



COVID-19 Response Plan

CONVERGENCE CONTROLS & ENGINEERING

REVISED 04/07/2020

April 7, 2020

Re: Updated - Convergence Controls & Engineering COVID-19 Response Plan

Health and Safety is a core value to Convergence Controls & Engineering. In response to the growing concerns surrounding the COVID-19 threat, Convergence Controls & Engineering (CCE) has updated our company policy and guidance to proactively ensure the health and safety of our team members, customers and their families.

CCE identifies as a Critical business providing operational and construction services for critical infrastructure and industries including utilities, oil and gas, public water and wastewater, data centers, critical manufacturing, and healthcare operations. As such, we are dedicated to providing our customers with both remote and local support to help keep their facilities operational and providing for their communities.

Convergence continues to closely monitor all on-going communications from the Center for Disease Control (CDC) as well as local governments for best practices in response the COVID-19 virus. This policy will be updated regularly as new guidance is provided. In the event of unclear guidance, employees are encouraged to pursue common sense best judgements to protect themselves and others.

Questions or comments in regard to this policy or health and safety concerns can be directed to Rob Crow at RCrow@C-Controls.com or Sandy Crow at SCrow@C-Controls.com.

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1. Team Member Hygiene Guidance

Employee hygiene is increasingly important in reducing exposure to COVID-19 for employees, customers and their families. In guidance with the CDC, team members are to abide by or exceed the following guidance:

- Team members are expected to emphasize hygiene and health etiquette through regular hand washing with soap for at least 20 seconds or the use of alcohol-based hand rubs with at least 60% alcohol when soap and water are not available.
- Respect respiratory etiquette such as covering coughs and sneezes using a tissue or the inside of your elbow. Be sure to wash hands properly and change clothes if necessary.
- Properly dispose of tissues and trash
- Employees are encouraged to utilize cleaning supplies to disinfect any commonly used surfaces at the office and customer sites.
- All non-essential travel should be avoided and meetings should take place through virtual meeting platforms or over the phone.
- Employees will utilize gloves and face masks when possible and practical.
- Employees are discouraged from using other workers phones, work tools and equipment when possible. Shared tools should be used with gloves and properly disinfected as necessary.
- Avoid touching eyes nose and mouth with unwashed hands.
- Cover your nose and mouth when around others with a cloth face cover. Facemasks meant for healthcare workers should not be used or purchased unless providing health care related services.
- Maintain 6 feet of distance between yourself and others
- Upon returning home, undress and immediately wash clothes

2. Notification Plan

In the event of possible exposure, notification is critical to ensure the safety of others that may have come into contact with infected team members, contractors, or working in the same spaces. The following guidance should be followed:

CCE Employee Exposure:

Employees that are suspected or confirmed to have been in contact with or infected by COVID-10 should:

- Immediately isolate themselves from others
- Contact Robert Crow or Sandy Crow and notify them of
 - o Details of their condition or suspected exposure
 - o Whereabouts since suspected exposure
 - o All team members, customers and contractors they have been in contact with since suspected exposure

CCE Notifications:

In the event of notification from team members, customers, contractors or other parties of a possible exposure to COVID-19, CCE will immediately notify team members and customer representatives of the possible exposure to encourage them to act according to their company guidelines.

3. Exposure Plan

Employees that expect they have been exposed to the virus either directly by engaging with someone who has a positive test result for COVID-19 or suspects they have COVID-19, or indirectly engaging with someone that has been exposed directly, should adhere to the following guidance:

- Immediately isolate themselves from others.
- Employees should contact their manager immediately to notify them of exposure or positive test results.
- Employees should provide information on their whereabouts and interactions since suspected exposure allow management to remediate any exposed areas and notify any other persons they may have been in contact with.
- Employees that are suspected to be infected with COVID-19 are required to self-quarantine for 14 days per CDC guidelines. Employees are encouraged to utilize PTO while resting and recovering from the illness. Quarantined employees may work from home once they feel they have recovered and may return to the office after their quarantine has ended or until they have received an 'all clear' by a medical professional.
- CCE will amend work groups and teams as necessary to minimize impact on on-going support and projects.

4. Workplace Cleaning Procedures

In response to COVID-19, Convergence Controls & Engineering has moved to 100% remote work force and has closed the main office. However, in providing support to critical infrastructure, often times onsite support must be provided to our customers to keep their facilities operational. On-site and remote workplace cleaning procedures should be followed:

- Regularly disinfect high traffic areas and shared surfaces. This includes cleaning vehicles, equipment, workbenches, and control stations.
- Utilizing additional PPE as necessary including gloves, masks, eye protection as necessary when cleaning.
- Properly disposing of waste in receptacles

In the event of a potential exposure and confirmed case, additional guidance is provided:

- Utilize proper PPE including gloves, masks, eye protection and full body covering while cleaning exposed areas
- Fully disinfect all surfaces, equipment and tools using:
 - o A solution of 1/3 cup bleach per gallon of water
 - o Alcohol solutions with at least 70% alcohol
 - o Using other EPA-registered household disinfectants

5. Social Distancing and Bubbling

To further reduce the risk of exposure and possible transference of COVID-19 team members should adhere to the following guidance:

Social Distancing:

- Minimize contact among other workers, customers, and the general public.
- Avoid in person meetings and utilize telecommunication methods such as phone or virtual meetings when possible.
- Maintain six feet of distance between yourself and others.
- Avoid all non-essential travel including for personal and business purposes.

Bubbling:

Bubbling is the practice of creating work group bubbles to minimize exposure to individuals in different project groups.

- Project managers should develop bubbles for all new projects to separate individuals as possible.
- Bubbles when possible, should isolate employees capable of redundant roles. This provides a redundant backup in case one employee becomes ill or infected.
- Assigned bubbles should not cross utilize similar equipment or locations when possible. This includes sharing tools, restrooms, and other facilities.

6. Customer Requests

The following requests are being made to our customers. Team members are encouraged to share these requests with customers and make requests as necessary to ensure a safe workplace environment when performing onsite tasks for essential functions.

- If your company becomes aware of employees or other contractors that are suspected to have been exposed to COVID-19 at any time, that they promptly notify CCE within 24 hours of any sites or locations that they may have worked on where our team members may have also been present. This will allow us to notify any persons that may have been in the area of exposure to self-quarantine thereby preventing them from exposing other customers, employees and their families to the virus.
- Please provide supplies for cleaning and disinfecting commonly used surfaces on sites.
- Notify CCE if any customers' employees or contractors have traveled to a country identified as a CDC Level 3 risk as per the [Level 3 Travel Health Notice](#). As of today, that includes:
 - o China
 - o Europe (Schengen Area): Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City
 - o Iran

- Ireland
- Malaysia
- South Korea
- United Kingdom: England, Scotland, Wales, and Northern Ireland

7. References

The following references have been used for the development of this document. These resources will continue to be monitored for updates to company policies. Team members and customers are encouraged to review these guidelines for more thorough understanding and education on virus impacts and safety precautions they can take.

Guidance on Preparing Workplaces for Workplaces for COVID-19

US Department of Labor – Occupational Safety and Health Administration

<https://www.osha.gov/Publications/OSHA3990.pdf>

Coronavirus Disease 2019 (COVID-19) Interim Guidance for Businesses and Employers

Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Coronavirus Disease 2019 (COVID-19) Interim Guidance for Businesses and Employers

Protect Yourself

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

Information on the Outbreak of COVID-19

Colorado Department of Public Health & Environment

<https://covid19.colorado.gov/>