CAL-TEX ELECTRIC, INC.

Electric and Technology Services

# SAFETY PROGRAM

**A WORKPLACE ACCIDENT AND**

**INJURY REDUCTION (AWAIR) PROGRAM**

# 2022 Goals and Objectives

1. **Annual Safety Meeting (May 2022)**
2. **Job Site Visit(s) for safety audit**
3. **Quarterly Safety Committee Meetings**
4. **Foremen updated OSHA training**
5. **Quarterly Foremen group training**

# CAL-TEX ELECTRIC INC.
# SUMMARY OF "AWAIR" SAFETY PROGRAM

Cal-Tex Electric Inc. has adopted a company wide safety program. The key elements of this program are as follows:

Every employee receives a copy of the company safety program containing:

- Letter to all employees stating Cal-Tex Electric Inc. has a company wide safety program. The letter also lists the designated "Safety Coordinator", "Safety Clerk" and "Safety Committee" members.
- Duties and responsibilities of the Safety Coordinator, Management and employees, accountability, tool-box meeting requirements, supervisory meeting requirements, job-site inspection requirements, accident investigation requirements, and training requirements.
- Acknowledgement sheet (signature sheet) to be signed by employees stating that you have received a copy the safety program.

The following information will be at the following locations:

- A current up-to-date copy of the company safety manual will always be found at Cal-Tex Electric Inc.'s main place of business. The Safety Coordinator will always have a current copy for their personal use.
- A job-site copy of the company safety manual may also be located in each company truck, and at an individual job-site if it is determined that it would be desirable. Conditions that could make it desirable could be the following:
    - Unusual work conditions or practices demanding additional safety concerns.
    - General contractor requires an on site copy of the safety program.
    - The project is a long duration job.
    - Several employees will be working on the project.
    - Project has a job-site office.
- All accident investigation reports will be kept at Cal-Tex Electric Inc.'s office.
- Company training records will be kept at Cal-Tex Electric Inc.'s office.
- Records of toolbox talks that are presented on the job-site will be kept on the job-site and also at the office.

If you have any questions, please contact Ronnie Bassett -

By Phone: (952) 447-1125

By Mail: Cal-Tex Electric Inc.
17001 Fish Point Road SE
Suite 104
Prior Lake, MN 55372

CAL-TEX ELECTRIC INC. has adopted the following Safety Policy to promote a safe working environment for its employees. Please read this information and remain constantly aware of our safety concerns on our construction projects, offices and while driving company vehicles.

The following people serve on our safety committee. It is their responsibility to monitor the activities of our projects and to maintain a safe environment. Please feel free to contact any member of the committee with any safety concerns or suggestions you may have.

Safety Coordinator
Ronnie Bassett

Safety Clerk
Stephanie Thom

Safety Committee
Ronnie Bassett
Stephanie Thom
Dave Kleis
Kohl Bailey
Ryan Vesely
Josh Karl
Brandon Kabes
Hans Hanson
Chad Milosevich
Eric Smith
Jordyn Vogt

Remember; **ALWAYS REPORT EVERY ACCIDENT OR INJURY IMMEDIATELY** to the safety clerk, safety coordinator, or safety committee member.

State Law requires a work related death or work related injury which requires a report to OSHA, that a copy of this report shall be mailed to the Employers Office within 48 hours after Employer received notice of the occurrence or within 8 hours if there is a serious/hospitalization injury or a fatality occurs.

Cal-Tex Electric intends to conduct its operations so that injuries to people, damage to property and damage to the environment will be avoided. Every effort will be made to prevent accidents and illnesses by the timely recognition and correction of accident and illness causes. It is our intention to comply with all standards relating to Safety and Health matters that are enforced by Local, State or Federal authorities.

## RESPONSIBILITIES & DUTIES

### MANAGEMENT

**RESPONSIBILITIES:**

- Safety begins with management commitment and participation.
- We will set goals, establish accountability and become involved.
- A poor safety record is a management problem.
- Establish, implement and maintain the company safety program.

**DUTIES:**

- Communicate safety commitment and policy.
- Attend company safety functions.
- Review accident reports and safety activity.
- Make needed appropriations.
- Set a good example.

### SAFETY COORDINATOR

**RESPONSIBILITIES:**

- Someone must be responsible for the program.
- In some cases a safety committee will be used to schedule a block of time to devote to safety activity.

**DUTIES:**

- Develop written safety policies and procedures.
- Coordinate activities with safety committee.
- Inform management of proposed safety and health recommendations.

- Compile and distribute safety and health information to employees.
- Provide safety training for employees, supervisors, and managers.
- Arrange for training of new employees.
- Conduct routine workplace safety inspections.
- Complete and analyze accident investigation reports.
- Monitor and evaluate the effectiveness of safety and health programs.
- Assure compliance with government regulations; and prepare progress reports on programs for management and safety committee.

SUPERVISORS

**RESPONSIBILITIES:**

- Supervisors have a direct responsibility for a working group.
- They will help build safety into the work process and be alert for safety and health problems.

**DUTIES:**

- Train new employees.
- Re-train present employees.
- Make department inspections.
- Prepare accident reports.
- Enforce safety rules.
- Make daily safety contacts.
- Correct unsafe acts and conditions.

EMPLOYEES

**RESPONSIBILITIES:**

- Workers must learn the hazards of their jobs and abide by safety rules. The program requires the wholehearted support of those it was designed to protect.

**DUTIES:**

- Abide by safety rules. Report hazardous conditions or concerns.
- Communicate safety to fellow employees.
- Make suggestions to help improve safety.

**ACCOUNTABILITY**

Management shall be held accountable for the accident prevention program by Cal-Tex Electric, through the project manager, job superintendents, foremen and crews. The Safety Coordinator shall assist all levels of management in carrying out their duties.

Employees who violate any safety guidelines may be subject to disciplinary action.

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|---|---|
| **1ST OFFENSE:** | **VERBAL WARNING** |
| **2nd OFFENSE:** | **WRITTEN WARNING** |
| **3rd OFFENSE:** | **DISCIPLINARY ACTION, WHICH COULD INCLUDE DISCHARGE FOR CAUSE AS PROVIDED IN THE CURRENT LABOR AGREEMENT** |

**PRE-START UP**

As soon as a job has been scheduled, key people shall meet to discuss accident prevention. Job site conditions, plans, procurement schedule, safety responsibilities of the general contractor, and operations schedule must be established and reviewed.

**TOOL BOX MEETINGS**

Toolbox meetings shall be held at weekly intervals. These should be short in duration, preferably about ten minutes, and under the direction of the journeyman or foreman in charge. Accidents or near accidents should be reviewed and actions to prevent recurrence discussed. Safe ways of performing the

work are good topics and all practical ideas developed need to be considered. On a rotating basis, other key people in the firm should attend.

**SUPERVISORY MEETINGS**

Supervisors should meet often to review accidents, discuss problems and establish needed corrective actions. They should attempt to be predictive rather than reactive; possible hazards and planned control methods should be considered for future work.

**JOB SITE INSPECTION**

The recognition and correction of accident causes is a continuing duty of the supervisory staff during their normal operating routine. Periodically, depending on conditions of the job, safety inspections shall be made part of the job as part of the safety program activity.

**TRAINING**

Training is an important management function in order to effectively communicate what, when, where, why and how job functions are to be accomplished. Accident prevention shall be included in each phase of the training cycle so that safe operating procedures are routinely followed.

**ACCIDENT INVESTIGATION**

In spite of the best intentions, occasional accidents can happen. When an accident happens, the job foreman shall get the facts, determine all the causes, and take suitable corrective action to prevent a recurrence.

After an accident, the first step is to obtain medical attention for the injured or correct the damage to the extent that activity can continue. Then, as soon as possible, the investigation should begin to get the story, find all the causes, and determine corrective action to prevent recurrence.

It should be standard procedure to report all accidents right away. It is important to start the investigation as soon as possible so that details are fresh in the minds of those involved in the accident or those who may have witnessed it.

The person investigating the accident must be thoroughly familiar with operations, materials, equipment and the people involved. The foreman in charge is usually in the best position to do this and may need assistance from the safety coordinator.

The accident investigator will determine the accident sequence (cause, accident, injury). He is of course interested in the type and extent of the injury but that is not his major concern in the investigation. The injury is more a consideration of the doctor. The investigator is primarily interested in the accident cause and corrective action. To get at these he must get the whole story.

The accident description must include the action word or phrase such as struck by or struck against, caught between, falls and others. The accident description need not be wordy, but must include key factors. For example: employee was walking to toolbox, tripped over plank on floor and fell.

The corrective action for unsafe conditions is to fix them. The foreman can fix many of these right away. For example, a wet slippery spot on the floor can be cleaned up, or a plank or other obstruction can be removed so that people do not fall over it. Some conditions may be beyond the authority of the foreman and must be reported to higher management for correction. For example, a defective conduit bender may have to be replaced or sent out for extensive repair and these arrangements are the responsibility of higher management. On a construction job, the material hoist is usually under the control of the general contractor, and if defective, this must be reported to the general contractor for corrective action. For effective corrective action, the crew foreman should fix the unsafe conditions that he can and report to others those conditions beyond his authority to fix. Written reports to higher management or to the general contractor are usually more effective than verbal reports.

**PROCEDURE FOLLOWING AN ACCIDENT:**

- Employee reports accident to foreman/supervisor
- Employee receives medical attention if necessary
- Supervisor/foreman completes accident report (see attached)
- Supervisor/foreman contacts office to report accident
- Office completes First Report of Injury and forwards to Insurance

**EYE AND FACE PROTECTION**

- Safety glasses or face shields are worn anytime work operations can cause foreign objects getting into the eye such as during welding, cutting, grinding, nailing (or when working with concrete and/or harmful chemicals or when exposed to flying particles).
- Eye and face protectors are selected based on anticipated hazards.
- Safety glasses or face shields are worn when exposed to any electrical hazards including work on energized electrical systems.

**FOOT PROTECTION**

- Construction workers should wear work shoes or boots with slip-resistant and puncture-resistant soles.
- Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

**HAND PROTECTION**

- Gloves should be worn at all times and should fit snugly.
- Workers wear the right gloves for the job (for example, heavy-duty rubber gloves for concrete work, welding gloves for welding, insulated gloves and sleeves when exposed to electrical hazards).

**HEAD PROTECTION**

- Workers shall wear hard hats where there is a potential for objects falling from above, bumps to their heads from fixed objects, or of accidental head contact with electrical hazards.
- Hard hats are routinely inspected for dents, cracks or deterioration.
- Hard hats are replaced after a heavy blow or electrical shock.
- Hard hats are maintained in good condition.

**BODY HARNESS**

- Company vehicles are supplied with a body harness.
- These are mandatory on any articulating lifts.
- These are mandatory on any occasion working over 25ft off the ground.

**FIRST AID KITS**

- Cal-Tex Electric, Inc. provides First Aid Kits on all job sites and in company vehicles. If your First Aid Kit is low on supplies, contact a member of the safety committee for refills.

**EXTENSION CORDS**

- Visually inspect your cords prior to each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage.
- Do not use worn or frayed electric cords. An example would be where there is damage to the outer casing. Do not use electrical tape to make repairs. If the outer insulation is damaged, replace the cord.
- Extension cords must have strain relief at the cord ends. Ensure the strain relief is in good condition before you use the cord.
- Extension cords must have a grounding conductor and ground pin (3-wire type)
- Protect cords from damage. Avoid sharp corners and projections. Do not use cords where they will be subject to vehicular traffic

- Extension cords may pass through doorways or other pinch points, if protection is provided to avoid damage.
- Do not run extension cords through holes in walls, ceilings or floors.
- Do not conceal extension cords behind building walls, ceilings, or floors.
- Extension cords are for temporary use only. Do not use them as a substitute for the permanent wiring of a structure.
- Extension cord sets used with portable electric tools and appliances must be three-wire type and designed for hard or extra-hard usage.

**SCAFFOLDING**

- Scaffolds should be set on sound footing.
- Damaged parts that affect the strength of the scaffold are taken out of service.
- Scaffolds are not altered.
- All scaffolds should be fully planked.
- Scaffolds are not moved horizontally while workers are on them unless they are designed to be mobile and workers have been trained in the proper procedures.
- Employees are not permitted to work on scaffolds when covered with snow, ice, or other slippery materials.
- Scaffolds are not erected or moved within 10 feet of power lines.
- Employees are not permitted to work on scaffolds in bad weather or high winds unless a competent person has determined that it is safe to do so.
- Ladders, boxes, barrels, buckets or other makeshift platforms are not used to raise work height.
- Extra material is not allowed to build up on scaffold platforms.
- Scaffolds should not be loaded with more weight than they were designed to support.

**FLOOR OPENINGS**

- Floor openings (12 inches or more) are guarded by a secured cover, a guardrail or equivalent on all sides (except at entrances to stairways).
- Toeboards are installed around the edges of permanent floor openings (where persons may pass below the opening).
- Elevated Surfaces
- Signs are posted, when appropriate, showing the elevated surface load capacity.

**GENERAL FALL PROTECTION / FALL PREVENTION**

- A. No employee may work within 6 feet of a leading edge that is above 6 feet unless number one, and one or more of the following are present
    - 1. The employee has received fall protection training
    - 2. A fall protection system is being used
    - 3. A guard rail is in place
    - 4. A warning line system is in place
    - 5. A safety monitor is on duty
- B. All components of a fall protection system must be free of defects.
- C. Workers must be 100% tied off when using a fall protection system composed of an anchor, body harness, lanyard or retractable and similar components. This means that at no point in time may the worker free fall six feet to the ground due to an accidental fall.
- D. Safety personnel shall conduct random fall protection equipment inspection if qualified to do so.

- E. When conducting equipment inspection the removal from service criteria shall follow the training guidelines that were provided to the inspector as well as supplementary information provided by the manufacturer.
- F. Fall protection equipment found in an unsafe condition shall not be left on site unless it has been destroyed to prevent reuse or it has been confiscated by safety personnel to be quarantined and transported to a select location where it will be destroyed or repurposed as a training tool for fall protection equipment inspection.

**Fall protection system requirements**

- a. All anchor points must withstand 5000 pounds unless an engineer has certified it.
- b. Certified anchors must support two times the maximum predicted load.
- c. All fall protection system components must be inspected prior to use.
- d. All fall protection devices must be worn and utilized properly.
- e. Any defective equipment found shall be removed from service for repair, destruction, or repurposing as a training tool for fall protection equipment inspection.

**Guard rails**

- a. The top rail of a guardrail must measure 42 inches plus or minus three inches from the surface guarded to the top rail.
- b. The mid rail will lay at the middle of the surface guarded and top rail.
- c. A toe board must be installed when there is a risk to others below. The toe board must withstand a force of 50 pounds in an outward direction and be capable of remaining in place.
- d. The toe board must measure a minimum of 3.5 inches and be no higher than a quarter of an inch from the guarded surface.
- e. Guardrails shall be maintained throughout the time needed to complete the work performed in the area.

**Lanyards, and retractable devices**

- a. All lanyards and retractable devices must be in safe use condition.
- b. The user of the equipment must perform a pre-use inspection.
- c. Lanyards must be free of cuts, abrasion, fire damage, and questionable damage regulated by the manufacturer.
- d. Snap hooks must be of the double-locking type.
- e. All snap hook devices must fully close.
- f. The locking mechanism of connectors must be of the double lock type and fully close when in use.

**Body harnesses**

- a. All body harnesses must be in safe condition, and free of defects.
- b. Even when not being used for fall arrest purposes body harnesses must be worn properly.
- c. An improperly worn body harness looks unprofessional and may be hazardous, employees improperly wearing a body harness will face corrective action as determined by supervisor and safety personnel.
    - **Hardware**
        - a. All hardware part of the fall protection system must be free of damage, deficiencies, rust, and signs of bending stress.

**ELEVATED SURFACES**

- Surfaces elevated more than 48 inches above the floor or ground have standard guardrails.

- All elevated surfaces (beneath which people or machinery could be exposed to falling objects) have standard 4-inch toeboards.
- A permanent means of entry and exit with handrails is provided to elevated storage and work surfaces.
- Material is piled, stacked or racked in a way that prevents it from tipping, falling, collapsing, rolling or spreading.

## HAZARD COMMUNICATION

- A list of hazardous substances used in the workplace is maintained and readily available at the worksite.
- There is a written hazard communication program addressing Material Safety Data Sheets (MSDS), labeling and employee training.
- Each container of a hazardous substance (vats, bottles, storage tanks) is labeled with product identity and a hazard warning(s) (communicating the specific health hazards and physical hazards).
- Material Safety Data Sheets are readily available at all times for each hazardous substance used.
- There is an effective employee training program for hazardous substances.

## CRANE SAFETY

- Cranes and derricks are restricted from operating within 10 feet of any electrical power line.
- The upper rotating structure supporting the boom and materials being handled is provided with an electrical ground while working near energized transmitter towers.
- Rated load capacities, operating speed and instructions are posted and visible to the operator.
- Cranes are equipped with a load chart.
- The operator understands and uses the load chart.
- The operator can always determine the angle and length of the crane boom.
- Crane machinery and other rigging equipment is inspected daily prior to use to make sure that it is in good condition.
- Accessible areas within the crane's swing radius are barricaded.
- Tag lines are used to prevent dangerous swing or spin of materials when raised or lowered by a crane or derrick.
- Illustrations of hand signals to crane and derrick operators are posted on the job site.
- The signal person uses correct signals for the crane operator to follow.
- Crane outriggers are extended when required.
- Crane platforms and walkways have antiskid surfaces.
- Broken, worn or damaged wire rope is removed from service.
- Guardrails, hand holds, and steps are provided for safe and easy access to and from all areas of the crane.
- Load testing reports/certifications are available.
- Tower crane mast bolts are properly torqued to the manufacturer's specifications.
- Overload limits are tested and correctly set.
- The maximum acceptable load and the last test results are posted on the crane.
- Initial and annual inspections of all hoisting and rigging equipment are performed and reports are maintained.

- Only properly trained and qualified operators are allowed to work with hoisting and rigging equipment.

## FORKLIFTS

- Forklift truck operators are competent to operate these vehicles safely as demonstrated by their successful completion of training and evaluation.
- No employee under 18 years old is allowed to operate a forklift.
- Forklifts are inspected daily for proper condition of brakes, horns, steering, forks and tires.
- Powered industrial trucks (forklifts) meet the design and construction requirements established in American National Standards Institute (ANSI) for Powered Industrial Trucks, Part II ANSI B56.1-1969.
- Written approval from the truck manufacturer is obtained for any modification or additions which affect capacity and safe operation of the vehicle.
- Capacity, operation and maintenance instruction plates, tags or decals are changed to indicate any modifications or additions to the vehicle.
- Battery charging is conducted in areas specifically designated for that purpose.
- Material handling equipment is provided for handling batteries, including conveyors, overhead hoists or equivalent devices.
- Reinstalled batteries are properly positioned and secured in the truck.
- Smoking is prohibited in battery charging areas.
- Precautions are taken to prevent open flames, sparks or electric arcs in battery charging areas.
- Refresher training is provided, and an evaluation is conducted whenever a forklift operator has been observed operating the vehicle in an unsafe manner and when an operator is assigned to drive a different type of truck.
- Load and forks are fully lowered, controls neutralized, power shut off and brakes set when a powered industrial truck is left unattended.
- There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc.
- Overhead guards are in place to protect the operator against falling objects.
- Trucks are operated at a safe speed.
- All loads are kept stable, safely arranged and fit within the rated capacity of the truck.
- Unsafe and defective trucks are removed from service.

## ELECTRICAL SAFETY PROGRAM

Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electric shock, electrocution, fires and explosions. By following the rules outlined in this program, we can help to prevent electrical related injuries.

### Safe Electrical Work Practices

At times it is necessary to work on or near live electrical circuits. Examples of need would be:

- An increased or additional hazard is created due to the interruption or deactivation of emergency alarm systems, shutdown of hazardous location ventilation equipment, removal of illumination for an area, etc.
- Testing or trouble shooting that can only be performed with the circuit energized.

If exposed live parts above 50 volts are not de-energized, other safety-related work practices will be used to protect employees. These practices will protect employees against direct bodily contact with energized circuits, and against indirect contact through another conductive object (i.e. ductwork, copper pipe, etc).

Use testing equipment on all circuits to determine which parts, if any, of the circuit are energized prior to starting repair work or demolishing – Always test first!

You must be qualified through training in order to work on energized parts or equipment. Training for qualified persons will include the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials and insulated tools.

Ensure your workplace has adequate illumination. You may not enter spaces containing exposed energized parts unless the area has adequate illumination that enables you to perform the work safely. Do not reach blindly into areas that may contain energized parts.

Conductive jewelry and clothing such as watch bands, bracelets, rings, key chains, necklaces, etc. may not be worn while working on energized circuits.

Wet hands and clothing can increase the potential for electrical shock. To reduce this hazard, ensure your hands and clothing are dry prior to starting work around live electrical components.

**Live Panels**

No apprentice is allowed to work in a live panel with less than 2 years of field experience.

120v-208v – Hot gloves are mandatory while working in a live panel or equipment.

277v-480v volt panel – Face shield and hot gloves are mandatory while working in a live panel or equipment.

All live panels must have covers installed at all times during the working day and at the end of the day. Only exception is if you are working in said panel.

**Lockout/Tagout**

Live electrical circuits must be de-energized before the employee works on or near them, unless the employer/employee can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations.

While any employee is exposed to contacts with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both in according to the Cal-Tex Electric Inc. Lockout/Tagout Program.

**Safety Glasses and Safety Gloves**

Safety glasses and safety gloves are to be worn at all working times. Please consult your foremen if you are out of glasses or gloves to get new ones.

**Extension Cords**

- Extension cord sets used with portable electric tools and appliances must be three-wire type and designed for hard or extra-hard usage.
- Visually inspect your cords prior to each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage.
- Do not use worn or frayed electric cords. An example would be where there is damage to the outer casing. Do not use electrical tape to make repairs. If the outer insulation is damaged, replace the cord.
- Extension cords must have strain relief at the cord ends. Ensure the strain relief is in good condition before you use the cord.
- Extension cords must have a grounding conductor and ground pin (3-wire type).

- Protect cords from damage. Avoid sharp corners and projections. Do not use cords where they will be subject to vehicular traffic.
- Extension cords may pass through doorways or other pinch points, if protection is provided to avoid damage.
- Do not run extension cords through holes in walls, ceilings or floors.
- Do not conceal extension cords behind building walls, ceilings, or floors.
- Extension cords are for temporary use only. Do not use them as a substitute for the permanent wiring of a structure.

**Overhead Lines**

- Employees and mechanical equipment must stay at least 10 feet away from overhead power lines. If the voltage is more than 50,000 volts, the clearance must be increased by 4 inches for each additional 10,000 volts. When mechanical equipment is being operated near overhead lines, employees standing on the ground may not contact the equipment unless it is located so that the required clearance cannot be violated even at the maximum reach of the equipment.
- If work is to be performed near overhead power lines, the lines must be de-energized and grounded by the owner or operator of the lines, or other protective measures must be provided before work is started. Protective measures (such as guarding or insulating the lines) must be designed to prevent employees from contacting the lines.

**Underground Lines**

Employees must wear insulated protective gloves when using jackhammers, bars, or other hand tools in work areas where the exact location of underground electric power lines is unknown.

## GENERAL SAFETY GUIDELINES

1. Follow the established safe job procedures. You are to perform only those jobs you have been assigned and properly instructed to perform.

2. Wear the company supplied protective eyewear and gloves at all times while working.

3. Wear company supplied hard hats when someone is working above or project requires.

4. Report unsafe acts or unsafe conditions to your supervisor without delay.

5. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.

6. Use only the machinery, equipment, and tools you are qualified and authorized to use by your supervisor.

7. Practical jokes, scuffling, or throwing articles at each other, etc. will not be tolerated.

8. Machine master switches are to be tagged or locked open when major repair, oiling and greasing or maintenance is being performed.

9. Covers on switch boxes and fuse stations are to be kept in place at all times when energized and unattended.

10. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.

11. Fire extinguishers, sprinklers or fire exits are not to be blocked by supplies, stock or parts at any time.

12. No worker will be permitted to use flammable solvents in an open container. Flammables must be stored and handled in approved safety containers.

13. Safety equipment such as safety glasses, shields, electrician's gloves, hard hats, arc-flash gear, etc. shall be used whenever the operation or job requires them.

**FLEET SAFETY GUIDELINES**

1. Anyone who operates a licensed vehicle owned or controlled by Cal-Tex Electric Inc. must maintain a current driver's license as required by Federal and/or State regulations.
2. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of the company.
3. All drivers are required to inspect their vehicle at the beginning of each workday. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.
5. Seat belts will be worn by all occupants, at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
8. All incidents involving damage to company property, property of others, personal injury of employee or to others must be reported to the safety director or supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.
9. No radar equipment will be permitted in any company vehicle.
10. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your company. If someone calls-in to complain about your driving, you may be subject to disciplinary action. If you are called-in more than 3 times, the Company may install a tracking device to monitor your actions while in the Company vehicle.
11. All drivers should use good DEFENSIVE DRIVING TECHNIQUES while operating company vehicles.
12. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
13. All vehicles should be equipped with an appropriate fire extinguisher and a first aid kit.

**FIRE PREVENTION AND CONTROL**

Effective fire prevention programs are needed by all businesses to protect people and property from the ever-present danger of fire. Plans need to include doing what is necessary to prevent a fire from getting started and also, if a fire gets started, responding quickly to keep it from spreading.

Fuel, oxygen, and heat are the basic ingredients of fire; the objective is to keep these factors from coming together in dangerous amounts. Extinguishment of a fire requires the removal of the fuel, the oxygen, or the heat, or reducing one of these below the level necessary for the fire to continue.

Elements of Fire Prevention:

- Good housekeeping is essential. All areas should be kept clean and neat. Unnecessary materials that will burn such as cardboard, wood, and paper should be kept to a minimum. Spills of gasoline, oil, paint or flammable solvents should be cleaned up immediately.
- Smoking by personnel should be limited to designated areas. Careless disposal of smoking materials has caused many fires. In areas designated for smoking, suitable ashtrays in sufficient number should be made available. No Smoking signs should be prominently displayed where necessary.
- Control inventory, so that materials that are easy to ignite and burn readily are kept to a minimum. Store materials with regard to their fire hazard characteristics.
- Keep aisles clear and exits marked so that people inside can readily exit the building in an emergency and so that fire department personnel can have ready access to all areas. Do not jeopardize life safety for plant security by locking doors so that people cannot open them from the inside.

- Avoid excessive dust build-up on stock, rafters, or ledges. Clean off dust and regularly lubricate electric motors. Lubricate machinery regularly to avoid friction and overheated bearings.
- Make sure all heat producing equipment such as furnaces and boilers are installed in accordance with local codes and serviced on a regular basis by competent personnel. Keep furnace and boiler areas or rooms clean. Keep combustible materials a safe distance from heat producing equipment.
- Provide adequate receptacles for trash and waste and empty on a regular basis. Keep these free from carelessly disposed of smoking materials.
- Store flammable liquids and gases in strict accordance with local codes. Dispense in approved type safety containers. Limit inventory insofar as possible.
- Make sure all electrical service is installed in accordance with appropriate codes. Update old installations according to good practices.
- Establish safe procedures for and carefully monitor activities such as welding and cutting or other heat producing operations not done on a regular basis. Be sure to check area closely after operation is finished so that no potential fire conditions exist.
- Stock should not be piled to within 18" of sprinkler heads and the area around control valves should be kept clear.
- The activity of outside repair or service contractors or other outside firms doing work in the building should be closely monitored so that their work which may create fire hazards is adequately controlled.
- Fire extinguishers of the proper type should always be readily accessible in the shop or at the jobsite.

**SAFE PRACTICES WHEN LIFTING**

Strains and sprains, particularly to the back, often result when lifting or moving material and equipment. The following rules will help reduce painful and sometimes disabling injuries:

- Size up the load. If it's too heavy or too awkward, get help.
- Determine exactly where you will put the load before starting rather than determining destination in mid-lift.
- Push or pull the load, rather than lifting whenever possible. It is usually safer and easier.
- Make sure footing is solid and not slippery
- Provide support for heavy parts or parts of the load that may shift.
- Get close to the load instead of reaching for it.
- Grip load with whole hand rather than with just fingers
- Stand with feet a comfortable distance apart for good balance. Take as much strain as possible with leg muscles and not with spine. Keep back straight, not necessarily vertical, and bend at knees and hips.
- Avoid false motions, sudden jerks, or pulls.
- Shift feet to turn – never twist body.
- Take a deep breath before lifting (to flex stomach muscles to help support back muscles)
- When lifting with another, establish timing for both can lift smoothly and in unison.

**SAFE PRACTICES FOR HAND AND POWER TOOLS**

- Use the right tool for the job. Even if it means making an extra trip to the toolbox to get the right one. Do not improvise or make do.
- Keep cutting tools as saws, knives, and chisels sharp.
- Keep tools in good repair. Repair or replace cracked or loose handles, out of alignment jaws, mushroomed heads.
- Do not carry sharp tools in pockets.
- Make sure all hand held electric tools are double insulated, or have frame connected to ground.
- Hand held portable electric saws should have guards above and below base plate.
- Electric chain saws, drills, tappers, fastener drivers, and reciprocating saws should have constant pressure switches.
- Keep guards in place.
- Do not use tools with frayed cords or loose or broken switches.
- Maintain work areas free of clutter.
- Dress properly so that loose clothing does not get caught in moving parts.

- Do not surprise or distract persons using power tools.
- Use safety glasses or dust masks or other protective gear when necessary.

**SAFE PRACTICES WHEN USING LADDERS**

Improper use and care of ladders may result in accidents and serious injury. Frequent causes of ladder accidents include unsafe climbing and descending; ladder not secured; using a broken ladder; and overreaching from the ladder.

1. When setting up a straight or extension ladder, incorporate the following safety tips as appropriate to avoid injury:
   - To raise the ladder, brace the base of ladder against a stationary object so it cannot slip. Get help if you need to.
   - Grasp the top rung with both hands.
   - Raise top end over your head and walk toward the base of the ladder, moving hands to grasp the rungs in the center to maintain stability.
   - When the ladder is vertical, move it to the desired location and lean it forward against the resting point.
   - Footing should be firm and level. Precautions should be taken to secure ladder if slippery conditions exist.
   - Extension or straight ladders used to reach an elevated platform or roof should extend at least 3 feet above the landing.
   - A straight ladder should be placed so there is one foot out for every four feet of length to the top (4:1 ratio).
   - When adjusting an extension ladder, be sure the locking device is fully secured and hooked over the rungs before using the ladder.
   - Never stand on the top three rungs of a straight ladder.

2. Ladders should be tied, blocked, or otherwise secured to prevent movement (if appropriate for the situation). They should not be in front of doors unless the door is blocked open, locked, or guarded.

3. Keep rungs and steps of ladders free from grease, oil, paint, snow, ice, mud or other slippery surfaces.

4. For a stepladder, be sure it is fully open and spreaders locked before using. Don't stand on the top plate of a stepladder and OSHA does not allow us to stand on the 1st rung down from the top. Never walk a stepladder while standing on it.

5. Three points of contact must be maintained when climbing or descending. Materials should be hoisted to the work level if objects being carried could cause you to loose your balance.

6. Face ladders when going up or down.

7. Do not over-reach when on a straight, extension or stepladder. Move ladder if the work is too far.

8. Two or more persons should not work on a ladder unless the ladder is specifically designed for this use and within its capacity.

9. Ladders should never be used for braces, skids, or gangways.

10. Wood ladders should not be painted except the top step of stepladders may be painted to indicate that it is not to be stepped on.

11. Aluminum or wet wood ladders should not be used near open wiring since they are excellent conductors of electricity.

SUPERVISOR'S REPORT OF INJURY OR ILLNESS

Type of injury: _____ Disabling _____ Medical _____ Illness _____Unclassified

Name of Employee _____ Department _____

Address of Employee _____

Occupation _____ Years Experience _____

Place of Accident _____ Date _____

Time _____ Witnesses _____

Sent to Doctor _____ Given First Aid _ Refused _

Doctor Name and Address_____

_____

Did employee return to work_____

1. Place of accident or exposure _____
2. What was employee doing when injured? _____

   _____
3. How did accident occur? (Describe fully) _____

   _____

   _____
4. Part of body affected _____
5. Name of object or substance which directly injured employee _____

   _____
6. What is being done to prevent similar accidents or injuries _____

   _____

   _____

Date: _____ Signature of Supervisor: _____

**FOLLOW-UP ACTION** _____

_____

_____

Safety Director/Committee Member _____Date _____

## ACKNOWLEDGEMENT OF RECEIPT OF SAFETY PROGRAM

I acknowledge the receipt of a copy of the Cal-Tex Electric Inc, Safety Program. I understand it is my responsibility to read this and any additional safety rules as provided by the Employer. I will notify the foreman or company safety officer if any safety questions arise.

I also understand that failure to follow safety rules will result in disciplinary action:

I am aware that I must report all work-related injuries, within 24 hours of the injury, to my foreman or safety clerk.

It is the electrician's responsibility to constantly evaluate the safety of the working situation. No one should become so complacent about the hazards of the construction site that the risk of injury is accepted casually. Workmen have a right to a safe work place and no one should expect to sacrifice their health to hold onto a job.

SIGNATURE_____

DATE_____

CAL-TEX ELECTRIC, INC.

Electric and Technology Services

**COVID-19 Preparedness Plan for Cal-Tex Electric**

**Cal-Tex Electric, Inc., (CTE)** is committed to providing a safe and healthy workplace for all our workers. To ensure we have a safe and healthy workplace, CTE has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the CTE Chief Operating Officer, Michal Toepfer who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. CTE's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. CTE is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by doing our best to keep them informed and now ensuring we are implementing our Preparedness Plan.

CTE's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol; and
- communications and training practices and protocol.

CTE has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for Construction. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- Requesting guests' social distance and avoid stopping by as much as possible.
- Wearing gloves and eye-protection at all times.
- Wearing a mask when practical and when in close proximity to other workers.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your face, eyes, food, etc. with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering coughs and sneezes
- Avoid close contact with anyone who is sick.
- Avoid carpooling.
- Ensure each employee is able to access Zoom or conference calls instead of face to face meetings.

- Ensure all payment methods are electronic to avoid paper passing between two parties.

**Ensure sick workers stay home and prompt identification and isolation of sick persons;**
Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. If an employee exhibits COVID-19 symptom's, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

CTE has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. If you are not eligible for Family and Medical Leave or have exhausted your Family and Medical Leave entitlement, or as otherwise required by law, the Company may provide you with an unpaid medical leave of absence due to illness or injury.

If you are disabled due to Covid-19, you should give written notice of disability to your assigned foreman or manager as soon as possible. Requests for leaves for elective surgery should be submitted at least thirty days in advance. Leave requests must include a certification from your healthcare provider stating the date on which the condition began, the probable duration of the leave, a statement you are unable to work at all or are unable to perform one or more of the essential functions of your position with or without reasonable accommodation, and the expected date of return to work. You also must submit a medical certification from your healthcare provider establishing your continuing need for leave to the Office Administrator every 30 days during your leave.

You must use any accrued paid time off, including vacation and sick time, during a leave under this policy. The substitution of paid leave for unpaid leave will not extend the maximum duration of your leave. We encourage you to contact the Employment Development Department regarding your eligibility for state disability insurance for the unpaid portion of your leave.

Under the law, eligibility for employer paid health insurance benefits cease during a leave under this policy. Accordingly, you must pay your portion of the medical and dental premiums during a leave of absence granted under this policy if you choose to receive such benefits during the leave. You will receive notice of your right to continue your benefits through COBRA.

A leave of absence under this policy generally will typically be for a period of up to three months, unless otherwise required by law. Requests for any extension beyond three months of leave by an employee who is disabled by a medical condition will be evaluated on a case-by-case basis as a possible reasonable accommodation, consistent with applicable federal and state law. If you request an extension of your leave, you must submit a certification from your healthcare provider of continued need for medical leave for each extension request. In some cases, the Company may ask that you provide medical information to the Company or a medical professional of its choosing supporting your request for further leave.

When you are able to return to work, you must give the Company at least one (1) weeks' notice of your intent to return by mailing to the Human Resources Director , Cathy Theis, a certification from your healthcare provider stating you are physically able to return to your duties with or without accommodation. This notice is important so your return to work is properly scheduled.

Unless otherwise required by law, we will make reasonable efforts to return you to the same or similar job and at the same rate of pay held prior to your leave of absence, subject to operational requirements that may exist. If you do not return from work on the originally-scheduled return date or request in advance an extension of the agreed upon leave with appropriate medical documentation, you may be deemed to have voluntarily terminated your employment with the Company. In addition, failure to notify the Company of your availability for work when it occurs, failure to return to work when called by the Company or your continued

absence from work because your leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of your employment with the Company. CTE has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 10 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time, but no less than 15 minutes of continuing exposure to the virus. If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive employee in the prior 10 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 10 days from the last date of close contact with that employee. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 10 days from the last date of close contact with that individual.

***An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least five (5) days have passed since the date of his or her first positive test, and have not had a subsequent illness, and are required to wear a mask for the next five (5) days while working. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; (2) at least five (5) days have passed since symptoms first appeared and will be required to wear a mask for the next five (5) days while working. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company may require an employee to provide documentation clearing his or her return to work.***

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. This discussion of specific employees' health will remain between HR & upper management.

**Social distancing – Workers must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between workers, customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls:

CTE project employees including field electricians, project managers and all onsite personnel:

- Whenever possible or logistically reasonable, all meetings will be conducted by phone or video conferencing technology
- If face-to-face meetings are critical, a minimum of a 6-foot distance will be maintained and individuals will be asked to sanitize before and after the meeting
- Foreman, General Foreman and Project Managers will be on-site as needed to oversee the project as well as ensure the health and wellbeing of all onsite
- Large groups will not be allowed to be gathered, especially at lunch, etc.
- Any employees exhibiting symptoms will be prohibited from the construction site

Our construction partners:

- All safety meetings, contractor meetings, etc., will be conducted via phone or video conferencing technology
- Direct contact between Cal-Tex employees and contractors will be avoided
- All scheduling and coordination meetings with architects, engineers and consultants will be done online

**Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the

restroom. All visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Cal-Tex Electric will provide hand-sanitizer (pending availability) for each ongoing project and at the main entrance to our office. We will also rely on employees and guests to wash their hands at one of our (4) sinks in our office upon arrival. Source controls are being implemented at our workplaces at all times. Cal-Tex is and has been encouraging that each employee covers their face with an approved material any time there is a risk for said employee to be within 6' from another employee or person.

Workers are being instructed to wear masks when practical and when in close proximity to other workers, to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. CTE will ensure each individual understands the importance of covering their mouth and doing everything they can to not touch their face with their hands. We feel sharing this preparedness plan with our employees will deliver this message to the team.

**Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery and vehicles. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, etc.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

**Drop-off, pick-up and delivery practices and protocol**

Cal-Tex Electric has been pushing for "no contact" deliveries on all of our job sites. We are also documenting each delivery that occurs on a jobsite or in our office.

**Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated via email to all workers on or around March 18th, 2020 and necessary training was provided at subsequent safety meetings. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all employees, about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery; 3) practices for hygiene and respiratory

etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers. All employees will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. CTE will communicate with each individual and inform them that if they have any of the following symptoms or have had any close contact with a person believed to have COVID-19 are not to enter our place of business nor any of our jobsites. In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

All employees are expected to monitor how effective the program has been implemented. All employees must be familiar with this Plan. Employees should set a good example to their fellow

employees and others on the Jobsite by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. All employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by CTE's management and the plan was posted throughout the workplace and made readily available to employees on July 2, 2020. It will be updated as necessary by Cathy Theis (HR) and Michael Toepfer (COO).

### Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include:

- Cal-Tex project employees including field electricians, project managers and all onsite personnel:
- Whenever possible or logistically reasonable, all meetings will be conducted by phone or video conferencing technology
- If face-to-face meetings are critical, a minimum of a 6-foot distance will be maintained and individuals will be asked to sanitize before and after the meeting
- Foreman, General Foreman and Project Managers will be on-site as needed to oversee the project as well as ensure the health and wellbeing of all onsite
- Large groups will not be allowed to be gathered, especially at lunch, etc.
- Any employees exhibiting symptoms will be prohibited from the construction site
- All safety meetings, contractor meetings, etc., will be conducted via phone or video conferencing technology
- Direct contact between Cal-Tex employees and contractors will be avoided
- All scheduling and coordination meetings with architects, engineers and consultants will be done online

## REVISED ISOLATION GUIDELINES FROM CDC: DECEMBER 27, 2021

Please see the below updated CDC COVID-19 Guidelines:

Given what we currently know about COVID-19 and the Omicron variant, CDC is shortening the recommended time for isolation from 10 days for people with COVID-19 to 5 days, if asymptomatic, followed by 5 days of wearing a mask when around others. The change is motivated by science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after. Therefore, people who test positive should isolate for 5 days and, if asymptomatic at that time, they may leave isolation if they can continue to mask for 5 days to minimize the risk of infecting others.

Additionally, CDC is updating the recommended quarantine period for those exposed to COVID-19. For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person wear a well-fitting mask at all times when around others for 10 days after exposure. Individuals who have received their booster shot do not need to quarantine following an exposure but should wear a mask for 10 days after the exposure. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

Isolation relates to behavior after a confirmed infection. Isolation for 5 days followed by wearing a well-fitting mask will minimize the risk of spreading the virus to others. Quarantine refers to the time following exposure to the virus or close contact with someone known to have COVID-19. Both updates come as the Omicron variant continues to spread throughout the U.S. and reflects the current science on when and for how long a person is maximally infectious.

Data from South Africa and the United Kingdom demonstrate that vaccine effectiveness against infection for two doses of an mRNA vaccine is approximately 35%. A COVID-19 vaccine booster dose restores vaccine effectiveness against infection to 75%. COVID-19 vaccination decreases the risk of severe disease, hospitalization, and death from COVID-19. CDC strongly encourages COVID-19 vaccination for

everyone 5 and older and boosters for everyone 16 and older. Vaccination is the best way to protect yourself and reduce the impact of COVID-19 on our communities.

***The following is attributable to CDC Director, Dr. Rochelle Walensky:***

*"The Omicron variant is spreading quickly and has the potential to impact all facets of our society. CDC's updated recommendations for isolation and quarantine balance what we know about the spread of the virus and the protection provided by vaccination and booster doses. These updates ensure people can safely continue their daily lives. Prevention is our best option: get vaccinated, get boosted, wear a mask in public indoor settings in areas of substantial and high community transmission, and take a test before you gather."*

If You Test Positive for COVID-19 (Isolate)

**Everyone, regardless of vaccination status.**

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.

*If you have a fever, continue to stay home until your fever resolves.*

If You Were Exposed to Someone with COVID-19 (Quarantine)

**If you:**

Have been boosted
**OR**
Completed the primary series of Pfizer or Moderna vaccine within the last 6 months
**OR**
Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

*If you develop symptoms get a test and stay home.*

**If you:**

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted
**OR**
Completed the primary series of J&J over 2 months ago and are not boosted
**OR**
Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible.

*If you develop symptoms get a test and stay home*

*CDC works 24/7 protecting America's health, safety and security. Whether disease start at home or abroad, are curable or preventable, chronic or acute, or from human activity or deliberate attack, CDC responds to America's most pressing health threats. CDC is headquartered in Atlanta and has experts located throughout the United States and the world.*

Page last reviewed: December 27, 2021; Content source: Centers for Disease Control and Prevention

END OF COVID-19 ADENDUM

Certified by:

**Ronnie Bassett- President**

**Signature:** _____

**Date:** _____

**Matt Trevis- Vice President**

**Signature:** _____

**Date:** _____

## Appendix A – Guidance for developing a COVID-19 Preparedness Plan

### General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019- nCoV
Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus
State of Minnesota: COVID-19 response – https://mn.gov/covid19

### Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html
CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general- business-faq.html
CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business- response.html
MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html
MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf
MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials
Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – https://mn.gov/deed/newscenter/covid/
Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates
Federal OSHA – www.osha.gov

### Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

### Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
MDH:www.health.state.mn.us/diseases/coronavirus/prevention.html

### Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

### Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against- sars-cov-2

**Employees exhibiting signs and symptoms of COVID-19**
CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
MDH: www.health.state.mn.us/diseases/coronavirus/basics.html
MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf
MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf
State of Minnesota: https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp

**Training**
CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf
MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf