



COVID-19 PLAN

We write to share important information about the steps we are taking to meet the challenge of the Coronavirus (COVID-19). In the current climate, the health and well-being of our entire community – is at the forefront of our thinking.

FORMA will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. Our jobsites are designating a team for cleaning as well.

We ask all employees cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. For additional information, please visit <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during this time should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare in the face of school closures and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Most importantly, all employees will stay home when ill. Relevant symptoms include: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.

See FORMA's Safe and Sick Leave policy for additional information. <..\..\Human Resources\Overhead-Office New Hire Packet\Sick and Safe Leave 6-15-17.pdf>

Employees who have tested positive for COVID-19 or live with someone who has tested positive, will not be permitted to work and must stay home. Exposures and relevant tests must be reported to Human Resources.

Employees who are considered part of our vulnerable population, either because of their age or underlying condition, should stay at home and not come to work.



We request that the following **social distancing** guidelines be followed to minimize the spread of the disease among our employees:

Work:

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.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. All workers that are required to work in close proximity and are unable to maintain at least 6 feet of physical separation must create a pre-task plan that describes the means by which the exposure and transmission risks will be mitigated.
4. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
5. Do not congregate in workrooms, pantries, copier rooms or other tight spaces where people socialize.
6. All employees are encouraged to bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants). Jobsite trailers are to open windows and doors in the break/lunch area(s). Superintendents are to offer alternative break/lunch areas and/or staggered times.

Home:

Employees might be encouraged to the extent possible to:

1. Stay home!
2. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush hour crowding on public transportation.
3. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might be exposed to contagious people.

We are enormously grateful for the dedication, high standards, and caring of everyone who works at FORMA. We are committed to doing everything we can to help keep our projects and offices safe. Questions or concerns regarding any of the above information should be directed to the relevant supervisor or Human Resources.