

To: Infrastructure Technologies Employees
From: Emergency Operations Team
Re: Guidance Sheet – Coronavirus Disease (COVID-19)
Date: May 13, 2020

Overview

Our ITI Management Team is meeting daily to monitor and discuss the wide range of issues associated with COVID-19.

The Management Team will continue to share information and best practices with our employees. **This information will be distributed company-wide, and our expectation is that these measures will be communicated and implemented.** We ask that communications be shared by Project Leads to all ITI technicians and office personnel.

Why Social Distancing?

Social distancing is a public health practice that aims to prevent sick people from coming in close contact with healthy people in order to reduce opportunities for disease transmission.

With COVID-19, the goal of social distancing right now is to slow down the outbreak in order to reduce the chance of infection among high-risk populations and to reduce the burden on health care systems and workers. Experts describe this as "flattening the curve," which generally refers to the potential success of social distancing measures to prevent surges in illness that could overwhelm health care systems.

Job Site Plan

A toolbox talk will be conducted on the start of work to discuss safe environment procedures, safety procedures and updates.

All personal will wear a protective facemask, eye protection and gloves.

Lifts, vehicles, ladders and tools will be wiped down with a disinfectant cleaner at the end of each day.

We will maintain the recommended six feet distance whenever possible. When working in groups of 2 we will try to maintain that group for the duration of the workday and if possible, the duration of the project.

Strategy Guidance

This interim guidance is based on what is currently known about the COVID-19 disease. This information and guidance were obtained by the Centers of Disease Control & Prevention (CDC) and the Department of Health (DOH).

The best way to prevent illness is to avoid being exposed to this virus.

General Precautions



- Stay home if you are sick and don't come to work until you 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 24 hours, without the use of fever-reducing or other symptom- altering medicines (e.g., cough suppressants)
 - Public Health is reliant on each of us exercising good judgement. Please don't put your co-workers at risk.



- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Avoid touching eyes, nose or mouth with unwashed hands.



- Cover your mouth and nose when you cough or sneeze with a tissue or use the inside of your elbow.

Cleaning and Disinfection

Clean all frequently touched surfaces daily. These include some of the listed below:

- Desks and chairs;
- Door handles, push plates and handrails;
- Kitchen and bathroom faucets;
- Appliance surfaces;
- Light switches;
- Handles on equipment and tools;
- Steering Wheels and operating Levers;
- Shared telephones, computers, keyboards and mouse;

Project Sites, Offices / equipment should be cleaned daily. Individuals in those locations are expected to assist in daily cleaning.

Use cleaning agents such as detergent or soap and water prior to disinfection.

Cleaning removes germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects.

For further guidance on How to Clean and Disinfect Surfaces visit the CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Or the NYS Department of Health:

https://health.ny.gov/diseases/communicable/coronavirus/docs/cleaning_guidance_general_building.pdf

Notification

Immediate Notice is Required to be Given if any individual on their project site has:

- Tested positive for COVID-19;
- Encountered someone known to have tested positive for COVID-19; or
- Completed a trip to a CDC-categorized Coronavirus Warning Level 3 location

This notice must be directed to Charles Murray, General Manager at cmurray@itidacom.com or by cell phone (631) 636-9425.

If you have any questions regarding this interim guidance, please do not hesitate to contact a member of the Emergency Operations Team.

Name	ICS Role	Office Number	Cell Number
Charles Murray	General Manager	212-801-2012	631-636-5425
Eddie Castellazzo	Operation Manager / Partner	212-801-2016	917-885-8664
Aimee Morales	Office Manager	212-801-2009	631-926-8226

STOP

VISITOR RESTRICTIONS

To Prevent the Spread of COVID-19:

Effective Immediately Infrastructure Technologies, Inc. is restricting entry to our Offices and Job Sites, to only those visitors that are part of a mandatory or essential business activity.

For visitors who are allowed, they will be limited to certain areas within our facilities and a list of visitors should be maintained at each location (near entry).

