



Coronavirus (COVID-19) Preparedness Plan

Revised 3/18/2020

UPDATE as of March 18, 2020

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of employee and business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations during this pandemic event.

Effective immediately, Riggs Distler is in Action Level 6. The Policies associated with the Level 6 Actions will remain in effect through March 27, 2020 and may be extended during this initial two (2) week assessment period:

Current Action Level	
Level 6	<p>*Pandemic: increased and sustained transmission in general population.</p> <p>* Due to the declared Pandemic affecting our local communities and geographical areas where we conduct our work, the Riggs Distler & Company, Inc. Pandemic Preparedness Committee has directed that Level 6 Actions go into effect immediately. <u>Please reference the Level 6 Actions found on Page 15 of this document for actions to be taken.</u></p>

Our Administrative Health Plan has a Tele-Doc option to do virtual doctor visits. Horizon BCBSNJ is providing at no cost 24/7 access to licensed nurses who can help members who have symptoms that are consistent with the suspected coronavirus 2019 infection as well as to provide mental health counseling services as we all deal with the stressful impacts of this pandemic.. You can call the designated phone number on the back of your member ID cards or one of the following numbers:

- Members: 1-800-626-2212
- SHBP/SEHBP Members: 1-800-991-5579

Table of Contents

1. Purpose
2. Application
3. Pandemic Preparedness Committee
4. Pandemic Level & Escalation
5. Staff Education
6. Monitoring & Communication
7. Vaccination
8. Travel Policy
9. Expatriate Policy
10. Employee Screening
11. Isolation & Cohorting
12. Continuity Measures
13. Action List
14. Action List
15. Action List
16. Action List
17. Appendix A

1. Purpose

This document describes the plan of Riggs Distler & Company, Inc. (RDC) for dealing with the potential coronavirus (Covid-19) and sets the requirements for pandemic preparedness. The purpose of this plan is to protect the company's employees and also to ensure business continuity in the event of a pandemic. The plan will be updated as warranted.

2. Application

This plan applies to all RDC employees.

All local and national laws and regulations shall always be complied with. If anything in this PLAN conflicts with such local or national statute, the later shall prevail. All pandemic committee members will be notified in writing of the conflict and necessary correction taken to the plan in complying with the local and national laws or regulations.

3. Pandemic Preparedness Committee

RDC Pandemic Preparedness Committee (PPC) will consist of the following members:

Contact	Title	Office Phone	Cellular Phone
Steve Zemaitatis, Jr	President & CEO	856-433-6006	610-637-0495
Al Fosbenner	CFO	856-536-3823	610-331-5613
SuayMira Tasci	Senior Director, Human Resources	856-433-6277	267-441-7823
Richard Neill	EH&S Senior Director	856-433-6260	484-571-5207
Ed Milukas	Compliance Director	610-872-8896	267-236-2879
Kenneth McKay	VP Legal	856-536-3826	609-941-5816
Jason McKay	CIO	856-685-9476	860-597-6960

This committee will be responsible for continued development of this plan and implement actions needed during the different stages of a pandemic.

4. Pandemic Levels and Escalation

This plan refers to the WHO (World Health Organization) definition of Pandemic Levels as basis for escalation and triggering activities.

Inter-pandemic Period	
Level 1	No new virus subtypes have been detected in humans. A virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infections or disease is considered to be low.
Level 2	No new virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.
Pandemic Alert Period	
Level 3	Human infection(s) with a new virus subtype. No human-to-human spread or at most rare instances of spread to a close contact.
Level 4	Small cluster(s) with limited human-to-human transmission. Spread is highly localized, suggesting that the virus is not well adapted to humans.
Level 5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).
Pandemic Period	
Level 6	<p>*Pandemic: increased and sustained transmission in general population.</p> <p>* Due to the declared Pandemic affecting our local communities and geographical areas where we conduct our work, the Riggs Distler & Company, Inc. Pandemic Preparedness Committee has directed that Level 6 Actions go into effect immediately. Please reference the Level 6 Actions found on Page 15 of this document for actions to be taken.</p>

5. Employee Awareness

Employee education is also a vital part of pandemic preparedness.

Early in the pandemic alert period, the scientific and technical aspects of a pandemic should be communicated to staff. This includes answering the following questions:

- What is Corona Virus (COVID-19)? How it is transmitted? How can it be prevented?
- What is the company doing to protect me? What contingency plans are being made?

As the pandemic progresses, staff will be regularly updated. Each staff member will be aware of the role they will play during a pandemic, and know when and how to respond.

6. Monitoring and Communication

6.1 Monitoring

All PPC members shall be responsible for monitoring and obtaining the most current information regarding the current Coronavirus and other potential pandemic from sources such as:

- WHO - <http://www.who.int/en/>
- CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

All EH&S and HR Staff also have an obligation to monitor the local and national press, radio, TV or other available media for any updated information with regards to trends and/or changes to current Coronavirus (COVID-19) strain, with feedback to any PPC member in a timely manner.

6.2 Communication

Rick Neill is responsible for timely updating all RDC employees with current Coronavirus (COVID-19) and pandemic information and guidance, travel advisories and any specific actions from this plan that need to reach all employees.

Communications will be drafted by Rick Neill and will cover the following topics:

- Cough etiquette
- Managing a Coronavirus (COVID-19) case at home
- Self screening

Fact Sheet Posters to be used:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Initial Company-wide Communication:

Although the current Coronavirus (COVID-19) has not yet impacted our work areas on the east coast, Riggs Distler is proactively beginning to plan for minimizing our exposure. The first step in planning is to communicate actions to help prevent the spread of this virus, these include:

- Avoid close contact with anyone showing symptoms of respiratory illness, such as coughing and sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Stay home when sick and away from the workplace and public locations.

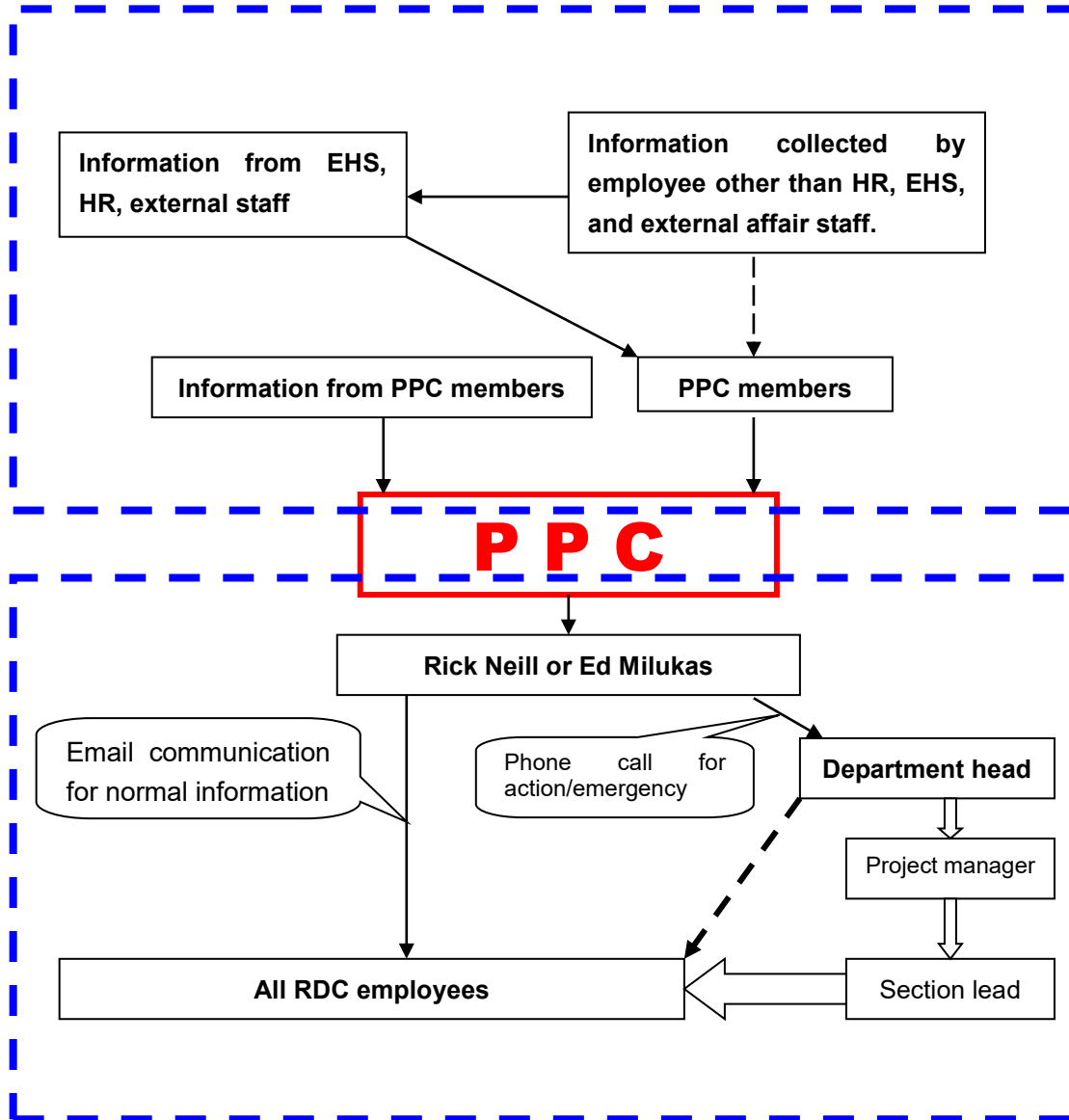
In the coming days, Riggs Distler will finalize a preparedness plan and post it to our intranet home page. This plan will include best practices and contingency plans utilizing the Center for Disease Control (CDC) recommendations. We will notify employees when this plan is complete. In the meantime, if you have a laptop, please use this opportunity to make sure you can connect to the Riggs Distler network through the Cisco Remote Access VPN. If any issues with connecting remotely, please contact Jason McKay.

Employees should direct their questions about Sick Leave or related HR policies to the Human Resources Department.

All communications regarding Coronavirus COVID-19 should be directed to Rick Neill, RDC Senior EH&S Director at: neill@riggsdistler.com or Ed Milukas, RDC Compliance Director at: emilukas@riggsdistler.com

Additional information regarding Coronavirus COVID-19 can be obtained through the following link: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Communication Diagram



A contact list consists of all RDC employees with all reachable contact channels (such as the phone number of home, mobile, office; the mailing address etc.) to be prepared and available with Rick Neill. Each department head should also have the detailed contact information on all employees under his jurisdiction for quick communication in case of emergency.

As the pandemic level escalates, testing should be done to assure proper communication.

All department heads and project managers should be responsible for cascading the information to subcontractors, partnerships and companies in which the RDC employees has a participating interest.

7.0 Vaccination and Antiviral Medications

Once a pandemic begins, it will take months to prepare an effective vaccine and the vaccine may be in short supply. Employees will be notified if vaccines become available and should consult with their personal physician.

8.0 Travel Policy

If a pandemic develops, it is expected that many cities and areas institute sudden and harsh travel restrictions which RDC will have to comply with. Such restrictions shall be monitored by PPC and communicated to employees.

In addition, the following travel policy will apply to the different WHO levels:

Level	Policy
3	<ul style="list-style-type: none">● Travel not restricted
4	<ul style="list-style-type: none">● Travel to affected areas will require authorization from the Business Unit Manager and will be limited to business-essential travel.● Inbound or returning employees from affected areas will be asked to monitor their own health, and in case of flu symptoms seek medical care, advise their manager, and not return to work until they have been medically cleared.
5	<ul style="list-style-type: none">● Travel to affected areas will not be authorized● Inbound company travel from affected areas will require pre-authorization from Rick Neill or his designee.● Returning employees from any affected area will be asked to self-screen for symptoms, work from home for up to 10 days, and then return to work only if free from symptoms.
6	<ul style="list-style-type: none">● All Administrative Employee travel is prohibited without exception. This includes all work-related meetings, trips, and seminars. All meetings are to be held via teleconference. If necessary, Please contact IT to request additional conference bridge capabilities.

Rick Neill or Ed Milukas will be monitoring ISOS Traveler Locator Service (<https://urgent.internationalsos.com>) and will provide key information about the status of pandemic/current Coronavirus and the affected areas/cities to PPC and Dept. head.

9.0 Expatriate Policy

In case of a potential expatriate evacuation, it is anticipated that the following policy will apply:

Level	Policy
4	<ul style="list-style-type: none">● If at all possible, expatriates and dependents will be evacuated from areas/cities/provinces where human to human transmission is occurring. They may be moved to another city where there is no

	<p>documented human to human transmission or they may be moved to another area. Decisions regarding essential personnel will be made on a case by case basis.</p> <ul style="list-style-type: none"> ● Dependents in provinces where human to human transmission has occurred will be offered the opportunity to leave, even if transmission has not occurred in the city where they are residing. ● If evacuation is carried out a screening process will be required prior to starting work in alternative RDC offices.
5	<ul style="list-style-type: none"> ● A screening process will be required prior to returning to work in RDC offices.
6	<ul style="list-style-type: none"> ● All Administrative Employee travel is prohibited without exception. This includes all work-related meetings, trips, and seminars. All meetings are to be held via teleconference. If necessary, Please contact IT to request additional conference bridge capabilities.

Exceptions to the above policy will be considered for place where medical infrastructure capable of managing the situation.

10.0 Employee Screening

The screening process will reduce the risk of bringing the infection into the workplace, exposing healthy workers, and reduce the spread of the disease. Employees should use the self-assessment questionnaire to assess their situation. If symptoms are present at the start of the shift or at any time during the day, the employee will be immediately isolated and asked to leave the facility. All appropriate site, client and company personnel will be notified immediately.

As of March, 13, 2020, screening procedures shall include:

- 1) Self-assessment questionnaire – Reference Appendix A found on page 17 of this document.

Screening procedures typically could include:

- 1) Screening at point of entry to workplace.

11.0 Continuity Measures

Business continuity measures with the integration of Operations, EH&S and HR should be properly considered and planned as well as being put in place in an effective and timely manner when pandemic breaks out (see action list.) Areas of assembly where more frequent use is expected, such as bathrooms, lunchrooms, etc. shall be considered for additional cleaning.

12.0 Action List

Pandemic Phases	Situation	Actions	Due date	Status
Phase 1	No new Coronavirus subtypes have been detected in humans. A Coronavirus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infections or disease is considered to be low.	1) Monitor the information on any deaths in the wild or domestic avian population	Ongoing	Ongoing
		2) Monitor the local press and health authority news	Ongoing	Ongoing
		3) Monitor any local regulations regarding travel restrictions, quarantine or control of antiviral medications or other relevant government policies	Ongoing	Ongoing
Phase 2	No new Coronavirus subtypes have been detected in humans. However, a circulating Coronavirus subtype poses a substantial risk of human disease.	1) Employees should be encouraged to take seasonal influenza vaccine shots – Shots provided to RDC employees in Fall 2019		Complete
		2) Provide current information to employees regarding Coronavirus.		Complete
		3) Education to raise employees' awareness of how the Coronavirus is spread		Complete
		4) Display posters in prominent areas to remind people of correct hygiene measures		Complete
Phase 3	Human infection(s) with a new subtype. No human-to-human spread or at most rare instances of spread to a close contact.	1) Set up a BU Pandemic Preparedness Committee (all major function heads should be the members)		Complete
		2) Develop a list of employees thought to be "mission critical" to keep the business running		Complete

Phase 3 (cont'd)	Human infection(s) with a new subtype. No human-to-human spread or at most rare instances of spread to a close contact.	3) Stockpile enough N-95 facemasks/respirators – Limited availability, will stockpile on an as needed basis	TBD	TBD
		4) Report any cases of Coronavirus illness in employees – Rick Neill is the point of contact for communicating Coronavirus illness	Ongoing	Ongoing
		5) Develop plan for physically isolated work groups and cohorting that can be activated as/if needed during level 4 and above – Work from home policy will be enacted if necessary		Complete
		6) Develop the contact list with detail information including name, office number, home number and mobile of all RDC employees.		Complete
Phase 4	Small cluster(s) with limited human-to-human transmission. Spread is highly localized, suggesting that the virus is not well adapted to humans.	1) Limit travel to countries/cities classified by WHO as Pandemic Level 4 to business essential only – All travel to be authorized by Business Unit Vice President and Director of EHS Rick Neill	3/2/20	Ongoing
		2) Inbound/returning employees from countries/cities classified by WHO as Pandemic Level 4 will be asked to monitor temperature, and in case of Coronavirus symptoms seek medical care, advise their manager and not return to work until they have been medically cleared – 14 days minimum	3/2/20	Ongoing

Phase 4 (cont'd)	Small cluster(s) with limited human-to-human transmission. Spread is highly localized, suggesting that the virus is not well adapted to humans.	3) Expatriates in non-essential functions and dependents are encouraged to evacuate from cities classified by WHO as Pandemic Level 4, maybe to another city within the country with no documented human to human transmission. The exception to this policy will be considered if medical infrastructure capable of managing the situation	N/A	N/A
		4) Persons suspected to have Coronavirus illness should be isolated to minimize the risk of transmitting the virus to others. Communicated systems and requirement to stay home with Coronavirus-like illnesses		Complete
		5) Managers must monitor employees	Ongoing	Ongoing
Phase 5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	1) Closely monitor the spread of the pandemic wave from continent-to-continent or country-to-country – Committee members to monitor	Ongoing	Ongoing
		2) Issue facemasks / hand cleansers to all employees –	TBD	TBD
		3) Sanitize the office twice weekly – RDC has cleaning services at local offices	Ongoing	Ongoing
		4) Limit meetings and appointments to business essential only – Communication will need to be made to reduce large group gatherings	3/2/20	Update: all meetings via teleconference
		5) No unauthorized visitors admitted – Will communicate when necessary	3/13/20	Ongoing

Phase 5 (cont'd)	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	6) Travel to countries/cities classified by WHO as Pandemic Level 5 will not be authorized – RDC has no current exposure but will not allow travel to these areas	3/2/20	Ongoing
		7) Inbound employees from countries/cities classified by WHO as Pandemic Level 5 will require the authorization of the HR or HSE representative – RDC has no current exposure but will not allow travel to these areas but will monitor	3/2/20	Ongoing
		8) Returning employees from Level 5 countries/cities will be asked to work from home for up to 14 days - RDC has no current exposure but will monitor as the situation escalates	3/2/20	Ongoing
		9) Non-essential expatriates and dependents will be required to leave the country. Decisions regarding essential expatriates will be made on a case by case basis – RDC has no current exposure, but will monitor	Ongoing	Ongoing
		10) Contingency Plan A) Field Work Activities <ul style="list-style-type: none"> - Labor Force: - When crew sizes are reduced at any capacity, due to non-availability, the crew make up will consider pairing the team to assure competency. At greater than 30 % reduction of crew size, crews must be combined to competency. Work activity will be prioritized to assure critical activity is 	3/13/20	3/13/20

Phase 5 (cont'd)	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	<p>considered.</p> <ul style="list-style-type: none"> - Supply chain is sourced from multiple suppliers. We will be in contact with supply chain leads to assure we have a two week supply of critical items. 		
		<p>B) HR - Have a database of all staff and personnel working on any company site and their contact details</p> <ul style="list-style-type: none"> - Have an updated database of expatriate staff and their emergency contact details - Identify suitable evacuation destinations for expatriates and travelers and ensure visas to those destinations are ready 	Ongoing	Ongoing
		<p>C) IT -</p> <ul style="list-style-type: none"> - Make sure all manager laptops are in use - Ensure all managers have remote computer access - Have a documented backup plan for all critical operational data <p>Communication was sent to all personnel to test remote access to VPN</p>		Complete

Current Level Phase 6	Pandemic: increased and sustained transmission in general population.	1.) All Administrative Employee travel is prohibited without exception. This includes all work-related meetings, trips, and seminars. All meetings are to be held via teleconference. If necessary, Please contact IT to request additional conference bridge capabilities.	3/13/20	Ongoing
		2.) All Riggs Distler Facilities are closed to all outside Visitors without exception. This includes all Customers, Vendors, Suppliers, Sales People, Auditors, etc.	3/13/20	Complete
		3.) All Riggs Distler Administrative Employees who feel sick should report their status to their Manager and should Work from Home. If you feel sick, do not report to work.	3/13/20	Ongoing
		4.) All Riggs Distler Field Employees who feel sick should report their status to their Supervisor and should stay home and not report to work. If you feel sick, do not report to work.	3/13/20	Ongoing
		5.) Handshakes are prohibited and all physical contact should be avoided. Please wash your hands frequently with warm, soapy water for at least 20 seconds. Utilize hand sanitizer when available.	3/13/20	Ongoing
		6.) All Riggs Distler field meetings to be held at crew size level – “all-hands” meetings are suspended.	3/13/20	Ongoing

Current Level Phase 6 (cont'd)	Pandemic: increased and sustained transmission in general population. (Cont'd)	7.) All Riggs Distler Administrative Employees should bring their laptop home at COB on Friday, March 13 th . Once home, please verify that you have access to the Riggs Distler servers. Please contact IT to remedy any issues.	3/13/20	Ongoing
		8.) All Riggs Distler Administrative Employees should prepare for the future potential of working from home. Effective immediately and remaining in effect until noted otherwise, all Riggs Distler Administrative Employees should bring their laptops home at the conclusion of every work shift. All Riggs Distler Administrative Employees should also prepare to bring home essential files, etc. at the conclusion of each work day.	3/13/20	Ongoing
		9.) All Riggs Distler Employees are required to complete Appendix A - "Self-Assessment Questionnaire" found on Page 17 of this document. If, on the basis of this self-assessment, it is not appropriate for you to enter the work environment, please contact your Manager.	3/13/20	Ongoing
		10.) Any Riggs Distler Employee deemed unable to enter the work environment must obtain documented approval from their physician prior to returning to work.	3/13/20	Ongoing



Riggs Distler & Company, Inc.
4 Esterbrook Lane
Cherry Hill, NJ 08003
Phone: 856-433-6000
Fax: 856-433-6035

Appendix A: *(Revised March 18, 2020)*

Riggs Distler & Company, Inc. Coronavirus (COVID-19) Employee Self-Assessment

Persons who shall complete this self-assessment:

- All Riggs Distler & Company, Inc. Employees and all approved Visitors to RDC projects or facilities shall complete this Assessment before coming to work each day or entering a facility

Do any of the following currently apply to you?

- You have a fever (greater than 100 Degrees Fahrenheit) and/or respiratory symptoms, diarrhea or other unexplained illness, or have been told by a health-care professional that you are presumptive positive or positive for Coronavirus. If so, we are directing you to remain away from work until released by your personal physician.
- Someone in your household has tested positive or has been told by a health-care professional that they are presumptive positive for Coronavirus. If so, we are directing you to stay away from work for a minimum of 14 calendar days to ensure you have not contracted the Coronavirus.
- You or a family member knowingly came into direct contact with someone that has tested positive for Coronavirus. If so, we are directing you to stay away from work for a minimum of 14 calendar days to ensure you have not contracted the Coronavirus.
- Travel to a Coronavirus heavily affected area/city/country. If so, you are directed to stay away from work for 14 days.

If, on the basis of this self-assessment, it is not appropriate for you to enter the work environment, please contact your manager if you are an employee. Non-employees should communicate with their company.

NOTE: If you are at higher risk for serious illness from COVID-19 because of your age or because you have a serious long-term health problem, it is recommended by Riggs Distler that you stay at home to avoid exposure. People that are at higher risk of getting very sick from this illness include: Older adults (70+ years old) or people who have serious chronic medical conditions like heart disease, diabetes, lung disease.

Under One Hat One Contract–One Responsibility