A.   PANDEMIC RISK MANAGEMENT PLAN

1.0   PLAN DEVELOPMENT AND REVIEW

This Pandemic Risk Management Plan (RMP) is developed by KERAMIDA Environmental, Inc, (KERAMIDA) to implement protocols for the prevention and containment of infectious or pandemic disease. This plan was developed, in response to Coronavirus Disease 2019 (COVID-19) with scientific and regulatory guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (U.S. EPA.

The plan and emergency communication strategies shall be periodically tested to ensure it is effective and workable. As new scientific and regulatory information and guidance become available, this Plan is reviewed, revised and communicated to employees and interested parties. When responding to future pandemics, this RMP shall serve as a building block for protocols and procedures with scientific and regulatory guidance. Following a pandemic event, the person responsible for implementation of the RMP shall identify learning opportunities and take action to implement any corrective actions. Lessons learned shall be shared with management, leadership and employees.

This RMP is developed by KERAMIDA with the oversight of the Vice President of Compliance and Vice President of Land Services and is implemented and coordinated by the Senior Project Manager, Security Health and Safety.

2.0   PURPOSE AND SCOPE

The purpose of this Risk Management Plan (RMP) is to communicate to employees:
- KERAMIDA's plan and procedures to prevent workplace exposures to acute respiratory illnesses;
- Protect the overall health and safety of persons during an infectious disease pandemic;
- Plan for altered work situations; and
- Plan for business continuity.

Main objectives are listed as follows:
- Reduce the transmission of infectious disease among KERAMIDA staff and clients.
- Provide awareness to protect people who are at higher risk for adverse health complications.
- Provide employee training on health issues of the pertinent disease.
- Maintain business operations and continuity.
- Serve to limit the impact of an outbreak on surrounding communities.

This document defines procedures and best practices specific to acute respiratory illnesses for contingency planning at all KERAMIDA offices and contract satellite locations.

KERAMIDA utilizes guidance from the Centers for Disease Control and Prevention for response planning which is incorporated into this RMP. Infection control and industrial hygiene measures will be identified. Also, risk levels in the workplace with associated responses will be listed. By proceeding

with this continuity planning KERAMIDA can better care for employees as well as clients and prepare for changing patterns of business, absenteeism and potential disruptions in supplies or services. KERAMIDA intends to continue projects that have been determined to be necessary/essential and appropriate.

3.0   INFECTIOUS DISEASES – GENERAL INFORMATION

Infectious diseases are disorders caused by organisms – such as bacteria, viruses, fungi or parasites. They are normally harmless or even helpful. But under certain conditions, some organisms may cause disease. Some infectious diseases can be passed from person to person or animals to persons. Signs and symptoms vary depending upon the organism causing the infection. Each infectious disease has its own specific signs and symptoms. An easy way to catch most infectious diseases is by coming into direct contact with a person or an animal with the infection. Disease-causing organisms can also be passed by indirect contact. Many germs can linger on an inanimate object, such as a tool, tabletop, doorknob or faucet handle. Frequent and thorough handwashing helps protect you from most infectious diseases. Maintaining a social distance, from those not in your household, has been found to be effective to prevent the spread of infectious diseases.

Infectious disease emergencies are circumstances caused by biological agents, including organisms such as bacterial, viruses or toxins with the potential for significant illness or death in the population. A pandemic is defined as an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people.

4.0   COMMUNICATIONS, OUTBREAK IMPACT, RMP ACTIVIATION AND WORK PLAN

In the event an outbreak, the impact to KERAMIDA's employees and clients shall be determined by the CEO, the Vice President of Compliance and the Vice President of Land Services. Identification of essential services will be determined. Business status will be tracked by the appropriate Vice President. If an outbreak has impacted KERAMIDA's ability to perform services, the following procedures shall be implemented:

Essential Services Determination
An essential services work plan shall be developed following scientific and regulatory guidance that includes safe work practices. This plan shall be determined by the CEO, the Vice President of Compliance and the Vice President of Land Services with input from KERAMIDA's CIH and safety professionals. The Vice President of Compliance and the Vice President of Land Services shall communicate the work plan to Vice Presidents and Senior Project Managers and together, further develop the work plan for clients. The work plan shall be communicated to employees by a scheduled webcast or teleconference. The Supervisor shall be responsible for on-going communication with their team when the work plan is implemented.

Throughout the duration of the RMP implementation, the CEO, the Vice President of Compliance and the Vice President of Land Services, with others as appropriate, shall re-evaluate the work plan for effectiveness and employee safety.

KERAMIDA
GLOBAL EHS & SUSTAINABILITY SERVICES

Pandemic Risk Management Plan

Revision Level: 4
Effective Date: July 23, 2020
Page 3

An employee work status tracking mechanism in the form of a questionnaire shall be posted on Sharepoint, available to all employees. The completed questionnaire shall be received weekly, or a determined and announced schedule. The Vice President of Operations, or his/her designee shall be responsible for maintaining the responses and communicating to the appropriate Supervisor.

Employee Communications:
The Vice President of Compliance and the Vice President, with the assistant of other Vice Presidents, or designated persons, shall contact employees for a wellness check, determine employee's status and review scheduled client services. KERAMIDA's company directory, listing employee name, phone numbers and email shall be used to contact employees.

Activation of KERAMIDA's RMP shall be communicated to employees in a scheduled webcast, followed by an all-employee email. Updates to employees when the RMP is in effect shall be by scheduled webcasts with email follow up.

Supplier Notification

When the RMP is activated or the work plan changes, affected suppliers shall be notified by the hiring manager. When work resumes, the affected suppliers shall be notified by the hiring manager.

Client Notifications

Communication with clients shall occur when it is determined that an outbreak will impact KERAMIDA's ability to provide services. KERAMIDA's Project Manager shall contact the client to determine the scope of the client's need for essential services and review the client's current status and procedures required to perform those services. These needs and requirements/procedures shall be included in the work plan and affected employees notified and trained.

KERAMIDA Project Managers shall maintain frequent communication with client contacts for the most up-to-date information about project status while the RMP is in effect. When work resumes, the clients shall be notified by the Project Manager.

 Notification to the client concerning illness among employees who performed work at the client site, as required, shall be made by the Project Manager. Pertinent details that may be required include work location, dates of work and/or date of testing confirmation. Employee confidentiality will always be maintained.

5.0   EMPLOYEE TRAINING

Employee training for infectious or pandemic disease shall include credible information from scientific and regulatory sources. The training topics shall include, but not limited to: RMP, location of the RMP and contact person(s) for questions; Health issues of the pertinent disease; Spread and Prevention; Symptoms; Personal Risk Assessment; Personal hygiene and cleaning measures; Disease containment plans and expectations; Personal Protective Equipment use, care, cleaning and maintenance; Work affects and appropriate return to work actions. Additional information, as pertinent to the disease or circumstances shall be included.

KERAMIDA shall communicate the RMP and updates to employees with initial and periodic training utilizing regularly scheduled meetings, webcasts and/or email.

KERAMIDA
GLOBAL EHS & SUSTAINABILITY SERVICES

Pandemic Risk Management Plan

Revision Level: 4
Effective Date: July 23, 2020
Page 4

Lessons learned post RMP implementation shall be communicated to employees in regularly scheduled meetings or webcasts.

6.0   WORK CONTINUITY

KERAMIDA provides services that may be considered essential during a pandemic. It is critical to the wellbeing of the employee, as well as the company, that these services be provided with the necessary preventative measures and best management practices available.

KERAMIDA's CEO, the Vice President of Compliance, Vice President of Land Services and Vice President of Operations will make essential work continuity evaluations and decisions. The Vice President will work with his/her supervisory team to make decisions concerning employee utilization and continuation of essential services.

Telecommuting or work at home strategies are in place for work continuity. It is fortunate that multiple KERAMIDA employees are cross trained to fulfill various job functions. Should a large percentage of employees become ill due to a pandemic, it is anticipated that employee resources will be available from other areas and locations to continue essential services.

7.0   WORK FROM HOME AND ESSENTIAL SERVICES

KERAMIDA will remain in contact with local and federal agencies to determine if or when it is necessary to begin having employees work from home outside from showing obvious symptoms or being high risk due to health or exposure. KERAMIDA will then consider and grant alternative work arrangements (i.e. work from home) for those employees that are defined as being able to do so without compromising client service(s).

KERAMIDA shall implement a Work from Home program, following local and state regulatory guidance when infectious disease or pandemic circumstances warrant such action. Employees shall work remotely with only necessary personnel working in the office. Appropriate precautions shall be implemented for in-office personnel. Until the office restriction is lifted, work will be performed via flexible work sites such as telecommuting or working remotely.

All meetings will be conducted via telephone or webcast. If an in-person meeting is required, then it must be deemed as critical and limited to essential personnel with appropriate precautions. The need for an in-person meeting will be evaluated on a case-by-case basis and must be approved by a Vice President at KERAMIDA.

Field work being performed at any essential business will require the necessary prevention measures and best management practices be followed.

During the work restriction, Supervisors must be notified prior to not working the scheduled shift. KERAMIDA will initiate flexible sick leave policies for infected employees, those caring for ill family members or when caring for children when schools close, without reprisal and in accordance with local public health guidance and restrictions.

Following scheduled office reopening, those employees identified as high risk are eligible to continue to work from home until such time they are released by their medical professional to return to the office environment.

8.0   TRAVEL, TRAVEL RESTRICTIONS AND ILLNESS

In general, employees who travel abroad should check the CDC's Traveler's Health Notices (wwwnc.cdc.gov/travel) for the latest guidance and recommendations for each country that is being traveled to and comply accordingly.

During an infectious disease outbreak, KERAMIDA's management shall be aware of potentially affected international travel restrictions and recommendations implemented by regulatory and scientific agencies. The CEO, the Vice President of Compliance and Vice President of Land Services will make decisions on employee essential travel and travel restrictions.

Affected employees shall be notified of the travel restrictions. Once the restrictions on travel are lifted, any travel to a restricted or formerly restricted country will be reviewed on a case-by-case basis for approval.

In the event of an outbreak recent travel itineraries for KERAMIDA employees shall be reviewed and determined if employees have traveled to restricted countries since the outbreak. Employee quarantine protocols shall be determined based upon this knowledge, restrictions and recommendations of regulatory and scientific agencies.

All affected employees are to check themselves for symptoms of the infectious disease illness and stay home if determined to be ill. Supervisor must be notified.

If outside the United States, ill employees should contact a local healthcare provider or obtain overseas medical assistance from a healthcare provider in that country. A U.S. consular office can assist with locating healthcare services.

Any employee who becomes ill while traveling or on temporary assignment must notify their supervisor immediately and promptly call a healthcare provider for instructions.

9.0   RETURN TO WORK - REOPENING

KERAMIDA shall utilize scientific and local/state recommendations and regulatory information when formulating the Return to Work portion of the plan. It is acknowledged that restrictions/recommendations may be different in certain areas of the U.S. where KERAMIDA works and a phased and/or region approach may necessary.

The goals in the Return to Work – Reopening are:
- Ensure the Protection of Employees
- Efficient Return to Work
- Effectively and Rapidly Meet Customer Requests and Requirements
- Effectively communicate the Return to Work – Reopening

Management Responsibilities:
- Protective Measures
- Enforce the Plan
- Training
- Determine OSHA Action Pyramid
    Reopening Guidance shall be based on CDC, OSHA and other pertinent information. OSHA's Action Pyramid shall be utilized:

1. Elimination – Eliminate the Hazard
   a. Vaccination is one potential elimination method
2. Substitution – Replace the Hazard
   a. Remote meetings, Webcasts and Working from home are examples
3. Engineering Controls – Prevent the hazard
   a. Reconfigure office space, Barriers, Protective Shields are examples
4. Administrative Control – Control the Hazard
   a. Social distance, Designated entry/exit, Restricted Traffic patterns, Hand washing facilities and supplies, Hand sanitizer, Additional Office cleaning and sanitizing are examples
5. Personal Protective Equipment – Protect from Exposure
   a. Facial covering and Gloves are examples. PPE use is based on HASP and JSA.

Employee Responsibilities:
- Attend Training
- Follow the Return to Work – Reopening Plan
- Follow KERAMIDA, Client and local/state restrictions and guidance
- Follow Prevention Measures
- Maintain Hygiene in the Workplace
- Self-Screen and Assess
- Communicate with Supervisor and HR
- Seek Medical Advice
- Socially Distance
- Hand Washing and Sanitize
- Keep a Strong Immunity
- If you come in contact with a pandemic infected positive person, notify your supervisor and HR
- Stay at Home if you are symptomatic or ill

Restrictions -
Upon Return to Work-Reopening, the following people are not permitted at in-person meetings or at KERAMIDAs project sites, offices, or other KERAMIDA locations:

- Non-essential personnel

- Personnel that are ill, including those that exhibit infectious disease symptoms.

- Those who have recently traveled by air, on a cruise ship, or have been quarantined or confirmed to have an infectious disease.

Alternative work arrangements (i.e. work from home) will be considered and granted on an individual basis for those who have children or other dependents that cannot be left alone and must be cared for during normal business hours.

B.   RESPONSE TO COVID-19

Much is still unknown about the virus that causes COVID-19. The CDC states that everyone is at risk for getting COVID-19 and they learn more is every day. As research is conducted and more information is made available, ongoing efforts have been made and will continue to be made to provide employees with current and factual information. Testing for COVID-19 has become widely available. Presently there is no vaccine to prevent COVID-19 and a vaccine is under development. When a vaccine becomes available, KERAMIDA will encourage employees, after consultation with their medical provider, to obtain the immunization.

1.0   Background

Coronaviruses are a large family of viruses that are common in people and many different species of animals including camels, cattle, cats, and bats. The COVID-19 is caused by the SARS-CoV-2 virus which is considered a betacoronavirus. The origin of this virus is determined to originate from bats. The first detection was in China but has since spread internationally.

2.0   Symptoms

Learning about COVID-19 is an on-going process. Reported illnesses have ranged from mild to severe respiratory illness, including death. As more information becomes available, KERAMIDA will communicate credible information to employees. Symptoms may appear 2 to 14 days after exposure. Some people may have the virus and be a carrier and have no symptoms.   Known symptoms include but may not be limited to:

Fever	Headache	Shortness of breath or difficulty breathing
Chills	Sore Throat	New loss of taste or smell
Cough	Diarrhea	Muscle or body aches
Fatigue	Nausea or vomiting	Congestion or runny nose

Emergency warning signs for COVID-19 that require immediate medical attention include:
- Difficulty breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you develop symptoms and have been in close contact with a person known to have COVID-19 or if you have recently traveled from an area with widespread or ongoing community spread of COVID-19, immediately contact your healthcare provider for medical advice and also your supervisor. It is recommended to call ahead to the doctor or emergency department to inform them of your condition so that the office may protect themselves and other patients prior to your arrival.

3.0   Risk Assessment

The risk from this disease depends on characteristics of the virus such as how well it spreads between people, the severity of the resulting illness, and the medical or other measures available to control the impact. This is a rapidly evolving situation and the concern regarding COVID-19 is that it has not only caused illness but even death and sustained person-to-person spread.

Exposure Risk

- People in communities where ongoing spread of the virus has been reported are at an elevated risk of exposure.

- People are considered high risk with existing chronic medical conditions such as:

  -Heart disease   - COPD   - Kidney disease   - Obesity

  -Type 2 Diabetes   - Cancer   - Lung disease

  They very young and older adults are considered high risk.

- Health conditions that might be at increased risk for severe illness from COVID-19 include:

  -Asthma   - Cystic Fibrosis   -Cerebrovascular disease

  -Liver disease   -Thalassemia   -Hypertension or high blood pressure

  -Pregnancy   -Smoking   -Immunocompromised state

  -Type 1 Diabetes   -Neurologic conditions such as dementia

  Children who have medical complexity, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease may be at increased risk for severe illness from COVID-19 compared to other children.

- Healthcare workers caring for patients with COVID-19 are at an elevated risk of exposure. Any other persons in close contact with others infected with COVID-19 are also at an elevated risk of exposure.

- Travelers returning from affected international and domestic locations where community spread is occurring are at an elevated risk of exposure.

Exposure risk may also be elevated for those involved with working in:
- Laboratories
- Airline operations
- Border protection
- Solid waste and wastewater management

4.0   Transmittal and General Precautions

It is known that the primary means of COVID-19 transmittal is from one person to another through respiratory droplets from an infected person such as coughs, sneezes or talking, even if those people are not exhibiting symptoms

  o Social distancing of at least six (6) feet and wearing a face covering when in public, have been found to slow the transmission of the virus.

  o Frequent handwashing for 20 seconds or more has been determined to slow the transmission of COVID-19. When soap and water are not available, a hand sanitizer with 60% or more alcohol is indicated as an effective alternative.

Another means of spreading the virus is by touching a surface or object that has the virus on it and then touching one's own mouth, nose, or eyes.

The likeliness of contagion is thought to be highest when people are at their sickest or most symptomatic. However, it has now been learned that a significant portion of individuals with

Pandemic Risk Management Plan

KERAMIDA
GLOBAL EHS & SUSTAINABILITY SERVICES

Revision Level: 4
Effective Date: July 23, 2020
Page 9

coronavirus lack symptoms ("asymptomatic") and that even those who eventually develop symptoms ("pre-symptomatic") can transmit the virus to others before showing symptoms. The virus that causes COVID-19 is spreading easily and sustainably throughout affected communities.

Employee risks of occupational exposure vary from high to very high, medium, or lower risk. The level of severity depends in part on whether people are in close proximity to others who are potentially infected with the virus, or whether they are required to have either repeated or extended contact with known or suspected sources such as coworkers, the general public, outpatients, or other groups. Due to the different types of work performed by KERAMIDA employees and their frequency of travel to different locations, contact with the general public, and presence in various industries, and the ability to social distance of six feet or more, the level of risk is considered lower to medium. This, of course, is subject to change to high or very high risk based on close proximity contact with infected individuals and areas.

5.0   Risk Management Guidelines for Travel

KERAMIDA implemented travel restrictions in February 2020. As of this date, those restrictions are still in place.

- *All recent travel itineraries for KERAMIDA employees have been reviewed. As a result, it was determined that no employees have traveled to restricted countries since the outbreak of the coronavirus. No quarantine protocols are necessary.*

- *All airline travel for KERAMIDA employees is prohibited until further notice. As a result, there will be no travel to any restricted countries. Once the restrictions on airline travel are lifted any travel to a restricted or formerly restricted country will be reviewed on a case-by-case basis for approval.*

- *All employees are to check themselves for symptoms of acute respiratory illness prior to travel and stay home if determined to be sick. Supervisor must be notified of any change of plans.*

- *When the travel restriction is lifted, employees who travel abroad should check the CDC's Traveler's Health Notices (wwwnc.cdc.gov/travel) for the latest guidance and recommendations for each country that is being traveled to and comply accordingly.*

- *No employees were traveling when the travel restriction was implemented. (If outside the United States, sick employees should contact a local healthcare provider or obtain overseas medical assistance from a healthcare provider in that country. A U.S. consular office can assist with locating healthcare services.)*

- *No employees were traveling when the travel restriction was implemented. (Any employee who becomes sick while traveling or on temporary assignment must notify their supervisor immediately and promptly call a healthcare provider for instructions.)*

6.0   Prevention

KERAMIDA will utilize a defensive strategy against transmittal of COVID-19 by taking proactive measures at all locations in keeping employees and clients from being exposed to the virus. Everyday preventative actions will be taken to help prevent the spread of this and any other respiratory diseases. The following guidelines are strongly recommended for all KERAMIDA employees and clients.

KERAMIDA
GLOBAL EHS & SUSTAINABILITY SERVICES

Pandemic Risk Management Plan

Revision Level: 4
Effective Date: July 23, 2020
Page 10

- *Maintain a strong immune system by taking vitamins, eating healthy, getting plenty of sleep and avoiding alcohol in excess.*

- *Avoid close contact with people especially those who are sick. Maintain a minimum distance of at least 6 feet from others.*

- *Avoid touching your eyes, nose and mouth.*

- *Stay home when sick or not feeling well.*

- *Offices should have tissue boxes strategically placed throughout the office for easy access and use. Stock up on supplies.*

- *Offices should have alcohol-based hand sanitizer that contains 60% to 95% alcohol available throughout the office to encourage hand hygiene. All employees should use frequently throughout the day. Stock up on supplies.*

- *Always cover your cough or sneeze with a tissue, then throw tissue in the trash. In the case that a tissue is not available then you should cover your mouth with your hands then immediately after wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.*

- *Offices should have hand sanitizer wipes with alcohol and household cleaning spray readily available throughout the office for all to use as necessary. Examples include Purell Hand Sanitizing Wipes and Lysol Disinfectant Spray. Stock up on supplies.*

- *Regularly clean and disinfect objects and surfaces that are frequently touched such as countertops, doorknob, remote controls, and keyboards with a household cleaning spray or wipe. This should be done by employees at their work- stations and other areas as needed. Also, offices should have a cleaning service contracted to clean throughout the office daily.*

- *All employees must remember to wash their hands with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing their noses, coughing or sneezing. Always wash hands with soap and water if hands are visibly dirty. Use the hand sanitizer if soap and water is not available.*

- *The CDC does not recommend the general population who are well wear an N95 respirator to protect themselves from respiratory diseases, including COVID-19. N95 respirators should only be used by people who show symptoms to help prevent the spread to others. The use of an N95 respirator, however, is crucial for health workers and people who are taking care of someone in close settings. KERAMIDA employees may be required by client or work circumstance to wear an N95 Filtering Facepiece Respirator (FFR), or similarly recommended FFR due to shortage. KERAMIDA will follow OSHA/NIOSH requirements for evaluation, fit testing, use and care and manufacturer/CDC guidance for cleaning and re-use.*

- *The CDC does recommend wearing cloth face coverings in public settings or where other social distancing measures are difficult to maintain. Some local and state*

agencies require the use of a face covering when in public. KERAMIDA has provided face coverings to employees and requires employees to follow local/state ordinances. The use of simple cloth face coverings has been determined to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from simple household items or made at home from common materials can be used as an additional, voluntary public health measure.

7.0   Treatment

There is no specific antiviral treatment recommended for COVID-19. People who are infected should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions. Anyone who believes they may have been exposed to COVID-19 should contact their healthcare provider immediately and seek instruction on how to proceed.

8.0   Best Management Practices

- Discontinue "hand shaking" as a greeting and remember to maintain a distance of at least 6 feet from other people.
- Attempt to not use other people's phones, desks, pens, tools, PPE, etc. without disinfecting first.
- Avoid public areas such as groups of people in restaurants, bars, conferences, meetings and public forms of transportation. If possible, remain in the safety of your home unless going out is an absolute must.
- Consider using latex or nitrile disposable gloves when contacting potentially contaminated areas. Be aware of possible allergies to latex.
- Use your knuckle or other object to touch light switches and elevator buttons. Also, handle gasoline dispensers with paper towel or disposable gloves if available.
- Attempt to open doors with a closed fist or other way rather than grasping the handle with your hand unless there is no other way to open the door.
- Keep alcohol-based sanitizer at home and in your car for frequent use.
- Never make determinations of risk based on race or country of origin, and always maintain confidentiality of people with confirmed COVID-19.

9.0   Guidelines for Work from Home and Essential Client Services

KERAMIDA implemented an employee work-from home program in accordance with local and/or state restrictions, effective 3-25-20 for all employees. Under this program, employees shall work remotely with only necessary personnel working in the office. Until the office restriction is lifted work will be performed via flexible work sites such as telecommuting or working remotely.

KERAMIDA will remain in contact with local and federal agencies to determine if or when it is necessary to begin having employees work from home outside from showing obvious symptoms or being high risk because of being around someone who is infected. KERAMIDA will then consider and grant alternative work arrangements (i.e. work from home) for those employees that are defined as being able to do so without compromising client service(s).

KERAMIDA
GLOBAL EHS & SUSTAINABILITY SERVICES

Pandemic Risk Management Plan

Revision Level: 4
Effective Date: July 23, 2020
Page 12

KERAMIDA shall implement a Work from Home program, following local and state regulatory guidance when infectious disease or pandemic circumstances warrant such action. Employees shall work remotely with only necessary personnel working from the office. Until the office restriction is lifted, work will be performed via flexible work sites such as telecommuting or working remotely.

All meetings will be conducted via telephone or webcast. If an in-person meeting is required, then it must be deemed as critical and limited to essential personnel. The need for an in-person meeting will be evaluated on a case-by-case basis and must be approved by a Vice President at KERAMIDA.

Field work being performed at any essential business will require the necessary prevention measures and best management practices be followed.

During the work restriction, Supervisors must be notified prior to not working the scheduled shift. KERAMIDA will initiate flexible sick leave policies for infected employees, those caring for ill family members or when caring for children when schools close, without reprisal and consistent with local public health guidance.

Following scheduled office reopening, high risk employees, at any location, are eligible to continue to work from home until such time they are released by their medical professional to return to the office environment.

Essential Services During Work from Home

All essential client services performed will require the necessary prevention measures and best management practices be followed.

Employee Exposure, Illness and Notifications

- Any person that becomes ill, is visibly ill, or exhibits signs of the flu or the COVID-19 virus (or discovers they have been exposed to the COVID-19 virus) will be immediately removed from a KERAMIDA project and/or KERAMIDA location. KERAMIDA, including as requested by clients, may require evidence that such persons have been medically cleared by a licensed physician prior to returning to or entering a KERAMIDA/client location.

- KERAMIDA, including at client request, may require a medical evaluation of any person prior to working at, or otherwise entering, a KERAMIDA/client location. It is expected that the medical evaluation will be limited to checking the temperature of such persons via an infrared or other thermometer. Those with elevated temperatures will not be allowed to enter the KERAMIDA/client location and should seek medical attention immediately.

- KERAMIDA will reserve the right to send employees home who appear to have acute respiratory illness.

- Employees who are well but have a sick family member or are caring for someone with COVID-19 should immediately notify their supervisor and perform a risk assessment of their own potential exposure. Refer to CDC guidance at http://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html on how to conduct a risk assessment.

- KERAMIDA will inform employees and/or clients of their possible exposure if an employee is confirmed to have COVID-19. Confidentiality for the infected employee will be maintained as required by the Americans with Disabilities Act (ADA). All potentially exposed employees

will be asked to conduct a risk assessment on themselves in accordance with the CDC guidance.

- KERAMIDA Project Managers may be required to immediately contact the client if any of KERAMIDA personnel recently on client locations become symptomatic or are confirmed positive for the COVID-19 virus. Pertinent details that may be required include work location, dates of work and/or date of COVID-19 test confirmation. Confidentiality will always be maintained.
    - KERAMIDA employees traveling while performing essential services shall limit vehicle occupancy to one (1) person per vehicle.

After 5/1/2020, employees and/or clients who have symptoms of acute respiratory illness must stay home and not return to work until…

- *At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and*
- *Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,*
- *At least 7 days have passed since symptoms first appeared.*

4-3-20 N-95 Filtering Facepiece Respirator distribution began to all Essential workers on-site.

10.0   Return to Work

The work from home requirement was lifted 6-15-20 for the Indianapolis, IN office in accordance with CDC guidelines and local and state requirements. The Indianapolis Office was reopened using the procedures outlined in Section A. 9.0 with employee training conducted on 6-12-20 via webcast.

Employees were encouraged to return to the office. Alternative work arrangements (i.e. work from home) was considered and granted on an individual basis for those who are at high risk or who have children or other dependents that cannot be left alone and must be cared for during normal business hours.

As of this date, the work from home requirement continues to apply at the California office in accordance with local and state restrictions.

Return to Work Restrictions

The following people are not permitted at in-person meetings or at KERAMIDAs project sites, offices, or other KERAMIDA locations:

- Non-essential personnel

- Personnel that are ill, including those that exhibit flu or other COVID-19 symptoms. Such symptoms for COVID-19 can be found on the CDC's website: https;//www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

6-12-20 Indianapolis IN Office Return to Work Implementations
1. Employee Training – held by webcast 6-12-20
2. Additional daily office cleaning and sanitizing procedures as recommended per CDC
3. Frequent cleaning of door handles, faucets and common items such as coffee pot and water dispenser handles
4. Installation of additional sanitizing stations throughout the office, available to all employees
5. Installation of disinfectant spray, wipes and towelettes, available to all employees to clean work surfaces frequently
6. Purchase and installation of two S2-BAT UVC LED sanitizers for keys, phones and hand-held electronics
7. Signage reminders to wash hands for 20 seconds or more and sanitize frequently
8. Signs reminding to mask up
9. Controlled traffic pattern
10. Continue no touch trash and recycle containers
11. Continue boxes of tissue in common areas and available to all employees
12. Identified additional hand washing facilities
13. Barriers and shields for employees less than six feet distance
14. Reconfigure office space to allow six feet of distance
15. Relocation of personnel to create six feet or more distance
16. Designated one employee entry point with temperature screening
17. Sanitizing station at entry with instructions to sanitize
18. Employee self-assessment before reporting to work
19. Electronic employee screening questions from personal computer
20. Monitor employee screening questions and follow through
21. Mask wearing required in the office when not at your desk
22. Company-provided masks
23. Company provided gloves
24. Implemented not sharing computers, devices, pens, tools, clipboards or similar items
25. One-person attendance taking at meetings
26. Webcast versus in-person meeting retained
27. In-person meetings at a social distance
28. Do not congregate in groups in common areas or meeting rooms
29. Disinfect tabletops, phone, computer equipment, etc., post meetings
30. Conference room revised capacities posted at each room
31. Practice social distancing
32. Do not congregate in groups at client or work sites
33. Use of glove or paper towel when fueling a vehicle
34. One person per vehicle
35. Vehicle and field use sanitizing kits and wipes
36. Sanitize vehicle and keys after use

7-23-20 Amendment to 3-25-20 and 6-12-20 vehicle restrictions:
- Employees may share vehicles when the following criteria are met:
  - Vehicle is sanitized before and after use;
  - All employees have completed COVID-19 Self-Evaluation Form;

o All employees are wearing face coverings while riding in the vehicle and when not social distancing outside the vehicle;

o Employees are to be positioned in the vehicle with adequate space between them to prevent touching or physical contact.

11.0   Summary

Health and Safety management from KERAMIDA will continue to monitor national and international data on the severity of illness caused by COVID-19 and will coordinate with state and local health officials so that timely and accurate information may be provided for response guidance.

It is understood that all protective measures will be followed by KERAMIDA accordingly. It is very important to remember, the best way to prevent illness from contracting COVID-19 is to avoid exposure.

C.   APPROVAL SIGNATURES

Name	Title	Date
Andrew Tirmenstein	Senior Project Manager of Security, Health and Safety	3/26/2020
Andrew Tirmenstein	Senior Project Manager of Security, Health and Safety	3/27/2020
Andrew Tirmenstein	Senior Project Manager of Security, Health and Safety	4/3/2020
Andrew Tirmenstein	Senior Project Manager of Security, Health and Safety	4/13/2020
Diana Ludwig, STSC	Project Manager, Security, Safety and Health	7-23-20

D.   REVISION HISTORY

No.	Revision Explanation	Revision Date	Effective Date
0	Original		3/06/2020
1	Added to sections 2.5, 2.6 and summary.	3/27/2020	3/27/3020
2	Added updates from CDC	4/3/2020	4/3/2020

3	Revised second to last bullet point of section 2.6. Added last bullet point to section 2.6. Added section 2.7. Revised first and third paragraphs of section 2.4. Revised wording throughout RMP.	4/15/2020	4/15/2020
4	Multiple revisions to expand RMP from a COVID-19 specific plan to an infectious disease/pandemic plan (Section A) with COVID-19 indicated in Section B to comply with Indiana Executive Order 20-32 and Client recommendations.	7-23-20	7-23-20