



## COVID-19 Exposure Prevention, Preparedness, and Response Plan

Synergy Design & Construction is taking all necessary precautions to ensure the safety of its employees and clients during the COVID-19 pandemic. This document outlines the specific procedures being taken by the company and used for employee training based on the state Mandatory Requirements and Requirements for Medium Risk category. The Prevention, Preparedness, and Response Plan can be found on the last page.

### Mandatory Requirements

- A. Exposure assessment and determination, notification requirements, and employee access to exposure and medical records.
  - Synergy has determined all office employees are low-risk and all field employees are medium risk.
  - All employees have been provided information from the CDC website regarding COVID-19 as far as symptoms to look for, as well as their options on how the virus affects their role at work (including sick-leave policies) and how to minimize their risk while at work.
  - If a Synergy employee has been exposed to the virus, they are to notify the COO of the company immediately and not return to work until testing is complete. The COO will notify any other employees who may have been in contact with the exposed employee.
  - Synergy notified all trade partners and clients of their procedures and have requested their cooperation in keeping the company abreast of any health concerns or changes to their employees.
- B. Return to Work
  - Any exposed employee will not be permitted to return to work until waiting the CDC-approved timeline.
- C. Employers shall ensure that employees observe physical distancing while on the job and during paid breaks on the employer's property
  - Each Synergy project site has a posting of the COVID-19 Basic Infection Prevention Measures.
  - Worksite density has been decreased as possible to limit the amount of trade partner employees and Synergy employees on a job site at one time. If multiple parties are in the work area, maintaining 6' physical distance and wearing face protection is required.
- D. Access to common areas, breakrooms, or lunchrooms shall be closed or controlled.
  - Use of conference rooms has temporarily been suspended for large groups. If needed for individual use, the area will be wiped down upon completion of work.
  - Available handwashing facilities are located near the conference room and hand sanitizer is provided.



- E. When multiple employees are occupying a vehicle for work purposes, the employer shall ensure compliance with respiratory protection and personal protective equipment standards applicable to its industry.
- Shared use of vehicles is discouraged. If necessary, face coverings must be worn in vehicle at all times.
- F. Employers shall also ensure compliance with mandatory requirements of any applicable Virginia executive order or order of public health emergency.
- Synergy is in compliance.
- G. Where the nature of an employee's work or the work area does not allow them to observe physical distancing requirements, employers shall ensure compliance with respiratory protection and personal protective equipment standards applicable to its industry.
- All Synergy employees and trade partners are required to maintain 6 feet of distance, whenever possible, while also wearing appropriate PPE.
  - HEPA filters are running in the work area throughout the day.
- H. Nothing in this section shall require the use of a respirator, surgical/medical procedure mask, or face covering by any employee for whom doing so would be contrary to their health or safety because of a medical condition; however, nothing in this standard shall negate an employer's obligations to comply with personal protective equipment and respiratory protection standards applicable to its industry.
- Synergy is in compliance.
- I. Requests to the Department for religious waivers from the required use of respirators, surgical/medical procedure masks, or face coverings will be handled in accordance with the requirements of applicable federal and state law, standards, regulations and the U.S. and Virginia Constitutions, after Department consultation with the Office of the Attorney General.
- Synergy is in compliance.
- J. Sanitation and Disinfection
- Cleaning and disinfecting materials, as well as access to soap and water, are readily available to all employees.
  - Shared facilities are cleaned each workday.
- K. Unless otherwise provided in this standard, when engineering, work practice, and administrative controls are not feasible or do not provide sufficient protection, employers shall provide personal protective equipment to their employees and ensure its proper use in accordance with VOSH laws, standards, and regulations applicable to personal protective equipment, including respiratory protection equipment.
- Synergy is in compliance.



## Requirements for Medium Risk

### A. Engineering Controls.

- Each Synergy project site is equipped with a HEPA filter system running throughout the workday and beyond according to the manufacturer's directions.

### B. Administrative and Work Practice Controls.

- At the start of an employee's shift before entering the work site, temperature is taken and employee is responsible for notifying employers of any signs of respiratory illness or health changes.
- Face coverings, either N-95 masks or surgical masks, are provided and available for each Synergy employee and Synergy-contracted trade partner entering the project site.
- Employees and trade partners are recommended to maintain 6' of distance while on the same project site, while wearing face coverings and routinely sanitizing their hands.
- Washing stations with soap and water are provided at each project site.
- For employees that do not need to perform physical work on site, tele-work options have been provided and encouraged to limit worksite density.
- The work sites are separated from client home spaces by protective plastic barriers.

### C. Personal Protective Equipment

- All Synergy employees have been provided personal protective equipment and training.

## Infectious Disease Preparedness and Response Plan

All of the previously outlined procedures and processes will be in effect until further notice. Mark Fies, COO of Synergy Design & Construction, is responsible for administering this plan and training the medium risk employees. Here is a summary of the measures being taken by Synergy Design & Construction for their medium risk employees:

- HEPA filter provided and in-use during working hours to filter dust and viral air particles.
- N-95 masks provided for Synergy employees and surgical masks available for anyone visiting the work area.
- Wash station with soap and water readily available.
- Reduce worksite density by scheduling tasks in a way to limit the amount of people needed inside work area at any given time.
- Hand sanitizer and sanitation wipes readily available.
- COVID-19 Basic Infection Prevention Measures sign posted.
- Temperature checks at the start of each shift before allowing entry to the work area.
- Maintaining 6' of distances between parties working in work area.
- All trade partner employees provided company standards for entering work area.
- If an employee is suspected of being exposed to COVID-19, they are to not report to work, notify their supervisor immediately, and take the CDC-recommended steps for testing and self-isolation.