



COVID-19 SAFETY PLAN

Athena Engineering is committed to ensuring the health and well-being of our employees and their families. Therefore, we all must remain focused in mitigating our exposure. We have developed a COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all our jobsites.

Management and Project Supervision must be familiar with this Plan and be ready to answer questions from employees and trade partners. Management and Project Supervision must always follow this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Management and Project Supervision must encourage this same behavior from all employees and trade partners.

Any questions regarding this plan can be addressed to our COVID-19 Safety Compliance Officer:

Athena Chiera
amc@athenaengineering.com
Office: (909) 971-8439
Cell: (949) 395-7972

A. COVID-19 Background

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The [virus spreads](#) easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. The virus can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious droplet on a surface and then touch their own nose, mouth, or eyes.

Some of the [symptoms](#) of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

B. COVID-19 Prevention Program

Athena Engineering is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We review and update this plan as necessary. This plan was last reviewed on December 28, 2021.

C. Designation of Responsibility

Athena Chiera has the authority and responsibility for implementing this plan in our workplace. All managers and supervisors are responsible for implementing this plan in their assigned work areas and ensuring employees' questions are answered in a language they understand.

All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment. Any questions regarding this plan can be addressed to our COVID-19 Safety Compliance Officer:

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D. Identification & Evaluation of COVID-19 Hazards

We evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: contractors, vendors, customers, and members of the public. Evaluations include:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.
- Employees' potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace. Examples: co-workers, employees of other businesses, the public, customers or clients, and independent contractors.
- Existing COVID-19 prevention measures and whether we need different or additional control measures.

Employee Participation - We encourage employees to participate in this evaluation. They can contact Athena Chiera to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards. We will evaluate how to maximize the amount of outdoor air entering our indoor spaces and if it is possible to increase the filtration efficiency to the highest level possible for our ventilation system.

Employees may confidentially inform us if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. They will have priority for lower exposure job assignments or working from home whenever possible.

E. Management & Employee Responsibilities

Athena Engineering has implemented various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor.

The CDC and OSHA have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering your mouth and nose or using the inside of your elbow for coughs and sneezes.
- Avoid close contact with people who are sick.

F. Definitions

- Fully vaccinated” means it has been at least two weeks since an individual has received:
 - The second dose in a two-dose COVID-19 vaccine series, such as the Pfizer-BioNTech or Moderna vaccines;
 - A single-dose COVID-19 vaccine, such as the Johnson and Johnson [J&J]/Janssen vaccine; or
 - The final dose of any vaccine authorized by the World Health Organization (e.g. AstraZeneca/Oxford).
- “COVID-19 booster shot” means any additional dose of a COVID-19 vaccine authorized for use by the U.S. Food and Drug Administration (FDA).
- "Unvaccinated" means an individual is not fully vaccinated.
- "Proof of Vaccination" means any of the following documentation showing that an individual is vaccinated:
 - Official COVID-19 Vaccination Record Card (issued by the California Department of Health and Human Services, Centers for Disease Control ("CDC") (CDC or WHO Yellow Card)), which includes the name of the person vaccinated, type of vaccine provided, and date of the last dose administered ("Vaccination Record Card");
 - Copy (including a photographic copy) of a Vaccination Record Card;
 - Documentation of vaccination from a licensed medical provider;
 - A digital record that includes a quick response ("QR") code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, and the QR code must also confirm the vaccine record as an official record of the State of California; or
 - Documentation of vaccination from Contractor(s) who follow the California Department of Public Health's ("CDPH") vaccination records guidelines and standards.

G. New Hire Vaccination Policies

All new hires of Athena Engineering, Inc. must be fully vaccinated against COVID-19 by November 1, 2021. If your start date is prior to this date, you must provide proof of the first shot and proof of a scheduled second shot (Pfizer or Moderna) OR proof of your single shot vaccine (Johnson & Johnson / Janssen). You must be fully vaccinated by November 1, 2021. Full vaccination means at least 2 weeks after the final dose in either a 2 dose vaccine series (Pfizer or Moderna) or a single dose series (Johnson & Johnson/Janssen). An authorized digital vaccine passport and/or a completed, authorized COVID-19 Vaccination Record Card constitutes proof of vaccination - no other forms of proof will be accepted.

H. Los Angeles County, County-Owned Facilities Vaccination Mandate

In accordance with the urgency Ordinance adopted by the County of Los Angeles Board of Supervisors on December 7, 2021 as contained in Chapter 2.212, COVID-19 Vaccinations of County Contractor Personnel of County Code Title 2 – Administration, Division 4 (“Ordinance”), all Contractor Personnel who (1) interact in person with County employees, interns, volunteers, and commissioners, (2) work on County owned or controlled property while performing services under a County contract, and/or (3) come into contact with the public while performing services under a contract with the County, must first:

1. Provide one-time verification that they are fully vaccinated, OR
2. If the Contractor Personnel is granted a valid medical or sincerely held religious belief exemption by its employer, provide a weekly certification through the Contractor of a negative polymerase chain reaction (“PCR”) or antigen test as evidence that they are in compliance with the mandate.

“Contractor Personnel” means all employees of a Contractor, and persons working on its behalf on a Contract with the County, including but not limited to, subcontractors of any tier.

This policy is effective immediately with enforcement beginning January 1, 2022.

Additional information and forms are provided in Appendix 1.

I. Employee Travel Restrictions

Travel is highly discouraged, especially for non-essential purposes. Per the State of California:

When you travel, you spend more time outside your home and come into contact with people outside your household. You are near new people in airports, train stations, gas stations, grocery stores, restaurants, hotels, short-term rentals, sightseeing attractions, and retail stores. These new people may be exposing you to COVID-19, or you may be unknowingly exposing them. People arriving in California from other states or Californians returning from other states or countries could also introduce new sources of infection (potentially including new strains of the coronavirus) to California. This contributes to community spread of the disease, which leads to more illness and death.

For up to date information on travel advisories, see the [California Department of Health Website for Travel Advisories](#). In addition, when travelling outside of the County, employees must report travelling to high risk states or countries and be screened each day for temperature and other symptoms. See the [CDC’s Travel Recommendations by Destination](#).

J. Employee Screening

The purpose of employee screening is to establish a process for all projects to incorporate daily COVID-19 employee screening methods for all personnel entering the project. This is to include the entire workforce, deliveries, and visitors entering a project. All procedures must comply with known CDC and OSHA health and safety requirements. This requirement will remain in place until it is determined not to be necessary.

Employee Self-Screening

- Employees will be required to perform self-screening prior to coming to work. Posters providing guidance on self-screening are available on the [Athena Engineering COVID-19 Resources Page](#)

Project Site Screening Tools & Resources

- Project sites will be provided with “spot-check” temperature screening tools and resources, when available, that will include “non-contact” forehead temperature screening tools. This tool is available to utilize when an employee is showing signs or symptoms or requests verification of their temperature.

Project Site Screening Process - If the project site is required to conduct site specific employee screening by local jurisdictions, owner requirements, or other applicable regulations, the following procedures will be used:

- Each site must create designated entry point(s) for the workforce to be screened.
- COVID-19 educational safety & health information must be posted at entry points to the project.
- Measures will be established to maintain “social distancing” requirements. This may require paint marks on the ground, delineators and other means to control separation. This process is not to be conducted in small areas or spaces where “social distancing” is not possible.
- The Employee Screening Form or Employee Screening Log, or similar type form, will be used to facilitate and document screening.
 - Any positive (yes) responses to the screening form will require the individual to not be admitted on the project site for 24 hours after the symptom has went away.
 - Completed Employee Screening Forms will be destroyed by the end of each work shift.
- If temperature screening is required:
 - All employees will receive a “non-contact” forehead temperature screen prior to being permitted access to the jobsite.
 - If someone indicates a high temperature, please move them to an area away from others and ask them to protect with a surgical type face mask. The person conducting the screening must wear the same type of mask.
 - If an employee’s temperature is less 100.4 degrees F, and they do not exhibit symptoms consistent with the COVID-19 virus, the employee may access the jobsite to proceed with work.
 - If an employee has a temperature of 100.4 degrees F or greater, or does exhibit symptoms consistent with the virus, the employee will not be allowed on the project site for 24 hours after the fever has been reduced without the aid of medication.
- The supervising employee assigned to conduct the screening will notify Project Supervision of any employees that have symptoms related to COVID-19, so that appropriate measures per CDC guidelines are implemented and the person safely exits the project.

- All health and safety precautions must be taken by those performing screening to ensure their safety and the safety of those being screened. At a minimum:
 - Wear appropriate PPE (disposable type gloves, safety glasses, surgical type mask, etc.)
 - Follow all social distancing measures.
 - Ensure all equipment used must be cleaned in accordance with manufacturer's instructions between every use.

K. Jobsite Protective Measures

Athena Engineering has instituted the following protective measures at all jobsites.

General Safety Policies & Rules

- Project sites and trade partners will develop and implement a COVID-19 Site- Specific Safety Plan that addresses the specific protective measures applicable to their project.
- For safety meetings and Task Hazard Analysis Meetings (THA) conducted in- person, attendance will be collected verbally and or video record/photographed, and supervision will sign-in each attendee. Utilize megaphones and or speaker systems to broadcast the safety meetings over a large area for all to hear while maintaining social distancing. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Only 4 workers (3 workers plus the operator) will be allowed in a man/material hoist at one time to maintain social distancing, unless spacing in the hoist allows otherwise.
- Crews should be brought in early or stay late to utilize man/material hoist for material loading/unloading so the man/material hoist can be better utilized for personnel during normal work hours.
- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible. For our office trailers, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited to only those deemed essential. To the extent possible, meetings will be conducted by video conferencing or telephone. All in-person meetings shall be limited to less than ten (10) people
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Jobsites, if possible, shall establish permanent hand washing stations with running potable water.
- For jobsite hand washing stations that do not have access to running water, Athena Engineering will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of a co-worker's tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes and/or Hudson sprayers containing a disinfecting agent to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Athena Engineering will adjust work schedules and add additional, where possible and if needed, so workers can maintain social distancing to at least 6 feet, where possible.
- Athena Engineering shall limit one passenger (driver) for all Athena Engineering company vehicles.
- If practicable, employees should operate/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, employees should use individual water bottles.
- For tasks in which social distancing is not feasible, the following recommendations apply:

- Tasks should be addressed on the crew's Task Hazard Analysis.
- Alternative measures should be evaluated to verify that lack of social distancing is not feasible.
- Employees have confirmed they are comfortable performing the work task within a 6' distance.
- Employees failing to adhere to these protective measures could be subject to disciplinary action, up to and including, removal from the project site.

Working in Occupied Building or Campuses

- When performing construction and maintenance activities within occupied buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. Athena Engineering will evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The project site will provide alcohol-based wipes, a Hudson sprayer containing a disinfecting agent, or other cleaning materials for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

L. Jobsite Visitors

- The project site shall limit jobsite visitors to only those deemed essential.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to access the jobsite:
 - Have you, or anyone in your residence, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID-19 diagnosis in the past 14 days either at home or on a jobsite, etc.?
 - Are you experiencing a new or sudden onset of any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, new loss of taste or smell, muscle or body aches, headache, sore throat, diarrhea, congestion or runny nose, nausea or vomiting, and/or fatigue?
 - Are you experiencing a fever above 100.4 F, or have you in the last 24 hours?
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols

M. Personal Protective Equipment & Work Practice Controls

In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the following PPE requirements apply:

- Gloves shall always be worn while on-site. The type of glove worn should be appropriate to the task. Employees should avoid sharing gloves. Be aware that general work gloves will not protect you from COVID-19. It is important to maintain good personal hygiene while wearing gloves. Avoid touching your face and wash your hands once gloves are removed.
- Eye protection shall always be worn while on-site.
- The CDC has updated their recommendations on wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas where there is significant community-based transmission of COVID-19. To provide the safest work environment, all Athena Engineering employees, trade partners, vendors and all other visitors will be required to wear face coverings while on our projects and in our offices:

- when outside of an individual’s enclosed space, private workspace or area,
- or when mandated by local jurisdictions, owner requirements, or other applicable regulations.
 - The only exceptions to this requirement are:
 - when an individual is working alone in an enclosed space such as an office or an equipment cab,
 - when an individual is working alone in a private workspace or area and social distancing by at least 6’, such as a cubicle or workstation, or a room or general work area,
 - or while eating in a defined area while social distancing by at least 6’. Cloth type masks are a great option as they are washable and longer lasting. The CDC provides guidance on face masks on their [website](#).
 - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should only wear N95 respirators if required by the work task and if available.

N. Jobsite Cleaning & Disinfecting

Athena Engineering has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned a minimum twice per week and disinfected on the inside. Athena Engineering will ensure that hand sanitizer dispensers are always filled.
- Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- Athena Engineering will maintain disinfectant supplies at the jobsite. Examples of these are:
 - Common EPA-registered household disinfectants
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (these can be used if appropriate for the surface).
 - Please reference [Athena Engineering’s COVID-19 Resources Page](#) for a [list of approved cleaning alternatives](#).
- Athena Engineering will maintain Safety Data Sheets of all disinfectants used on site.

O. Exposure Control & Return to Work Policies

If someone at the Athena Engineering offices or jobsites is believed to have been exposed to COVID-19, or demonstrates symptoms of the virus, that location must follow the actions outlined below:

- Report immediately to the following:
 - Human Resources Director
 - Mechanical Superintendent
 - Project Manager

The following protocol will be followed for each case scenario

(Updated with new CDC Guidance released December 27, 2021):

<p>Employee Tests Positive for COVID-19, regardless of vaccination status</p>	<ul style="list-style-type: none"> ▪ Report immediately to the following: <ul style="list-style-type: none"> ▫ Human Resources Director ▫ Mechanical Superintendent ▫ Project Manager ▪ If the individual is our employee, he or she should be interviewed via phone call by their assigned manager and/or Human Resources. ▪ Once information is gathered and recommendations tendered, project supervision will create and implement a cleaning protocol for the specific situation. Ensure the cleaning or disinfection protocol is aligned with current recommendations from the CDC and World Health Organization (WHO). The following spaces should be included in the assessment. <ul style="list-style-type: none"> ▫ All common areas: Meeting spaces, bathrooms, kitchen and break areas, entry and exit points, elevators and man/material hoists, stair towers, copy and production spaces, the employee’s immediate work area and adjacent working areas. ▪ An employee that tests positive for COVID-19 will be directed to self- quarantine away from work. Employees that test positive and who have stayed home (<i>home isolated</i>) can return to work under the following conditions provided by the CDC: <u>The employee may return to work</u> following: <ul style="list-style-type: none"> ▪ Stay home for at least 5 Days ▪ If you have symptoms, remain home until you have no symptoms ▪ If you have no symptoms, you can return to work ▪ Continue to wear a mask around others for 5 additional days ▪ In all cases, employees will be instructed to follow the guidance of their healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider.
<p>Employee is exposed to someone with COVID-19 AND –</p> <ul style="list-style-type: none"> • Have been boosted OR • Completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR • Completed the primary series of J&J vaccine within the last 2 months 	<ul style="list-style-type: none"> ▪ The CDC outlines close contact: <ul style="list-style-type: none"> ○ Within 6’ of someone who has COVID-19 for at least 15 minutes ○ Providing care at home to someone who is sick with COVID- 19 ○ Having direct physical contact with a person with COVID-19 (touching, hugged, and/or kissed) ○ Sharing eating or drinking utensils ○ Being sneezed, coughed, or somehow getting droplets on you from an individual with COVID-19 ▪ An employee may return to work immediately, but must wear a mask around others for 10 days ▪ Take an FDA-approved COVID19 test on day 5 ▪ If you develop symptoms, get a test and stay home

Employee is exposed to someone with COVID-19 AND –

- Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted **OR**
- Completed the primary series of J&J vaccine over 2 months ago and are not boosted **OR**
- Are unvaccinated

- The CDC outlines close contact:
 - Within 6' of someone who has COVID-19 for at least 15 minutes
 - Providing care at home to someone who is sick with COVID- 19
 - Having direct physical contact with a person with COVID-19 (touching, hugged, and/or kissed)
 - Sharing eating or drinking utensils
 - Being sneezed, coughed, or somehow getting droplets on you from an individual with COVID-19
- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days
- Take an FDA-approved COVID19 test on day 5
- If you develop symptoms, get a test and stay home

P. Reporting, Recordkeeping, and Access

- Reporting
 - [Reporting to the Local Health Department \(LHD\)](#) – This requirement also complies with AB 685.
 - Within 48-hours of knowledge, Athena Chiera will notify the [local health department](#) (LHD), Los Angeles County Health Department of any workplace outbreak of COVID-19. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.
 - We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.
- Recordkeeping
 - Athena Engineering maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc. We keep a record of and track all COVID-19 cases. These records include the employee's:
 - Name
 - Contact information
 - Occupation
 - Location where the employee worked
 - Date of the last day at the workplace
 - Date of positive COVID-19 test
 - All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.
- Access
 - This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

Q. Communication Systems

We ask all employees to confidentially report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to Athena Chiera.

We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. An employee can make a confidential report of his/her own high-risk condition to Athena Chiera. If an employee is suspected of having a workplace exposure to COVID-19, we will provide information about access to COVID-19 testing at no cost. We will inform affected employees of the reason for testing and the potential consequences of a positive test. Local COVID-19 testing is available in our area through the following:

At Home FDA-Authorized Testing: [Find here](#)

LA County Testing: [Search here](#)

Riverside County Testing: [Search here](#)

San Bernardino County Testing: [Search here](#)

Orange County Testing: [Search here](#)

We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities that come in contact with our workplace. Other employers must ensure their employees follow our plan or equivalent to ensure protection of both their and our employees. When our employees are at another worksite, we will verify that procedures at the other worksite are protective of our employees, such as mask wearing and social distancing.

R. Employee Training & Instruction

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at Athena Engineering, Inc. including:

- Information on how COVID-19 spreads and infects people.
- Symptoms of COVID-19
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- Our symptom screening procedures for employees and all other visitors to the workplace
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
 - Requiring employees to stay home when sick.
 - Physical distancing. Employees must maintain at least 6' of separation from other individuals in the workplace. Since infectious aerosols can travel further than 6', face covering are required along with physical distancing at all indoor workplaces.
 - Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
 - Proper use of a face coverings and the fact that a face covering is NOT respiratory protection.
 - Covering coughs and sneezes.
- Acceptable PPE and proper use.
- What to do if they are sick and how to obtain a COVID-19 test.
- Information on COVID-19-related leave benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the Athena Engineering leave policies, and leave guaranteed by contract.
- The contents of this plan

S. Essential Industry

Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, construction work has been deemed essential and Athena Engineering is committed to continuing operations safely. If upon your travel to and from the worksite, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an "essential" industry and are commuting to and from work.

T. Confidentiality/Privacy

Except for circumstances in which Athena Engineering is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. Athena Engineering reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

APPENDIX 1

LOS ANGELES COUNTY FACILITIES VACCINATION MANDATE

For additional information about the COVID-19 Vaccination Policy and all related processes, you may also visit <https://publichealth.lacounty.gov>

The Ordinance – Vaccination Requirement

In accordance with the urgency Ordinance adopted by the County of Los Angeles Board of Supervisors on December 7, 2021 as contained in Chapter 2.212, COVID-19 Vaccinations of County Contractor Personnel of County Code Title 2 – Administration, Division 4 (“Ordinance”), all Contractor Personnel who (1) interact in person with County employees, interns, volunteers, and commissioners, (2) work on County owned or controlled property while performing services under a County contract, and/or (3) come into contact with the public while performing services under a contract with the County, must first:

1. Provide one-time verification that they are fully vaccinated, OR
2. If the Contractor Personnel is granted a valid medical or sincerely held religious belief exemption by its employer, provide a weekly certification through the Contractor of a negative polymerase chain reaction (“PCR”) or antigen test as evidence that they are in compliance with the mandate.

“Contractor Personnel” means all employees of a Contractor, and persons working on its behalf on a Contract with the County, including but not limited to, subcontractors of any tier.

While we’ve just received notification of this change, it is effective immediately with enforcement beginning January 1, 2022.

What to do now?

Provide your vaccination status or intent to seek accommodation to Athena Chiera (via email at amc@athenaengineering.com) no later than 5:00PM, December 28, 2021. If we do not receive status by the stated date/time, you will be placed on an immediate leave of absence beginning December 29, 2021. We will work with each individual on an individual basis following receipt of intentions.

Who does this effect?

Any employees engaged in work on Los Angeles County facilities, including LA County ISD, Los Angeles Department of Water & Power (LADWP), or Los Angeles Department of Public Works (DPW) must be fully vaccinated OR have a valid exception with a weekly negative test.

If you’re working on a county facility (even if it’s empty/unoccupied), interacting with County personnel, or come into contact with the public while working on a County facility, this policy affects you. To put it simply, if you step foot on any of our projects with ISD, LADWP, or other LA County facilities – this applies to you.

What is Fully Vaccinated?

"Fully vaccinated" means it has been at least two weeks since an individual has received:

1. The second dose in a two-dose COVID-19 vaccine series, such as the Pfizer-BioNTech or Moderna vaccines;
2. A single-dose COVID-19 vaccine, such as the Johnson and Johnson [J&J]/Janssen vaccine; or
3. The final dose of any vaccine authorized by the World Health Organization (e.g. AstraZeneca/Oxford).

"COVID-19 booster shot" means any additional dose of a COVID-19 vaccine authorized for use by the U.S. Food and Drug Administration (FDA).

"Unvaccinated" means an individual is not fully vaccinated.

Proof of Vaccination

All employees must provide proof of vaccination status to Athena Chiera, via email at amc@athenaengineering.com. Whether you are vaccinated, semi-vaccinated, or intend to request an accommodation, all employees must provide their status.

"Proof of Vaccination" means any of the following documentation showing that an individual is vaccinated:

- Official COVID-19 Vaccination Record Card (issued by the California Department of Health and Human Services, Centers for Disease Control ("CDC") (CDC or WHO Yellow Card)), which includes the name of the person vaccinated, type of vaccine provided, and date of the last dose administered ("Vaccination Record Card");
- Copy (including a photographic copy) of a Vaccination Record Card;
- Documentation of vaccination from a licensed medical provider;
- A digital record that includes a quick response ("QR") code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, and the QR code must also confirm the vaccine record as an official record of the State of California; or
- Documentation of vaccination from Contractor(s) who follow the California Department of Public Health's ("CDPH") vaccination records guidelines and standards.

Proof of vaccination may be reviewed and audited for authenticity. Providing a fake vaccination record will result in immediate termination and reporting to authorities.

What if I'm not FULLY vaccinated but plan on starting/completing the vaccine series OR want to request an accommodation?

Employees who are in the process of receiving COVID-19 vaccinations or have requested an accommodation related to the COVID-19 Vaccination Policy must begin testing for COVID-19 on a weekly basis starting Friday, December 31, 2021.

Employees who have not provided proof of full vaccination status should request reasonable time off from their supervisor to test for COVID-19 and discuss their testing schedule until fully vaccinated. This will be done on your own time and expense.

Medical or Religious Accommodation

Employees may request an accommodation from the LA County COVID-19 vaccination requirement due to the following:

- A medical condition that does not allow them to get vaccinated for COVID-19; or
- A sincerely held religious belief, practice, or observance that conflicts with receiving a COVID-19 vaccine.

Medical conditions that may qualify for an accommodation include (1) a contraindication or precaution to COVID-19 vaccination recognized by the CDC or vaccine manufacturers; or (2) a disability or medical condition as determined by a licensed medical provider that interferes with the employee's ability to receive a COVID-19 vaccine.

Personal or philosophical objections to a COVID-19 vaccine are not sufficient justification for granting an accommodation.

How to Request a Medical or Religious Accommodation

Covered employees seeking an accommodation from the COVID-19 vaccination requirement must submit the appropriate completed Request for Accommodation forms to Athena Chiera. All requests for accommodation will be reviewed on a case-by-case basis. Submission of a Request for Accommodation does not automatically excuse a covered employee from the requirements of this Policy. We will engage an employee requesting an accommodation in a timely, good faith interactive process.

No corrective action will be taken until the interactive process is complete and the covered employee is notified in writing of the outcome of their request and any request for reconsideration, if applicable.

All forms must be completed, signed, and sent with a WET signature. Digital or electronic signatures are not acceptable.

- **Medical Accommodation Exception** – Please complete a “Request for Medical Accommodation” and have your healthcare provider complete the “Healthcare Provider Certification” Form. The Healthcare Provider Certification **MUST** be completed by a medical doctor that you're currently being treated by. A nurse, medical administrator, or other medical professional is not acceptable. **BOTH of these forms must be sent in by JANUARY 10, 2022 to apply for a Medical Accommodation.** One will not be accepted without the other. Email to Athena Chiera at amc@athenaengineering.com by the deadline.
- **Religious Accommodation Exception** – This will only apply in the case of a sincerely held religious belief. Please complete a “Religious Accommodation Request Form” and submit with a completed “Religious Accommodation Statement Form.” The Religious Accommodation Statement Form must be completed by your religious leader, i.e. priest, reverend, rabbi, or other recognized leader of a congregation. **BOTH of these forms must be sent in by JANUARY 10, 2022 via email to Athena Chiera at amc@athenaengineering.com .**

If a Medical or Religious Exception is Granted – Weekly Testing Procedures

We must receive a negative test result from a COVID-19 PCR or antigen test within 72 hours of your work schedule starting in any applicable week (it's possible that more tests will be required within a week's time depending on the type of County facility). For instance, if you're scheduled to work on Monday at 5AM, then you must take your COVID test no earlier than the prior Friday at 5AM and provide a result no later than 5AM Monday (the day your work week starts). This must occur each week you're scheduled.

Please send your negative test result to Athena Chiera at amc@athenaengineering.com at the start of each work week. These tests are at your own cost and during your own time – Athena Engineering will NOT be responsible for paying for time off to take the test, nor for time missed if a COVID result is not provided in time.

We are required to certify WEEKLY that our staff is either vaccinated OR has an approved exception with a negative test.

What kind of tests can I take?

Only an FDA-authorized COVID-19 PCR or antigen test is acceptable. This includes many at-home testing options.

- [Authorized At-Home Tests](#)
- [Authorized Testing Sites](#)