



Catalyst Partners

COVID-19

Infectious Disease Control Plan

Catalyst Partners takes the health and safety of our employees very seriously. Please review the following information as it pertains to infectious disease control, specifically COVID-19. This document is not all encompassing, and we are not medical professionals, but we have assembled this information based on CDC and OSHA resources aimed at slowing the spread of this virus. Thank you for your participation to keep our team and our families as healthy as possible!

In Office Protocols

- Use available technology to its fullest capacity to avoid face to face meetings. Catalyst Partners will conduct most meetings by virtual means and methods or conference calling.
- Continue to work from home whenever possible to reduce the risk of exposure at the office.
- When entering the office, a forehead thermometer will be available. Please take your temperature. If it is above 100 degrees, please return home and continue to monitor your symptoms.
- Please wear a face covering at all times while in the office.
- Avoid touching your face, and cover coughs or sneezes.
- Hand shaking should be avoided. Other non-contact methods should be used for greetings.
- Practice “**social distancing**” (6 ft) wherever possible.
- Frequent hand washing and/or sanitization (if washing is not available) is encouraged.
- Clean common surfaces in the office frequently, before and after use if possible.
- The office will be cleaned and disinfected weekly by our professional cleaning company.
- Employees should eat their lunches away from others (maintain 6 ft distancing).
- No communal food is permitted.
- Food items and utensils should not be shared and disposed of properly.
- Office supplies should not be shared.



- You are encouraged to minimize ridesharing. While in vehicles, employees should ensure adequate ventilation.

Site Visits and Out of Office Obligations

- Use available technology to its fullest capacity to avoid face to face meetings. Catalyst Partners will conduct most meetings by virtual means and methods or conference calling.
 - When on project sites or in a client's office, employees must follow all protocols in place at that location. In addition, the items listed below are recommendations to help keep employees safe when outside of the office.
 - Due to the nature of construction and based on CDC best practices, **masks / face coverings** are required, FN-95 masks will be available at the office for you to take to project sites.
 - **Gloves** should always be worn on site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves. Disposable gloves will be available in the office. Disposable gloves should be disposed of before leaving the job site.
 - Remember to avoid touching your face and cover coughs or sneezes.
 - Hand shaking should be avoided, other non-contact methods should be used for greetings.
 - Practice "**social distancing**" (6 ft) wherever possible.
 - Frequent hand washing and/or sanitization is encouraged.
 - Avoid touching common surfaces on the job site to reduce exposure.
 - Employees should eat their lunches away from others and maintain social distancing.
 - No communal food is permitted.
 - Food items and utensils should not be shared and disposed of properly.
 - Office supplies should not be shared.
 - Do not share Personal Protective Equipment (PPE).
 - **Hand hygiene** is considered a primary measure for reducing the risk of transmitting infection. Catalyst Partners understands that due to the nature of our work, access to running water for hand washing may be impracticable on some projects. At a minimum, hand and hygiene procedures will include the use of alcohol-based hand rubs (containing 60%–95% alcohol) and where access to running water, hand washing stations equipped with soap and water
 - Observe signage on the project to raise awareness to the COVID-19 best practices and symptoms.
 - All coordination efforts are to be done in open environments.
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- Use bottled water vs a water cooler. Feel free to bring a water bottle from home.
- Limit elevator use, and practicing social distances if employees must use. Limit to material handling only if possible.
- Work to increase ventilation in all work areas.
- If you are not comfortable with making a project site visit, please discuss with the operations team how to make accommodations for other arrangements.
- Any individual concerns you may have that are not covered in the outlined procedures should be discussed with the operations team.

Employee Illness, Awareness, Exposure and Response

- Any employee showing symptoms of COVID-19 will be asked to leave the office and return home.
- Pay close attention to what you are doing, where you are, the cleanliness of your surroundings and how those around you seem to be feeling. If someone seems to be showing signs of COVID-19 infection or you feel uncomfortable or concerned about a potential outbreak in the workplace, please report this to the Operations Team.
- Employee **Exhibits** COVID-19 Symptoms
 - If an employee **exhibits COVID-19 symptom**, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
 - If an employee **reports to work with symptoms** he or she will be directed to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.
- Employee **Tests Positive** for COVID-19
 - An employee who **tests positive** for COVID-19 will be directed to self-quarantine away from work. Employees that **test positive and are symptom free** may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees **who test positive and are directed to care for themselves** at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7)



days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers.

- **Employee Has Close Contact** with an Individual Who Has Tested Positive for COVID-19
 - Employees who have come into **close contact** with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period.

- **Clean Up Response Plan**
 - If Catalyst Partners learns that an employee has tested positive, Catalyst will conduct an investigation with the affected employee to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, Catalyst will also notify any trade-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a member of the Operations Team of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

Cleaning and Sanitizing

In accordance with CDC and OSHA Government guidelines, we are asking all employees to follow proper cleaning and sanitizing protocols with your desks, computers, tools, equipment and common areas. Catalyst Partners will maintain stock of necessary cleaning materials for employees to use in the office or on a job site.

- It is recommended when disinfecting any surface, use Clorox wipes, alcohol wipes or similar disinfectants that are registered by the EPA as effective



against SARS-CoV-2. There are alternative sprayable solutions that can be made as well. Those include:

- 4 teaspoons of bleach per 1 quart of water. This acts quickly only requiring 1 minute of contact time.
- 70% isopropyl alcohol to 30% water solution. This is better for electronics.
- It is important when mixing solutions that you do not mix with any other cleaners or substances as a hazardous chemical reaction could occur.
- For mixed alcohol or bleach solutions, be sure to follow OSHA's labeling requirements.

EX: 70% Isopropyl Alcohol Disinfecting Solution / Contact time is 5 minutes/Eye and Respiratory Irritant / Poison – DON'T DRINK

Bleach Disinfecting Solution / Contact time is 1 minute / Corrosive/ Can Burn Eyes and Skin/

Poison – DON'T DRINK

OSHA Recordkeeping

- If a confirmed case of COVID-19 is reported, Catalyst Partners will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any **work-related** illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

Confidentiality

- Except for circumstances in which a company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting



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requirements and to limit the potential for transmission to others. Working with the affected employee, Catalyst Partners reserves the right to inform other employees and contractors that an unnamed employee has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.