



IMCO Interim COVID-19 Policy

Updated 4/9/20: Effective immediately

As an employer, IMCO has a responsibility to protect employee safety and health. This policy has and will continue to be updated as we learn more about COVID-19 and threats to our employees and community. The intent of this policy is to help provide a safe work environment, to prevent the spread of the virus, and to ensure IMCO's security during this turbulent time.

Every staff member has a responsibility to take action to prevent the spread of COVID-19. All employees are required to abide by this policy.

Stay at home if:

You have been diagnosed with COVID-19 or if you display symptoms: Employees who have COVID-19 or symptoms of the virus (fever, cough, and shortness of breath) are required to stay at home. It is important that you seek medical attention as soon as possible. Do not come into an office or jobsite where you could expose others. Employees who enter an IMCO office or arrive at a jobsite with COVID-19 symptoms will be immediately sent home. If you have symptoms consistent with COVID-19, stay home and notify your supervisor and the IMCO HR Department. Communication is critical to help keep our team and our communities safe.

OR

You suspect you have been exposed to COVID-19: Employees who have been in close contact (as defined by the CDC) with an individual being tested for COVID-19 or with someone who has tested positive for COVID-19 must stay home and notify their supervisor.

Returning to Work

You had COVID-19 symptoms or were diagnosed with the virus:

- Due to limited test availability, your healthcare provider may not test you for COVID-19. If you have symptoms and are not tested, you may return to work after your symptoms have been gone for 72 hours without the aid of medicine.
- If you are tested for COVID-19 you may return to work when your healthcare provider tells you it is safe to return to do so.

OR

You suspected you have been exposed to COVID-19:

- If the person you were in close contact with tests positive, then you must notify your supervisor and our Director of HR. Clearance to return to work must be received from a medical professional before you can return to work following close contact with a person who tested positive for COVID-19.
- You may return to work after the person you have had contact with tests negative.



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It is the intent of this policy to follow CDC recommendations. CDC recommendations for returning to work: <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>

Working from home. In order to minimize the spread of COVID-19 we want to encourage as many employees as possible to work from home. If you can work from home, we will support you with the infrastructure you will need to do this. IMCO is continuing to operate to enable us to fulfill our contracts and provide income for our employees. It is our intent to continue staffing our projects while maintaining a safe distance from other people, when possible and practicing vigilant sanitation measures.

The following factors influence whether personnel need to be at a jobsite or office:

- Maintaining IMCO safety standards expected on our projects and for our people.
- Meeting our contractual requirements.
- Paying our employees, billing our clients, and paying subcontractors, suppliers and vendors.
- Pursuing opportunities to secure new projects in order to maintain a healthy company into the future.
- Having the ability to be productive from home.

Please discuss with your supervisor how, when and if you are able to work from home.

If we can support you working from home, we will do it.

Missing work. Employees that need to miss work due to; school/daycare closures, their own symptoms, or possible exposure to the virus will be allowed and expected to take time off. *The state and federal governments have created financial assistance programs to offset lost income that may occur. If this situation applies to you, please contact HR Director Leah Hanson at 360-770-6022 to verify eligibility.*

Safety supplies. Supplies in the form of latex/nitrile disposable gloves, antibacterial hand sanitizer, tissues, disinfectants and/or antibacterial cleaning supplies, and disposable towels for cleaning work surfaces will be provided by the company for your use while working in the office or on jobsites, as long as supplies are commercially available. Please be mindful of proper PPE use, care, cleaning and storage to minimize waste as availability of supplies is limited.

Travel policy. Travel activities through public airport facilities and mass transit is limited. Only critical travel is allowed. If you need to travel through commercial airports, notify your supervisor, who will work with a senior leader to determine if your travel will be approved. No travel to tradeshow or conferences is allowed at this time. Critical travel is defined as necessary to maintain the safe operations of our projects, meet our contractual obligations to our clients, and pursue opportunities to IMCO's standard.

Meetings. In-person meetings must be eliminated unless critical to maintaining one of the following essential business functions:



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- Maintaining the standards of safety
- we expect on our projects and for our people.
- Meeting our contractual requirements to our clients.
- Paying our employees, billing our clients, and paying our subcontractors, suppliers and vendors.
- Pursuing opportunities to continue to secure new projects.

If you are able to hold meetings via phone or video conference, you are expected to do so. IMCO is providing Microsoft Teams and Adobe Connect as two options to facilitate group meetings. There are other effective tools also, including Zoom and GoToMeeting.

Jobsite Visits and Visitors. IMCO currently prohibits jobsite and office visits unless you are assigned to be there. This will increase social distancing and help lower the risk of spreading the virus. Avoid scheduling visitors unless critical. Unscheduled visitors are not allowed to enter our offices or jobsites. Notifications should also be posted at our jobsites and offices notifying visitors of this policy.

Subcontractors. All subcontractors working on IMCO jobsites must adhere to our interim policy.

Jobsite Safety & Potential Shutdowns. Each of IMCO's active projects have identified the critical staffing levels that must be on-site in order to maintain our safety standards and contractual obligations. If your project is nearing, at, or below its critical staffing level, contact CJ Handforth, Fred Simmons, or Tyler Kimberley, who we will determine a plan of action.

Communal Areas. Shared workspaces and gathering places at our projects and offices need extra precautions, as they create a higher risk of transmitting the virus. To reduce the risk, our teams are expected to implement the following:

- Sanitize surfaces before and after eating, after prolonged use (10 mins), and at a minimum of 3 times per day, regardless of use.
- Reduce or eliminate people working in tight shared office space.
- Move meetings to more spacious outdoor settings when possible.

Prevention.

- As a condition of employment IMCO employees are required to follow preventative measures as described by the Center for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html>)
- These preventative measures include:
 - Cleaning your hands often.
 - Avoiding close contact with people who are sick.
 - Covering coughs and sneezes.
 - Cleaning and disinfecting frequently used surfaces daily.



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All IMCO employees have a responsibility to help limit the spread of this disease. In instances where one of our team members is known to have received a diagnosis of COVID-19, IMCO will implement additional protocols to protect our employees, including sanitizing, and project or office shutdowns.

Face Coverings

The CDC and Washington Department of Health are recommending the use of cloth face coverings, in addition to social distancing, increased hand washing, and sanitation measures, as a means to further reducing the spread of COVID-19. Employees who are directed to wear face coverings due to their scope of work or who choose to wear face coverings while working must follow these guidelines.

When should I wear a face covering?

The CDC is recommending you wear a face covering any time you are in the presence of other people outside your home. Face coverings are *not* a substitute for social distancing, sanitation, and hand washing.

IMCO does not require universal use of face coverings and is not planning to provide face coverings for voluntary use by employees, but employees may wear face coverings brought from home. Employees who voluntarily choose to wear face coverings must follow the safe use and sanitation guidelines contained in this document.

When does IMCO require employees to wear face coverings?

IMCO may require face coverings in certain situations where employees are working in close proximity of each other. IMCO will provide face coverings to employees required to use them. Face coverings issued by IMCO may be laundered by the employee or disposed of after use. Face coverings are not respiratory protection. IMCO may direct employees to use respiratory protection when specific hazards are present.

How do cloth face coverings reduce spread?

COVID-19 is spread when an infected person coughs or sneezes, expelling infectious particles attached to respiratory droplets into the air. The particles or droplets may be inhaled by other people or may settle on surfaces to be transferred to others who touch the surface. Preliminary research indicates cloth face coverings reduce the volume of expelled particles and the distance they travel. Face coverings *will not* prevent you from getting infected by another person, but face coverings can reduce the likelihood of you spreading the virus to others.

Why would I wear a face cover if I do not feel sick?

25-50% of people infected with COVID-19 will be asymptomatic and will *not* feel sick or experience any symptoms of infection. Infected people may also carry and transmit the virus for up to two weeks before feeling symptoms. Feeling well does not mean you are free of the virus, and does not mean you cannot transmit the virus to others.



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What type of face covering should I wear?

Any cloth face covering that covers the nose and mouth is beneficial. Bandanas, balaclavas, or scarves made of fleece, cotton or linen are examples of coverings you may consider using. Tightly woven fabrics have proven more useful than other fabrics, but a repurposed t-shirt will work in a pinch. It is not recommended to use medical-grade surgical masks or N95 masks for normal use, as these devices require additional training to use properly and are in limited supply.

What other things should I consider when choosing to wear a face cover?

Face coverings should not be worn if they create additional hazards. Coverings which tie around the neck or back of the head may become caught on moving parts, equipment or machinery and cause injury. Coverings may also make it harder to breath, can obstruct vision or communication, and can be unsanitary if not properly washed.

What sanitation guidelines should I follow?

- Avoid taking your face covering off and putting it back on frequently. Ideally, face coverings should be replaced after each use. Wash your hands immediately after removing or replacing a face covering.
- Replace face coverings if they become damp from perspiration or breathing, have holes or tears in them, if they are visibly soiled, or if they no longer stay in place covering the nose and mouth (i.e. they become stretched or elastic bands/ties wear out).
- Face coverings should be washed at least daily in hot water and detergent and machine dried on a hot cycle.
- Do not share face coverings.

Why shouldn't I wear a surgical mask or N-95?

Availability of medical grade surgical or N-95 masks has been significantly reduced by the increased demand on healthcare workers. Medical grade devices should be kept available for healthcare use, as their risk of being exposed to the COVID-19 virus is substantially greater than the that of the general public.

Additionally, use of N-95 respirators (tight or loose-fitting) requires compliance with IMCO's Respiratory Protection program, the use of face coverings does not.

When should I use N-95 respirators or other respiratory protection?

Employees engaged in work activity which creates a respiratory hazard are required to take precautions in accordance with IMCO's Respiratory Protection Program. Such activity includes creating silica dust, applying coatings or lubricants which contain volatile organic compounds (VOCs), or other activity which creates respiratory hazards.

Contact your supervisor or safety coordinator with any questions about respiratory hazard or respiratory protection requirements for your activity or project.



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More Information on Face Coverings

Washington Department of Health:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

Center for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Additional Resources.

The Centers for Disease Control tracks the 2020 Corona virus for U.S. public health authorities and provides expert advice for those living in the United States: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The World Health Organization has an informative webpage on the status of the 2020 Corona virus outbreak across the globe: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>