



EARTHWORKS

LANDSCAPE ARCHITECTS & CONTRACTORS, INC.

COVID-19 RESPONSE PLAN

March 25, 2020

Earthworks pledges to dedicate resources immediately to identify and mitigate situations in the workplace which may introduce, expose, or spread COVID-19. This plan is designed to document the identification and mitigation measures taken by our business, including control measures, administrative controls and safe work practices. We will update this plan on a regular basis for the duration of the COVID-19 situation.

EFFECTIVE IMMEDIATELY:

- Earthworks bans in-person meetings (internal or external) and employee convenings (formal or informal) of any size. Employee communication is being handled virtually wherever possible.
- Regular body temperature scans performed and logged for all on-site employees (contingent on availability of scanning devices, which are in short supply due to acute global demand).
- Employees will adhere to the Social Distancing requirement by being no closer than 6' of each other.
- Earthworks will reduce on-site work hours to a minimum needed to sustain operations.
- Earthworks will stagger shifts and work hours to minimize on-site human presence at a given time.
- Earthworks will stagger use of all shared spaces, including bathrooms, breakrooms and offices.
- Earthworks will stagger facility entry and exit procedures.
- Mandatory work at home for all employees except the absolute minimum required for baseline production and logistics functions.
- Sanitary processes have been implemented throughout Earthworks facility (soap, hand sanitizer, single-use gloves, doors propped open, hands-free capabilities, no shared food).
- We have used blue tape marking of surfaces that receive frequent human contact; disinfection of these surfaces multiple times daily.
- International travel ban – business and personal.
- Domestic business travel bans except for critical operations (with senior management approval). Domestic personal travel requires employee to self-quarantine for 14 days and be symptom-free before returning to work.
- Any employee returning from a Level 2 or 3 CDC travel country must self-quarantine for 14 days and be symptom-free before returning to work.

- No deliveries except those that support production activities or emergency building maintenance.
- No visitors (including suppliers and customers) except those approved by senior management.
- Employees must immediately report symptoms associated with COVID-19 exposure.
- Employees must report contact with any person who tests positive for COVID-19; employee must subsequently self-quarantine for 14 days and be symptom-free before returning to work.