



Parkhill, Smith & Cooper – Field Safety Guidelines

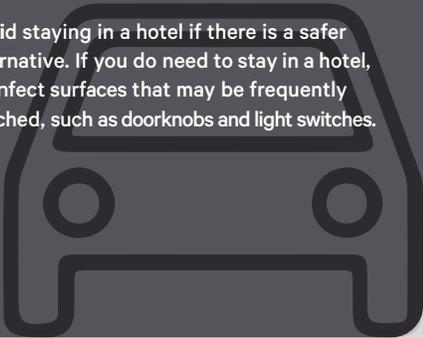
Doing Our Part to Protect Our Communities from the Spread of COVID-19

PSC has responded to the crisis by adopting a work-at-home policy for most employees. However, there are still many tasks that require regular site visits to active construction projects or existing facilities. PSC expects all employees to abide by the COVID-19 safety guidelines issued from the Centers for Disease Control and Prevention (CDC), Texas Department of State Health Services (DSHS), New Mexico Department of Health (NMDOH) and the Occupational Health and Safety Administration (OSHA). Links to CDC information, as well as other federal, state, and local information, can be found on the COVID-19 Updates page on RED.

PSC's COVID-19 Safety Task Force has developed the following guidelines to help protect the health, safety, and welfare of our employees. All PSC employees will follow these guidelines without exception when making site visits on construction projects. The task force will continually review these guidelines as the situation progresses.

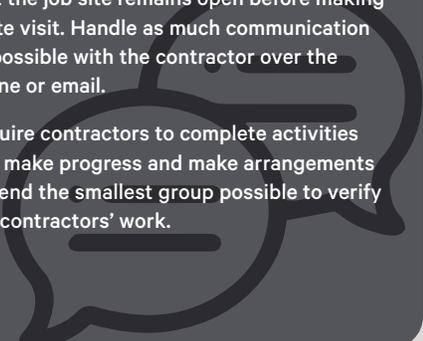
Travel Procedures

1. Only one person per vehicle.
2. Avoid staying in a hotel if there is a safer alternative. If you do need to stay in a hotel, disinfect surfaces that may be frequently touched, such as doorknobs and light switches.



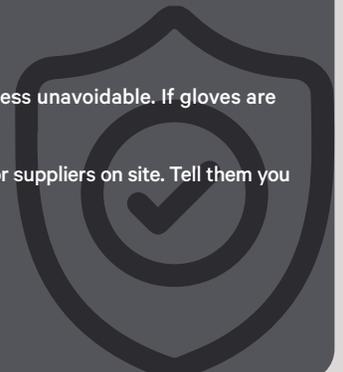
Safe Communication Practices

1. Ask in advance for an agenda and a written list of items to be discussed to evaluate whether or not they can be handled over the phone or video conference.
2. Call the contractor and inquire about the protocols that will be observed on the job site, such as social distancing requirements, the provision of protective measures (e.g., masks, gloves sanitizer), etc. Many jurisdictions are now requiring this of contractors.
3. Make sure to confirm on the day of your visit that the job site remains open before making a site visit. Handle as much communication as possible with the contractor over the phone or email.
4. Require contractors to complete activities and make progress and make arrangements to send the smallest group possible to verify the contractors' work.



Safe Practices On-Site

1. Limit the number of participants in observation activities as much as possible. (e.g., only one representative from the client, the contractor, etc.) Do not hold meetings in job site offices.
2. Keep your distance. Maintain at least six feet of separation between people. If an elevator isn't large enough, take separate trips.
3. Don't share resources. Tablet computers, drawings, and mobile phones should be used and handled by one person only.
4. The Contractor and Client should provide a copy of the site safety plan concerning COVID-19 for review. The site safety plan should follow the OSHA Guidance for Preparing Workplaces for COVID-19 (outlined in OSHA 3990-03 2020) or the equivalent. All site safety plans should provide for the provision of proper protection required in the site safety plan for any of our employees going to a site (e.g., gloves, masks, eye protection, etc.). This information should be available electronically in advance of a site visit.
5. Each staff member should employ their professional judgment and common sense and consider their own circumstances. Do you feel comfortable with the site safety plan and with those who will be carrying it out? Do you, or a member of your household, have risk factors or feel particularly susceptible? PSC will only agree to conduct a site visit after all protocols are reviewed and the confidence of leadership and employees is secured.
6. If a team member does not feel comfortable, no one should feel pressured to make a site visit until they are confident in their and their team's safety. Team members should notify PSC leadership immediately so they can communicate the concern or arrange for alternatives to meet our contractual obligations. We will support our team members in their individual decisions.
7. Limit conversations to only essential ones, and limit the duration as much as possible.
8. Observe construction from as much distance from other workers as possible. Use FaceTime or similar applications to observe work when possible to avoid unnecessary contact.
9. Observe material testing from as much distance as possible.
10. Do not use on-site portable facilities.
11. Do not touch anything when on site. Do not use ladders unless unavoidable. If gloves are needed, PSC will reimburse disposable gloves.
12. Do not pass paperwork between the contractor, testing labs, or suppliers on site. Tell them you will email them a copy.



Our primary concern is the health and well-being of all our employees while fulfilling our contractual obligations. We have several critical projects that require site visits, and we will try to fulfill those obligations while making sure that our staff is comfortable and secure. We will continue to stay proactive with our safety and health precautions for our staff.

