



## **Guidelines for Visiting a Jobsite, Client's, or Consultant's Office**

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SmithGroup takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” we have developed these Guidelines to help keep our employees safe and maintain our operations. Further, we have also identified a team of employees to monitor the related guidance from the U.S. Center for Disease Control and Prevention (CDC), the local governments in which we have offices, and our Landlords. These Guidelines are subject to change as new external guidance becomes available.

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## I. Responsibilities of Managers and Supervisors

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All managers and supervisors must be familiar with these Guidelines, be ready to answer questions from employees about them, and set a good example by following them. This involves practicing good personal hygiene and social distancing to reduce the spread of the virus. Managers and supervisors must encourage this same behavior in all our employees.

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## II. Responsibilities of Employees

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All of us are responsible to help with our prevention efforts while at work. In order to minimize the spread of the virus in our offices, everyone must play their part. Below, are various housekeeping, physical distancing, and other best practices that we all must follow. In addition, you are expected to promptly inform your manager or supervisor if you are experiencing signs or symptoms of COVID-19 (*these are described below*). If you have a specific question about these Guidelines, please ask your manager or supervisor. If they cannot answer the question, please contact your Human Resource representative.

The CDC has provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing.
- Fever.

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- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT COME TO WORK. Instead, call your manager or supervisor and your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your manager or supervisor and healthcare provider right away.

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### III. Protective Measures whilst Visiting a Jobsite, Client's, or Consultant's Office

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SmithGroup will not pressure or force you to engage in any activity that you feel either uncomfortable or unsafe doing. Further, please note that any Jobsite visits and/or in-person Client or Consultant meetings must conform to applicable Federal, State, and local restrictions regarding travel and face to face meetings (*by way of example, if a Jobsite meeting is scheduled, ask if such meeting is necessary for the progress of the Project or whether it could be conducted virtually*).

If a Jobsite Meeting is necessary, please follow the guidance below:

- Always remember, the contractor or CM has the sole responsibility for maintaining site safety and the safety of individuals working on or around the Jobsite. Accordingly, contact the contractor, well in advance of the meeting and inquire about, understand and follow the safety measures required at the Jobsite, including any measures implemented in connection with COVID-19. Make sure to confirm, the day of your visit, that the Jobsite will be open.
- If you are to visit or attend a meeting at a Jobsite where personal protective equipment (PPE) is required, you must have your own PPE, including the following:
  - ✓ Hard Hat
  - ✓ Safety Vest
  - ✓ Safety Glasses
  - ✓ Closed, hard sole shoes or boots
  - ✓ hand sanitizer
  - ✓ non-medical grade face covering – per CDC & jobsite guidelines

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This equipment must be for your personal use and **not shared with anyone else**. Do not use contractor-issued PPE unless there is additional equipment specific to the job and only after you have confirmed that it is has been properly sanitized. **If you do not have your own PPE, contact HR immediately to arrange for you to receive your own PPE prior to the job site visit.**

- If you intend on doing punch lists, obtain in advance of your visit, a complete list of spaces that are ready for your review. The spaces must be at 100% (*completely pre-punched*), with all appliances, casework, equipment, fixtures and amenities installed and in working order. Also, make sure that the CM or contractor have the spaces empty of other tradespeople during the punch walk to minimize interaction.

If a Client or Consultant on-site meeting is necessary, please follow the guidance below:

- Contact the appropriate individual that will be hosting this meeting, well in advance, and inquire about, understand and follow the safety measures required at their specific locations, including any measures implemented in connection with COVID-19. Make sure to confirm, the day of your visit, that the location of the on-site meeting will be open.

Irrespective of whether you are attending a Jobsite, Client or Consultant on-site meeting, please follow the guidance below:

- Prior to traveling, verify that you and anyone that you have had direct contact with, in the last 72 hours, has not had a fever. If you or someone that you have had direct contact has, then contact your supervisor or manager and remain at home. **Do not travel to the site.**
- During any such meetings, please limit the number of participants and maintain a physical distance of six feet from other individuals and avoid contact with anyone with symptoms of a cold or flu such as coughing, sneezing, or allergy-like symptoms. If anyone appears sick, excuse yourself from the meeting to avoid exposure.

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- The CDC has recommended avoiding, to the extent practicable, public transportation whenever possible. We understand that not all staff have access to a private vehicle for such site visits. Common sense should be used in all decisions. If you need to arrange alternative transportation, coordinate with your PM. We suggest that you avoid carpooling, to the extent practicable.

We support your personal judgment in making these decisions. In the event that you do not feel comfortable or safe in attending such meetings, please inform your supervisor or manager, as soon as possible, so they can make alternative arrangements if needed.

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## IV. Workplace exposure

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- **If you exhibit COVID-19 Symptoms**

If you exhibit COVID-19 symptoms, please remain home until you are symptom free for 72 hours (*3 full days*), without the use of fever-reducing or other symptom-altering medicines (e.g., *cough suppressants*). Please email your manager or supervisor that due to exhibiting symptoms, you are remaining at home. If, while at work or at a job site, you exhibit COVID-19 symptoms, please email your manager or supervisor and promptly return home until you are 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.

- **If you test positive for COVID-19**

If you have tested positive for COVID-19, you cannot return to your workplace/office until you are symptom free for at least seven (7) days, since the date that you first tested positive **and** have not had a subsequent illness. If you have tested positive and your health care provider has directed to care for yourself at home, you may return to work when: (1) at least 72 hours (*3 full days*) have passed since recovery (*recovery is defined as: (a) resolution of fever without the use of fever-reducing medications and (b) resolution of respiratory symptoms - e.g., cough, shortness of breath*) **and** (2) at least seven (7) days have passed since symptoms first appeared. If you have tested positive and have been hospitalized, you may return to work when directed to do

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so by your health care provider. You will be required to provide proper documentation clearing you to return to your workplace/office.

- **If you have been in close contact with an individual who has tested positive for COVID-19**

If you have come in close contact with an individual who has tested positive for COVID-19 (*co-worker or otherwise*), please email your manager or supervisor and remain home for fourteen (14) days from the last date of close contact with that individual. **Close contact is defined as within six feet for a prolonged period of time.**

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## V. Confidentiality/Privacy

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Except for circumstances in which SmithGroup 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 such reporting 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 requirements and to limit the potential for transmission to others.

SmithGroup reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so those employees may take measures to protect their own health. SmithGroup also reserves the right to inform consultants, 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.

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## VI. General Questions

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If you have any questions concerning these Guidelines, please contact your supervisor, manager, or Human Resource representative.