

Albarell Electric Continuity and Preparedness Plan

Coronavirus COVID-19

The situation concerning the coronavirus COVID-19 continues to evolve as the spread and prevention of the disease is a day-by-day hour-by-hour development. So much is still unknown about COVID-19 and the condition is unprecedented, so we continue to operate cautiously. That said, our priority is the safety of our employees, suppliers, customers and business partners who continue to need our support and services during this pandemic. Teamwork, coordination and transparency in communication with everyone is critical to the efficiency of our day-to-day operations. To that end, Albarell Electric has taken the following steps to help prevent workplace exposures during this pandemic and has established a Preparedness and Response Plan to maintain uninterrupted operations. To the greatest extent possible, we intend to help drive similar practices to our business partners, vendors, and customers.

Coronavirus Planning and Process Team

We have established a COVID-19 Process and Response Team to help Plan, Prepare and Respond to our employees and business stakeholders by utilizing guidelines and recommendations issued by the CDC, WHO and OSHA as well as Local, State and Federal Authorities.

Communication

To date, all company employees have been provided written correspondence to serve as educational information as to the origin of the virus, how the virus can be spread as well as CDC guidelines on preventing the further spread of the virus. Additionally, directives on self-monitoring throughout the day as well as recommendations on self-quarantine have been provided and are consistent with the following CDC guidelines:

- Fever (100.4° or higher)
- Cough (usually dry)
- Shortness of breath

**symptoms may appear 2-14 days after exposure*

All field supervision as well as all office staff have access to email and cellular communication making it possible to disperse critical and timely information to key employees who in turn have direct access to all remaining employees. The company maintains email distribution lists of key customer contacts and vendors that can serve to expedite our communication reach when necessary.

Key Strategies in the Workplace **

All employees have been given an explicit directive to abide by the following practices and procedures:

- Strict adherence to CDC's recommendations regarding hand washing, social distancing, use of hand sanitizers, and avoidance of others when needing to cough or sneeze.
- Office employees have been directed to perform regular and periodic cleaning/sanitizing of their personal space. Common areas should be wiped down periodically.

- Field foreman have been directed to perform a regular wipe down in jobsite trailers and common areas shared by employees and others.
- Salesman visits have been eliminated. Deliveries will continue but confined to a single warehouse entrance. Non-employees will not have access to our office and/or warehouse facilities. Virtual meetings and conference calls are recommended in lieu of group gatherings.
- In the event of illness, Albarell actively encourage sick employees to remain home and when necessary stay home with symptomatic family members until a confirmed diagnosis has been made by a treating physician.
- Sick leave benefits have been modified temporary to accommodate those needing extended sick leave due to illness or are under self-quarantine.
- Unconfirmed illnesses with employees that are symptomatic with COVID-19 will be removed from the workplace and placed under self-quarantine until a medical diagnosis can be obtained. Employees will only be allowed to return to work after having been cleared (in writing) by a treating physician.
- A job that has been identified with a confirmed case of COVID-19 will be cause to temporarily remove all Albarell employees until it is deemed safe to return to work. Individuals having any direct contact will be instructed to self-quarantine and seek COVID-19 testing if required.

** - When necessary adherence to a customer's specific work site requirements and practices will be strictly followed provided, they meet the minimum requirements listed above.

Preparedness and Response

Company management and **ALL** office personnel have remote access to perform virtual functions allowing business operations to continue. Everyone will remain accessible through their normal channels of email and cellular communication. That includes accounting, payroll, purchasing, billing, estimating and project management. All office and field foreman have access to email via Office 365 which allows access from anywhere, even cellular.

Procedures have been put in place to deal with outside mail, deliveries, and building access when necessary.

Our actions set forth above are designed to allow Albarell to remain operational and to ensure that we can provide a high quality of uninterrupted service in a safe and secure manner, even if our office locations may be closed. We recognize that this pandemic is an evolving health emergency. Every effort will be made to keep our Plan current and keep everyone informed to changes when necessary.

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