

ROCKFORD COVID-19 PREPAREDNESS AND RESPONSE PLAN

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EXECUTIVE SUMMARY

At Rockford, nothing is more important than the safety of our team, our trade contractors, and the communities we serve. The COVID-19 pandemic requires safety measures that go above and beyond our normal safety operations. The ROCKFORD COVID PREPAREDNESS AND RESPONSE PLAN outlines procedures and protocols that will help prevent the spread of COVID on our jobsites and in our offices and allow all of you to continue working in a safe and healthy environment.

Rockford's COVID procedures are based on the most recent guidelines from the Center for Disease Control (CDC), OSHA, and state and federal regulations related to COVID-19. As such, this is a living document that will change and adapt to new guidelines and legislation. As a result, you must ensure that you are referencing the most recent Plan issuance.

In addition to Rockford's requirements as outlined in this handbook, there may be additional COVID requirements based on client demands, site-specific logistics, and other factors. ALL Rockford stakeholders must comply with the requirements outlined in this document in addition to project- and site-specific requirements related to COVID-19.

In addition to your jobsite supervisor, Rockford's dedicated safety team is available to assist you with questions. We thank you for your diligent efforts in complying with this handbook, for the health of you and those around you. Together, we can all continue to work safely.



Mike VanGessel, CEO

TRAINING AND COMMUNICATION

Rockford will provide tools and training necessary to prevent the spread of COVID-19 on its jobsites and in its corporate offices. We have implemented the following:

1. Rockford COVID Preparedness and Response Plan will be updated regularly and communicated to our team members, trade partners, clients and stakeholder.
2. Changes to CDC, OSHA, federal, state or local guidelines, as well as updates to the Rockford COVID Handbook, will be communicated during jobsite meetings for field personnel or via email for corporate office workers.
3. Jobsite signage will include:
 - a. Symptoms of COVID-19
 - b. Proper hygiene and protocol
 - c. PPE requirements
4. Personnel new to the jobsite or office must review the Rockford Code of Conduct and COVID-19 protocol before beginning work.
5. Personnel and visitors to jobsites will be required to do health screenings with questions related to health and COVID exposure. Personnel or visitors may be denied access based on responses.
6. Each trade contractor must designate a site representative (COVID 19 safety coordinator) to review, monitor and implement all COVID-19 safety practices for its employees.
7. A JHA must be completed daily by all trade contractors prior to the start of work. All trade contractor site representatives must complete a Trade Contractor Employee COVID-19 Health Assessment Form a sign-in form with information regarding their employees' health and potential COVID exposure. This form may also be submitted electronically via PlanGrid.

HYGIENE PROTOCOL

Appropriate hygiene is one of the best ways to prevent the spread of COVID-19. All personnel working on Rockford jobsites, in our corporate offices, or in our properties should follow CDC guidelines including the following:

1. Frequent handwashing/sanitizing
 - a. Wash hands with soap and water for a minimum of 20 seconds. OR
 - b. Use hand sanitizer with a minimum 60% alcohol content.
 - c. Rockford's jobsites, offices and properties will provide handwash stations and/or hand sanitizer.
2. Cover coughs and sneezes in a sleeve, elbow or tissue
3. Avoid touching your eyes, nose, mouth or face. If you do, wash hands immediately.
4. If you are feeling sick, **leave work immediately** and contact your supervisor and healthcare provider for further instructions.

CLEANING REQUIREMENTS

1. Common surfaces on jobsites, corporate offices, and properties, including tables, restrooms, kitchen areas, break rooms, portable toilets, handrails and doorknobs must be cleaned frequently.
2. Use disinfectants that are recognized by the EPA as effective against SARS-CoV-2, including Clorox wipes or alcohol wipes.

SITE ACCESS

OFFICE

1. Visitors will be asked to complete COVID health screenings at all offices, with questions related to health and COVID exposure. Visitors may be denied access based on responses.
2. Visitors will be required to follow mask and social distancing requirements as determined by the most current state or local requirements.

JOBSITE

1. All personnel and visitors to jobsites will be asked to comply with COVID procedures including health screenings with questions related to health and COVID exposure. Personnel or visitors may be denied access based on responses.
2. All personnel and visitors will be required to follow mask and social distancing requirements as determined by the most current state or local requirements.

TENANT

1. Rockford property maintenance technicians may only enter tenant spaces for the purposes of repairs or maintenance.
2. Rockford Property Maintenance must wear masks when entering tenant spaces.
3. Shared tenant spaces, including fitness rooms, community rooms and roof decks are open, but subject to capacity restrictions, mask and social distancing requirements per state and local guidelines. Restrictions will be posted at entrances.

SOCIAL DISTANCING

1. Follow current state and local regulations regarding social distancing requirements.
2. Corporate office or jobsite trailer meetings must occur in spaces large enough to accommodate social distancing per current state and local regulations.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

In addition to OSHA-required PPE, all jobsite personnel must adhere to the following COVID-19 requirements:

1. Do not share PPE.
2. Face coverings/mask requirements will be required based on current state and local restrictions.

COVID-19 INCIDENT PROCEDURES

1. COVID-19 Symptoms

If a worker exhibits symptoms of COVID-19, including fever, cough, shortness of breath or difficulty breathing, he/she must leave work immediately, notify the Rockford supervisor, follow CDC guidelines, and contact their health professional regarding monitoring, treatment and return to work recommendations.

2. COVID-19 Exposure

If a worker has come in close contact (within six feet for more than 15 minutes) with an individual who has tested positive for COVID-19, he/she must follow current CDC/state or local guidelines regarding quarantine and/or testing. Consult the Rockford Safety or HR teams for assistance as needed.

3. COVID-19 Confirmed

If a worker has tested positive for COVID-19, he/she must leave work immediately, self-quarantine, and notify the Rockford supervisor. The worker may return to work based on current CDC state or local guidelines for isolation and quarantine.

JOBSITE OR OFFICE COVID RESPONSE PLAN

If a worker on one of Rockford's jobsites or offices has tested positive for COVID-19, Rockford will immediately do the following:

1. Determine where the worker was located to identify other workers, he/she may have come in close contact with (within 6 feet for more than 15 minutes) during the 48 hours prior to the onset of symptoms or positive test results, based on current CDC guidelines.

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2. Communicate COVID exposure to those workers and direct them to monitor for symptoms and follow current CDC guidelines for quarantine or testing.
 3. Rockford will shut down the area of jobsite or office, as needed, to perform appropriate cleaning.

CONFIDENTIALITY

Rockford will do its best to keep the identity of an individual diagnosed with COVID-19 confidential, unless legally required to disclose his/her identity by law. Medical information should remain private, and this approach will encourage those with symptoms, exposure or who test positive to communicate proactively. Rockford reserves the right to inform its team members, trade contractors, suppliers and other stakeholders that an unnamed worker has tested positive so that individuals who were in close contact can take measures to monitor and protect their own health, and the health of those around them.

COVID-19 DISCLAIMER & PERSONAL ACCOUNTABILITY:

Rockford strives to operate and conduct its activities in a manner consistent with and in compliance with the most up-to-date laws, guidelines, and regulations regarding COVID-19. In preparing these materials, we used the current CDC guidelines, OSHA and MIOSHA regulations, and federal, state and local legislation in the effect at the time. These laws, guidelines and regulations continue to evolve. As a result, the protocols in these materials are not exhaustive in nature and subject to change. These protocols do not supersede or otherwise replace each person's own personal responsibility and diligence to comply with federal, state and local laws, guidelines and regulations to prevent the spread of COVID-19. We strongly urge all persons to carefully review and strictly follow these protocols as well as all applicable laws, guidelines and regulations. Any discrepancies in Rockford's materials should be brought to the immediate attention of Rockford's Safety Team.

Thank you for doing your part to keep yourself and those around you safe and healthy during COVID-19.

REPORTING

If you believe work conditions are unsafe based on local, state or Federal COVID-19 regulations, please contact our Grand Rapids office at 616-285-6933 or the following Rockford representatives:

- If you are a client, trade contractor, A/E or local authority - contact Director of Safety, Paul Rozich at prozich@rockfordconstruction.com.
- If you are a Rockford team member - contact Human Resources Director Jessi Sterk at jsterk@rockfordconstruction.com.
- If you are a Rockford tenant – contact Executive Vice President of Real Estate Development and Property Management, Monica Steimle-App at msteimleapp@rockfordconstruction.com.

ADDITIONAL RESOURCES

Center for Disease Control (CDC)

www.cdc.gov/coronavirus

Occupational Safety and Health Administration (OSHA)

www.osha.gov/SLTC/covid-19

State of Michigan

www.michigan.gov/coronavirus

State of Florida

www.flgov.com/covid-19

State of Illinois

www.coronavirus.illinois.gov

State of Indiana

www.coronavirus.in.gov

State of Ohio

www.coronavirus.ohio.gov

State of Wisconsin

www.wisconsin.gov/covid-19