



HKA, ELEVATOR CONSULTING, INC.
SCOTT ELEVATOR CONSULTING
ELEVATOR CONSULTING SERVICES

CORONAVIRUS (COVID-19)/FLU SAFETY POLICY

HKA, SCOTT, AND ECS Elevator Consulting are committed to providing authoritative information about the nature and spread of the coronavirus (COVID-19) (and other infectious diseases), including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. This company policy includes the measures we are actively taking to mitigate the spread of the coronavirus. You are kindly requested to follow all these rules diligently, helping us sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions.

HKA, SCOTT, AND ECS are carefully monitoring the disclosures from the CDC and information provided by our employees and the government. We will update this policy as appropriate.

Scope

This coronavirus policy applies to all of our employees who physically work in our offices and to those who work at client job sites. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Preventing the Spread of Infection in the Workplace

HKA, SCOTT, AND ECS will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

HKA, SCOTT, AND ECS has put together this important info that **everyone** must know and do to help keep you, your family, your coworkers, and our clients safe.



What are the symptoms of the current COVID-19 coronavirus?

The symptoms of the coronavirus manifest as mild to severe respiratory illness with fever, cough and difficulty breathing. The Centers for Disease Control & Prevention (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure.

How is the current COVID-19 coronavirus transmitted?

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth that are spread when a person with COVID-19 coughs or exhales. These droplets also land on objects and surfaces around the person. Other people can catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose, or mouth. Therefore, it is important to stay more than 1 meter (3 feet) away from a person who is sick. The CDC recommends as much as 6 feet. It is possible to catch the virus from someone even before they have symptoms, but little is known about this aspect of the virus at this time.

Can the virus spread from contact with infected surfaces or objects?

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

What steps can you take now to minimize risk of transmission?

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- If anyone on your team tells you they have been confirmed to have flu or coronavirus, notify a supervisor who should notify Human Resources immediately. This rule is not to single anyone out – HKA, SCOTT, AND ECS is tracking the wellbeing and safety of all employees and will help however possible.
- Disinfect your cell phone frequently.
- Stay home if you have a fever.
- Don't share personal items like cups.



What will the company do to help minimize the threat of COVID-19 coronavirus?

- If there is a confirmed case of COVID-19 at any HKA, SCOTT, AND ECS office or job site, employees at that location will be instructed to work from home for 14 days (starting the day after the infection is reported) unless their duties are essential to the security of other employees and/or that location.
- If the Company determines there is a reasonable concern about exposure to COVID-19 in the workplace, but there have been no reported cases at your location, the Company may allow you to work from home, if practicable, on a temporary basis until the risks associated with COVID-19 are better understood and your protection from exposure can be reasonably assured.
- If you are sick with flu-like or coronavirus symptoms, you are instructed to stay home. If you come to work sick, you may be instructed to go home.
- Until further notice, employees do not have to account for their absences due to sickness. This rule is intended to prevent sick employees from coming to work.
- Until further notice, your attendance at any offsite business-related event, program, continuing education, marketing, or other event is not mandatory.
- All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.
- When there is a legitimate need to share information with public health authorities and others responsible for ensuring public health and safety, we may share Personal Health Information as defined by HIPAA to enable them to carry out their public health responsibilities. For example, we may share information *as necessary* with the CDC, as well as with health departments authorized by law to receive such information, to prevent or control disease or injury.
- Employees should avoid public transportation. Alternative options, ride-share resources, should be considered.
- To the extent possible, the Company will provide work locations with Lysol disinfecting spray, disinfecting disposable wipes, anti-bacterial hand soap and/or hand sanitizer.



Medical Information

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

Whether working in an HKA, SCOTT, AND ECS office or job site, employees should follow these social distancing guidelines to minimize the spread of the disease among the staff, coworkers, and client employees.



During the workday, employees are requested to:

1. **Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.**
2. **If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.**
3. **Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.**
4. **Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.**
5. **Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).**
6. **Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.**



Working at Client Sites

When working at a client's job site or other client location, employees are to diligently practice the same preventive care, as outlined above, as they do at home and at HKA, SCOTT, AND ECS offices. HKA, SCOTT, AND ECS will share this policy with its clients and provide any additional information that clients request about HKA, SCOTT, AND ECS's procedures for preventing and controlling the spread of COVID-19.

If one of our employees has been exposed to the virus but only found out after they had interacted with clients, we will take the same precautions as noted above with respect to coworkers, sending home potentially infected employees with whom the infected employee was into contact. In addition, we will communicate promptly and appropriately with the representatives of the client where the infected employee was working to let them know about the potential of a suspected case.

Conclusion

HKA, SCOTT, AND ECS takes seriously its desire and obligation to provide a safe, healthy work environment for its employees, and to make its job sites at client locations as safe as possible. By following the guidelines and directions above, HKA, SCOTT, AND ECS employees will help the Company achieve its goal and play an important role in stopping the spread of the coronavirus.

Please respond via email that you acknowledge your receipt, understanding, acceptance of the HKA, SCOTT, AND ECS Coronavirus (COVID-19)/Flu Safety Policy, and your commitment to comply with it.