

COVID-19 Preparedness Plan for Solution Builders, Inc

At Solution Builders we're committed to providing a safe and healthy workplace for everyone.

Your safety is important to us, as is the health of all our employees, customers, and vendors. To ensure that, we developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are responsible for implementing this plan because it's part of our goal to mitigate the potential transmission of COVID-19 in our workplace. This takes a team effort by all our workers and management, and it's through this cooperative effort can we establish and maintain the safety of our workers and workplaces.

Solution Builders managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about the safety and health of our team. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We will continue to involve our workers in this process by proactively communicating with the entire Solution Builders Team, ensuring everyone is aware of our commitments to the safety and health of the team, customers, and our communities.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette.
- Engineering and administrative controls for social distancing.
- Housekeeping – cleaning, disinfecting and decontamination.
- Prompt identification and isolation of sick persons.
- Communications and training that will be provided to managers and workers.
- Management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Solution Builders has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying

medical conditions or who have household members with underlying health conditions have been implemented.

Handwashing

Basic infection prevention measures are always being implemented at our workplace. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water, if hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Solution Builders has encouraged Team Members to work remotely if possible. Those required to be in the Solution Builders offices or at our client's sites are provided with flexible work hours and Solution Builders has reduce the number of employees in the workplace at one time. Solution Builders requires all Team Members to maintain six feet of distance between workers and has provided signage or instructions to remind employees and visitors. Solution Builders has sourced appropriate PPE such as masks, and disinfectant to ensure the safety and health of the Team.

Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Communications and training

This Preparedness Plan is being communicated to all workers via email and during regular team meetings with managers and necessary training. Additional communication and training will be ongoing and provided to all workers. Managers and supervisors are to monitor effective program implementation. Management and workers are to work through this new program together and provide feedback to management, as necessary. This Preparedness Plan has been certified by Solution Builders management and was posted on our website and will be updated, as necessary.

Daniel D. Melling
President
Solution Builders, Inc.