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SERVICE



SIGNS



DATA COMM



ENERGY TECH



CONSTRUCTION

COVID-19 RESPONSE PLAN

Updated 8/11/20

INTRODUCTION

This is an evolving plan that Lemberg is implementing to support our teams during this crisis. This is and will remain a very liquid situation, with changes happening for the foreseeable future.

We want to assure you that we take the health and well-being of our employees, customers and their families very seriously. Lemberg is monitoring the situation daily to ensure we are taking all the necessary precautions for our employees, construction partners, and customers.

Lemberg is accomplishing this by obtaining guidance from the CDC, government and public health agencies, local and national offices of the National Electrical Contractors Association (NECA) and working with our construction partners and customers. We are also following guidelines instituted by our General Contractors on their jobsites.

Our primary goal is the health and safety of our employees and second to continue operations that support our team members.

Sincerely,
Lemberg Electric Company, Inc

David M. Washebek
President/CEO

PREVENTION PROTOCOL

For purposes of this document, COVID-19 and Coronavirus may be used interchangeably.

During daily task meetings, we will communicate any updates from Lemberg management concerning coronavirus. We will observe our employees and ask that they report symptoms of coronavirus including:

- Cough
- Fever or chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If an employee displays or reports two new symptoms, they are to be removed from the jobsite/office immediately. A quick review of the CDC recommendations below will also be included at all daily task meetings.

Lemberg will follow all current CDC recommendations for all employees including:

- Proper hand washing when possible. This includes washing your hands with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains at least 60% alcohol if available.
- Practice social distancing of 6 feet whenever possible including lunch or break time.
- Avoid touching your face
- If you have to cough or sneeze, do so into a tissue and dispose of it. If this is not possible, do it into your elbow.
- Employees who feel sick must stay home.
- Masks have been provided to all employees. Please wash if possible and contact Gwenn Soldner at 262-364-0048 or 414-254-5011 if you need another one.
- No handshaking.

In addition to the above, we will also follow our 100% glove usage policy.

Please inform your supervisor/foreman/project manager and Bill Starck in Human Resources (414-318-3921) if any of the following occur:

- You display coronavirus symptoms on the jobsite and are sent home
- You display coronavirus symptoms at home
- You have been confirmed to have coronavirus
- You are staying home from work due to any other illness, injury, or concerns with coronavirus hazards at the worksite

- You have tested positive for coronavirus or been in contact with any person who tests positive
- You have been directed to self-quarantine by a healthcare professional

Bill Starck, Human Resources will reach out to get full details of your situation and provide you with any required next steps. For any cases of illness or displaying symptoms, a doctor's release to return to work will be required.

If a Lemberg employee tests positive for coronavirus; has been in contact with any person who tests positive; or has been directed to self-quarantine by a healthcare professional, a risk assessment will be conducted following CDC guidelines. In addition, we will do the following:

Field Employee

- Lemberg to notify the General Contractor or Owner of the jobsite where Lemberg employee worked
- Lemberg to disinfect any surfaces employee came into contact with at jobsite to include machinery, tools, and structures/surfaces
- Employee required to contact healthcare professional and follow any direction provided. They are to ensure Lemberg HR is aware of this.
- Lemberg to notify all Lemberg employees on the jobsite
- Actions for other, non-infected, Lemberg employees will be based on the risk assessment and any guidance from healthcare professionals.

Office Employee

- Lemberg to notify all office staff
- Lemberg to disinfect any surfaces employee came into contact with at jobsite to include their work area and any other common surfaces they may have contacted.
- Employee required to contact healthcare professional and follow and directions provided. They are to ensure Lemberg HR is aware of this.
- Actions for other, non-infected, Lemberg employees will be based on the risk assessment and any guidance from healthcare professionals.

If Lemberg is notified of another contractor's employee or resident of a jobsite that has tested positive, a risk assessment will be conducted following CDC guidelines. Appropriate actions will be determined from the risk assessment and any guidance from healthcare professionals and may include removing our employees from the jobsite and having them self-quarantine for 14 days. We will notify affected employees of their possible exposure and any actions required coming from our risk assessment.

In addition to the above, Lemberg will also identify and mitigate situations in the workplace which may introduce, expose, or spread coronavirus.

1. Social distancing of 6 feet will be observed for meetings. If you prefer to call into the meeting, let the organizer know so they can arrange for it.

2. Social distancing of 6 feet will be observed when entering and exiting facilities; when using shared spaces including bathrooms, breakrooms, lunchrooms, and kitchens.
3. Hours of work will be minimized to the minimum needed to sustain operations.
4. Work from home will be implemented wherever possible while still allowing required baseline functions.
5. There shall be no adverse action taken against any employee who refuses to be present at the worksite so long as the employee genuinely believes there is imminent danger and a reasonable person would agree there is a real danger of contracting coronavirus at the worksite.
6. Sanitary processes will be implemented throughout the facility. This includes soap, hand sanitizer (if available), single use gloves, propping doors open when possible, utilizing hands free capabilities and not allowing shared food.
7. Surfaces that receive frequent human contact must be disinfected multiple times daily. These include door handles including cabinets, microwaves and refrigerators; public phones; sink and toilet controls; control panels for fax or copy machines and alarm panels; and handrails.
8. Shared tools and equipment on job sites are sanitized twice daily at a minimum.
9. All employees, including office and field, have been provided a mask. Please wash them if possible and contact Gwenn Soldner at 262-364-0048 or 414-254-5011 if you need another one.
10. No deliveries except those that support production activities or emergency building maintenance.
11. No visitors, including suppliers and customers, except those approved by senior management.
12. No international business travel.
13. Employees returning from any international travel must self-quarantine for 14 days and be symptom free before returning to work.
14. No domestic business travel except for critical operations. You must have approval from senior management.
15. Lemberg will follow any mask guidelines required by a General Contractor, Owner. Any mask mandates provided by National, State, or Local governments will also be followed.

Personal responsibility is key. Each employee is required to exercise vigilance and good judgement. Please be a responsible team member and understand your individual effect on the health and well-being of your co-workers.

COMMUNICATION

Lemberg will notify key contacts including employees and both customers and suppliers in the event the coronavirus has impacted our company's ability to perform services and if this information is necessary to ensure the safety of their employees. This procedure also includes notification to customers and suppliers when operations resume.

Updates to this plan will be communicated via conference call, email, and/or daily task meetings.

TRAINING

In regard to the coronavirus, Lemberg employees have been trained on prevention of the disease, initial disease symptoms, preventing the spread of the disease and when it is appropriate to return to work. They have also been trained in the contents of this plan. This training has been documented. If necessary, additional training will be provided and documented.