

BORNOR RESTORATION, INC.
CORONAVIRUS (COVID-19) POLICY
FOR FIELD EMPLOYEES WORKING RETURNING TO WORK
Version 1, Released 05/04/2020

This policy was created for Bornor Restoration, Inc. employees to help protect themselves, their families, their coworkers and the community's health and safety upon returning to work after Michigan's Stay Safe, Stay Home Order has been lifted or construction employees are allowed to return to work.

This policy, along with its procedures, can and will be updated if needed as new medical information or guidance is presented or recommended from the CDC and the State of Michigan.

Bornor Restoration, Inc. employees will do their part to stop the spread of germs on and off the jobsites by:

- Avoiding close contact with people that are sick.
- Covering their coughs/sneezes with a tissue, then throwing the tissue in the trash.
- Avoiding touching their eyes, nose, and mouth.
- Practicing social distancing.
- Staying home when they are sick.
- Washing their hands often with soap and water for at least 20 seconds, especially after using the restroom, before eating, or after coughing, sneezing, or blowing their nose.
- Clean/sanitize frequently touched items on their jobsite or in their home/vehicle.

Bornor Restoration, Inc. employees will evaluate their personal health daily before reporting to work. Employees are required to fill out the Ingham County Health Department's Coronavirus Disease (COVID-19) Workplace Health Screening check off sheet prior to reporting to the yard or jobsite. If they check any of the "yes" boxes, the employee is not to report to work and must contact their supervisor.

Temperature checks will be done on employees before the start of their shift.

If an employee reports to work sick, they will be sent home.

Employees will not report to work if someone in their household, or someone they have had contact with, has tested positive for the Coronavirus.

If an employee has traveled by plane, they are not to report to work and must quarantine 14 days after their return date. Employees will have to take this time unpaid.

When an employee passes Ingham County's Health Screening and is deemed able to report to work, they are required to:

- Practice social distancing, keeping at least 6 feet away from others when possible.
- Assist with sanitizing on a daily basis of commonly used/shared work areas and tools.
- Wear a mask or face covering while inside at all times. Employees may provide their own face covering as long as it is appropriate and not offensive. The face covering should cover the nose and mouth area. Employees are responsible for keeping these items clean.
- Not touch other's personal items, including cell phones, pens, pencils, etc.
- Clean and disinfect personal workspaces on a regular basis.

Field or warehouse workers should enter the office areas. If they need to meet with office employees, they should do so in the back gated lot or parking lot.

Field workers should not enter the warehouse past the gated area that will be installed. If they need tools/supplies from inside the warehouse, arrangements will be made with warehouse personnel to distribute these items to them from the gated area.

Jobsite crews will be limited to the minimum number of employees necessary to perform the work tasks safely.

While on the jobsite, employees shall practice social distancing, keeping 6 feet away from others as much as possible. If work requires employees to be inside or closer together than 6 feet (for example: working in a manlift) they will wear a respirator, mask, or face covering.

Employees will utilize personal protection equipment when necessary, including but not limited to, gloves, safety glasses, respirators, and masks.

Jobsites will be equipped with hand sanitizer that contains at least 60% alcohol, in case hand washing is not available, and a household disinfectant. It is the jobsite Foreman's responsibility to inform the Project Manager when these items are needed.

Any required jobsite training shall be conducted remotely.

All project meetings shall take place remotely.

It is encouraged that project paperwork be handled electronically as much as possible to reduce the transfer of germs. Timesheets for payroll will be emailed or texted to your supervisor. If other paperwork (receipts, necessary physical timesheets, etc.) come into the office, they will be placed in the blue tray in the warehouse to be quarantined for at least 24 hours before handled by office personnel.

Bornor Restoration, Inc. will adhere by general contractor's safety policies and procedures.

Employees are encouraged to share any health and safety concerns, suggestions, etc.

This policy will be modified as needed. Employees will be notified of these modifications as they occur.