

BESAFE | COVID-19 SAFETY PLAN OBJECTIVE

We care about everyone we work for and with, and demonstrate that by always working together to BeSAFE with the objective of getting everyone home safe every night.

The COVID-19 pandemic requires all of us to think and live differently to demonstrate that we care - **getting home safe means getting home healthy.**

As a result, we have added a new focus and metric for to our objective.

OUR OBJECTIVE FOR OUR BESAFE | COVID-19 PLAN IS:

EVERYONE STARTS WORK WITHOUT COVID-19 AND "EVERYONE HOME SAFE EVERY NIGHT WITHOUT COVID-19"

OUR METRIC IS:

ZERO COVID-19 INFECTIONS AT WORK.

The odds are that many of us won't be diagnosed with the virus, and even fewer will experience its serious and potentially life threatening consequences.

But we aren't playing the odds - we want to keep EVERYONE safe, while avoiding the national consequences of allowing COVID-19 to spread.

THE PRACTICES AND PROTOCOLS IN THIS PLAN ARE PERSONAL.

What each of us does - at work and at home - impacts the rest of us.

While we are implementing this update to our BeSafe plan immediately, it will take time for it to become second nature to all of us.

Feeling tired, frustrated or anxious is normal - but caring for those around us is worth it.

We will BeSAFE together.



PERSONAL HEALTH ACTION STEPS

THIS IS PERSONAL™

What each of us does - at work and at home - impacts the rest of us.
Take responsibility for your actions and we will BeSAFE together.

WEAR YOUR FACE MASK

- From the time you leave your vehicle to the time you return to it, you are expected to wear a face mask that meets the requirements of the PA Department of Health's Guidelines.

PRACTICE SOCIAL DISTANCING

- Keep at least six feet away from other people whenever possible.
- Greet people with a smile and warm hello, but not a handshake, hug, or high five.
- Don't put anyone in your car.

DON'T SHARE TOOLS OR FOOD

- Use only your tools - it's usually thoughtful to share, but not right now.
- Bring your own food, drink, and utensils to work ready to consume, with no preparation required.
- There will be no communal food spaces, glassware, utensils or refrigeration available.
- Do not provide any food or drink to homebuyers or prospects.

WASH YOUR HANDS

- Wash your hands frequently throughout the day for at least 20 seconds - sing HAPPY BIRTHDAY twice - get between fingers, under nails, on the top of hands, and wrists.
- Soap and water are the best option (if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol).

DO NOT TOUCH YOUR FACE

- Avoid touching your eyes, nose, and mouth with unwashed hands.

CLEAN YOUR SPACE OFTEN

- In equipment, vehicles, and workspaces, wipe down all hard surfaces and touch points with approved disinfectant, including fueling handles, doors, and pumps. Surfaces can only be disinfected after any dirt is removed.
- Keep all work devices clean, wiping them down with alcohol wipes often.

STAY HOME IF YOU HAVE SYMPTOMS OR CONTACT

- According to the CDC guidelines, the symptoms of COVID-19 include a fever, persistent dry cough, and/or difficulty breathing. If you are experiencing these symptoms, STAY HOME and contact your healthcare provider to discuss treatment or testing. STAY HOME If you have been in close contact with either a person diagnosed with COVID-19 or a person who has a COVID-19 pending test result.
- DO NOT RETURN TO WORK until you AND your manager have agreed on a plan to return.



HEALTHY MEETING PROTOCOLS

THIS IS PERSONAL™

What each of us does - at work and at home - impacts the rest of us.
Follow these protocols and we will BeSAFE together.

IF YOU HAVE TO MEET WITH TWO OR MORE PEOPLE

- Meet virtually if you can accomplish your objective. If that is not possible, meet outdoors or indoors as a last option. Meet with as few people as necessary and never with more than 10. Maintain six feet between participants.
- Do not meet or transport anyone in ANY vehicle.
- Prior to the meeting, the organizer will ask each participant the TWO HEALTHY CHECK-IN QUESTIONS (*Do you have a fever, persistent dry cough, and/or difficulty breathing? Have you been in close contact with a person currently diagnosed with COVID-19 or who has a pending COVID-19 test result?*). If a participant answers “yes” to either, they cannot attend the meeting.
- Bring as little to the meeting as possible. Do not share documents. Participants will be asked to have hardware to view electronic documents when possible. Otherwise the organizer will ensure participants have their own copies to use.
- After any indoor meeting, the organizer is responsible for ensuring the meeting space (including all surfaces, door knobs, handles, chairs, and bathroom fixtures) is appropriately cleaned before the next use. Participants should clean their pens, laptops, and phones.
- Apply these protocols to all meetings, including those with Teammembers, Homebuyers, Homeowners, Residents, Tenants, Customers, municipalities, and consultants.

SCHEDULED TRADE PARTNER ACTIVITIES

- As a Trade Partner, make sure you are familiar with and agree to follow our COVID-19 Safety Plan, including these Healthy Meeting Protocols.
- Use electronic information when feasible - do not share pens, clipboards or similar items.
- Maintain social distancing practices when communicating with our team.

VENDOR DELIVERIES

- Before you arrive onsite with a delivery, make sure you are familiar with and agree to follow our COVID-19 Safety Plan.
- Remain in your vehicle unless there is an absolute need to exit.
- Use electronic information when feasible - do not share pens, clipboards or similar items.
- If paper (delivery tickets) is necessary, we will collect it in a zip lock bag and quarantine it for a minimum of 24 hours before handling it.
- Wear gloves when handling delivery tickets and similar items.
- Maintain social distancing even when communicating between a person in a vehicle and one on the ground.
- Wash your hands when finished with a delivery.



HOW COVID-19 SPREADS

The objective and goal of the BeSAFE | COVID-19 Safety Plan is built on the current knowledge of how the virus spreads.

The virus is thought to spread person to person

- through the air as respiratory droplets created when someone coughs or sneezes
 - landing in the mouths, noses, and eyes of - or inhaled by - people within six feet of the person that coughs or sneezes, or
 - landing on surfaces or objects that other people come in contact with and then touch their mouth, nose, or eyes (it is thought COVID-19 can live for two weeks on hard surfaces).
- by close personal contact, like shaking hands
- or occasionally, fecal contamination

REFERENCE INFORMATION

Information in this plan is sourced from the following sources and should be referenced by Teammembers for additional guidance:

- *The Center for Disease Control for social distancing and cleaning guidelines - www.cdc.gov/coronavirus/2019-ncov/index.html*
- *The PA Department of Health for virus information, social distancing guidelines, masking requirements and business requirements www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx*

