

Shawmut's Commitment to Your Safety During the COVID-19 Pandemic

Shawmut is grateful for the strong and trusted relationships we have with our Subcontractor partners. We work as a team and we know we wouldn't be successful without your hard work, talent, and support.

The COVID-19 threat is unprecedented, and we are working with the knowledge we have available today. Therefore, for the time being, we plan to continue the important work we are doing on our clients' sites. This is obviously a dynamic situation, and it's critical that we have open and transparent communication throughout this crisis. This is important so that together, we can address any new circumstances as they arise.

As our valued partners, your safety is very important to us. We know that you take safety seriously, too, and that many of you have already prepared Coronavirus plans. We do ask, however, that you follow Shawmut's guidelines and safety protocols on our sites. Here are some of the steps we are taking:

ESTABLISHED A COVID-19 VIRTUAL CRISIS COMMAND CENTER: We have a cross-functional COVID-19 Crisis Team in place with a virtual command center that is constantly monitoring developments by the minute—helping to guide actions as necessary. By proactively tracking conditions, we can provide constant guidance and communications to ensure we are following all federal, state, and CDC recommendations.

ESTABLISHED JOBSITE PREPARATION AND MITIGATION STRATEGIES: Following the first known confirmed case of COVID-19 in the U.S., Shawmut put the following protocols in place. These protocols will remain in place for the foreseeable future.

- **Active Health Monitoring**

- If an employee is sick or exhibiting COVID-19 symptoms including coughing, fever, or shortness of breath, they must not report to a Shawmut site.
- Inform Shawmut immediately if an employee has contracted COVID-19 and has been on a Shawmut jobsite, office, or meeting attended by a Shawmut employee.
- If an individual is suspected of having contracted COVID-19 and is exhibiting symptoms, including coughing, fever, or shortness of breath, the COVID-19 Response Plan protocol (below) will be followed.

- **Project Meetings**

- Shawmut is discouraging all on-site meetings that could instead be held online (i.e., Skype).
- All on-site meetings, including Coordination and Safety meetings, are being moved to outside or open spaces to avoid large gatherings in confined spaces.
- To the extent possible, project superintendents are avoiding placing multiple tradespeople in one location at the same time.
- COVID-19 Toolbox Talks are being introduced during the jobsite orientation process and are also being discussed at the Safety and Coordination meetings.
- Handwashing and COVID-19 signage, including prevention tips and lists of symptoms, are being posted in open and obvious locations.

- **Enhanced Hygiene Requirements**

- Shawmut is ensuring handwashing stations are operational with antibacterial soap and warm water where possible throughout our jobsites and offices.
- Shawmut is providing hand sanitizers (with a minimum of 60% alcohol) and wipes—if regionally available—for all our offices, jobsites, and bathrooms.
- All staff are being instructed to eliminate direct physical contact, including handshaking.
- All hard surfaces in the trailer/office are being regularly cleaned with EPA-recommended cleaning agents.

ON-SITE COVID-19 RESPONSE PLAN

If an individual is suspected of having contracted COVID-19 and is exhibiting systems including coughing, fever, or shortness of breath, the following protocol is in place:

- The Shawmut Crisis Team will be notified.
- The individual will be quarantined and removed from contact with other workers while they wait for transportation.
- If the individual is exhibiting severe symptoms, Emergency Response Services (EMS) will be called.

For an individual who is exhibiting signs of the flu or Coronavirus, has been to a level 3 country, or is in close contact with someone who is sick with COVID-19, the following protocol will be followed:

- The Shawmut Crisis Team will be notified.
- The individual will not be permitted to enter any Shawmut jobsite or office.

- All on-site partners will be notified, including on-site trades, staff, and owner.
- The project will be suspended.
- The affected areas will be decontaminated.

We are committed to being a proactive partner to you and your team and maintaining frequent, transparent, and up-to-date communication. We will also help support and integrate any additional COVID-19 protocols and policies you may have in place, as required.

As always, the health, safety, and well-being of our employees and subcontractor partners is our top priority. Thank you in advance for your cooperation and partnership as we all work through this pandemic together.

Thank you,



Les Hiscoe





Job Name _____ Date: _____

Coronavirus Disease (COVID-19)

The Center for Disease Control (CDC) has warned businesses to prepare for a potential outbreak of the coronavirus in the US. As the safety of our people is our top priority, we are closely following the CDC for guidance, and we have gathered information from the CDC, World Health Organization, and OSHA found below. *To learn more about the coronavirus, [please visit the CDC website.](#)*

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as [Middle East Respiratory Syndrome \(MERS-CoV\)](#) and [Severe Acute Respiratory Syndrome \(SARS-CoV\)](#). [A novel coronavirus \(nCoV\)](#) is a new strain that has not been previously identified in humans.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

What we know so far is that infected people can spread COVID-19 through their respiratory secretions, especially coughs and sneezes. [According to CDC](#), spread from person-to-person is most likely among close contacts (about 6 feet). This is thought to occur mainly via droplets produced when an infected person coughs or sneezes. These can land in the mouths or noses of, or can be inhaled by, those nearby. It is unknown if COVID-19 can be transmitted by a person touching a virus-laden surface and then touching their own mouth, nose, or possibly their eyes. There is more to learn about COVID-19 as the investigation continues.

Standard recommendations to prevent infection spread include:

- **Clean your hands.**
Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub.
- **Avoid close contact.**
Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick.

- **Stay home when you are sick.**
If possible, stay home from work, school, and errands when you are sick. This will help prevent spreading your illness to others.
- **Cover your mouth and nose.**
Cover your mouth and nose with a tissue when coughing or sneezing; this may prevent those around you from getting sick. Flu and other serious respiratory illnesses are spread by cough, sneezing, or unclean hands.
- **Avoid touching your eyes, nose or mouth.**
Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- **Practice other good health habits.**
It's currently flu and respiratory disease season, and CDC recommends getting a flu vaccine, taking [everyday preventive actions](#) to help stop the spread of germs, and taking flu antivirals if prescribed.

Additional information

We will adhere to the CDC's guidelines for stopping the spread; including not allowing people on our sites who are a) sick, posing a danger to themselves or others, or b) have potentially gotten sick through recent travel. No deviations to these guidelines will be accepted. If the situation changes, further communication will be issued:

Warning Level 3

If someone has visited a Level 3 region within the past 14 days, they will not be allowed on our sites until they are in the U.S. for a minimum of 14 days and they pose no health risk (fever, cough, shortness of breath).

Currently these countries with level 3 warning are: China, Italy, Iran, and South Korea.

Alert Level 2

If someone has visited a Level 2 region within the past 14 days, they will not be allowed on our sites until they are in the U.S. for a minimum of 3 days and pose no health risk (fever, cough, shortness of breath).

Watch Level 1 *(including destinations with risk of community spread)*

If someone has visited a Level 1 region within the past 14 days, they will not be required to self-quarantine and they will be asked to self-monitor their health (fever, cough, shortness of breath).



Safety Department
Toolbox Talks

Suggestions:

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If you checked yes to an accident above please describe:

What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



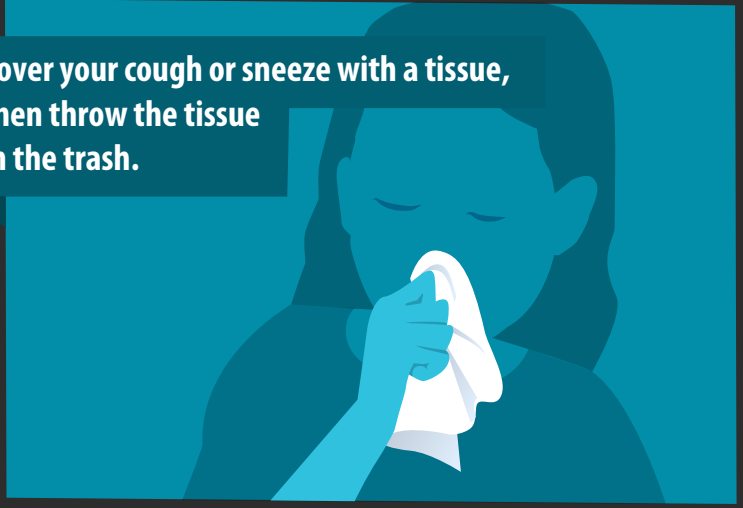
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

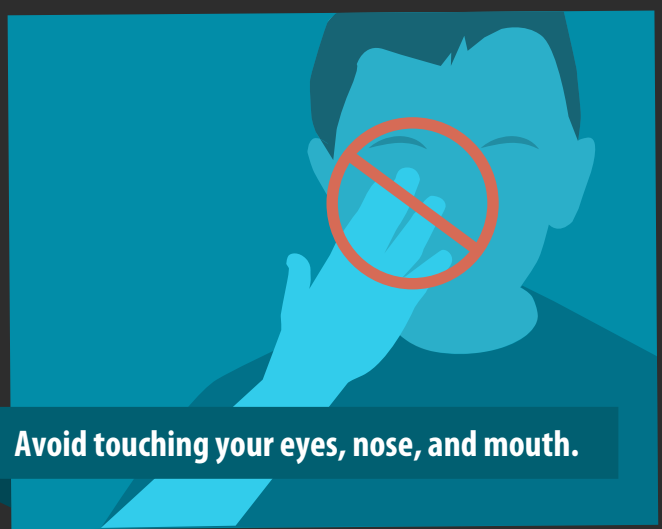
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

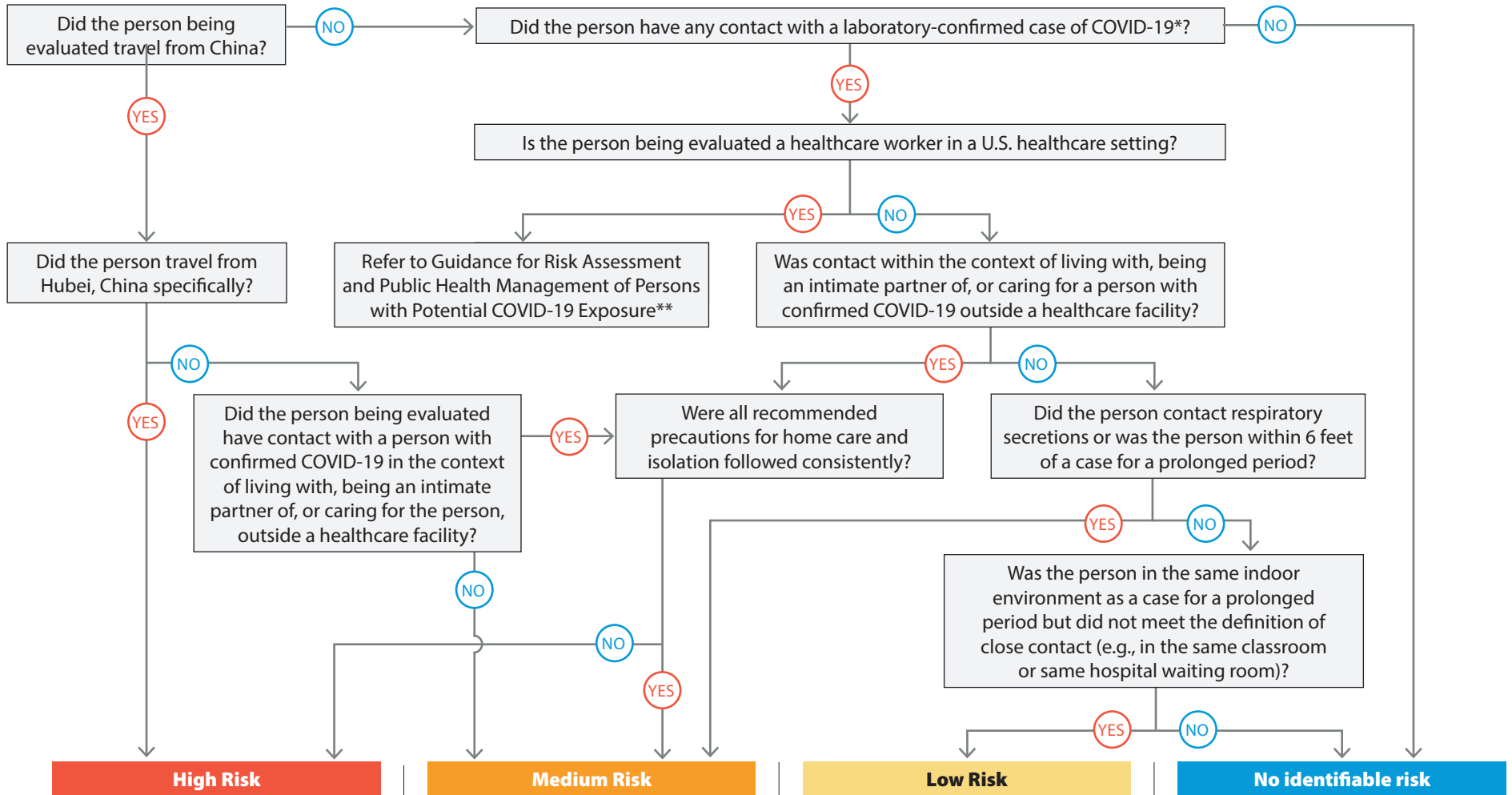


Coronavirus Disease 2019 (COVID-19) Risk Assessment and Public Health Management Decision Making

Each question refers to within the past 14 days



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention



	High Risk	Medium Risk	Low Risk	No identifiable risk
Actions for people without symptoms consistent with COVID-19	Remain under quarantine authority; no public activities; daily active monitoring; controlled travel	Stay home; active monitoring or self-monitoring with public health supervision; recommend to not travel	Self observation	None
Actions for people with symptoms consistent with COVID-19	Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel	Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel	Stay home from work or school, avoid contact with others, don't travel. Seek health advice	None; routine medical care

These examples may not cover all potential exposures to laboratory confirmed case of COVID-19. If you are concerned about an exposure that does not align with these categories, please contact the CDC Emergency Operations Center at 1-800-232-4636

*Or a case diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing
 **Healthcare provider (HCP) guidance outlines risk categories to determine work exclusion and monitoring procedures. After identifying risk category in the HCP guidance, use the categories outlined here to determine quarantine requirements.