

AVI-SPL COVID-19 Return to Office and Job Site Protocols (US Locations)

AVI-SPL is committed to the safety and well-being of our employees, customers, and partners. To ensure that commitment, we have developed the following protocols to safely return employees to our offices and customer sites.

All of us at AVI-SPL are essential to successfully implementing this plan and mitigating the potential transmission of COVID-19 as our company and customers begin reopening. This will require a diligent, conscientious, team effort.

These protocols are intended to introduce consistent measures at all AVI-SPL workplaces in line with CDC recommendations on social distancing, hygiene, personal protective equipment (PPE), and related issues. They will be updated on a regular basis as conditions change.

Please note the following as you review these protocols:

- **All staff should ensure they are aware of, and adhere to, any site-specific or client-specific requirements *in addition* to these protocols. In the event of any conflict between these protocols and the protocols applicable to a customer site, the more stringent protocols prevail.**
- **If any office or jobsite is not consistently adhering to these protocols, or any required client or site-specific measures, AVI-SPL management must be notified immediately.**
- **If a work-from-home employee has a respiratory/immune system condition or is otherwise at high risk of COVID-19 infection or is caring for someone in their home with such a condition, those employees should continue working from home during this time.**
- **In the event of a potential or confirmed exposure to COVID-19 at an office or job site, immediately contact your manager and Human Resources so appropriate responsive measures can be taken.**

If you have any questions regarding these protocols, please contact:

Mark Tone, *Senior Vice President, Human Resources* (mark.tone@avispl.com)

Bryan Chenault, *Director, Human Resources* (bryan.chenault@avispl.com)

For additional information regarding COVID-19, visit:

www.cdc.gov/coronavirus

www.osha.gov/SLTC/covid-19/

Federal/State Laws and Contractor/Customer Requirements

AVI-SPL employees shall at all times follow federal and state safety laws for the state in which they work, including but not limited to OSHA regulations as well as any onsite requirements of our contractors and customers at the sites where work is being performed.

Staggered/Rotational Return to Offices

Returning to AVI-SPL offices will be done in a staggered fashion in which employees work from their respective offices on alternating/rotating schedules as determined by local management.

Under no circumstances should more than 50% of a given office return at any one time until further notice. This is an administrative control to ensure social distancing protocols can be maintained.

Employee Self-Screening

Prior to attending any office or other work site, all employees must conduct a self-assessment by first asking themselves a series of questions, including:

1. Do you have any of the symptoms below?
 - Fever
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Sore throat
2. Have you returned to the United States from outside the country in the last 14 days?
3. Do you live with or have had close contact (within 6 feet/2 meters) with a person with an influenza-like illness who has travelled outside of the U.S. within the last 14 days before their illness?
4. Do you live with or have had close contact (within 6 feet/2 meters) with someone who is ill with fever and/or cough while:
 - not wearing recommended PPE and/or
 - not practicing physical distancing as appropriate to setting.
5. Have you had close contact (within 6 feet/2 meters) with a confirmed or probable case of COVID-19 while:
 - not wearing recommended PPE and/or
 - not practicing physical distancing as appropriate to setting

Employees who answer “YES” to any of the above questions, or who have a temporal temperature of 100.4 F/38.0 C or higher, should self-isolate, self-monitor for symptoms, and

continue working (or take PTO) from home until you are symptom-free without any medication (e.g., fever-reducer or cough suppressant) for 24 hours.

Please contact your manager immediately if this is the case. Managers in turn must notify their office/regional leadership team and Human Resources. A determination will be made if notification of AVI-SPL employees or customers is necessary.

Illness Procedure

Stay at home if you are experiencing flu-like symptoms or someone in your home has flu-like symptoms.

- If you start to have flu-like symptoms while at work, inform your manager and go home immediately.

Immediately contact your healthcare provider if you have symptoms of COVID-19, including:

- a fever of over 100.4°F (37.8°C),
- continuous coughing, and/or shortness of breath, or
- have been in close contact with a person known to have the COVID-19

If you are confirmed to have COVID-19:

- Immediately inform your supervisor and Human Resources,
- Do not come to work, and
- Self-isolate at home for fourteen (14) days

You must be symptom-free without any medication (e.g., fever-reducer or cough suppressant) for 24 hours prior to returning to work. Returning to work must be authorized, in writing or by email, by Human Resources (hr@avispl.com).

Hygiene & Other Safety Precautions

All employees are responsible for practicing good hygiene:

- Frequently wash your hands with soap and water **for at least 20 seconds**, particularly when entering and leaving work as well as before and after wearing PPE.
 - If soap and water is not accessible, use a hand-sanitizer, rubbing hands until they are dry.
- Minimize contact with others, including no handshakes.
- Avoid touching eyes, nose, or mouth.
- Cover cough or sneeze with a tissue or arm; dispose of tissue in trash can immediately.
- Do not share items such as food/drinks, phones, pens, desks and PPE, when possible.
- Practice coughing and sneezing etiquette – cover your cough and sneeze into your armpit or the inside crook of your elbow.
 - Do not sneeze into the open air or into your hands.

- Do not use kerchiefs or rags and put them into your pocket.
- Avoid touching your face altogether and avoid physical contact with others. If this cannot be avoided, wash your hands immediately after contact.
- Wash your hands frequently especially before and after using the bathroom, eating, touching your face or handling objects/items after someone else.
- Avoid sharing personal items with co-workers like food, dishes, cups, utensils, towels, etc.
- Throw away all tissues used for blowing your nose or wiping your face.
- Hand sanitizer should be used especially after touching anything in shared spaces like offices, break areas, or bathrooms.
- Disinfection should be practiced during all routine cleaning of offices, break areas and bathrooms.
- Do not share tools onsite unless necessary. When sharing is necessary, properly disinfect tools prior to providing to another employee.
- Face coverings must be worn at all times when social distancing is not possible, e.g., installing a large display requiring two employees
- Group meals, as well as open food in break rooms or other areas, will not be permitted.

Social Distancing

- No more than 50% of employees in a particular office will be allowed to return to the office at any one time until further notice to maintain appropriate distance between employees
- Maintain six feet between each other whenever feasible:
 - while waiting to enter or exit the jobsite
 - while waiting to use the restroom or to wash hands or use sanitizer
 - when seated or standing, both in the office and field, to the extent possible
- Field and office management should account for proper social distancing in all task planning.

Personal Protective Equipment (PPE)

All office locations and employees working at our office locations or client worksites will be equipped with the following COVID-19-specific PPE:

- Washable/Reusable cloth face masks (or disposable 3-ply face masks)
 - **Required to be worn while in the office or on a client site**
- KN95 masks (as needed)
- Nitrile gloves (as needed)
- Isopropyl-based hand sanitizer
- Face shields (as needed)
- Touchless thermometers

Where tasks require the use of reusable PPE, it should be cleaned after every use. PPE should not be shared between employees. (e.g. safety glasses).

Any single-use PPE should be disposed of immediately after use to prevent re-use (e.g. nitrile gloves, disposable masks, etc.).

Cleaning

Enhanced cleaning procedures will be in place across all workplaces. This will include:

- A COVID-19-level “deep clean” of all offices prior to reopening
- Enhanced cleaning services during the week, including bathrooms, break rooms, as well as common areas
- Regularly disinfecting high-touch areas like doorknobs, light switches, and platforms

Travel To / From Workplace

Wherever possible employees should travel to the workplace alone using either their own vehicle or a company vehicle. Public transportation should be minimized if possible.

If more than one employee must travel in a vehicle, all practical measures should be taken to maximize physical distancing (e.g. one employee in the driver’s seat and the other in the back seat on the opposite side of vehicle) and face coverings should be worn.

Workplace Access

Irrespective of workplace location, employees should:

- Decline access to all non-essential visitors. Visits by customers and vendors are prohibited until further notice.
- Maintain more than 6 feet between people waiting to enter or exit a workplace, building or site.
- Choose timing of entry to and departure from buildings, sites and workplaces to minimize possibility of congestion at entrances and exits.
- Monitor entrances and exits to enable physical distancing. You may need to seek alternative access points if the ones you want to use are congested and other people on site are not respecting physical distancing guidelines.
- If you must use entry systems that require skin contact e.g. fingerprint scanners, wash hands with soap and water or hand sanitizer immediately after.

Workplace Meetings

- Whenever possible meetings should be held remotely via audio or video conference.
- Avoid group meetings in enclosed rooms unless essential.
- If physical attendance is required, only participants who are absolutely necessary should attend. Attendees should be a minimum of six feet apart from each other.
- Rooms should be well ventilated and, if possible, windows opened to allow fresh air circulation.

CDC Risk Guidance

The below guidance from the CDC should be used to determine your level of risk due to a potential exposure to the Covid-19 virus:

Risk Level	Exposures Identified through Contact Investigation	Shows No Symptoms of COVID-19	Shows Symptoms of COVID-19
High	<ul style="list-style-type: none"> Living in the same household, an intimate partner of, or providing non-healthcare for a person with symptomatic laboratory-confirmed COVID-19 infection without using recommended precautions for home care and home isolation. Travel from Hubei Province, China 	<ul style="list-style-type: none"> Quarantine (voluntary or under public health orders) in a location to be determined by public health authorities. No public activities. Daily active monitoring if possible based on local priorities Controlled travel 	<ul style="list-style-type: none"> Immediate isolation with consideration of public health orders Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC's PUI definition If medical evaluation is needed, it should occur with pre-notification to the receiving HCF and EMS. Controlled travel.
Medium	<ul style="list-style-type: none"> Close contact with a person with symptomatic laboratory-confirmed COVID-19, including being seated within 6 feet on an airplane, or living in the same household. Travel from mainland China or Iran, a country with widespread sustained transmission or sustained community transmission. 	<ul style="list-style-type: none"> Recommendation to remain at home or in a comparable setting Practice social distancing Active monitoring as determined by local priorities or self-monitoring as determined by official. Recommendation to postpone long-distance travel on commercial conveyances 	<ul style="list-style-type: none"> Self-isolation Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC's PUI definition If medical evaluation is needed, it should ideally occur with pre-notification to the receiving HCF and EMS. Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask.

<p>Low</p>	<ul style="list-style-type: none"> • Being in the same indoor environment (e.g., a classroom, a hospital waiting room) with a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time, but not meeting the definition of close contact (as in the “Medium” level). 	<ul style="list-style-type: none"> • No restriction on movement • Self-observation 	<ul style="list-style-type: none"> • Self-isolation, social distancing • Person should seek health advice to determine if medical evaluation is needed. • If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC’s PUI definition. • Travel on commercial conveyances should be postponed until no longer symptomatic.
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