

To: All Staff

Date: May 28, 2020

From: Sector VP, Health and Safety

Subject: COVID-19 Safety Plan

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### COVID – 19 SAFETY PLAN

As circumstances surrounding COVID-19 continue to evolve, Sterling Crane is committed to keeping employees updated on the company's response and any changes to our operations. The leadership team continues to assess the situation and determine what precautions should be taken to protect our employees and operations. Sterling Crane is committed to following all directed protocols from local health officials, the government entities with jurisdiction over our operations, customers, industry associations and our corporate parent Marmon Holdings Inc in response to COVID-19.

Our efforts to protect our employees while effectively serve our customers include the following activities:

#### Communications & Cleaning Protocols

- Providing guidance and training through meetings to discuss distancing and hygiene with regular review
- Limitation of building occupancy with adequate physical distancing protocols.
- Avoiding conducting meetings in person; instead, use virtual meeting technology (Zoom) for large meetings
- Ensuring that physical distance of 6-feet/2 meters minimum is maintained at all times especially in group settings such as meetings
- Implementation of mask requirements when necessary (e.g. when physical distancing is difficult)
- Hygiene requirements (surfaces, separation, and toilet), maintenance, and ventilation systems. We have implemented enhanced cleaning measures of common areas including door handles, shared tools, and personal workstations. Employees are provided with sanitization tools to sterilize high touch surfaces.
- The visible placement of posters that are visible throughout buildings as a reminder to wash hands frequently for 20 seconds, use hand sanitizer if soap and water not readily available.
- Where appropriate the implementation of "clean-in, clean-out" requirements that mandate periodic wipe downs of contact surfaces in work areas with 60% alcohol sanitizer before starting work, and again before leaving at the end of their day in addition to enhanced janitorial services in place for each office location.
- Direction to avoid using others' phones, desks, offices, tools, equipment.
- Guidance for tissue to cover mouth and nose when sneezing/coughing; dispose of immediately.
- Frequent reminders to keep your hands away from your eyes, nose and mouth.
- Prohibiting handshakes in the workplace
- Removal of common cutlery and utensils from kitchen areas.

#### Travel

- Marmon Holdings Inc has implemented a global prohibition of international and domestic air travel until further notice. Domestic travel is limited to essential travel only and is subject to approval by Sector President of Marmon Crane Services or Chief Human Resources Officer. Marmon makes periodic updates to its Travel policy with specific guidelines based on the requirements in each country as those requirements evolve.
- Employees who are returning from travel are currently required to self-isolate for 14 days and work from home where applicable.

### **Working from Home**

- Where practical, all office employees are working remotely following Sterling Crane Work from Home guidelines. Meetings are held through teleconferencing or videoconferencing.

### **Working in the Field**

- Employees are provided with PPE (gloves, masks, goggles)
- As a part of ongoing safety education (Toolbox talks and orientation) all employees are provided the latest information on hand hygiene etiquette.
- Hand washing stations and alcohol-based hand sanitizers are on site and available for all workers.
- Wipe down procedures for work surfaces and equipment at the beginning and end of shift
- Guidance has been provided to follow safety procedures if a potential issue is identified that include contacting a supervisor or other member of management immediately.
- Implementation of work changes to enable social distancing (6 feet minimum), segregation of teams, splitting shifts to reduce numbers/physical contacts and creating a fallback should one shift fall ill.

### **In the Office**

- Restricted visitors from entering the premises with signage including courier deliveries
- Health & Safety team conducts periodic audits in the office to ensure we are following all protocols

### **Incident Management**

- Individuals who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms such as fever, tiredness, coughing, congestion, or loss of smell or taste are instructed to:
  - Not come to work;
  - Contact their supervisor and/or human resources department;
  - Stay at home and self-isolate; and contact local health authorities for further direction which may be directed to not return to work until given approval by the proper health authorities.
- Once exposure is suspected company guidelines require that all areas on site potentially infected by a confirmed or probable case are barricaded to keep individuals two meters away until the area is properly cleaned and disinfected.

Thank you.



Ralph Philpott

Sector VP, Health and Safety