attendance log of all workers and visitors.
3. Preclude gatherings. Anytime two or more people must meet, ensure minimum 6-foot separation.
4. XCEL shall designate a site specific COVID-19 Supervisor to enforce this guidance. A designated COVID-19 Supervisor shall always be present on the construction site during construction activities. The COVID-19 Supervisor can be an on-site worker who is designated to administer this role.
5. Identify "choke points" and "high-risk areas" where workers are forced to stand together, such as hallways, hoists and elevators, break areas, buses, and control them so social distancing is maintained.
6. Minimize interaction when picking up or delivering equipment or materials and ensure minimum 6-foot separation.
7. Stagger trades as necessary to reduce density and maintain minimum 6-foot separation social distancing.
8. Discourage workers from using other workers' phones, desks, offices, work tools and equipment. If necessary, clean and disinfect them before and after use.
9. Clean your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, or having been in a public place.
10. Immediately contact your superintendent if you or a family member is diagnosed with COVID-19.
11. Stay home if you are sick, go home if you feel sick.
12. If someone in your household becomes sick, stay home and call your supervisor.
13. XCEL employees must wear face coverings over their noses and mouths while performing their work. The face coverings are not medical-grade masks or N95 respirators, but rather, fabric coverings, such as scarves and bandanas. XCEL will provide, non-medical grade face coverings for their employees. All reusable face coverings must be frequently washed (at least once a day) for the health and safety of themselves and others. Single-use face coverings must be properly discarded into trash receptacles.
14. If connecting to or working on live sewer, vents, exhaust fans, and HVAC Equipment discharges, contact your Safety Technician.
15. If you do not feel comfortable working, don't. Please contact your superintendent if you're not comfortable working.

## **16. COLLABORATING WITH PROJECT PARTNERS TO ENSURE SAFE JOBSITES**

Xcel Mechanical is working diligently with Building Owners, General Contractors and Industry Trade Partners to ensure the ongoing safety of our field employees. We have been open and transparent – and have requested the same from them – regarding reporting any employees with confirmed cases of COVID-19.

## **17. SITUATIONAL PROTOCOLS**

Xcel Mechanical has developed a series of "Situational Protocols" to guide response to COVID-19 related scenarios, including employees who: 1) Have been in close contact with someone exposed, showing symptoms or diagnosed with COVID-19; 2) Are showing symptoms of COVID-19; 3) Have been diagnosed with COVID-19. These Situational Protocols have been developed in compliance with federal, state and local government mandates - and guidance provided by the CDC, OSHA, and the L.A. County Department of Public Health.