O’BRIEN360 COVID-19 POLICY

Updated: 4/6/2020

At O’Brien360, we are doing our best to maintain our field verification and commissioning schedules during this period of intensive COVID-19 mitigation activity (currently until May 4, 2020), while protecting our staff and yours; and adhering to the requirements for work shut downs under our governor’s “Stay Home, Stay Healthy” order.

O’Brien360’s office is closed until further notice, and all employees are working from home, with normal schedules unless specifically noted. All employees are requested to observe the latest King County Public Health guidance for handwashing and other selfcare: https://kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/protection.aspx. To comply with the “Stay Home, Stay Healthy” order, we are not conducting in-person meetings or site visits, UNLESS a project can provide us proof from the State that they are deemed essential and therefore exempt from this order. At construction sites that are authorized essential projects, we are requiring staff to not attend if they feel sick with fever or respiratory symptoms, and for at least 72 hours after fever and symptoms have abated.

Regarding project verification site visits on authorized essential projects:

1. Our policy at this time is to request that all project meetings be conducted remotely, unless on-site or in-person meetings are required for the continued progress of the project. To the extent possible, we will ask construction teams to postpone in-person, on-site meetings and building walks until after May 4th or until the “Stay Home, Stay Healthy” order is lifted.
2. If meeting/walks are on critical path, and cannot be delayed, the O’Brien360 Principal-in-Charge for the project must approve the meeting. To do this:
   a. We will request a copy of our clients’ COVID-19 policy for review.
   b. No less than 24 hours before arriving on site, we require confirmation that our clients' COVID-19 policy is in compliance with the “Stay Home, Stay Healthy” order; being regularly communicated to all on-site personnel; and enforced.
   c. We reserve the right to withhold on-site verification and commissioning services if policy and practice poses unacceptable risk to our employees or the project team. In this event, the Principal will discuss directly with the project construction PM if alternatives to in-person verification/meetings are available.
When O'Brien360 personnel are on-site, we will observe the following protocol, in addition to normal PPE requirements. O'Brien360 employees will:

- Check for fever and respiratory symptoms prior to the visit/meeting
- Wash/sanitize hands before entering the site
- Wear an N95 mask while on site
- Maintain 6ft separation
- On departure from site, prior to entering vehicle or transit
  - Sanitize phone, tablet or other hand-held devices
  - Wash/sanitize hands
- Comply with any additional policies of the project team while on site.