

TDINDUSTRIES COVID-19 PROTOCOLS

Updated Monday, April 6

[Socios, haga clic aquí para la versión en español.](#)

Partners, the protocol outlined below is to be implemented based on what is currently known about the coronavirus disease (COVID-19) provided by the Centers for Disease Control and Prevention (CDC). The CDC will update its guidance as additional information becomes available.

PROJECT SITE PROTOCOL

1. **New** - Common water coolers are prohibited. TD will provide individual water bottles and Partners may bring personal water jugs/bottles.
2. **New** - TD will require all Partners to check their temperature daily prior to leaving their home. If a Partner has a temperature greater than 99.6° F [37.5° C], the Partner is to stay home and contact their medical doctor, as well as their supervisor. Partners who do not own or have access to a personal thermometer are asked to discuss purchasing one with their supervisor, if needed.
 - o Partners responsible for job site temperature checks are asked to wear the proper PPE: goggles and face masks (N95 or KN95), gloves or clean hands between each check.
3. **New** – Partners are to adequately wash their hands for 20 seconds or more using soap and water or hand sanitizer. On jobsites where the customer or general contractor has not provided washing stations, TD will provide stations for Partners and temporary workers.
4. **New** – Partners must adhere to maintaining 6 ft of social distancing at all times, unless the work being performed requires multiple individuals for the safety of the Partners.
 - o If the task requires Partners to be within 6 ft of someone, TD recommends that the Partner considers alternate means. If alternate means are not feasible, then we encourage that Partner to coordinate with their supervisor to obtain proper PPE if available.
 - o Partners not adhering to the safety guidelines of social distancing will be subject to TD's progressive disciplinary procedures in the same manner as other safety violations.
 - o TD's Safety team and field leaders are to inspect their jobsites frequently for COVID-19 compliance including 6 ft social distancing for safety.
5. TD has developed signage regarding wellness, hygiene, and safety for all projects, service Partners, manufacturing shop and facilities. Signage is to be displayed at all TD facilities, jobsite trailers and job boxes, where applicable.
6. TD will require all vendors and external guests to sign in and sign out at our project jobsites and will require our subcontractors to track their employees entering and leaving the project site.
7. TD frontline leaders and manufacturing supervisors are to ask all members of their team the following questions at the start of their daily shift:
 - o Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 - o Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - o Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?

- o Are you having trouble breathing, have a dry cough, or have flu-like symptoms?

Per CDC recommendations, if any answer is "yes," the Partner is to be removed from the jobsite immediately and will not be allowed to return to the jobsite without a doctor's letter verifying "OK to return to work" status. If a Partner is removed from the jobsite, please notify your HR Business Partner for further evaluation and next steps.

8. Frontline leaders are also required to complete a daily COVID-19 inspection via the TD Safety app. This inspection tracks results of the questions asked above, as well as, cleaning and PPE supplies.
9. If a Partner is assumed to be exposed or is confirmed to have contracted COVID-19, please notify your HR Business Partner. If the issue needs to be escalated, please contact your supervisor and/or Tara Wolfla or Steve Cunningham.
10. Partners ask are to continue to live and lead our Core Values during this time, and treat each other with respect and dignity.
11. Partners are not allowed to congregate. This includes breaks and mealtime.
12. No large group meetings – limit all meetings to 10 people or less. Safety and scheduling meetings, etc. are to be held with a 6-ft distance between individuals.
13. No visitors are permitted to enter TD workplaces, including jobsites, unless fundamental to the execution of the work.
14. **Update** - Limit elevator usage to allow 6 ft social distancing when occupied with multiple people. Use stairs when possible.
15. Clean surfaces regularly that have frequent contact – door handles, iPads, gang box handles, etc.

OFFICE PROTOCOL

1. **New** - TD will require all Partners to check their temperature daily prior to leaving their home. If a Partner has a temperature greater than 99.6° F [37.5° C], the Partner is to stay home and contact their medical doctor, as well as their supervisor. Partners who do not own or have access to a personal thermometer are asked to discuss purchasing one with their supervisor, if needed.
2. All Partners should telework/work remotely, where possible.
3. Should Partners need to enter any TD office they will be required to sign in and sign out of the building.
4. All meetings are to be rescheduled to virtual meetings in lieu of in-person meetings. This includes internal and external team meetings. Microsoft Teams is highly encouraged.
5. All non-essential visits by vendors, subcontractors, clients, etc. to the office are suspended.
6. Should visitors need to enter any TD office they will be required to fill out a questionnaire.
7. Keep face-to-face interactions to a minimum and follow CDC guidelines of 6-ft distance between individuals.
8. TD signage regarding hygiene and safety must be displayed throughout the office, restrooms, and break rooms.
9. TD will perform routine environmental cleaning of heavy traffic areas, such as break rooms, restrooms, meeting rooms, etc. and frequently wipe down doorknobs and other commonly used equipment.
10. Follow all CDC protocols.

TRAVEL PROTOCOL

1. **New** - All Partners are required to self-quarantine for 14 days if they have traveled outside of the United States by air or are returning from travel on a cruise ship. Additionally, TD will adhere to the government-mandated travel bans set in place for [Texas](#), [Arizona](#), and Colorado. TD will implement additional travel restrictions as needed.
2. All work-related air travel is currently prohibited.
3. Personal air travel is highly discouraged. We encourage you to check the CDC's Traveler's Health Notices for the latest guidance on travel: <https://wwwnc.cdc.gov/travel>
4. Inform your supervisor prior to scheduling any travel.
5. Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>
6. Partners who become sick while traveling or on temporary assignment must notify their supervisor and should promptly call a health care provider for advice.

GENERAL PROTOCOL

See CDC's general protocol here: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

1. Per CDC recommendations, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
2. Partners who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever, signs of a fever (99.6° F [37.5° C]) or greater using a forehead thermometer), and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants).
3. Partners should immediately notify their supervisor and stay home if they are sick.
4. Employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor and refer to CDC guidelines for how to conduct a risk assessment of their potential exposure.
5. If any Partner is diagnosed with COVID-19, they should follow their healthcare provider's recommendations as well as notify your HR Business Partner. TD will inform fellow Partners of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

TDIndustries is committed to the safety of all our Partners, both internally and externally. The above action plan is consistent with the CDC's Interim Guidance plan.

TD's leadership is committed to providing the best work environment possible for all Partners and jobsites and we will continue to monitor the CDC website for updates. We will continue to provide you with updates as new information becomes available. These prudent preventative measures will serve us well to minimize risk to all our Partners and their families.

We have set up a crisis hotline email: CrisisHotline@tdindustries.com for any questions or comments Partners may have concerning the current events.

