



COVID-19 RESPONSE

In this difficult time, the safety of our employees and trade partners on our project sites is our most important priority. We have implemented strict protocols and standard operating procedures on jobsites and we are following Center for Disease Control and Prevention (CDC) guidelines. Our overall approach to jobsite safety consists of a combination of measures, including piloting safety technologies and increasing our robust sanitation practices in accordance with state and local guidelines.

Suffolk's jobsite safety protocols include minimizing in-person meetings and large gatherings; enforcing social distancing guidelines of six feet or more; installing additional hand wash and sanitizer stations;

surveying all individuals on jobsites daily to ensure they are symptom free; posting highly-visible signage related to COVID-19 protocols; thoroughly cleaning and disinfecting all at-risk areas and portable bathrooms multiple times daily; and establishing strict safety criteria for food trucks. Our safety protocols, training and check lists will continue to evolve in response to new developments.

In this evolving situation, we are fostering open dialogue on our jobsites and strongly encouraging our trade partners to communicate all safety concerns to their foremen so they can be immediately addressed. We are also offering support and services to our trade partners, clients, and community as they navigate new realities.

JOBSITE PERSONNEL

COVID-19 Ambassadors

Suffolk has assigned COVID-19 Ambassadors to Suffolk jobsites. Their sole focus is to ensure all Suffolk's strict safety protocols and procedures are followed and adhered to by all workers on our jobsites. Ambassadors are empowered to implement and enforce safety protocols; serve as primary points of contact for all safety questions and concerns; are responsible for distributing PPE; manage signage with safety instructions; and maintain inventories of disinfectants, cleaning supplies and other safety materials. They wear a designated safety vest on site for simple and quick identification. [Watch this video](#) for a peek "behind the scrim" at a day in the life of a Suffolk COVID Ambassador responsible for making sure workers on our project sites follow safety protocols and watch out for each other. Thanks to all our COVID Ambassadors for all you do to keep our employees and members of our extended Suffolk family safe!

Field Office Usage

- All team meetings will utilize Microsoft Teams to ensure remote work capability.
- Suffolk Management will implement rotating schedules for onsite attendance.
- Staff members will adjust work locations to ensure there is no office sharing.
- Staff members will wipe down work areas at the end of each day.
- Necessary in-person meetings must be held in small groups (five or less) in Project Conference Rooms to ensure appropriate separation between individuals.
- Hand wash/sanitizer stations and paper towel dispensers must be installed adjacent to every field office entry and exit. All stations and dispensers must be protected from the elements.

JOBSITE PERSONNEL (CONTINUED)

Protocol for Daily Meetings (All Hands and Safety)

- Format changes have been made to the Daily Huddle meetings so that only trade partner leads can participate.
- Appropriate social distancing guidelines must be followed for all meetings and outdoor gatherings are strongly encouraged.
- Trade partner leads will provide Suffolk teams their daily Pre-Task Plan (PTP) documentation during Daily Huddles if not submitted through Procore.
- Each PTP will include COVID-19 individual survey questionnaires and will verify all individuals on the jobsite have been symptom free for the previous 24 hours and have not been in contact with infected persons.

Visible Jobsite Signage

- At all jobsite entry points, highly visible and pre-formatted jobsite signage related to COVID-19 protocols will be installed for trade partners and the general public.
- At all points of probable congregation (i.e. lifts, hoists, elevators, eating areas, etc.), highly visible signage related to COVID-19 protocols will be installed for the trade partners and general public.
- At entrance points, display: “This construction site is open in accordance with State Declaration and CDC COVID-19 Workplace Guidance Protocols” (language State-specific.)

Project Personnel Survey Certifications

- Pursuant to CDC guidance, Suffolk employees and trade partners will be required to complete a survey for all crew members on site regarding COVID-19 symptoms.
- Certifications must be submitted to Suffolk prior to team entering project site.

Temperature Checks on Jobsites

Effective March 18, 2020, the Equal Employment Opportunity Commission (“EEOC”) gave employers permission to conduct temperature checks on jobsites. The EEOC enforces workplace anti-discrimination statutes, such as the Americans with Disabilities Act (“ADA”). Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions, employers may measure employees’ body temperature. EEOC guidance on this issue can be found [here](#).

Suffolk’s temperature taking protocols are designed to comply with all applicable laws and include the following:

- A third-party practitioner (non-Suffolk employee) will take the temperature of every individual before he or she can enter the jobsite. This supersedes certification requirements on applicable jobsites.
- The location of temperature-taking activity and logistics will depend on the jobsite, but typically pop-up stations will be set up with tables and chairs outside the jobsite gate or main entrance. Consideration will be given to protecting the privacy of all individuals undergoing a temperature check, and if necessary, exiting the jobsite.
- Some jobsites will have safety or administration team members on hand to ensure people in line for temperature readings are maintaining a safe distance from each other. In addition, staggered arrival times for trade partner groups will be utilized where practicable.
- Stickers or other identifiers will be provided to individuals who pass the temperature test to demonstrate they were cleared to enter the jobsite.

Additional Protective Measures

- Additional measures for workers in proximity to each other—request alternate methodology if feasible.
- Provide additional laborers to increase cleaning and sanitation activity and to closely monitor COVID-19 protocols.



SANITATION

Portable Bathrooms

- Schedule for thorough cleaning of portable bathrooms will be increased to three times per week.
- Interior and exterior handles of all bathrooms will be cleaned/disinfected daily; recommended cleaning times will include 8:00 a.m., 11:00 a.m., 2:00 p.m. and at close of business.

Handwashing Stations

- Strongly recommend at least one hot water handwashing station to be set up in a central location on the jobsite.
- Strongly recommend additional handwashing stations to be installed for greater and easier access.

Trash Receptacles

- Provide additional trash receptacles at each handwashing station and other locations, as needed.
- Trash receptacles will be emptied twice per day (after lunch and at close of business) and will be closely monitored and emptied as needed.

Food Trash and Cleanup

- Suffolk Superintendents will instruct each trade partner lead to designate an individual for the cleaning of all surfaces and appliances at predetermined intervals (at least twice daily) and removing of lunch/break waste to trash receptacles and dumpsters after each break.

Food Trucks

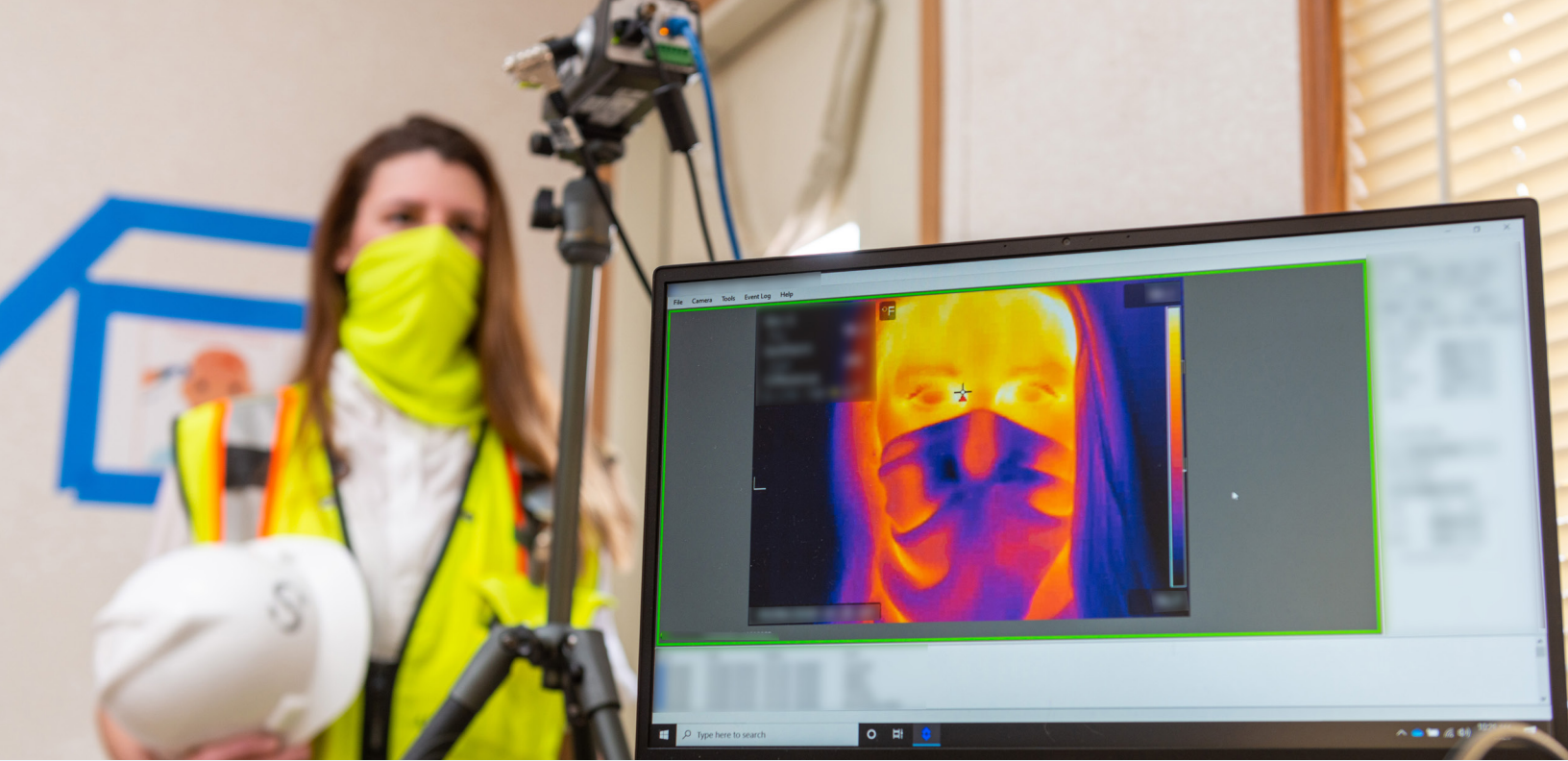
Food trucks are only allowed on jobsites when they meet specific safety criteria:

- Food must be pre-packaged and food packages must be handled by only one individual who passed it to the purchaser.
- A distance of six feet or more must be kept between all individuals in line waiting to purchase food.
- Payment must be facilitated in a separate area where these distances can be maintained.

If all three of these conditions cannot be met, there will be no food trucks allowed on the premises.

Break Areas

- A distance of six feet or more must be kept between all individuals at designated break areas. It is strongly recommended that a designated break area be established for each trade to provide more space.
- Trade partner leads will be directed to manage this separation and ensure that food trash is taken to the trashreceptacles or dumpsters immediately after meal breaks.



SAFETY TECHNOLOGY

With the understanding that each office and jobsite is unique, Suffolk is piloting several technologies to determine what can work best to address the rapidly changing COVID-19 situation.

Those technologies include:

Infrared temperature screening

High-quality, FDA-approved thermal camera technology that can provide mass temperature screening on our jobsites. The infrared scanner identifies temperature spikes from the norm, which can be an accurate way to identify fevers in workers. These fast and effective tools allow for non-physical testing, making it possible for individuals to complete temperature readings while maintaining social distancing. Instant readings also prevent people from congregating in groups on the jobsite and help workers enter quickly and safely.

Social distancing monitors

Triax monitors that workers wear on their hard hats to check social distancing. These monitors sound audible alarms whenever workers are within six feet of each other, helping them follow Suffolk's strict social distancing protocols on jobsites. The device also collects passive worker interactions for contact tracing in case an individual tests positive.



Suffolk

TRADE PARTNER SUPPORT

In addition to the health and safety of everyone, we are mindful of the severe economic impact this crisis is having on your business. To help reduce stress, we wanted to provide a summary of the highlights of the CARES Act that may be meaningful to you. [Click here to access the document](#), which provides a summary and highlights of the provisions in the Act we thought might be helpful,

including:

- Paycheck Protection Program
- Economic Injury & Disaster Loan Program
- Mainstreet Lending Program
- Tax Relief

For more information, please visit the [SBA website](#).

OUR RE-OCCUPANCY SERVICES

Returning to our buildings and campuses requires unexpected and unfamiliar changes to our common spaces—Suffolk can help you achieve a seamless and safe transition. Our teams have adapted our jobsites and offices to incorporate social distancing and industry-leading protocols that keep our employees and trade partners safe and healthy, these measures have since become government standards for the City of Boston and beyond. As your trusted partner, we can apply these learnings and techniques to help you make the necessary adjustments to your spaces that will keep your employees safe and comfortable.

In collaboration with our fully certified environmental health, safety, and hygiene consulting partner, Cashins & Associates, Inc., and our building partner, FUSE Group, we can help you integrate infection protection, personal separation, and hygiene protocols into your spaces. This is a stressful time for all of us and we want to help ensure that your transition to the “new normal” goes smoothly.

[Click here](#) to learn more about our re-occupancy services.



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