

Pandemic Flu Control Plan

1. Purpose:

Yearout Mechanical is dedicated to the protection of its employees, facilities, and resources. Also, we are committed to ensuring that our company can continue all aspects of its critical business processes during a flu pandemic and can safely resume normal operations as quickly as possible after a flu pandemic affects our facility. We place a high priority on developing, validating, and, if necessary, implementing our company's Pandemic Flu Plan. If after reading this plan, you find that improvements can be made, please contact the Business Manager. We encourage all suggestions because the success of this written plan is important.

2. Scope:

Administrative duties
Critical Business Process and People
Goals and Objectives
Roles and Responsibilities
Communication
Training
Inventories, Supplies, and Services
Facility Air Circulation
Hygiene and Housekeeping
Personal Protective Equipment
Social Distancing/Work at Home
Medical Surveillance
Stress Management
Jobsite Office Attendance and Meeting Requirements

- No Visitors
- Only Essential Personnel On-site
- Limiting In-Person Meetings

Jobsite Safety Protocols

- Posting Communications/Signs
- Client Requirements
- Worker Evaluations
- Exposure to Infected/Potentially Infected Persons
- Site Activities/ Gatherings
- Trailer Air Filters
- Additional Hygiene Stations
- Personal Hygiene Protocols

Plan Evaluation

3. Administrative Duties:

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The Business Manager and Safety Manager are responsible for establishing and implementing our written Pandemic Flu Plan.

Copies of this written plan may be obtained from:

Location/Address:	Contact Person:	Telephone number:
Yearout's main office	Marni Goodrich	505-884-0994

4. Critical Business Process and People:

Business process:	Departments / Entities Affected:	Names / Titles of critical people within department/ entity.
Sheet Metal Fabrication	Sheet Metal	Frank Lerma – SM Shop Foreman
Pipe Shop Fabrication	Plumbing	Jeff Smith – Pipe Shop Foreman
Information Technology (IT)	IT	Marni Goodrich
Accounts Payable & Receivables	Accounting	Becky Auge
Billing	Accounting	Becky Auge
Payroll	Accounting	Christy Estrada
Project Management	Project Management	Donna Donoghue
Detailing	Detailing	Paul Marujo
HVAC Service	HVAC Service	Marc DeLong
Plumbing Service	Plumbing Service	Marc DeLong
Preconstruction/Estimating	Estimating	Phil Campagna
Purchasing	Purchasing	Becky Auge
Safety	Safety	James Magoffe

5. Goals and Objectives:

Based on our business impact analysis and the latest business assessment, our immediate goals and objectives for planning, containing and recovering from a flu pandemic include:

- Keeping Critical Business Processes Fully Functional
- Maintain Adequate Service Levels for Business Partners
- Contain Spread of Pandemic Flu
- Keep Critical People Healthy
- Maintain Critical Supply Chain
- Restoring Normal Business Functions

6. Roles and Responsibilities:

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To achieve our goals and objectives before, during, and after a flu pandemic, the following people will have the roles and responsibilities listed below:

Individual, team, department, or outside organization/agency:	Backup:	Role and responsibility:
Frank Lerma	Donna Donoghue	Maintain SM Shop Functions or Establish Alternate SM Suppliers
Jeff Smith	Donna Donoghue	Maintain Pipe Shop Functions
Donna Donoghue	James Magoffe	Maintaining Adequate Field & Shop Labor
Marni Goodrich	James Magoffe	Pandemic Flu Plan Implementations
Paul Marrujo	Donna Donoghue	Maintaining Detailing Functions
Denise Lerma	Becky Auge	Maintain Billing Functions
Jason Allen	Becky Auge	Maintaining Payables Functions
James Magoffe	Marni Goodrich	Maintaining Safety Functions
Leroy Gallegos	Marc DeLong	Maintaining HVAC & PLM Service Functions
David Kennedy	Marni Goodrich	Maintaining IT Functions
Mike Donoghue	Marni Goodrich	Maintaining Facility Functions
Amy Sedillo	Mike Donoghue	Maintaining Purchasing Functions
Phil Campagna	Donna Donoghue	Maintaining Preconstruction/Estimating Functions
James Magoffe	Marni Goodrich	Maintaining Safety Functions

7. Communication

We must have an effective way to reach those working for our company to inform them of the status of the pandemic flu approaching or affecting our company and their responsibilities during the pandemic. Also, they must have an effective way to reach management to provide input and notify us of any needs or changes in absenteeism rates and health status. Likewise, communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears.

Audience:	Content:	Method:	Procedure:
All employees	Current Business Status	Email	HR Department will send out the email. Establish the message after receiving the information from the Management Team
All employees	Current business status, updates, communication material, etc.	Message Board on website & memo's attached to paychecks	www.therma.safety.com and Payroll Department will Attach informational memos to paychecks
All Employees	Reporting Illness	Email, text message or phone call	Report to his/her supervisor
Business Partners	Current Business Status	Email	Management Team to provide information to Business Manager
Business Partners	Current Business Status and Updates	Phone Message or Email	PM's to contact customers and advise if an interruption of service is anticipated

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Based on information received from the Health Department and the CDC, the Business Manager will officially declare the dates on which our pandemic containment period begins and ends. Employees will be notified of these dates by any of the following means; email, website message board and memos attached to paychecks.

8. Training

Information and training is at the heart of pandemic flu planning and containment. Our goal is to ensure employee comprehension and understanding of how employees may be exposed to pandemic flu, what their responsibilities are, and what protective measures they can take.

Training topic:	Training Format:	Frequency:
Elements of Pandemic Flu Plan	Handouts	At Plan Adoption and Every 2 years after
Role and Responsibilities of Employees and Managers	Handouts	At Plan Adoption and Every 2 years after
Hazards, Signs & Symptom, mode of transmission	Handouts	At Plan Adoption and Every 2 years after
Infection control	Handouts	At Plan Adoption and Every 2 years after

Supervisors will ensure cross-training is provided to assure that our company has sufficient coverage for all critical business processes should high absenteeism occur.

9. Inventories, Supplies, and Services:

The company maintains adequate raw material inventories as not to be affected during a pandemic flu event. Should fabrication of duct work and pipe fabrication become affected, the company has identified a list of primary and alternate supply services below.

Supply Type:	Critical supply type? (Yes/No)	Primary supplier name, address, and phone/fax:	Alternative supplier(s) name, address, and phone/fax:
Sheet Metal Duct	Yes	Metalwest 1701 Aspen NW, Unit R, Albuquerque, NM 87104 505-243-2122 / 505-247-0070	Choice Steel 7100 2ns St. NW, Suite B, Albuquerque, NM 87107 505-344-4940 or Reliance Steel 1801 8 th St. NW, Albuquerque, NM 87102 505-247-1441

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10. Facility Air Circulation:

To assure optimal air circulation and filtration, HVAC Service Manager shall ensure all facility HVAC filters are cleaned and changed regularly.

11. Hygiene and Housekeeping:

The role of hygiene is the key to reducing the spread of pandemic flu. Frequent hand washing with soap and water will be necessary.

The Business Manager is responsible for general company housekeeping.

Because good hygiene and housekeeping practices may lower any potential risk of pandemic flu infection and prevent its spread, we encourage employees to take the following precautions before and during a pandemic flu outbreak:

- Wash hands often with plain/antibacterial soap and water or use an alcohol-based hand rub if hands are not soiled.
- Wash hands after coughing/sneezing.
- Wear gloves and wash hands after removing gloves.
- Keep hands away from the eyes, nose, mouth, and face.
- Cough/Sneeze into a tissue, sleeve, or elbow.
- Dispose of used facial tissue in proper waste receptacles.
- Disinfect work surfaces, keyboard, and telephones between shifts.
- Use disposable dishes and dispose of them in waste receptacles.
- Maintain 6 feet of separation between employees (see Social Distancing).
- Wear face coverings when in the presence of others.

Notify the Business Manager immediately if infection control supplies are nearing depletion.

12. Personal Protective Equipment:

The Safety Manager is responsible for ensuring that all necessary protective equipment, including personal protective equipment (PPE), used at this company will be provided to employees. The Safety Manager will determine when to provide and require the use of the following protective equipment:

- Face masks (respirators)
- Face coverings (if face masks not available or in short supply)
- Gloves

The Safety Manager will choose protective equipment based on existing exposure levels to pandemic flu and recommendations of the CDC.

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13. Social Distancing/Work from Home:

Social Distancing is taking measures to keep employees away from other people, including other employees, customer, and the public, in order to prevent exposure. The Safety Manager and Business Manager will be responsible for determining social distancing measures, the specifics of each measure, the affected employees, and for notifying employees of the determination.

Social distancing includes keeping 6 feet from co-workers and eliminating meetings and/or gatherings at work or customer sites. Employees are encouraged to stay at home when ill and may do so without fear of reprisal. Telecommunicating is encouraged during a pandemic flu outbreak.

14. Medical Surveillance:

All employees must abide by the following procedure during the pandemic containment stage:

- Perform a daily self-assessment for symptoms prior to going to the workplace. If you have any of the symptoms or combination of symptoms of the pandemic, **STAY HOME** and inform the HR Manager.
- If a person is at home sick or, becomes ill at work, or another person detects that a person has signs and symptoms of pandemic flu, the person must call the HR Manager.
- The HR Manager will ask the ill person questions to see if he/she has symptoms of pandemic flu.
- If the ill person is determined not to currently have any symptoms of pandemic flu, the HR Manager will inform the person of this fact and instruct the ill person to call again or contact a physician if he/she is still concerned.
- The ill person may then contact his/her supervisor to notify that he/she is staying or going home for a personal illness that is not pandemic flu.
- If the ill person is determined to have any symptoms of pandemic flu, the HR Manager will:
 - Record the case as “suspect” for tracking purposes.
 - Ask the ill person which co-workers he/she has had face-to-face contact with for the last 3 days.
 - Instruct the ill person to go home immediately, not to use public transportation if possible, and contact a physician by telephone.
 - Instruct the ill person that he/she will not be able to return to work until a physician has declared him/her well and the HR Manager gives the ill person permission to return to work
 - Notify the ill person’s supervisor that the ill person has gone home sick.
 - Notify recent contacts that a person suspected of having pandemic flu may have infected them, that they must go home, and that they may not return until further notice.
 - Notify the cleaning crew to disinfect the ill person’s and recent contacts’ work surfaces.

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- Contact the ill person to see if a physician has declared him/her well.
- If so, the HR Manager may instruct the formerly ill person to report to work.
- If not, the HR Manager will contact the ill person every 3 days until a physician has declared him/her well.
- Once a formerly ill person returns to work, he/she must complete an absence report form and submit it to the HR Manager for tracking purposes.

The Business Manager will update the above procedure as necessary.

COVID Specific – Refer to Yearout Return to Work Plan, Office COVID Safe Practices (CSPs).

15. Stress Management:

Fear, stress, frustration, anxiety, and loss are to be expected during a pandemic flu outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and lower productivity. For these reasons, the company will ensure the following measures are taken in hopes that stress will be reduced and/or eliminated:

- Employees are informed of the status of the pandemic and the contents of our Pandemic Flu Plan.
- Employees are informed of necessary changes well ahead of time.
- Employees are informed what the company is doing about the current situation.
- Employees are required to stay home when they are sick.

16. Jobsite, Office Attendance and Meeting Requirements:

No visitors

Only workers and people providing services necessary for performance of the work (and their supervisors) will be allowed on-site. This includes personnel from Yearout, GC/owner, design partners, building inspectors or other representatives from the authorities having jurisdiction. No project tours or other site visits shall be permitted unless approved by Vice President Operations.

Only Essential Personnel On-site

Only employees essential to on-going site activities should work at the jobsite. All work that is non-essential to on-site activities should be performed remotely. Yearout will evaluate who is essential to jobsite requirements and the ongoing progress of the project and all others must work remotely.

Limiting In-Person Meetings

In-person meetings will be avoided whenever possible. Use videoconferences to maximize opportunities for call-in attendance. For specific meetings, implement the following guidelines:

- OAC Meetings – to be held as normal, but video conference attendance is highly encouraged

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- Foremen, Planning and Coordination Meetings – to be held as normal or through video conferencing.
- All Hands Safety Meetings – If there are fewer than 10 people onsite, these meetings should be held as normal. If there are more than 10 workers onsite, these meetings are to be cancelled and replaced by smaller meetings.
 - No more than 10 people attend each meeting
 - Meetings are to be held in a location that allows six (6) or more feet between attendees.

Such meetings must be led by the same person to ensure consistent messaging and that every worker is included in a meeting. As usual, such meetings should accommodate those who do not speak English. For all meetings, people should keep six (6) or more feet between each other when feasible.

COVID Specific – If you do have to meet in person, all parties need to wear face coverings and maintain 6 feet of distance between each other. All project site specific COVID guidelines established by the GC/Owner will be followed at all times.

17. Jobsite Safety Protocols:

Posting Communications / Signage

Periodically, Yearout will post information that informs the project team members of protocols or updates to existing protocols and requirements. It is expected that all workers take the time to read and implement these protocols.

Client Requirements

If the GC/owner issues safety/hygiene requirements that are stricter or in addition to those set forth in this document, the stricter guidelines will be implemented for the project.

Worker Evaluations

Workers onsite will be evaluated, through visual observations by our safety personnel or a designated person. This includes both field and field office workers and will be done as workers enter the site in the morning, during all-hands safety meetings, stretch-and-flex sessions and while our personnel conduct daily jobsite safety walks. Evaluations are to include workers exhibiting the following:

- Persistent coughing
- Difficulty breathing or shortness of breath
- Fever, chills or sweating
- Obvious nasal congestion

If any of these symptoms are observed, the worker may be asked a few questions to further understand the nature of these symptoms. During this conversation, the observer should maintain a distance of at least six (6) feet from the person being observed. If there is any concern that the observed person may have the flu, they will be instructed to leave the jobsite and advised to seek medical evaluation. Yearout's designated person will promptly

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inform the GC/Owner and on-site superintendent of this situation and what the next steps are to further protect other individuals on the jobsite.

If a person is asked to leave the jobsite, for observed symptoms Yearout's designated person will promptly inform the GC/Owner and on-site superintendent of this situation and what the next steps are to further protect other individuals on the jobsite. Yearout's Business Manager and Safety Manager will be notified and appropriate action will be taken.

Any person prohibited from entering (or removed from) the jobsite as a result of the observed symptoms, will not be allowed onsite without the written approval of Yearout's Business Manager. Any individuals that we know have experienced any of the conditions below will be required to provide a medical release or negative test result (or follow CDC recommendations) before they will be allowed to return to work:

- the virus that is the focus of the pandemic
- the flu
- other highly contagious illness

With respect to people that did not experience such conditions, but had a positive test result, they will not be allowed onsite until the quarantine period has passed and they continue to be symptom free, including being fever free for 72 hours without the use of medication.

Exposure to Infected / Potentially Infected Persons

Anyone who knows (or suspects) that they have been exposed to a person who has (or may have) contracted the virus must exercise caution by leaving the jobsite or trailer immediately and promptly inform their supervisor as well as Yearout's Business Manager and Safety Manager. In addition, we recommend they seek medical advice.

Anyone who knows (or suspects) that someone else has been exposed to a person who has (or may have) contracted the virus, is to exercise caution by having that person remain in an area separate from other workers and call their supervisor and Yearout's Business Manager immediately.

COVID Specific: Yearout will be following the time based strategy of the CDC guidelines for returning employees to work post a positive test.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Site Activities / Gatherings

- All non-essential gatherings will be suspended. This includes jobsite barbeques and other larger group meetings.
- Whenever practical, workers will maintain a distance of at least 6 feet from each other when working with or having conversations with others
- Breaks should be taken in smaller groups by setting up several break areas (when facilities are available) or staggering break times to reduce the size of people gathering at one time
- Make phone calls to others in order to limit face-to-face interactions to the extent possible. This includes encouraging trade partner foremen and personnel to call into

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the office for questions, clarifications and coordination items, rather than coming into the trailers for informal meetings

Additional Hygiene Stations

To the extent possible and if available, additional hand wash stations or hand sanitizer stations will be provided around the jobsite to make hand washing and sanitation more accessible.

Personal Hygiene Protocols

The best way to prevent infection of any sort is to take precautions to avoid exposure to the virus, which are the same precautions you would take to avoid the flu. Everyday actions to help prevent the spread of respiratory viruses are:

- Stay home if you are sick or feel sick (except to get medical care); be fever free for 72 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work
- Wash your hands often using soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer (60% alcohol content or greater)
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick, including not shaking hands
- Cover your cough or sneeze with a tissue or cough into the inside of your elbow (do not cough into your hands), then throw the tissue in the trash and wash your hands with soap and water for at least 20 seconds
- Clean and disinfect daily frequently touched objects and surfaces (desks, computer keyboards and screens, water bottles, etc.)
- Face masks or face coverings – wear one if you are sick or if you are in public or in the presence of others, or caring for someone who is sick. Face masks may be in short supply and they should be saved for first-responders and other caregivers, per the CDC guidelines cloth face covering are an acceptable alternative for COVID-19.

The foregoing is based on recommendations set forth on the Federal Centers for Disease Control website (www.cdc.gov) when this document was prepared. Please reference the site periodically to determine if there are additional recommendations or any changes to the foregoing. The site also contains useful information regarding the virus that we encourage you to review.

18. Plan Evaluation:

By having the Business Manager thoroughly evaluate and, as necessary, revise our plan, we ensure our plan's effectiveness and prevent or eliminate any problems. This plan will be tested, evaluated annually and changes will be made as required.

The Business Manager will survey that department managers following a pandemic event and collect survey comments. Comments will be incorporated into a Lessons Learned meeting: Operational performance improvement will be incorporated into the Pandemic Flu

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plan. Revised plans will be documented to division managers who will communicate plan changes to employees.

It is important to note that the pandemic flu is predicted to occur in waves over as much as a two-year period. Each wave offers a more deadly virus than the first. Therefore, our company cannot afford to drop its guard once the first wave passes. Our employees too must remain vigilant. After each wave, the Business Manager will evaluate our plan's effectiveness and revise it as necessary.