	STRADA ENVIRONMENTAL Safety Management System	Doc No:	COVID-19
		Initial Issue Date:	16/4/2020
CORONAVIRUS (COVID-19)		Revision Date:	1/5/2020
		Version No.:	1.1
		Next Review Date:	1 May 2020
Preparation: Steve Bank	Authority: Steve Bank	Page:	1 of 6- 1 - Page 1 of 6


COVID-19 (Coronavirus) Action Plan

This interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Ministry Of Health in New Zealand [MOH]. The MOH will update their guidance as additional information becomes available www.health.govt.nz

STRADA ENVIRONMENTAL Action Plan:

1. Jobsite Protocol:

- STRADA ENVIRONMENTAL to display signage regarding Wellness Tips on all jobsites, building rest rooms, freight elevator, lobbies, etc. where allowed.
- STRADA ENVIRONMENTAL supervisors are to ask all personnel if any member of their staff is at risk of being sick or carrying illness. **The supervisors are to ask these questions:**
 1. Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 2. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 3. Have you, or anyone in your immediate family, traveled outside of NZ within the last two (2) weeks?
 4. Are you having trouble breathing, have a dry cough, or have flu like symptoms?
- Per MOH recommendations, if any answer is “yes”, the worker is to be removed from the jobsite immediately and will not be allowed to return to the jobsite without a doctor’s letter verifying “OK to return to work” status.
- MOH recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day be separated from other employees and be sent home immediately. STRADA ENVIRONMENTAL Supervisor is to send any worker home if there are any observed symptoms of sickness.
- Supervisors are instructed to prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin.
- No large group meetings: limit all meetings to eight people or less. The Toolbox safety and weekly schedule meetings, etc. are to be held with only Lead Supervisor and with personal distance between individuals.
- All meetings – Toolbox safety, Supervisor schedule meetings, etc. to emphasize personal hygiene and the MOH recommendations to prevent illness.
- No visitors are permitted to enter STRADA ENVIRONMENTAL workplaces, including jobsites, unless fundamental to the execution of the work.
- Limit elevator usage when occupied with multiple people. Use stairs when possible.
- Supervisor jobsite visits are suspended where the use of technology allows, facetime, pictures, daily reports, etc. – will be the primary tool for the director and supervisor to have a “virtual walk” of the project. Directors are available for jobsite requirements as directed by Director of Field Services.


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2. Office Protocol:

- STRADA ENVIRONMENTAL **may** require all non-essential office staff to work remotely via the VPN network for all tasks that can be completed remotely. Please review with your immediate supervisor for specific details for your position.
- Owner/Client Contract (OCC) meetings are to be rescheduled with the use of conference calls, facetime, video conference, etc. in lieu of in person meetings.
- All non-essential visits by vendors, subcontractors, clients, etc. to the office are suspended.
- All external team meetings previously scheduled at the main office are to be rescheduled as a conference and/or video conference call.
- All large (greater than eight attendees) in person internal meetings are to be rescheduled as a conference and/or video conference call.
- Limit all person to person contact.
- STRADA ENVIRONMENTAL to display signage regarding Wellness Tips throughout the office, restrooms, breakroom, etc.
- Perform routine environmental cleaning:
 1. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 2. Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Follow all MOH protocol.

3. COVID-19 Measures:

- Employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor and refer to MOH guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, STRADA ENVIRONMENTAL will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the MOH. Employees exposed to a co-worker with confirmed COVID-19 should refer to MOH guidance for how to conduct a risk assessment of their potential exposure. www.health.govt.nz. If symptoms exist of COVID-19, call Healthline 0800358 5453 or call your nearest GP for advice.
- If an employee is diagnosed with COVID-19, they must stay home. STRADA ENVIRONMENTAL will provide paid leave (without affecting PTO) for up to fourteen (14) days, the anticipated quarantine timeframe.
- STRADA ENVIRONMENTAL will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism.
- We will cross-train personnel to perform essential functions so that the workplace is able to operate if key staff members are absent.

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4. Travel Protocol:

STRADA ENVIRONMENTAL advises employees before considering travel to take certain steps:

- Check the MOH Notices for the latest guidance and recommendations for each country or region to which you will travel.
- Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences>
- Employees who become sick while traveling or on temporary assignment must notify their supervisor and should promptly call a healthcare provider for advice.
NOTE:- If you have symptoms of COVID-19, call Healthline 0800 358 5453 or call your local GP for advice.
Your GP or Healthline may refer you to a CBAC (community based assessment centre) to be screened and assessed for testing, and tested if you meet the Ministry of Health criteria. Most centres are referral only - you must be referred by either your GP or Healthline. If walk-in clinics are available, there may be a wait if you do not have an appointment, or you may be given a time to return if the clinic is busy.
- **STRADA ENVIRONMENTAL will enforce a mandatory 14-day self-quarantine upon returning from travel outside New Zealand and potentially domestic locations as and when advised.**
- Inform supervisor prior to scheduling any travel.


5. General Protocol:

When Providing Cleaning/Restoration and Site Clearance Services STRADA ENVIRONMENTAL shall follow the MOH guidelines as outlined:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences/general-cleaning-information-following-suspected-probable-or-confirmed-case-covid-19>

STRADA ENVIRONMENTAL will actively encourage sick employees to stay home:


- If employees or subcontractor employees are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the jobsite and/or office and call (or go to) the doctor:
 1. Fever
 2. Cough
 3. Shortness of breath
- Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, **without the use** of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should immediately notify their supervisor and stay home if they are sick.
- STRADA ENVIRONMENTAL will communicate with our subcontractors and temporary staffing companies about the importance of sick employees staying home and/or going to the doctor.

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- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- STRADA ENVIRONMENTAL will communicate the following to its employees and contractors:
 1. Serious respiratory illnesses such as influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 2. To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing
 - Avoid unnecessary contact with others
 3. Use disposal paper tissue and no-touch disposal trash receptacles.
 4. Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 5. Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

STRADA ENVIRONMENTAL is committed to the safety of its employees, vendors, subcontractors, clients, and the general public. The above action plan is consistent with the Worksafe NZ and MOH Guidance.


Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. STRADA ENVIRONMENTAL's leadership is committed to providing the best work environment possible for all staff and jobsites and we will continue to monitor the MOH website for updates. We will make revisions to this policy as updated information is available.

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Name.....

Date.....

Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?			
NO	Signature	YES	Details
Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?			
NO	Signature	YES	Details
Have you, or anyone in your immediate family, traveled outside of NZ within the last two (2) weeks?			
NO	Signature	YES	Details
Are you having trouble breathing, have a dry cough, or have flu like symptoms?			
NO	Signature	YES	Details

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