INFECTIONOUS DISEASE CONTROL PLAN
COVID-19 Virus Pandemic
March 2020

At Burkett’s, our foremost priority is the health and safety of our customers, our employees, employee’s families, and the general public around us. In addition to the health and safety standards we have in place, we have implemented additional practices to protect against possible COVID-19 exposure:

Public access to Burkett’s:
- All public access to Burkett’s facilities are prohibited until further notice.
- Deliveries are to be made by appointment, only. Delivery drivers are required to wear face masks at all times when at a Burkett’s facility.

Customer Contact:
- Sales staff, project managers and work crews are to interact with customers electronically. When a face-to-face interaction is unavoidable, face masks must be worn, and a minimum six foot distance must be maintained between parties.

Cleaning and Disinfecting:
- Field foremen will ensure that all truck door handles, steering wheels and portable toilet door handles on their sites are disinfected at least twice daily.
- Office personal will designate a person or persons in each office to disinfect all door handles, counters, desk tops, copy machines and all other commonly touched surfaces at least twice daily.
- Mechanic shop supervisor will schedule and assign personnel to clean all shop restrooms door handles, conference room door handles, conference table, shop tables used for meal breaks, and any other commonly touched surfaces in the mechanic shop area.
- Yard Supervisor will schedule and assign personnel to clean all bathroom door handles, flush handles, sinks, portable toilets, ice machines, entrance gate handles, any other commonly touched surfaces and any other doors handles not being cleaned by others, at least twice daily.

Office Occupancy:
- Field personal will limit their office visits to the absolute minimum required. Use of phone calls, electronic communication, and video conferencing is encouraged to limit in-person contact.
- The physical configuration of office space will be altered to ensure that employees are working at least six feet apart.
- Office personal will avoid congregating.
- If meetings are absolutely necessary, those meetings will be conducted outdoors while continuing to maintain 6 feet between each participant.
- Office doors and windows will be left open when the ambient outdoor temperature is above 68°F or when running air conditioner.
Employee Conduct Required:
• Burkett’s Employees;
  ✦ Will not come to work when sick.
  ✦ Will promptly notify their supervisor when they experience any flu symptom.
  ✦ Will wash or sanitize their hands before eating, after using the restroom, and at other
times during the day after touching common surfaces.
  ✦ Will maintain a distance of 6 feet from others, when possible.
  ✦ Will wear a face mask when they might come within 6 feet of others.
  ✦ Will not congregate or meet in groups of more than 2 people.
  ✦ Will elbow bump instead of shaking hands.
  ✦ Will advise management of any medical condition they believe may put them at serious
  risk from COVID-19

Additional Field Crew conduct:
• Foremen will monitor crew members to ensure frequent hand washing.
• Foremen will demonstrate virus safety by washing their own hands regularly.
• Beverages and Meals are to be brought from home so crews do not need to stop at
  convenience stores and other public food establishments.
• Field crews will sit more than 6 feet apart when eating lunch.
• When traveling together in vehicles, crew members will wear face masks and will create a
  continuous flow air flow by means of opening windows and vents.

Employee Monitoring:
• The body temperature of each employee will be measured at the beginning of each shift by
  means of a ‘no-touch’ forehead scanning temperature thermometer.
• Employees that exhibit a temperature of 100.4°F, or greater, will evaluated by management
  and sent home until they are well.
• Employees will also be temperature scanned, as above, in the field during site safety
  inspections.
• All supervisors and foremen will monitor their subordinates for signs of COVID-19,
  (Shortness of breath, aches and pains, sore throat, nausea, runny nose, loss of smell or
  taste), and take appropriate action, on a case-by-case basis.

Sanitation Provisions for Employees:
• Each crew and work area will have a hand sanitizer bottle.
• USDA class E3 hand sanitizer for refilling crew bottles is available in bulk at the company
  store room.
• Bar soap in plastic soap holders is available at the company store room.
• Masks will be distributed each morning at the company store room.

Additional protective measures will be added if exposure to COVID-19 is suspected or
confirmed for any of us.

* This infectious Disease Control Plan was distributed to all employees, in English and in
Spanish, and conspicuously posted at offices, yards, warehouses and shops.