

## Pavecon's Re-Boot to Normalcy Policy for Start-Up

As everyone is aware, Pavecon meets the requirements that classify us as an Essential Business in all the states in which we operate. This has allowed us to continue operations during the COVID-19 pandemic. This has been a blessing for us as a company, and something for which we should all be thankful. In all five states where we have Division offices, it is imperative that we have a clear and unified plan regarding how we will move forward during the more formal "re-opening" of work that is going to come "at us" in the very near future.

This document will serve as Pavecon's Policy of Re-Boot for each of our offices as the States begin to reopen their economies to business operations.

The Occupational Safety and Health Administration (OSHA) and the Center for Disease Control (CDC) have issued guidance on preparing workplaces for this event. It focuses on the need for employers to implement engineering, administrative, work practice, and personal protective equipment (PPE) controls, as well as considerations for doing so.

To reduce the impact of COVID-19 on businesses, workers, customers, and the public, it is important for all employers to plan now for dealing with COVID-19 strategically as we move forward.

For Pavecon, the first step in this process was the development of an Infectious Disease Preparedness and Response Plan. Pavecon has developed several documents that meet this requirement:

1. Our ***Pavecon COVID-19 Safety Protocol (CSP)*** was the first document developed to address the pandemic within our company. It began as an eight (8) step protocol and expanded to a ten (10) steps within the first two weeks of the pandemic to provide more effective guidance for our personnel. [CSP Download](#)
2. Our ***COVID-19 Emergency Response Program (CERP)*** followed the COVID-19 Safety Protocol and is a thirteen (13) page detailed Emergency Response Program that deals specifically with the approved methods of responding to a COVID-19 occurrence within our company. [CERP Download](#)
3. Pavecon developed both documents in strict adherence to Center for Disease Control guidelines. Both the CSP and the CERP consider and address the level(s) of risk associated with the various worksite and job tasks performed by our employees, whether in the field or company offices. As a primary focus both establish Basic Infection Prevention Measures to protect all our employees when they are on or off duty.
4. Additionally, Pavecon has issued Newsletters, News Bulletins, and News Videos to provide important updates on the pandemic. These included information on how to avoid coming into contact with the virus, how to deal with and manage the ever-changing conditions of the pandemic environment, and amendments to previously established policies and protocols to better provide for your health and safety, both at work and in your personal life.
5. Pavecon has also instituted control measures necessary to address the risks associated with this pandemic. These control measures are part of the documents listed above and provided throughout the pandemic.

### Preparation to Implement Return to Work Activities

For Pavecon, protecting our employees from the virus is priority one. This depends on you as much as it does Pavecon. It is critical that you become familiar with the guidelines established

in the **CSP** and the **CERP** and implement them in your daily activities both at work and in your personal life. Learn the basic infection prevention control measures. Make them second nature in everything you do. Follow all federal, state, and local, recommendations that may supersede Pavecon Protocol or Policy.

***What to expect if you have been working from home and are returning to work.***

Many shelter-in-place orders will begin to expire or relax as soon as Friday, May 1, 2020. If you have been working from home, Pavecon requests that you return to work at your local Division office beginning Monday, May 4, 2020. If you are not able to obtain childcare or need help with home-schooling, please notify your supervisor to arrange for extended work-from-home permission. ***The following five steps are critical to the success of this effort. All Divisions must implement and continue to adhere to all Pavecon COVID-19 policies and protocols as we begin the return to normalcy.***

***Step 1. Educate all Pavecon Employees to Continue COVID-19 Prevention Actions.***

This should include the continuation of using anti-bacterial soaps to wash hands regularly throughout the workday. Also, it will be important to continue the use of hand sanitizer, sanitizing towelettes, maintaining the six feet of social distancing rule, and the wearing of masks as needed. For the Pavecon Crew Members, it is important not to share drinks, or drink from the same bottles, etc. Most Pavecon PCs and Foremen have already changed over to such individual efforts, but it's important that we maintain the same with our States beginning to loosen up the social aspects of our communities. If you are sick, stay home. Remember, as a Labcon employee, you have access to TELEDOC, if you're covered under our company health insurance plan. This can be an excellent way to seek medical treatment if you are sick and don't want to go out in public. Additionally, follow all the steps listed in the ***Pavecon COVID-19 Safety Protocol (CSP)*** each day. These are simple commonsense steps that can help keep you safe and healthy. Click the following link to access the CSP.

***Step 2. Health Monitoring, Identification, and Isolation, if Appropriate.***

This will include all of Step 1 content, and the implementation of the ***Pavecon COVID-19 Emergency Response Program (CERP)***. Prompt identification and isolation of potentially infected individuals is a critical step in protecting workers, customers, visitors, and others at the worksite or office. ***Self-monitoring for signs and symptoms of COVID-19*** is a very effective method of preventing the spread of the virus. It is important that you to continue to check your temperature before you leave home in the morning and after your return home from work at the end of the day. If you are running a temperature, higher than your normal body temperature, please call your supervisor and inform him/her that you will be staying home. The normal average body temperature for most people is ***98.6°F***. If you do not have a thermometer, notify your supervisor and Pavecon will provide one for you at no cost. If you suspect you have been exposed to the virus or are exhibiting symptoms, notify your supervisor immediately so that appropriate action can be taken to protect you and others. Print the following ***Self-Monitoring Checklist*** for use in determining your condition.

***Typical Symptoms of COVID-19***

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

***Symptoms that may appear 2-14 days after exposure to the virus:***

- Fever
- Cough
- Shortness of breath or difficulty breathing

Chills  
Repeated shaking with chills  
Muscle pain  
Headache  
Sore throat  
New loss of taste or smell

***If you develop any of these for COVID-19 get medical attention immediately:***

Trouble breathing  
Persistent pain or pressure in the chest  
New confusion or inability to arouse  
Bluish lips or face

[Self-Monitoring Checklist Download](#)

**Isolation Policy:** Employees that experience any of the symptoms listed above should be immediately isolated from others. Move potentially infected or infectious people to a location away from other employees, customers, visitors, and the public. Although most offices do not have specific isolation rooms, designated areas with closeable doors within offices, or for jobsites where crews are working remotely in the field, designated areas away from the work area may serve as temporary isolation areas, until potentially sick or infected people are transported away from the jobsite. Take steps to limit the spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Restrict the number of personnel entering isolation areas. Protect workers in close contact with (i.e., within six feet of) a sick person by implementing the following safety measures:

**Safe Work Practices**

- Provide resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Require regular hand washing or use of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Post hand washing signs for reference as necessary.

**Personal Protective Equipment (PPE) and the COVID-19 Emergency Response Program Kit (CERP Kit).**

- This Kit is intended for use when isolating, assisting, transporting, or stabilizing a potentially sick or infected person.
  - 1. PPE Included in the Office CERP Kit:** No Touch Thermometer, Face Masks, Safety Goggles, Face Shields, Latex Gloves, Antibacterial Hand Soap, Hand Sanitizer (>60% Alcohol), Disposable Towels, Sealable Trash Bags for disposal of soiled items, and a carry bag (duffel)

While Pavecon does not monitor every worker when they are on their own time, we do ask that you refrain from joining in on any large group settings in the community. Please think twice before going into a very crowded environment. If you must, please consider wearing a facial protection for your nose and mouth, and even wearing gloves if you anticipate the handling of anything and make every effort to maintain at least six feet of social distancing.

**Step 3. Practice Every Safety Technique While Working to Protect Yourself and Others.**

For our Field personnel, this will include the continued use of wearing your PPE as needed, using barricades, cones, safety tape, etc. This will continue as we should have always been executing prior to the COVID19 interruption.

For our Pavecon Crews, the PC and Division Manager will guide the Foremen and Crew Members to scheduling meetings, and how many workers to a truck, etc. Please adhere to what direction that they give, and please don't hesitate to ask them questions to further protect our workers.

For our Pavecon PMs, while you have already been practicing needed COVID19 Prevention steps, please maintain these activities. Your Sales Manager and Division Manager will also be guiding you on these efforts. And remember, don't hesitate to ask them questions to further protect our team. Additional PPE for Production Personnel During COVID-19: Provide all production crews with a fully stocked CERP Kit when traveling to jobsites away from Division offices. This includes local and distance jobsites.

- **PPE Included in the Field CERP Kit:** Small Folding Canopy, Folding Chair, No Touch Thermometer Face Masks, Safety Goggles, Face Shields, Latex Gloves, Antibacterial Hand Soap, Hand Sanitizer (>60% Alcohol), Disposable Towels, Sealable Trash Bags for disposal of soiled items, and a Carry Bag (duffel bag) to store these items.
- **Standard Additional PPE:** Provide face masks, goggles, and latex or nitrile gloves for each crew member. Maintain a supply sufficient for replacement of soiled items for the duration of the project.

#### **Step 4. Practice Professional AND Clear Interaction with Non-Pavecon Employees.**

This could include site visits made by a Pavecon Customer who is simply interested in watching the progress of work. They may wish to speak to the Crew Foreman, or a worker from the crew. We need to be professional but also clear about maintaining the respected six feet of distancing. Also, please do not shake hands with the other person, rather, perhaps just exchange a simple wave. Most of our Customers are going to respect this effort, so do not feel bad about not shaking hands or fist bumping. You are not doing anything to harm our relationship with our Customer, in fact, you may be setting a wonderful example of yours' and Pavecon's commitment to health welfare.

For our Pavecon PMs, you may begin to re-engage Customers at their locations. Please continue to practice all of the health/safety actions that we have done ourselves over the past few months. Most Customers will be practicing the same, so this will probably not be an issue to worry about, but still, please be respectful by practicing smart healthy techniques. If you are going to visit a Customer, you might call them ahead of time to inquire about their protection boundaries, i.e. do they prefer a mask be worn during the visit, plastic gloves, nothing to be handed over to them such a business card, etc. Just be open and honest and your Customer will respect you and Pavecon for the extra effort.

#### **Step 5: Company Policy and COVID-19.**

It is Pavecon's company policy to comply with all federal, state and local laws related to COVID-19. Pavecon is continuously monitoring the situation for changes in the law related to the current and ever-changing COVID-19 pandemic. Pavecon will provide modifications to the **Pavecon COVID-19 Safety Protocol (CSP)** and the **Pavecon COVID-19 Emergency Response Program (CERP)** as necessary, and will update all Pavecon employees with respect to any required changes in the Protocol, Emergency Response Program, or other Notifications.

#### **Step 6. Contact Pavecon Human Resources if You Have Any Questions or Concerns Regarding This Re-Start Process.**

This will include anything related to your pay, benefits, etc. on which you may want clarification. Again, because Pavecon met the Essential Business definition, we did not experience the same work "stoppage" that other companies experienced. Therefore, we are primarily maintaining

what we have had, with the addition of the COVID19 Virus prevention steps that we have communicated consistently since the beginning of this experience through written alerts, articles, the Pavecon COVID-19 Safety Protocol, the Pavecon COVID-19 Emergency Response Program, and Pavecon Update videos featuring our President, Daniel Kilman. These updates will continue as necessary throughout the duration of this situation.

***Here's to Pavecon Coming Back Strong and Wise!***



VP of Human Resources and Employee Development