

**2020-2021**  
COVID-19  
PREPAREDNESS PLAN

A Supplemental Safety Plan

**CENTRAL**<sup>TM</sup>

**ROOFING COMPANY**

- Since 1929 -

## About us

**CENTRAL ROOFING COMPANY**, a nationally certified woman-owned and operated private corporation with over 200 union employees, has established an impressive and prolific portfolio, completing an industry-leading average of \$45 to \$50 million dollars in commercial projects across Minnesota and the Midwest each year. In our 90 years in business, we have walked thousands and thousands of miles of rooftop. Our work is seen across the skylines of the Twin Cities and within nearly every major city in the state and region. According to the National Roofing Contractors' Association (2017), one in six commercial roofing projects in the Twin Cities is completed and maintained by Central Roofing Company.

### *“Always on Top”*

What it means to us: Unpacked, “Always on Top” is a concept representative of our culture and collective mission. We will remain in front of our industry; above the competition. We will always find a way to do what others don't try. As leaders, we go up first, set the pace, and secure the front-line, then look to new horizons and move forward again. As mentors, we inspire and teach so more will learn and lead. As people, we are inclusive; we care for our own and others. *We* are Central. In all times, we believe in foundational truths.

#### Our cornerstone beliefs

- **Every day on the job is an opportunity to soar.** We earned our position as the premier roofing company in Minnesota. We worked hard for it and we are proud of it. But it's not a given. We are grateful for each and every opportunity to prove we are still on top and we take the challenge to heart and hand with every project from bid to maintenance. In fact, before a crew steps on site, our team, composed of countless years of professional training and expertise, roofing and building exterior experts in quality control, safety management, architectural drafting, estimating, and project management, plans and prepares. We use the latest technology and hard-earned skill to ensure a positive outcome in product and client service, then communicate, check and recheck from pre-production to warranty.
- **Our employees are the reason we are in business.** Without the men and women in the field and behind our projects, there wouldn't be a Central Roofing Company. Period. Our expectation is 100% commitment to excellence in everything, all the time. Not an easy job to fill literally or figuratively; we know that and we honor our employees for it with an equal commitment to safety, fair pay and benefits, family and a positive work culture.
- **Safety is paramount.** We make aggressive investments in an active committee of on-staff safety planners and quality control inspectors. As our projects increasingly become more visionary and technically difficult, our commitment to employee, client, and property safety and security grows in stride.
- **When blessed, be a blessing.** Through a variety of measures, most notably our employee-driven *Scrappin' for Kids* sheet metal recycling and charitable giving project, we donate over \$250,000 a year to benefit causes near and dear to our extended Central family. As we grow, so does our drive to give back and improve our community as well as the prospects and life experiences of children, military veterans and their families, the homeless, and deserving others.

*□ As you climb the ladder, reach down and bring someone else with you. □*

## COVID-19 Preparedness Plan for Central Roofing Company

**Central Roofing Company** is committed to providing a safe and healthy workplace for all our workers, customers, vendors, and industry partners. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers as well as the cooperation of our vendors and industry partners. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Central Roofing Company** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **Central Roofing Company**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process individually, as work crews, and by project team to gather information and address concerns or logistical issues for social distancing, cleaning, and sanitation in their specific location of work. This process will reoccur daily or weekly as job sites change for workers.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- necessary management and supervision to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery to our office and receiving areas; and,
- communications and instructions for customers.

### Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. In a company policy updated on March 19, 2020, Central Roofing Company is following two official sources to make decisions and policies related to COVID-19 and work, health, and safety: The Center for Disease Control (CDC) and the Minnesota Department of Health (MDH). The policy below is primarily taken from MDH guidelines for people experiencing illness during this time.

#### Central Roofing Company mandates:

- All employees with undiagnosed fever and/or acute respiratory symptoms (cough, shortness of breath), even those not able to be tested, should self-quarantine for 7 days after illness onset, or 72 hours after resolution of fever (without taking fever-reducing medications), and improvement of respiratory symptoms, *whichever is longer*. Do not report to work sites or the office if you are sick, think you may

become sick or someone under your care is sick. If you are sick, think you may become sick or someone under your care is sick, you need to stay home and our expectation is you follow the guidelines above which have been provided by the Minnesota Department of Health (March 17, 2020, <https://www.health.state.mn.us/news/pressrel/2020/covid031720.html>). Call your direct supervisor or Jason Stock BEFORE returning to work.

*Furthermore,*

- Employees with symptoms who are not able to be tested should isolate themselves from household and intimate contacts as much as possible. Household and intimate contacts of these individuals should stay home 14 days as a precaution and monitor for symptoms. (March 17, 2020, <https://www.health.state.mn.us/news/pressrel/2020/covid031720.html>). Call your direct supervisor or Jason Stock BEFORE returning to work.

**Central Roofing Company** has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Non-union employees leave options are guided by their personal employment contract with Central Roofing Company (reviewed annually). The leave options of Union employees, represented by Local 96 Roofers & Waterproofers OR Local 10 Sheet Metal Workers OR North Central States Regional Carpenters Union OR International Union of Operators & Engineers Local 49 OR Laborers' International Union of North American Local 563, are guided by their chosen union's most current Working Agreement.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented on a case by case basis between the employee and Human Resources with consideration for the employee's essential job tasks, workload, technology needed to complete job tasks and availability of technology.

**Central Roofing Company** has also implemented a policy to protect the privacy of workers' health status and health information. The policy rewritten to address the need to communicate possible COVID-19 exposures to our employees because a colleague tested positive or has reported symptoms or exposure says, "Central Roofing Company is respectful of our workers' rights to privacy and will not disclose the health status or health information of an employee without their permission. Whenever possible, it is preferred that in the case an employee believes they have been exposed to COVID-19, has symptoms of COVID-19 or they or a person within their household has tested positive for COVID-19, the employee will speak to their supervisor directly to develop a communication plan for alerting others within the company who have self-identified as "high risk," work in close proximity or share space or equipment with the exposed person."

**Central Roofing Company** in conjunction with OSHA standards and CDC guidelines has identified the following aspects of our work as sources of opportunity to protect workers from contracting COVID-19 and has implemented each tactic intentionally across all of our operations including Production job sites and Service calls. These tactics may be in addition to site-determined, project-specific, or general contractor/building owner/facilities manager tactics requested to healthfully complete the scope of work but *will not* be replaced by those safety tactics. Central Roofing Company reserves the right to implement any measures necessary to assure a safe working environment for our employees and will make adjustments to the working schedule as needed to accommodate those logistics with proactive communication pledged to impacted parties.

**Sequencing.** In the field, when social distancing is challenged by the essential functions of our work, we will sequence workers to reduce the number of people within a space. The presence of other tradesmen, other site workers or residents, or the general public are factors to be considered in the pre-planning phase of every project and monitored by superintendents

and foremen during construction or service technicians during a call. In addition, Production crews of 5-9 individuals will remain consistent to reduce contacts. Service technician teams and sheet metal teams will also remain consistent.

Operators of equipment, including service trucks, cranes, lifts and lulls, are assigned to a specific vehicle. No sequencing is deemed necessary but in the event the use of a vehicle is required by two drivers in one work day, the following sanitation protocol is expected: the equipment operator is responsible for cleaning the interior of the vehicle with sanitation materials provided by Central Roofing Company at the beginning and end of their respective work day. If, for any reason, it is necessary for another employee to move or drive the vehicle during the course of a work day or after hours, that employee is required to clean the interior of the vehicle with sanitation materials provided by Central Roofing Company before and after operation. If sanitation materials are not present, see Josh Mattson, Jeff Walstrom or Jason Stock immediately.

Service technicians will wait outdoors in the yard at the beginning and end of their shift and teams will be dispatched in set pairs -- one team at a time with no more than four people present at one time in the Service Team Area or Dispatch area of the Service wing of the main building.

In the yard, deliveries are coordinated in advance. Per our practice already in place, one supplier or vendor truck can be within the yard gate at a time. Our yard foreman and workers will unload the truck outdoors.

In the office, as needed, employees will adjust weekly schedules to reduce the number of people within the office at one time. Human Resources must be consulted prior to the initiation of an employee's sequenced schedule. A proposed end date to the sequenced schedule will be identified, monitored and adjusted as necessary.

## **Communication & Planning**

Due to COVID-19 and the impacts of social distancing, sequencing and reduced touches on work and project schedules, communication with others using the same spaces as Central Roofing Company is paramount to successful health outcomes and successful project completion.

Project Managers and Supervisors will:

In pre-project planning, determine the following and make accommodation for social distancing, sequencing and reduced touches as well as other tactics necessary for compliance with customer-mandates:

- Consider the type of building under construction -- hospitals, multi-family living spaces, senior facilities are high risk for occupants as well as Central Roofing employees, extra precautions are required.
- Consider roof or project roof access -- elevators, lifts, doors, keys should be held or operated by as few as possible and sanitation materials are required between uses; also see Site Access.
- Consider shared tools or equipment and incorporate time for cleaning into the work day's schedule.
- Consider the job tasks necessary at the specific site and plan for any obstacles to social distancing and sanitation.
- Consult with project stakeholders on how communications and inspections on site will be handled and make the necessary arrangements to execute the agreed-upon plan.
- If other tradesmen or people will be on site at any point in the project timeframe, coordinate with the general contractor or facilities manager to avoid overlaps in work areas and plan for appropriate sanitation measures before scheduling Central Roofing Company employees' time.

During work, changes to the project plan should be communicated to superintendents, Lloyd Carr or Jason Stock immediately. Changes to the plans may impact the work schedule if the health or safety of our employees is at risk.

## **Transportation**

Operators of equipment, including service trucks, cranes, lifts and lulls, are assigned to a specific vehicle. The equipment operator is responsible for cleaning the interior of the vehicle with sanitation materials provided by Central Roofing Company at the beginning and end of their respective work day. If, for any reason, it is necessary for another employee to move or drive the vehicle during the course of a work day or after hours, that employee is required to clean the interior of the vehicle with sanitation materials provided by Central Roofing Company before and after operation. If sanitation materials are not present, see Josh Mattson, Jeff Walstrom or Jason Stock immediately.

Masks are provided and are encouraged.

Use, cleaning, storage and safe transport of personal tools and safety equipment is the responsibility of the employee, see Tools & Equipment.

Transportation of the team is a job requirement for Service Technicians, who work together and share a vehicle. Reducing contacts between employees is a safety accommodation that can be used to mitigate risk of exposure to COVID-19 in working circumstances such as this. To reduce risks to Central Roofing Company Service Technicians, teams and the vehicles as well as any large equipment or shared tools they use will remain consistent. If one member of a Service team reports symptoms of COVID-19 or tests positive, their teammate will be informed of a possible exposure and asked to quarantine or self-monitor for a period of up to two weeks.

## **Site Access**

Due to the site access being limited to many buildings, workers will likely be restricted by building owners. In pre-planning, also consider:

- **Exterior Access** in the case roof hatches or interior elevators are not accessible. Ladders, scaffolding, aerial lifts, and any extra safety precautions that should be accounted for their use, need to be included in the project plan. Employees are required to wear work gloves on ladders, aerial lifts and scaffolding. Work gloves are a personal safety item and the cleaning and storage of work gloves is the responsibility of the employee. Aerial lift operation is subject to the safety measures outlined in Transportation.
- **Interior Access** may be available upon coordination with facilities managers or general contractors (see Communication).
  - **Entry Points.** Dedicated entry points to the building, within the building or to the roof are encouraged.
  - **Elevators.** Dedicated elevator(s) to the roof with a dedicated operator is preferred. If a dedicated elevator operator is not possible, gloves are to be worn by employees (see Transportation, Tools & Equipment). The number of people within the elevator is to be reduced to the appropriate number determined during pre-planning for the size of the elevator to accommodate social distancing (see Communication & Planning).
  - **Hallways.** Whenever possible, designate hallways for construction-use only during pre-planning and maintain them throughout the project timeframe.

## **Tools and Equipment**

Tools and equipment are essential to the job. Central Roofing Company requires employees to supply, clean and store their own hand tools, work gloves and work boots. Central Roofing Company supplies personal safety equipment including hard hats, vests or safety shirts, and glasses to employees which they then clean and store for their own use. (Also see Site Access.) As much as possible, Central Roofing Company limits tool use among workers and only requires sharing when necessary. Shared equipment includes ladders, large equipment, vehicles, and roof application materials. To reduce touches to employees personal tools and equipment, Central Roofing Company recommends workers:

- Bring only the essential tools to the job site.
- Lock tools up or keep on-person to discourage others from using when possible.
- Wear protective gloves while using tools if acceptable, unless not recommended by manufacturer PPE requirements for safe operation.
- Clean or disinfect tools after use and before used by others.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## **Respiratory Etiquette**

Cover your cough or sneeze Workers, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

## **Social Distancing**

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls: Office employees maintain personal work spaces. Throughout the whole office, social distancing is maintained through mutual respect. For example, employees refrain from entering the personal office space of other coworkers whenever possible. Communal spaces, restrooms and water fountains are cleaned and sanitized daily. Drinking fountains have been disabled. General visitors are not allowed in the building. If a person who does not work for Central Roofing Company is invited to the office for work-related collaboration with an employee, management will be notified and the visitor is restricted to meeting spaces that can be disinfected afterwards. Deliveries will be left in designated areas in the office or managed by yard personnel (see Sequencing).

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pickup locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, etc. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Communications and training of parts of this COVID-19 Preparedness Plan was communicated in person or email by management staff to all workers as plans developed beginning March 13, 2020. This comprehensive document was developed in order to comply with the Governor of Minnesota's mandates for essential businesses. It is available via [centralroofing.com](http://centralroofing.com) to all workers by June 30, 2020 and necessary training is ongoing by project as is appropriate for the nature of our work and industry standards. Any additions to the plan or training that results from the additions will result in a Plan update. Workers who begin their employment at Central Roofing Company post June 30, 2020 will be made aware of this document and the guidelines and procedures within as part of their training for New Hires.

Instructions will be communicated to customers and visitors about: how drop-off, pick-up and deliver to Central Roofing Company as often and consistently to ensure social distancing between these groups and workers. Customers and visitors are not permitted inside Central Roofing Company without an appointment first approved by management (see Social Distancing) and if permitted, will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented as an ongoing agenda item in weekly Management meetings and in Production meetings. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Central Roofing Company management and was posted throughout the workplace on June 30, 2020. It will be updated as necessary.

Certified by: Jason Stock, Chief Financial Officer/Vice President, Central Roofing Company