



Pandemic Preparedness and Response Plan

Updated Sept 2024

PURPOSE

This plan describes the implementation of health and safety requirements based on the guidelines from the Centers for Disease Control. Site-specific requirements may be implemented based on orders and recommendations issued by local health department agencies.

This plan is an organizational-level plan that guides the emergency response of personnel and resources during a pandemic outbreak. It is the official emergency response plan of the company. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan shall be subordinate to federal, state, or local plans during a disaster declaration by those authorities. This plan is consistent with established practices relating to coordination of emergency response.

RESPONSIBILITIES

Infectious Disease Committee

The Infection Disease Committee will determine when this plan is placed into effect and will determine when to end the implementation of this plan.

The Infectious Disease Committee will evaluate the developing information and will evaluate and modify this plan as necessary.

The infectious Disease Committee will be comprised of:

- The Vice President of Preconstruction
- The Vice President of Operations
- The Vice President of Finance
- The Director of Education and Loss Prevention

For the purpose of ensuring compliance with the most recent safety and health requirements, the Director of Education and Loss Prevention is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan.

DETERMINATION OF EXPOSURE RISK

A specific risk exposure shall be conducted based on the information available about the transmissibility of the disease, routes of exposure, and employee risk based on those factors.

COVID-19:

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees’ safety and health.

Classes of employees have been assigned to risk categories as follows:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: “Increased Risk”, “Medium Risk”, and “Lower Risk”.

Exposure Risk Classifications		
Increased Risk	Medium Risk	Lower Risk
<ul style="list-style-type: none"> Construction or Maintenance work in Healthcare Facilities 	<ul style="list-style-type: none"> Construction, maintenance, and repair work conducted indoors. Work within offices. Construction tasks where employees frequently work within 6ft of another person without the use of respiratory protection. 	<ul style="list-style-type: none"> Construction work conducted outdoors where employees can remain 6ft away from other personnel.

COMMON SOURCES OF EXPOSURE

- Close contact with infected personnel.
- Sharing of tools, equipment, and documents.
- Touching common surfaces and then touching your face.

CONTINGENCY PLAN IN THE EVENT OF AN INFECTIOUS DISEASE OUTBREAK



In the event that an outbreak or pandemic due to an infectious disease, E Light Electric Services has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows:

1. Procedures to Limit Exposure

- Site-Specific Plans: Projects with increased risk such as Health care facilities will have specific infectious disease control measures and procedures. Superintendents will ensure all employees are trained on site-specific procedures. Employees will follow the site-specific procedures. The site-specific procedures will be discussed at each daily JHA briefing.

2. Determining Vaccination Status

- Depending on the availability of vaccines, guidance from the Centers for Disease Control and local health department, proof of vaccination may be requested from employees.
- Field employees who have been fully vaccinated should email documentation to HR@elightelectric.com demonstrating completion of a full vaccination.
- Once HR has verified that an employee has the proper documentation that the employee has been fully vaccinated, the employee will be issued a Green Hard Hat Sticker with the lettering VACC. HR will issue this sticker directly to the employee by mail or by giving it to a member of management to deliver.
- Field employees with Green VACC hard hat stickers are not required to wear a mask while on the project.
- Employees who have been fully vaccinated must still comply with the mask requirements of the client, which will supersede this policy.
- Superintendents and Safety personnel will continue to be responsible for ensuring employees follow client policies and expectations and for the enforcement of this policy.
- When deemed necessary by the **Infectious Disease Committee**, office personnel will be required to complete the daily office check-in on the E light

Website. Employees will be notified of this requirement by the Director of Education and Loss Prevention.

- **COVID 19**

- Employees who are fully vaccinated will not have to quarantine if they are not showing symptoms and if they wear a mask for 5 days after a potential COVID exposure.
- Employees who are fully vaccinated will only need to quarantine for 5 days after the end of symptoms or until a negative COVID test is produced. Employee should test 3-5 days after the exposure. Fully vaccinated employees will be exempt from any weekly or regularly required status testing for COVID 19.

3. Quarantine

In the event of a pandemic, the infectious disease committee shall monitor guidance from the health department and CDC to implement any quarantine guidance provided into the disease-specific response plan.

The following quarantine guidelines shall be followed for COVID-19:

	Quarantine for at least 5 days.	After quarantine	Take precautions until day 10.
If you were exposed to COVID-19 and are NOT up to date on COVID-19 vaccinations.	<p>Stay home. Stay home and quarantine for at least 5 full days. Wear a well-fitting mask if you must be around others in your home.</p> <p>Do not travel.</p> <p>Get tested. Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19</p>	<p>Watch for symptoms. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.</p> <p>Avoid travel. It is best to avoid travel until a full 10 days after you last had close contact with someone with COVID-19.</p> <p>If you develop symptoms Isolate immediately and get tested. Continue to stay home until you know</p>	<p>Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.</p> <p>If you must travel during days 6-10, take precautions.</p> <p>Avoid being around people who are more likely to get very sick from COVID-19.</p>

		the results. Wear a well-fitting mask around others.	
If you were exposed to COVID-19 and you ARE up to date on COVID-19 vaccinations.	No quarantine	Watch for symptoms.	Take precautions until day 10.
	<p>You do not need to stay home unless you develop symptoms.</p> <p>Get tested. Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19</p>	<p>Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.</p> <p>If you develop symptoms Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitting mask around others.</p>	<p>Wear a well-fitting mask.</p> <p>Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.</p> <p>Take precautions if traveling.</p> <p>Avoid being around people who are more likely to get very sick from COVID-19.</p>
If you were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)	No quarantine	Watch for symptoms.	Take precautions until day 10.
	<p>You do not need to stay home unless you develop symptoms.</p>	<p>Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.</p> <p>If you develop symptoms Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitting mask around others.</p>	<p>Wear a well-fitting mask.</p> <p>Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.</p> <p>Take precautions if traveling.</p> <p>Avoid being around people who are more likely to get very sick from COVID-19.</p>
	Stay home for at least 5 days	Ending isolation if you had symptoms	Take precautions until day 10

<p>If you Tested positive for COVID-19 regardless of vaccination status</p>	<p>Stay home for 5 days and isolate from others in your home.</p>	<p>End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.</p> <p>Ending isolation if you did NOT have symptoms: End isolation after at least 5 full days after your positive test.</p>	<p>Wear a well-fitting mask.</p> <p>Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.</p> <p>Take precautions if traveling.</p> <p>Avoid being around people who are more likely to get very sick from COVID-19.</p>
<p>Employees with Symptoms Regardless of Vaccination Status</p>	<p>Stay Home</p> <p>If your symptoms are determined to be a result of something other than COVID-19, remain home until you have recovered or are instructed by a physician to return to work.</p> <p>If the COVID-19 test is positive refer to the guidance above.</p>	<p>Notify Management</p> <p>Notify Supervisor of symptoms.</p> <p>Notify the Director of Education and Loss Prevention for available options.</p>	

Quarantine and Isolation requirements are subject to change based on guidance from CDC and/or local health departments.

4. General Procedures Cleaning

- All projects and offices should have disinfectant wipes in stock.
- Shared tools should be wiped with a disinfectant wipe after use.
- Shared equipment such as copiers, scanners, coffee machines, stationary tools should be wiped with a disinfectant wipe after each use.



- Conference room tables and chairs should be wiped with a disinfectant wipe after each use.
- Kitchens, Break Rooms, Counters, Common Desks will be wiped with disinfectant solution each day at noon and each day at the end of shift.
- Floor surfaces in construction trailers are to be swept and mopped at the end of each shift. Be sure to use a disinfectant solution for mopping.
- Employees should wipe surfaces of field latrines after each use.
- Field latrines will be cleaned daily by an employee wearing a mask and non-latex medical gloves with a bleach solution.
- Field latrines will be professionally serviced twice each week.

5. Person-to-Person Contact

- Any person that has a documented medical condition, such as seasonal allergies, should be observant of the concerns of other employees and should wear a medical mask while they are at work and remain 6ft away from other employees. E Light will supply medical masks to employees requesting them. Medical masks may be ordered for projects using the standard PPE ordering system.
- Any person that is experiencing symptoms, feeling sick, feverish, coughing, sneezing, etc. should limit exposure to other employees by not coming to work.
 - Contact your supervisor and explain your symptoms.
 - Discuss options with your supervisor.
 - Call Ted Smith, Director of Education and Loss Prevention so that he can follow up with you and help expedite your return to work. The Director of Education and Loss Prevention will work closely with Human Resources to provide information concerning employee options.
 - [The E Light Information](#) page shall be updated with a disease-specific page listing current updates regarding the disease, company protocols and general precautions.

- Keep yourself informed.
 - Do not return to work until you have received clearance to do so from the Director of Education and Loss Prevention.
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- Avoid close contact with other employees.
 - Conduct meetings outdoors while standing with a spread of at least 6 feet between employees as much as possible.
 - Attempt to limit meetings as much as possible. Use video conferencing to meet as much as possible.
 - When meeting in conference rooms, sit apart from each other if possible and be sure to wipe the surfaces of the room before and after the meeting with disinfecting wipes.
 - Avoid shaking hands and other contacts as much as possible.
 - Arrange work tasks so that employees can work with at least a 6-foot separation as much as possible.
 - If work must be performed so that employees will be closer than 6 feet separation, ask the employees to wear medical masks while doing this work.
 - If you need to cough or sneeze, excuse yourself from the area of other people if possible and be sure to cough or sneeze into your elbow by covering your nose and mouth with the inside of your arm at the elbow.
 - Avoid touching other surfaces and then touching your face.
 - Wash your hands frequently with antibacterial soap.
 - Wash hands for about 20 seconds. (You can hum the Happy Birthday song to yourself or sing the ABCs in your head, and that will be about the right amount of time.)
 - You should wash your hands every 2 hours at a minimum and after using lavatory facilities.



- Wipe down shared surfaces.
- Produce information in electronic format as much as possible Avoid paper information transfer.
- Place a container of disinfectant wipes at each common piece of equipment such as copiers, scanners, stationary tools, etc.
- Wipe the control surfaces and parts of equipment that are commonly touched with a disinfectant wipe after each use.
- Do not allow other personnel to use your phone or pass your phone to others to share pictures or documents.
- All shared tools will be wiped with a disinfectant wipe before returning the tool.
- Shared PPE such as fall arrest systems shall be wiped with a disinfecting wipe before being worn and again after use.

INFORMATION ACCESS

While this plan is in effect, E Light Electric Services, Inc. will discuss infection disease control at each weekly safety meeting.

The Director of Education and Loss Prevention will inform employees anytime this plan is in effect. Current information, potential cases, and other information will be posted on elightinformation.com as well as the latest version of the policy.

What to do if I am feeling sick?



Immediately fill out an exposure form on elightinformation.com. Then contact your supervisor and inform them of your situation. It is important that you fill out the Potential Exposure Form first. Filling out this form and submitting starts the entire process of notifying personnel, tracing exposure, determining compensation, everything. If you miss this very first important step, you will potentially delay protecting other workers, and determining compensation.

SUPPLY CHAIN

- Project managers are to determine supply needs for each project and communicate frequently with clients and vendors to determine any supply change issues.
- Supplies of even common material may experience impacts. Be sure to thoroughly evaluate your supply needs.
- Project managers will work closely with operations and clients to mitigate supply chain issues.
- The Director of Education and Loss Prevention will work closely with all departments to supply disinfectant wipes, materials, masks, gloves, and other items to successfully implement this plan.

INFORMATION TECHNOLOGY

IT will work closely with all departments to support information technology needs.

DISEASE CONFIRMATION RESPONSE

If an employee is confirmed to have a contagious epidemic disease the following steps will be implemented:

1. The company sites where the employee worked will be identified.



2. The personnel who had close contact with the employee will be identified.
3. The Director of Education and Loss Prevention will report obtained information to the Infectious Disease Committee for evaluation and action.
4. Actions may include but are not limited to:
 - a. Temporary Closure of work areas for disinfecting.
 - b. Quarantine Employees.
 - c. Transfer of Employees.
 - d. Limiting of work areas to higher-risk employees.
 - e. The Director of Education and Loss Prevention will make final decisions concerning the quarantining, transfer, and return to work status. The employee's supervisor shall make recommendations concerning work from home, quarantine, or transfer based on the needs of the Company and the Safety of the company's employees.
 - f. Employees may be allowed to work from home, based solely on the needs of the company.

COMMUNICATION

The Director of Education and Loss Prevention will communicate to employees:

- The decisions of the Committee.
- Information concerning the affected areas.
- Information to all identified personnel who may have been affected.

Communication is the key to successfully limiting exposure and mitigating the effects of an epidemic. Communicate with your supervisor about any issues which are affecting you. E Light will attempt to find resolutions to issues. Please communicate all concerns to your supervisor or the Director of Education and Loss Prevention. Please also remember that no employee may communicate information concerning E Light Electric Services, Inc or its Clients without the express permission of E Light Electric Services, Inc. This includes social media postings. This includes social media postings.



A written copy of this plan can be found at elightinformation.com.

PLAN EVALUATION

E Light Electric Services Inc. shall monitor the effectiveness of this plan and evaluate the need for updates based on guidance from the Center for Disease Control and the local health departments.