



To: All employees, contractors, subcontractors, and partners
From: Forerunner Technologies, Inc.
Date: June 1, 2020
Subject: **COVID-19 Safe Work Plan**

Forerunner is committed to maintaining and promoting a safe work environment for our employees, customers, and communities. In light of the Coronavirus (COVID-19) pandemic, the COVID-19 Safe Work Plan offers guidance to employees, partners, contractors, and visitors while working at any customer site.

These guidelines are in accordance with the recommendations of the Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA). Further, many of our customer contracts, require that Forerunner comply certain standards in order for our workers to be on site. As such, all employees, partners, contractors, and visitors are required to read and become familiar with these guidelines and affirm they will abide by the safety measures detailed therein. The guidelines are included in the following pages and the website links are listed below for your reference:

- **OSHA 3990: Guidance for Preparing Workplaces for COVID-19**
<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:a09c4e4f-7427-4e49-a452-5b190acd9302>
- **United States Centers for Disease Control and Prevention (CDC): Coronavirus (Covid-19)**
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

An overview and additional references are listed below:

Personal Health and Safety

- Avoid touching eyes, nose and mouth with unwashed hands
 - Cough or sneeze into a tissue or the bend of your arm, not your hand
 - Dispose of any used tissues as soon as possible in a lined waste basket and wash your hands
 - Do not share personal items or supplies such as tools, phones, pens, notebooks, PPE, etc.
 - Avoid common physical greetings, such as handshakes
 - Maintain a minimum of six feet (6'0") from others
 - Clean your hands often by washing them with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Employees and contractors must stay home if they are not feeling well. You are encouraged to proactively self-check your temperature prior to arriving to the location/site. If you have a fever, cough, and difficulty breathing, you must seek medical care and stay away from others.

*If you have been in close contact with someone who has a confirmed positive test result for COVID-19, you

must notify your manager immediately. You will not be permitted to work at any site location for a period of 14 days from the date of contact.

Job Site Protective Measures

- All parties should wear a face covering and maintain at least 6 feet of distance between themselves and others. A face covering is any well-secured paper or cloth (like a bandana or scarf) that covers your nose and mouth.
- Upon entering and exiting the building all personnel will be required to wash their hands or use hand sanitizer.
- Any employee/Subcontractor/visitor showing symptoms of COVID-19 will be asked to leave the location and return home.
- Temperature monitoring may be required from all personnel prior to entering the premises.
- Safety meetings will be conducted as required. When safety meetings are conducted in-person, gathering in groups of more than 10 people will be avoided and participants must remain at least 6'0" feet apart.
- All parties must avoid physical contact with others and shall direct others (coworkers/contractors/visitors) to increase personal space to at least 6'0", where possible. Where small work areas are used, only necessary employees should enter the area and all employees should maintain social distancing while inside.
- Use of hallways and staircases: Divided entrances and corridors may be used to limit face-to-face encounters when employees are moving in the opposite direction. In situations where hallways or staircases may not be wide enough, each party must yield right to pass. Avoid sharing personal items or supplies such as tools, phones, pens, notebooks, PPE, etc.
- Limit the number of occupants on elevators at one time. Individuals are discouraged from facing each other while riding elevators.
- All parties will be responsible for cleaning and disinfecting their work areas, tools, and equipment.
- Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, and similar appliances. Appliances are required to be cleaned and disinfected between uses.
- Delivery zones will be clearly identified and limited to receivers and deliverers only.
- Deliveries are unloaded solely by receivers using proper PPE, while deliverers remain in their vehicles.
- Site access is restricted to only those essential for business continuity.
- All individuals without proper Identifications or credentials or considered non-essential, are not permitted access to the site.

*Given the fast-developing nature of Covid-19, these guidelines are likely to change upon new findings and government directives.