



GENERAL CONTRACTING & CONSTRUCTION SERVICES

Memorandum from SBGC's Health and Safety Officer

Date: April 9, 2020

Re: Response to Virus and Flu Expectations and Precautions for COVID-19

As we continue to navigate through these difficult times due to the Corona Virus (COVID-19), Standback General Contractor's (SBGC) will continue to move forward as a company, working to meet the needs of our clients, as well as provide insight into the ever-changing protocols that we as a company will continue to implement.

SBGC has provided an internal guidance policy to its employees concerning COVID-19. These policies have allowed us to continue moving forward while providing overall health and safety to our workers and their families.

Internally, SBGC will continue to:

- Offer a flexible work schedule (work from home) to office personnel in an effort to protect employees and their families.
- Reach out to each employee to check on their well-being in an effort to monitor the personnel health of both employee and their family. Our employees are encouraged to reach out to one another should they need any assistance with shopping needs or unexpected emergencies.
- Remind employees to wash hands frequently with soap and water for 10-20 seconds. Employees have been advised to consider using a 60 % alcohol-based hand sanitizer at the end of the day. Employees should cover their nose and mouth when coughing or sneezing. Coughing into a disposable tissue and throwing away or flushing is best.
- Provide weekly tele-conferences with key corporate personnel to further support projects and field personnel.

For our on-going field projects, we have implemented additional health and safety measures through education, training and assistance to ensure a safer and healthier work site during the COVID-19 outbreak.

Some additional measures SBGC has incorporated include:

- Developing site-specific addendums to our job site Health and Safety Plans covering the COVID-19 outbreak.



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- Going from job site to job site to conduct personal interviews with our field employees and sub-contractors to assess personal well-being and completing an “Illness Interview Sign-In Sheet.
- Encouraging open conversation with workers to address any concerns or fears they may have concerning COVID-19.
- Developing task specific Job Hazard Assessments (JHA’s) which includes incorporating spatial distancing, keeping work crews to a minimum and encouraging additional PPE.
- Assigning a Health and Safety representative per work group to enforce social distancing, PPE usage and overall work group management.
- Designated a rest room per work group. Additional protocols for rest room usage have been established.
- Continued monitoring of the ever-changing conditions and updates on the Coronavirus in order to stay current on health alerts issued by government agencies.
- Any employee or subcontractor experiencing flu-like systems or has knowingly come in contact with someone who has COVID-19 will be encouraged to remain at home until all obvious symptoms have passed.

SBGC will continue to move forward and make all necessary recommendations/decisions as we continue to learn more about the coronaviruses and the ever-changing conditions that surround us.

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