Brown and Root COVID-19 Field Project Execution Guidelines

Purpose

This document provides guidance for executing work and maintaining safe operations of field projects during the current COVID-19 situation. This is important as Construction, Engineering, Industrial Maintenance, Turnaround Services, and Specialty Services activities are an essential service to preserve the industry's current and future ability to build and maintain health care facilities, respond to critical infrastructure requirements and aid in recovery efforts after natural disasters. We must have the ability to conduct Construction, Engineering, Industrial Maintenance, Turnaround Services and Specialty Services activities in a safe manner that follows best practices to respond to this unprecedented crisis.

Work Shift

- Consider alternate work shift options such as:
    - Stagger work hours to avoid unnecessary congregation.
    - Utilize three eight-hour shifts to minimize the number of employees on the site if feasible.
- Utilize the badging system for time keeping purposes if applicable.
- Designate spacing markers at entry points to establish the proper "social distancing" between employees.
- If utilizing turn-styles, provide hand wash stations on each side of each location.
- Passive or active screening will be conducted as required. Follow the Brown & Root guidelines for COVID-19 screen, appropriate client protocol or third-party screening process as applicable.

Transporting Employee(s)

- Allow employees to drive to their work location when possible
- Utilize open air vehicles (UTV's) with passenger limitations
- Passenger limitations on site trucks will be required. These limitations will be determined by project management as specific limitations may vary depending on truck type or size that is being utilized on the project
- When the need arises for Bussing employees the following will be practiced:
    - The bus will be cleaned and sanitized after each trip using proper disinfecting wipes or sprays to clean seats, rails, etc.
    - Provide hand wash stations at all locations in which employees are enter or exit the bus. Each employee will wash their hands prior to entering the bus and after exiting the bus.
    - The bus driver will exit the bus prior to employees entering or exiting and will maintain a distance of at least 6 feet.
    - The bus driver will not be changed between loads and will wash their hands between each load.
    - When entering the bus, employees will go to the back of the bus first and continue to enter from back to the front. Seating will take place on every other seat on one side of the bus and the opposite seats on the other side of the bus with only one person per utilized seat.
    - When exiting the bus, the bus driver will exit first and remain at least 6 feet from others exiting. All employees will exit from the front first and continue through the rear of the bus. Employees will exit one at a time and begin walking down the aisle to the front of the bus and will ensure there is always a minimum of six feet between employees.

Lunch and Break

- Lunch areas will be set up in manner where there will be a minimum of 6 feet between employees while on break or lunch. A 6-foot marker will be placed in front of all microwaves, hot boxes, snack/soda machines, water coolers, refrigerators, etc.
- Approved alternate break and lunch areas will be used when available to increase the total space that will be used for break and lunch areas.
- Facilities for hand washing and hygiene (i.e. rest rooms, hand wash stations, etc.) will be provided near any areas used for breaks or lunch.
- Lunch and break times will be staggered to avoid unnecessary congregation.
- The cleaning and sanitation of all tables, chair backs, door handles, microwave doors, etc. will be conducted after each break or lunch period.
- Employees will be required to provide a minimum of 6 feet of "social distancing" between themselves and others at all times.
- Community-style meals will be eliminated.
    - If we provide meals to employees, they must be individually packaged.
    - Vendors who want to deliver meals need to provide them individually packaged.
- Require employees to wash their hands before and after all meals and breaks.

Hydration

- The Brown & Root Project Drinking Water Procedure, Part II, Section 48, of the HSE Manual must be followed.
- When possible, utilize bottled water and ice chests.
    - Provide and require use of hand wash station or hand sanitizer prior to retrieving water bottles.
    - Ice chests need to be disinfected daily at the end of each shift
- When using water coolers:
    - Provide cup dispensers that expose one cup only
    - Provide and require use of hand wash stations or hand sanitizer prior to touching the cup or water cooler spigot.
    - The water cooler and spigot will be cleaned and disinfected as required in the Brown & Root Project Drinking Water Procedure.

Meetings

- Continuing communications regarding safety is extremely important, not just as related to COVID-19 concerns, but also to address the general risk and hazards associated to the work that we perform. To continue to provide information and address concerns, we will utilize tool box talk safety meetings in the field in lieu of mass safety meetings. These tool box talk safety meetings will be limited in size to individual crews and will be conducted at a location and in a manner that "social distancing" of at least 6 feet for each crew member can be maintained and in an environment that allows proper communication. The use of a shared ink pen is discouraged, and alternate methods of documenting participation is encouraged. Examples may include the foreman/supervisor documenting the attendees and not having the participants sign their own names, taking a picture of the participants who attended the meeting, etc.
- General meetings such as daily updates, planning and scheduling, critical paths, etc. are critical to the operation of a facility and project. These meetings should be conducted using alternate forums such as Skype, WebEx, conference calls, etc. whenever feasible. When in-person meetings are

required, the meeting locations will be set up in a manner that allows for "social distancing" of at least 6 feet for each attendee and will be in an environment that allows proper communication.

Planning & Scheduling Work

- The planning and scheduling of work activities will be conducted in a manner to maximize "social distancing." Properly planning and scheduling activity is critical in our ability to safely perform work during the COVID-19 situation.
  - Consider tasks that can be safely performed by a single person and/or smaller crews when planning work.
  - Avoid scheduling work that results in congested work areas. For example, do not schedule multiple tasks in a common area at the same time.

Task Planning & Execution

- The utilization of the Brown & Root Total Safety Task Instruction (TSTI) process will continue to be our primary tool for crew members to plan their tasks in the field. This process must include a conversation related to "social distancing" such as maintaining 6 feet of distance when possible, discussing at what point they may need to come closer than 6 feet of each other, what their communication method will be when they need to come closer together, what additional PPE may be required, etc.
- Plan to mitigate for tasks that require two or more employees that will be within six feet of each other for an extended amount of time. Examples include but are not limited to:
  - A pipefitter and welder making the initial tact weld – Maintain "social distancing" as much as possible. Communicate when the 6-foot distance from each other will be interrupted. Utilize additional PPE when required. For example when tack welding, the pipefitter should wear respiratory protection or a face shield while within 6 feet of the welder and until the welder has lowered his shield to make the weld.
  - Two electricians who are making a termination – Maintain "social distancing" as much as possible. Communicate when the six-foot distance from each other will be interrupted and wear additional PPE when required until the task is complete, or separation of employees can be achieved.
  - Insulators installing sections of insulation that require multiple employees – Maintain "social distancing" as much as possible. Communicate when the six-foot distance from each other will be interrupted and wear additional PPE when required until the task is complete, or separation of employees can be achieved.
- When permits are required:
  - Limit the number of employees in control rooms.
  - Limit the number of employees handling the permits but review them as a group with proper spacing between employees.
  - Sign permits with personal pen. If not possible, wash hands immediately after using shared pens.
- Ensure that the same crew members work through each job task to avoid cross-contaminating crews as much as possible.
- Good communication with slow and deliberate actions is essential to safely completing work in the current environment.
- **UTILIZE THE BROWN & ROOT "STOP WORK AUTHORITY" PROCESS AS NEEDED.**

Toolrooms and Equipment

- Tools and equipment that can be assigned to individual employees should be considered instead of passing through the toolroom daily.
- Tools and equipment that must go through the toolroom daily, other distribution facility or that are stored in shared toolboxes shall be disinfected upon reception in the toolroom or before storing in the toolbox to be ready for redistribution or use.
- Tools and equipment include, hand tools, power tools, reusable PPE, etc.
- Equipment operators shall clean and disinfect their equipment prior to utilization. This applies to site trucks, UTV's, cranes, aerial work platforms, forklifts, and dirt moving equipment.

Receiving Material/Equipment/Protective Clothing

- When possible, have the vendor email packing slips or take a picture of the packing slip from a safe distance.
  - Use disposable gloves to receive material and packing slips.
- Limit the number of deliveries during this period.
- Decline all in-person sales calls and suggest phone conversations regarding sales.
- If handling mass dirty flame-retardant clothing in preparation for shipment off site proper PPE (nitrile gloves, approved respirator, safety glasses) will be worn.

Restroom Facilities

- Provide sanitation as often as feasibly possible.
- Provide hand wash stations or hand sanitizer at all restroom facility locations.
  - Require hand washing or hand sanitizer use before and after all visits into the restroom facility.

Cleaning and Disinfecting

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfecting. Alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants, should be effective when disinfecting surfaces.

Auditing

- Auditing for field projects will be conducted in order to ensure we are conducting work activities in a manner that provides a safe work environment for our employees and to provide learning opportunities to drive continuous improvement.

Absenteeism

- We understand the concerns that may arise during this situation. These guidelines have been developed to give our employees confidence that they can safely complete their daily tasks in a way that provides them proper protection. However, no employee will be penalized for absenteeism due to concerns from the COVID-19 situation.

Attachment "A"

Brown & Root Pandemic Management Guidance Document Summary

Reducing the Spread of the Pandemic Agent

- Set up prominent notices at all entry points to offices and projects to instruct employees, subcontractors, owners, vendors, and visitors not to enter the building or project site if they have symptoms of the pandemic agent.
- Conduct "passive screening" of employees, contractors, visitors, vendors and perspective employees who may not be allowed to report to work based on this screening.
- Information postings will be placed to educate employees, subcontractors, owners, vendors, and visitors on how to stop the spread of the pandemic agent.
- Ensure adequate supplies of tissues, hand sanitizing gels, disinfectant hand soaps, gloves, masks, and cleaning supplies are available for employees.
- Encourage all shared work areas, such as desktops, tables, door knobs, elevator buttons, and stair rails, etc., be disinfected daily and more often if possible.
- Maintain "Social Distancing."

Maintenance and Cleaning

Governmental recommended guidance on providing a safe and healthy workplace, free from recognized hazards, lists several things employers can do to protect workers during an event of a pandemic. This includes, providing resources and a work environment that promotes personal hygiene by providing tissues, no-touch trashcans, hand soap, hand sanitizer, disinfectants and disposable towels for employees to clean their work surfaces. Please ensure each office and project is properly supplied with these types of products, along with posters such as those on the CDC or WHO websites.

At a minimum:

- Disinfection of shared work areas, counters, railings, doorknobs, copy machines, and fax machines should be performed at least two to three times a day. Common sense should be used when cleaning and disinfecting the Brown & Root work environment.
- Telephones, computer keyboards, and mice should not be shared whenever possible. Shared equipment should be cleaned more frequently by users. Shared computer keyboards and mice should be disinfected between users using recommended treated wipes or sprays.
- Work with building management to increase ventilation to facilities if possible. Change filters of HVAC systems more frequently.

Educating Staff with Outbreak Awareness Program

Brown & Root recognizes that anxiety regarding the pandemic activities may contribute to increased absenteeism and stress and will address this by:

- Education and communication to all employees with educational and awareness material.
- Providing timely updates to the situation and Brown & Root activities as more information becomes available.

Managing Illness in Staff, Subcontractors, Vendors, Owners, or Visitors

If a person becomes ill, they should stay at home until their symptoms resolve. They should seek medical care as soon as possible. They will not be allowed to return to work until they are free of fever (below 100°F or 38°C without the use of fever reducing medication,) and other symptoms commonly associated with the pandemic agent, for 24 hours and have obtained medical clearance from a medical provider or have been free of fever for 14 days. If an employee is confirmed not to be infected by the pandemic agent, the employee can return to work with clearance from a medical provider. Return to work protocol may change due to different pandemic agents or with additional information or guidance from health and governmental agencies.

If management observes an employee exhibiting symptoms of the pandemic agent while at work or on the project, the ill person will be separated from other employees and instructed to leave the facility immediately and to seek medical care. They will not be allowed to return to work until they are free of fever (below 100°F or 38°C without the use of fever reducing medication), and other symptoms commonly associated with the pandemic agent for 24 hours and have obtained medical clearance from a medical provider or have been free of fever for 14 days. If an employee is confirmed not to be infected by the pandemic agent, the employee can return to work with clearance from a medical provider. Return to work protocol may change due to different pandemic agents or with additional information or guidance from health and governmental agencies.

If an Employee Receives a Confirmed Diagnosis of the Pandemic Agent

The employee shall:

- Notify their direct supervisor immediately.
- Do not report to the jobsite or office – remain at home and avoid contact with other people as much as possible to keep from spreading your illness to others.
- Return to work once free of fever (below 100°F or 38°C without the use of fever-reducing medication), and other symptoms commonly associated with the pandemic agent, for 24 hours and have obtained medical clearance from a medical provider or have been free of fever for 14 days. Return to work protocol may change due to different pandemic agents or with additional information or guidance from health and governmental agencies.

Client Requirements

- Brown & Root recognizes that our clients may have an equivalent document to manage the situations that may arise from a pandemic. In some cases, Brown & Root employees may be allowed to follow the requirements of the client's pandemic response process with operations approval.

Government Mandates

- Depending on the severity of the situation, federal, state and local governments may issue directives to businesses and the general population. Brown & Root will satisfy these directives and follow related instructions from law enforcement and emergency response agencies.

Brown & Root Guideline for COVID-19 Screening

Purpose:

This document provides guidance to set up a Point of Entry (POE) screening program for COVID-19 at locations where Brown & Root is conducting screening outside of a third party or client protocol.

Business Line President approval is required.

Definitions:

1. <u>Passive Screening</u> refers to screening conducted by asking questions only.

2. <u>Active Screening</u> refers to screening conducted by asking questions and taking temperatures.

3. <u>Close Contact</u> refers to social contact within 2 meters / 6 feet of a known or suspected COVID-19 case for more than 15 minutes.

4. <u>Non-Contact Temperature Reading Method</u> allows a person's temperature to be taken without direct contact with the body.

Entry Areas:
- Entrance access must be controlled by the screener/management.
- Entry area should be sufficient so that persons awaiting entry can remain at least 6 feet apart during the entire screening process.
- Refer to "Attachment A" for an example of how to set up an area for entry.

Personal Protective Equipment:
- Required PPE for reading temperatures:
    - Nitrile gloves
    - Approved respirator (N95 or equivalent)
    - Safety glasses
- Following the screening procedure:
    - Remove and dispose of gloves. Do not touch outside of gloves.
    - Remove respirator by loosening straps, avoiding touching front of mask. Discard or place in designated receptacle for cleaning.
    - Wash hands immediately after removing PPE or at any stage in which hands become contaminated.
- Report any breaches in PPE or potential exposures to supervisor.

Screeners:
- Screeners need to be selected and trained in this process, including the tools and PPE required to perform this screening.

Screening Process:
- Passive Screening:
   - Entrants should wash hands before and after screening.

- o Entrants will be advised (by a poster and other communications) that they should not attempt to be screened if they are ill or have been in close contact with someone who has suspected or confirmed COVID-19.

- o Screeners will ask the following questions:
  1. Do you presently have any flu-like symptoms?
  2. Have you been out of the Country, in the last 14 days?
  3. Have you come in contact with a person who is known to have the COVID-19 virus in the last 14 days?

- o If the answer to all these questions are "No" then the entrant will be allowed to proceed into the work area.

- o If the entrant answered "Yes" to question number 1, they will not be allowed entry and will be directed that they will not be allowed to return to work until they are free of symptoms commonly associated with COVID-19 for 24 hours and have obtained medical clearance from a medical provider or have been free of symptoms for 14 days. If an employee is confirmed not to be infected by COVID-19, the employee can return to work with clearance from a medical provider.

- o If the entrant answered "Yes" to question number 2 and/or 3 they will not be allowed entry and will be directed that they will not be allowed to return to work until they have obtained medical clearance from a medical provider or have exhibited no symptoms for 14 days.

- Active Screening:
  - o All requirements of passive screening will be followed.

  - o Temperatures will be taken through a Non-Contact Temperature Reading Method using the following or an approved alternate device.
    - Non-contact infrared thermometers (NCIT)
      - Device using an infrared sensor to detect thermal radiation, typically used on the forehead. Does not require sanitation between usage.
    - Single-use test strips
      - Single use disposable strips that use a matrix of temperature sensitive dots to detect and record oral body temperature.
  - o Temperatures should be read before employees access the jobsite. For sites that bus employees from an off-site parking lot, temperatures should be read before an employee boards the bus.

  - o NCIT usage requires one individual to scan and verify results per testing station. Multiple testing stations are recommended to be utilized and should be spaced out to follow established social distancing.

  - o NCIT's each have different operating parameters, so it is necessary to consult the instructions for specifics. In general, operation consists of:
    - Persons to be measured must remove any hard hats, head coverings, hair, sweat, or dirt from their forehead prior to temperature reading.

- Avoid excessive physical activity prior to having temperature read, as this can result in elevated temperature.
- Thermometer should be held between 1"-5" (3-15 cm) from the employee's forehead and aimed between their eyebrows, depending on the make/model of the thermometer.
- The time to read temperature varies from instantaneous to 20 seconds, depending on make/model.

- Single-use test strips require two people per testing station to be time effective.
  - Wait 15 minutes before testing if the employee has been eating, drinking, smoking, or exposed to extremely hot or cold weather.
  - Test strips are to be passed out by one individual to the employees as they enter the line for the testing station.
  - The employee to be tested removes the test strip from the sterile wrapper and places the strip under their tongue. The strip is to be placed as far back as possible into the heat pockets located on either side of the tongue. Signage demonstrating proper placement of the test strip is recommended.
  - The strip is to be removed after 60 seconds and allowed a further 10 seconds to stabilize before the temperature is read.
  - The second individual working the test station shall visibly examine the test strip without physically contacting it.
  - The strip is disposed of in a trash receptacle by the employee being tested once the temperature has been verified.

- Elevated Temperature Reading
  - Employees with a temperature measured above 100°F or 38°C are to be isolated from coworkers in a designated location.
  - A second reading shall be performed to confirm the results of the first reading.
  - If the second reading is below 100°F or 38°C:
    - Wait for a period of 10 minutes and conduct a third test.
  - If either the second or third reading is confirmed to be elevated:
    - The will not be allowed to return to work until they are free of fever (below 100°F or 38°C without the use of fever reducing medication) and other symptoms commonly associated with COVID-19, for 24 hours and have obtained medical clearance from a medical provider or have been free of fever and other symptoms commonly associated with COVID-19 for 14 days. If an employee is confirmed not to be infected by COVID-19, the employee can return to work with clearance from a medical provider.
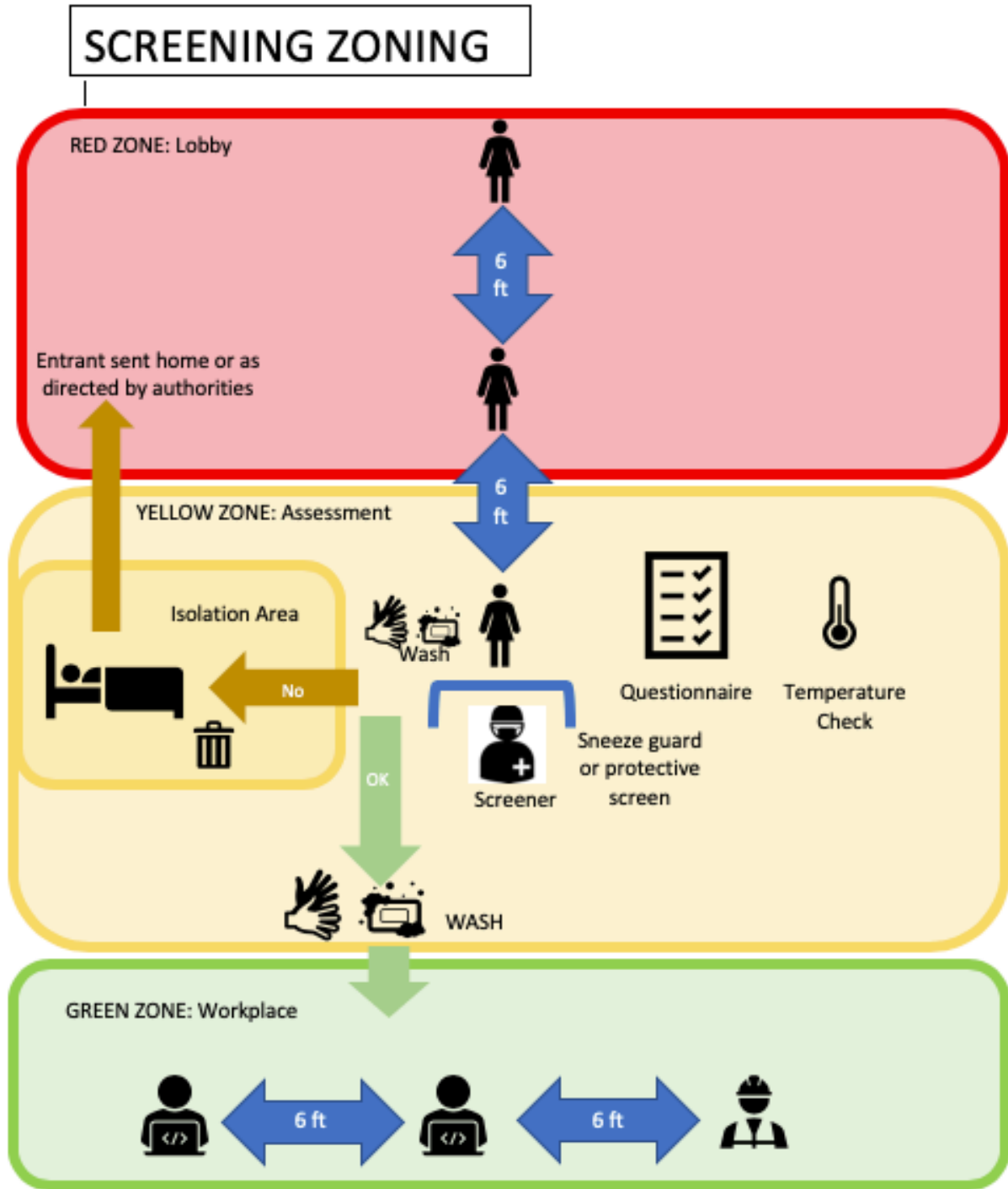
Red Zone is the public/uncontrolled area before entering the screening area. Yellow Zone is the screening area. Green Zone is the area where the entrants who passed screening may enter.