



# **Building Restoration Corporation**

## **COVID-19 Preparedness Plan**

Issue Date: 11/24/2020

<b>INTRODUCTION</b>	<b>4</b>
Commitment & Goals	4
Plan Administrator	4
Employee Involvement	4
Industry Guidance	4
<b>ENSURE SICK EMPLOYEES STAY HOME AND PROMPT IDENTIFICATION AND ISOLATION OF SICK PERSONS</b>	<b>5</b>
Section 1 – Health Screening	5
1:1 Attendance Log	5
1:2 Hourly Employees	5
1:3 Salary Employees.	5
1:4 Guests & Visitors	5
1:5 Rental Customers	5
1:6 Symptoms Developed During Workday	5
1:7 Household Members with COVID-19	6
1.8 High Risk and Vulnerable Populations	6
Section 2 – Positive or Potential COVID-19 Cases	6
2:1 Unconfirmed COVID-19 Cases	6
2:2 Confirmed COVID-19 Cases	6
2:3 Returning to Work	6
Section 3 – Sick Leave Policies; Privacy	7
3:1 Sick Leave Policies	7
3:2 Privacy of Health Status and Health Information	7
<b>SOCIAL DISTANCING – EMPLOYEES MUST BE AT LEAST SIX-FEET APART</b>	<b>8</b>
Section 4 – Social Distancing	8
4:1 Physical Distancing	8
4:2 Remote Working	8
4:3 Staggering Shifts and Breaks	8
4:4 Collective Gatherings; Traffic Flow	8
4:5 Weekly Work Crews	8
4:6 Restrooms; Portable Toilets	9
4:7 Signage	9
4:8 Carpooling; Ridesharing; Driving Together	9
Section 5 – Jobsite Social Distancing, Access, and Occupancy	9
5:1 Social Distancing; Job Trailers	9
5:2 Access	9
5:3 Communications	9
<b>EMPLOYEE HYGIENE AND SOURCE CONTROLS</b>	<b>10</b>

Section 6 – Hygiene and Sanitation	10
6:1 Sanitation Stations	10
6:2 Maintenance and Monitoring	10
6:3 Employees	10
6:4 Customers, Guests and Visitors	10
6:5 Protective Supplies Available	10
6:6 Water and Food	10
6:7 Clothing	10
Section 7 – Source Controls	10
7:1 Face Coverings	10
7:2 Cough and Sneeze Etiquette	11
<b>WORK VENTILATION PROTOCOLS FOR WORK WITHIN STRUCTURES</b>	<b>11</b>
Section 8 – Ventilation Systems	11
8:1 Fresh Air	11
8:2 Air Recirculation; Filtration; Humidity	11
8:3 System Operation	11
<b>WORK SITE CLEANING AND DISINFECTION PROTOCOL</b>	<b>11</b>
Section 9 – Cleaning and Disinfecting	11
9:1 Regular Cleaning	11
9:2 Shared Tools	12
9:3 Office Equipment	12
9:4 Immediate Cleaning for Confirmed COVID-19 Cases	12
<b>DROP-OFF, PICK-UP, AND DELIVERY PRACTICES AND PROTOCOL</b>	<b>12</b>
Section 10 – Deliveries	12
10:1 Doorstep Delivery to Office	12
10:2 Doorstep Delivery to Shop	12
10:3 Rentals Equipment Delivery & Pickup	12
10:4 Jobsite Deliveries	12
<b>COMMUNICATIONS AND TRAINING PRACTICES AND PROTOCOL</b>	<b>13</b>
Section 11 – Communication, Training, Monitoring, and Updating	13
11:1 Communication of Preparedness Plan	13
11:2 Instruction	13
11:3 Training	13
11:4 Plan Monitoring	13
11:5 Changes to Preparedness Plan	13

## INTRODUCTION

### Commitment & Goals

Building Restoration Corporation (BRC) is committed to providing a safe and healthy workplace for all our employees, customers, clients, guests, and visitors. To ensure we have a safe and healthy workplace, BRC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees 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 employees and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

### Plan Administrator

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

### Employee Involvement

Our employees are our most important assets. BRC is serious about safety and health and protecting its employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. BRC has involved our employees in this process by asking them all for suggestions on ways to improve upon the existing plan. Suggestions were provided in an anonymous manner on the employee portal. Suggestions received have been reviewed and, if valid or not already mentioned, been included in the plan.

### Industry Guidance

BRC'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 employees stay home and prompt identification and isolation of sick persons;
- ◆ social distancing – employees must be at least six-feet apart;
- ◆ employee hygiene and source controls, including face coverings;
- ◆ workplace building and ventilation protocol;
- ◆ workplace cleaning and disinfection protocol;
- ◆ drop-off, pick-up and delivery practices and protocol; and
- ◆ communications and training practices and protocol.

BRC 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 "Construction" industry guidance. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- ◆ additional protections and protocols for managing access and occupancy on construction worksites;
- ◆ additional protections and protocols to maintain social distancing on construction worksites;
- ◆ additional protocols for use of face coverings.

## **ENSURE SICK EMPLOYEES STAY HOME AND PROMPT IDENTIFICATION AND ISOLATION OF SICK PERSONS**

Employees 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 employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

### **Section 1 – Health Screening**

#### **1:1 Attendance Log**

Each BRC worksite (including the office, shop, and all jobsites) will maintain an attendance log to account for the business's employees and visitors present at the worksite each day. Each BRC jobsite will maintain its attendance log on the current time clock system. All employees visiting a jobsite are required to send an email to the foreman or project manager before arriving so that there is record of their visit. Foremen and superintendents are to record any instances of other or unexpected visitors to the jobsite. An excel version of the attendance log will be maintained by Whitney Nelson at the office and Heather Johnson at the shop. They will record all employees or visitors who enter the building and indicate their responses to the screening checklist as described below.

#### **1:2 Hourly Employees**

Hourly employees will be prompted with an electronic version of the [“Visitor and Employee Health Screening Checklist”](#) when they punch in each workday. Hourly employees that answer “Yes” to any of the screening questions will be advised to go home, stay away from other people, and contact their health care provider. However, if for some reason the symptomatic person cannot go home upon request, they will isolate outside or in a room with a door that can be closed, located near an exit, until arrangements are made. Employees are to disinfect the punch in iPad after each use.

#### **1:3 Salary Employees**

Salary employees will be provided with and execute a COVID-19 Symptoms Agreement which will state that such employees agree not to come to work if any of the symptoms on the “Visitor and Employee Health Screening Checklist” are exhibited. In addition, a list of the symptoms will be posted at all entrances of the building to remind salary employees not to enter if they have any of the symptoms. Salary employees will verify they do not have any symptoms when they are entered into the attendance log.

#### **1:4 Guests & Visitors**

Guests and visitors will be provided with a paper version of the [“Visitor and Employee Health Screening Checklist”](#) or asked the questions orally before continuing into any BRC building, shop, job trailer, or jobsite. Guests or visitors that answer “Yes” to any of the screening questions will be advised to exit the building.

#### **1:5 Rental Customers**

BRC Rentals customers will be provided with a paper version of the [“Visitor and Employee Health Screening Checklist”](#) or asked the questions orally before continuing into the building. Guests or visitors that answer “Yes” to any of the screening questions will be advised to exit the building

#### **1:6 Symptoms Developed During Workday**

Any hourly or salary employee, guest or visitor, customer or client that develops symptoms while at the BRC Roseville office, BRC Rentals Shop, or a BRC jobsite during the workday are to report their symptoms to their supervisor. Jack Szmanda is the supervisor for the BRC Roseville office. Matt Yarbrough is the supervisor for the BRC Rentals Shop. The supervisor for a jobsite may be a superintendent or foreman located on-site. Any supervisor to whom a symptomatic person reports will send that person home immediately. However, if for some reason the symptomatic person cannot go

---

### **Building Restoration Corporation**

home immediately, they will isolate in a room with a door that can be closed, located near an exit, until they can be sent home.

### **1:7 Household Members with COVID-19**

No employee who has been in close contact with a household member who has COVID-19 should come into work until their suggested quarantine period of 14 days is finished.

### **1.8 High Risk and Vulnerable Populations**

Employees who are high risk or vulnerable, or have high risk or vulnerable household members, are encouraged to self-identify to Jack Szmanda or their direct supervisor. Neither Jack nor any supervisor so informed should make unnecessary medical inquiries but should take the employee at their word that they are high risk or vulnerable. Special accommodations and particular care will be taken to reduce these employees' risk of exposure, including potential remote work (if applicable), extra social-distancing, office relocation, etc. High risk and vulnerable populations may include employees who:

- ◆ are 65 years or older;
- ◆ have chronic lung disease, moderate to severe asthma, or serious heart conditions;
- ◆ are immunocompromised (possibly due to cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications);
- ◆ are severely obese (body mass index [BMI] of 40 or higher);
- ◆ have diabetes;
- ◆ are undergoing dialysis because of chronic kidney disease; or
- ◆ have liver disease.

## **Section 2 – Positive or Potential COVID-19 Cases**

### **2:1 Unconfirmed COVID-19 Cases**

If any hourly or salary employee, guest or visitor, customer or client leaves work or does not come to work because they are experiencing COVID-19 symptoms or because they have been in close contact with a person experiencing COVID-19 symptoms or who has tested positive, Jack Szmanda will maintain communication with and gather information from that person. Jack will instruct that person not to report to work until their isolation or quarantine period is completed, in accordance with the MN Department of Health [“COVID-19 and When to Return to Work”](#) document.

### **2:2 Confirmed COVID-19 Cases**

If any hourly or salary employee, guest or visitor, customer or client is told by a health care provider that they have COVID-19, they are to report it directly to Jack Szmanda. Persons confirmed to have COVID-19 are not required to inform any other BRC employee but may inform their direct supervisor. Supervisors who are informed by an employee that the employee has COVID-19 are to instruct them to report the test results to Jack Szmanda if they have not done so already. Upon learning that an employee or other person is confirmed to have COVID-19, Jack Szmanda will maintain communication with and gather information from that employee or person to identify those that may have come into contact with the person. Following the information gathering, Jack will inform all employees at the office, shop, or jobsite (as well as the GC at the jobsite, if applicable) who may have been exposed to the person of their possible exposure to COVID-19, while exercising the utmost care to ensure confidentiality is maintained in accordance with [EEOC guidance](#). Such persons who may have been exposed to COVID-19 will be directed to self-quarantine for 14 days and work from home if possible.

### **2:3 Returning to Work**

Employees who leave work or do not come to work because of COVID-19 symptoms or a COVID-19 diagnosis will be provided with the MN Department of Health [“COVID-19 and When to Return to Work”](#) document to ensure they do not return to work too early. Such employees shall not return to work until being told by Jack Szmanda that they may do so.

---

## **Building Restoration Corporation**

## Section 3 – Sick Leave Policies; Privacy

### 3:1 Sick Leave Policies

BRC has implemented or maintained the following leave policies that promote employees 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.

Hourly employees who are eligible to receive or accrue PTO may use their PTO as required to accommodate sickness, household member sickness, or required isolation or quarantine in addition to the EPSL outlined below. Any employee who does not receive PTO may take accrued “sick and safe” time as required to accommodate sickness, household member sickness, or required isolation or quarantine when available. Furthermore, employees who have worked for BRC for at least one calendar year are eligible to take unpaid family/medical leave for up to twelve weeks.

Additionally, in compliance with the Families First Coronavirus Response Act and separate from the above PTO and FMLA policies, an employee that is unable to work (or work remotely) for any of the reasons listed below is entitled to 80 hours of Emergency Paid Sick Leave (EPSL).

- ◆ Employee is subject to government ordered quarantine or isolation;
- ◆ Employee has been advised by a health care provider to self-quarantine;
- ◆ Employee has COVID-19 symptoms and is seeking a medical diagnosis;
- ◆ Employee is caring for an individual subject to quarantine or advised to isolate;
- ◆ Employee is caring for a child whose school or daycare is closed for reasons related to COVID-19; or
- ◆ Employee is experiencing any other substantially-similar condition not yet specified by the Secretary of Health and Human Services.

If the employee is sick, quarantined, or isolated, they will be compensated at their regular rate of pay (capped at \$511 per day and \$5,110 aggregate) for 80 hours. If the employee is caring for an individual subject to quarantine or isolation (or experiencing any other substantially-similar condition), they will be compensated at 2/3 their regular rate of pay (capped at \$200 per day and \$2,000 aggregate) for up to 80 hours. If the employee is caring for a child, they will be compensated at 2/3 their regular rate of pay (capped at \$200 per day and \$12,000 aggregate) for up to 12 weeks of leave at 40 hours a week.

### 3:2 Privacy of Health Status and Health Information

To protect the privacy of employees' health status and health information, BRC has designated Jack Szmanda as the only supervisor who sick employees are required to report to. Although sick employees have the option of reporting to their direct supervisor, they are not required to do so. Any supervisor who has been notified of an employee's health status will take the utmost care to ensure that they do not disclose that employee's name or health status to anyone other than Jack Szmanda.

# **SOCIAL DISTANCING – EMPLOYEES MUST BE AT LEAST SIX-FEET APART**

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

## **Section 4 – Social Distancing**

### **4:1 Physical Distancing**

All employees are to maintain at least six feet of space between other persons in all work areas, including corridors, staging-areas, storage areas, hoist-areas, break areas, tool-box meeting areas, employee trailers, parking areas, etc. Employees are generally prohibited from interacting with other employees unless at least 6 feet distance between them is maintained. However, if work conditions (e.g. boom lifts) require an employee to be within 6 feet of another employee, both employees must wear a half mask, limit any physical contact between the employees, and practice hygiene in accordance with Section 7. The foreman, superintendent, director, or supervisor of each BRC worksite (including office, shop, and jobsites) is responsible for overseeing social distancing and assignment of work crews to maintain social distancing.

### **4:2 Remote Working**

High risk or vulnerable employees, employees exhibiting symptoms or coming into contact with household members exhibiting symptoms, employees confirmed to have COVID-19 or with household members confirmed to have COVID-19, employees who have potentially been exposed to COVID-19, will work from home if possible. Employees who are deemed to be able to fully perform all of their job functions from home will work from home. When possible, meetings (like design meetings, project planning meetings, foremen meetings) will be held virtually or online.

### **4:3 Staggering Shifts and Breaks**

BRC construction employees operate solely outdoors and are almost always separated by more than six feet. Furthermore, there are usually no more than 10 employees per site. As such, extending work hours and creating additional shifts is unnecessary. However, BRC will continue and increase its current practice of taking lunch breaks individually in personal vehicles. If they have not done so already, foremen and superintendents are encouraged to implement separate lunch breaks.

### **4:4 Collective Gatherings; Traffic Flow**

It is very rare for any BRC gatherings to exceed more than a few people in one room at any time. However, it is BRC's policy that no gatherings of employees should exceed 10 people and all persons gathering together should remain six feet apart. Traffic flow is not expected to be an issue in the Roseville office, the rentals shop, or jobsites, because there are multiple entrances and hallways/walkways are wide enough to provide for six feet of space between passing employees.

### **4:5 Weekly Work Crews**

Foremen and superintendents are to ensure that employees do not move from jobsite to jobsite during a single week, except as absolutely necessary. Foremen and superintendents should also establish consistent crews of employees to work together throughout a single week. For example, on Monday, Tim and Tom work together and Bob and Brian work together. For the rest of the week, Bob should not be directed to work with Tim and Tom but should remain working with Brian. Weekly work crews should remain separate as much as possible and when one work crew has to work with another, care should be taken to ensure social distance is maintained between the two groups.

#### **4:6 Restrooms; Portable Toilets**

Restrooms are limited to one BRC employee, customer, client, guest, or visitor at one time. Signage will be posted on all restrooms indicating the same. There will be signage encouraging restroom patrons to wash their hands. Portable toilets will either be placed back-to-back with doors facing away from each other or at least six feet apart. There will be signage encouraging portable toilet users to wash or use sanitizer on their hands.

#### **4:7 Signage**

Signage will be posted in restrooms encouraging users to wash their hands and on the outside of restrooms limiting their capacity to one person. Signage will be posted at the typical places in the offices and jobsites reminding employees of social distancing requirements, and to cover their coughs. Signage indicating the location of sanitation stations (including directing customers, guests, and visitors to disinfect before entering) will be posted in applicable locations. There will be signage at entrances directing customers, guests, and visitors to sanitize or wash their hands immediately upon entering.

#### **4:8 Carpooling; Ridesharing; Driving Together**

BRC discourages carpooling between employees who are not coming from the same households or are not within the same work crew. However, BRC understands that carpooling is sometimes necessary. If the number and arrangement of occupants within a single vehicle does not allow for proper social distancing, the number of occupants should be reduced. Employees are prohibited from riding in vehicles together if proper social distancing cannot be maintained. Foremen and superintendents should ensure that members of separate work crews do not ride in vehicles together, except as absolutely necessary.

### **Section 5 – Jobsite Social Distancing, Access, and Occupancy**

#### **5:1 Social Distancing; Job Trailers**

Employees and other persons on jobsites are discouraged from congregating and are encouraged to social distance outside of the worksite during meal breaks and other work breaks. Access to the job trailers will be limited to the specific number of BRC employees regularly working on each jobsite. Persons should not be allowed to enter the job trailer unannounced. Foremen should ensure that non-BRC employees or delivery personnel do not enter the trailer, and should only speak with such persons outside, while maintaining proper social distancing.

#### **5:2 Access**

Access to each jobsite will be limited to required contractors and their employees, delivery employees, government officials with warrants, and to visitors who have appointments. Perimeters for worksites are to be established in a way that will allow for the ingress into the worksite to be effectively monitored and controlled. All jobsites are to maintain established and well-defined boundaries to prompt well-controlled access, ingress, and occupancy.

#### **5:3 Communications**

BRC requests that all jobsite visitors conduct a health assessment and, if possible, a self-check of their body temperature prior to visiting the worksite. The applicable practices and protocols required by this Preparedness Plan will be communicated to officials, visitors, and delivery personnel that visit jobsites. BRC employees (e.g. Project Managers) intending to visit jobsites should be sure to give the foreman/superintendent adequate notice so that they can prepare to follow social distancing requirements and accurately log jobsite attendance.

## **EMPLOYEE HYGIENE AND SOURCE CONTROLS**

Basic infection prevention, hygiene, and source control measures are being implemented at our workplaces at all times, including the following measures:

### **Section 6 – Hygiene and Sanitation**

#### **6:1 Sanitation Stations**

Sanitation stations with hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the office, shop, and each jobsite so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Each jobsite will also have sanitation stations near each portable toilet. Sanitation stations will also provide tissues for proper cough/sneeze etiquette, along with no-touch disposal bins.

#### **6:2 Maintenance and Monitoring**

Sanitation stations and restrooms, including hand-sanitizer dispensers and tissues, will be maintained, regularly monitored, and continuously stocked office and shop personnel, as well as foreman on each jobsite. Non-medical cloth face coverings, gloves, and disinfectants are available for all employees, customers, guests, and visitors upon request.

#### **6:3 Employees**

Employees are instructed to wash their hands for at least 20 seconds with soap and water (and/or hand-sanitizer when hands are not visibly soiled) frequently throughout the day, but especially at the beginning and end of their shift, after using the restroom, and prior to and after eating or drinking, using tobacco products, or using devices, tools, and equipment used by other employees.

#### **6:4 Customers, Guests and Visitors**

All customers, guests, and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility, and there will be signage at the entrances indicating the same.

#### **6:5 Protective Supplies Available**

Masks, non-medical cloth face coverings, gloves are available for all employees, customers, guests, and visitors upon request. Disinfectant will be provided at various locations on each BRC office, shop, and jobsite and will also be available upon request.

#### **6:6 Water and Food**

Community drinking stations and water-fountains will not be available for use. Individual water-bottles will be available upon request. Food will not be provided or shared communally.

#### **6:7 Clothing**

It is the responsibility of employees to launder their clothing and personal protective equipment daily according to clothing or detergent instructions. Employees are encouraged to maintain additional apparel at work sites (e.g. shirts, sweatshirts) to minimize cross-exposure in-between work areas or work sites.

### **Section 7 – Source Controls**

#### **7:1 Face Coverings**

Per the Governor's Executive Order 20-81, people in Minnesota are required to wear a face covering in all indoor business and public indoor spaces. This includes indoor BRC spaces. Whenever social distancing cannot be maintained, including in outdoor settings, employees must use face coverings. If required by the city or municipality where employees are located, masks (e.g. cloth face coverings) should be used. Employees should wear masks when riding in a vehicle with another who is not from that employee's household or work crew. Reusable face coverings should be laundered by employees after each daily use. Masks should cover both nose and mouth and should otherwise be worn in

---

## **Building Restoration Corporation**

COVID-19 Preparedness Plan  
Preparedness Plan v.1 – June 29, 2020

accordance with [CDC guidance](#). More information regarding the use, making, and washing of face coverings is available [here](#). If employees are unable to use a face covering due to health or physical ability reasons, then the employee must use a face shield. Proper respiratory protection will continue to be provided, utilized, and maintained to protect employees from other recognized health-hazards (e.g. respirable silica, lead, asbestos). Employees will not be discriminated against or subject to retaliation in any way for wearing face-coverings or personal protective equipment.

### **7:2 Cough and Sneeze Etiquette**

Employees, customers, guests and visitors are being instructed 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. Employees, customers, guests, and visitors 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 employees and other persons entering the workplace. These instructions and reminders will be communicated via signage in the typical places in the office, shop, and jobsites, as well as each sanitation station.

## **WORK VENTILATION PROTOCOLS FOR WORK WITHIN STRUCTURES**

### **Section 8 – Ventilation Systems**

#### **8:1 Fresh Air**

The maximum amount of fresh air is being brought into the workplace by occasionally propping open exterior doors during the day. Additionally, employees are encouraged to leave their office windows open whenever weather conditions permit.

#### **8:2 Air Recirculation; Filtration; Humidity**

The existing ventilation-systems will be supplemented by placing portable HEPA filter units throughout the office and shop. Air recirculation is being limited by closing certain air-return vents. Steps are also being taken to minimize air flow blowing across people, including closing certain supply vents. Relative humidity levels of 40-60% will be maintained in the office using the Aprilaire humidifier system.

#### **8:3 System Operation**

Ventilation systems will run longer hours, including overnight.

## **WORK SITE CLEANING AND DISINFECTION PROTOCOL**

### **Section 9 – Cleaning and Disinfecting**

#### **9:1 Regular Cleaning**

Regular practices of cleaning and disinfecting have been implemented. Twice each day, at all BRC workplaces (including office, shop, and jobsites), the BRC COVID-19 Cleaning Checklist will be completed and all areas/items on the checklist will be disinfected with Lysol/Clorox products or similar products listed [here](#). For each cleaning agent, the employee cleaning should review product labels and safety data sheets, follow manufacturer specifications, and use required personal protective equipment for the product. All high-touch items and surfaces are included on the Checklist, and will be cleaned and disinfected between the use of each work crew and before each daily use. Electronic devices like light-switches or circuit-breakers will be disconnected from the power-source and cleaned/disinfected in accordance with the listing or labeling requirements. Portable toilets must be emptied regularly. All trash, refuse, and debris must be regularly disposed of and not allowed to accumulate. Covered trash receptacles must be provided through each worksite.

---

### **Building Restoration Corporation**

COVID-19 Preparedness Plan  
Preparedness Plan v.1 – June 29, 2020

### 9:2 Shared Tools

Employees, including those in the field, are to avoid sharing tools, devices, and equipment. Employees must sanitize shared tools, devices, vehicles, and equipment in-between users. Employees are to avoid sharing personal equipment, tools, devices, and phones and should sanitize any shared personal equipment, tools, devices, and phones after each use. Community materials, sign-in sheets, and writing utensils should not be passed between employees or other persons. When possible, a designated operator for each piece of equipment should be assigned as opposed to allowing several operators to access a single piece of equipment. Punch-In iPads will be cleaned and disinfected after each use, or only used by one individual such as the jobsite foreman or superintendent.

### 9:3 Office Equipment

Office equipment such as phones, pens, computer equipment, desks, workstations, offices, cubicles, or other personal office tools such as staplers will not be shared by office personnel if at all possible. If more than one person must use any office equipment, every user will clean and disinfect the equipment after use. Punch-In iPads will be cleaned and disinfected after each use, or only used by one individual such as the jobsite foreman or superintendent.

### 9:4 Immediate Cleaning for Confirmed COVID-19 Cases

If an employee or visitor becomes ill with COVID-19, immediate cleaning and disinfection of the workplace will be implemented in accordance with [CDC guidelines](#).

## DROP-OFF, PICK-UP, AND DELIVERY PRACTICES AND PROTOCOL

### Section 10 – Deliveries

#### 10:1 Doorstep Delivery to Office

Signage will be posted at the front door of the office requiring delivery personnel to leave deliveries in the designated outdoor location. If a signature is required, BRC is to attempt to do it electronically to eliminate the need for close contact between employees and delivery personnel. Employees are to maintain at least 6-feet distance from others during interactions while receiving or exchanging deliveries. Unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel must be minimized.

#### 10:2 Doorstep Delivery to Shop

Signage will be posted at the front door of the shop requiring delivery personnel to leave deliveries in the designated outdoor location. If a signature is required, BRC is to attempt to do it electronically to eliminate the need for close contact between employees and delivery personnel. Employees are to maintain at least 6-feet distance from others during interactions while receiving or exchanging deliveries. Unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel must be minimized.

#### 10:3 Rentals Equipment Delivery & Pickup

All equipment is to be thoroughly cleaned and disinfected prior to BRC leaving it at a jobsite. Whenever possible, equipment deliveries will be pre-scheduled and coordinated so that BRC is the only delivery personnel in the drop off location at the time of delivery. BRC employees will maintain 6-feet of separation while the authorized representative of the company renting the equipment signs the delivery contract. BRC will make it clear to those renting the equipment that they must fully clean and sanitize the equipment before it is returned to BRC. After returning equipment to the shop, BRC will thoroughly clean and disinfect the equipment again.

#### 10:4 Jobsite Deliveries

Whenever possible, deliveries should be pre-scheduled and coordinated to reduce the occurrence of having multiple delivery personnel at the jobsite. Furthermore, deliveries should be received by a

---

### Building Restoration Corporation

COVID-19 Preparedness Plan  
Preparedness Plan v.1 – June 29, 2020

contactless method when possible. Delivery personnel must wait in their vehicles if another delivery, drop-off, or pick-up is being performed. Employees and delivery personnel must maintain 6-foot distance from delivery personnel while verifying receipt of the delivery. Employees are to minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

## COMMUNICATIONS AND TRAINING PRACTICES AND PROTOCOL

### Section 11 – Communication, Training, Monitoring, and Updating

#### 11:1 Communication of Preparedness Plan

This COVID-19 Preparedness Plan was communicated via email and through the employee web portal to all employees on Monday, June 29th. All employees have the access and means necessary to review the electronically posed Preparedness Plan. All work site supervisors are responsible for ensuring that the necessary or required rules and practices are communicated to all employees and for adequately enforcing their provisions. Employees must ensure they comply with and follow established rules, protocols, and practices. Signage will be used as a reminder to employees, delivery personnel, officials, and visitors of rules, protocols, and practices, including not to enter the worksite if they have COVID-19 symptoms, social distancing, handwashing, and respiratory etiquette.

#### 11:2 Instruction

Instructions will be communicated to all employees, including employees, temporary employees, staffing and labor- pools, independent contractors, subcontractors, vendors, outside technicians, customers, guests, and visitors about protection protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by employees, customers, guests, and visitors. All employees, customers, guests, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

#### 11:3 Training

Necessary training is ongoing with Jack Szmanda and Chris Towel visiting jobsites to provide training. Training will include discussing COVID-19 exposure, applicable policies, procedures, practices, and protocols. The training will be provided by and paid for by BRC in a manner and language that each employee can understand, will be adjusted to reasonably accommodate all limiting factors present, and will otherwise follow [OSHA](#) and [MN DLI Guidance](#). Employees will be provided with and will use personal protective equipment necessary to perform their work.

#### 11:4 Plan Monitoring

Managers and supervisors are expected to monitor how effective the program has been implemented. They will be asked to provide a weekly update (via email or phone) to Jack Szmanda identifying successes, challenges, and deficiencies. All management and 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 BRC management and the plan was posted throughout the workplace and made readily available to employees on Monday, June 29th. It will be updated as necessary by Jack Szmanda.

#### 11:5 Changes to Preparedness Plan

Additional communication and training will be conducted by alerting employees to all changes to policies, procedures, practices, and protocols via email and through the employee web portal. Training for all employees will be updated as necessary. Training will be provided to all employees who did not receive the initial training and prior to initial assignment or reassignment.