

**COVID-19**  
**Preparedness Plan for**  
**Strom Engineering**  
**Corporation**

Strom Engineering Corporation (“Strom”) is committed to providing a safe and healthy workplace. We are, therefore, implementing the following Preparedness Plan (“Policy”) in response to the COVID-19 pandemic. Strom’s goal is to mitigate the potential transmission of COVID-19 in the workplace—achieving that goal requires the full cooperation of everyone. Only through this cooperative effort can we hope to maintain a safe and healthy environment in the workplace.

Everyone in the workplace is expected to comply with all aspects of this Policy, and Strom’s management team will be enforcing the provisions of the Policy. Anyone expecting visitors should inform the visitors in advance of the protocols the visitors will be required to follow. Please feel free to contact Gary Greenburg with suggestions about improving this Policy or any concerns about inadequacies in the Policy.

We are serious about the safety and health of all Strom employees and all visitors to the workplace. Adherence to the Policy is essential to reopening the office and returning to and maintaining the efficiencies of a fully-staffed office. Our Policy follows the 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; and
- management and supervision necessary to ensure effective implementation of the Policy.

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

Staff members are expected to self-monitor for signs and symptoms of COVID-19. \*Please refer to the “Watch for Symptoms” section below or visit the CDC website for pertinent information ([www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)).\*

If you determine that you have symptoms associated with COVID-19, **STAY HOME**. Do not come to work if you are sick! If you first notice symptoms while at work, inform your supervisor by email and immediately leave the office with as little interaction as possible.

There are leave policies in place that promote employees 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. A description of your rights under these policies can be found at:

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf) and <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>

Strom will attempt to make accommodations for any employees with underlying medical conditions or who have household members with underlying health conditions. If you believe you need such an accommodation, please contact your supervisor.

Strom has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace. If we become aware you've been exposed to such a person, you will be contacted by email and by phone, and you will be instructed to remain away from the office and encouraged to self-quarantine for the required amount of time.

Be aware that Strom has a policy in place to protect the privacy of employees' health status and health information.

## Hand washing

Staff members are instructed to wash their hands frequently throughout the day, but especially prior to any mealtimes and after using the toilet. Proper handwashing technique requires scrubbing your hands with soap and water for at least 20 seconds. All bathrooms should contain instructions for proper handwashing. All visitors to the office will be required to wash their hands or use sanitizer prior to or immediately upon entering the office.

## Respiratory etiquette: Cover your cough or sneeze

Staff members and visitors are instructed to cover their mouths and noses with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their 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 the handout and supported by making tissues and trash receptacles available to all staff and visitors. **Front desk employees will provide the handout sheet explaining these expectations.**

**All Visitors will be required to wear a mask.**

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- All employees are to wear a mask while outside their designated office or cubicle. Masks will be provided to each employee with instructions on how to maintain/clean the mask.
- All employees will confine themselves to the floor on which they work. Each floor has copiers and restrooms; there's no need for extra traffic on each floor.

- All employees will use email, video conference, or telephone to communicate. If you need to see someone in person, that interaction must be approved by the person you're communicating with; there's no need to visit just to say "hi" or shoot the breeze.
- All restrooms are to have single occupancy at a time. Please use and observe all door signs.
- All participants in conference rooms or offices meetings will be required to wear a mask. Upon completion of said meeting, a designated attendant will be responsible for cleaning and disinfecting the general surfaces.
- Supply Room/break area are to have single occupancy at a time. Strom will continue to allow employees to utilize the refrigerator and microwave as long as all employees sanitize all items going in and out of the refrigerator and clean the microwave after use.
- One person in the copier area at a time. This area will be marked off with yellow and black tape.
- Until further notice, employees getting coffee with have to use a Styrofoam cup that will be provide to you Vicki Watson. A new Styrofoam cup needs to be used for each coffee visit.

## Housekeeping

Regular housekeeping practices needs to implemented by each employee, including routine cleaning and disinfecting of work surfaces. Frequent cleaning and disinfecting will be conducted by employees or the janitorial service in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

## Communications

This Policy was emailed to all staff employees on **[date]**. This Policy was created by Strom's National Director of Safety and Compliance, approved by Strom's management, and it will be updated as necessary. Links to addition information are included in Appendix A below. This policy will be updated as necessary. If you feel you need any additional information or training in order to comply with this Policy, please contact Gary Greenburg.

Certified by:

**Gary Greenburg**  
**National Director of Safety and Compliance**

## Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list of symptoms is not all-inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list of symptoms is not all-inclusive. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

## Appendix A

### General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)  
[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)  
[www.osha.gov](http://www.osha.gov)  
[www.dli.mn.gov](http://www.dli.mn.gov)

### Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)  
[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)  
<https://youtu.be/d914EnpU4Fo>

### Respiratory etiquette: Cover your cough or sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  
[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)  
[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)  
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)  
[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### Employees exhibiting signs and symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)