



COVID-19 Exposure Prevention, Preparedness & Response Plan

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Overview

Anura Energy’s commitment to ensure the safety of our team members, service partners, and end customers while performing work activities has historically exceeded all governing authorities and industry best practices. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all our jobsites.

The Company has also identified an internal team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”), Occupational Safety and Health Administration (“OSHA”), and Illinois Department of Public Health (IDPH) continue to make available. This Plan is based on information available from the CDC, OSHA and IDPH at the time of its development and is subject to change based on further information provided by public officials. The Company may also amend this Plan based on operational needs or future updates.

We remain committed to working closely with our partnering customer communities and will employ enhanced procedures that ensure a consistent safe and healthy work environment in our offices, warehouses, vehicles, and while conducting field activities at customer sites.



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General Precautions & Procedures

Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set a good example by following this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Responsibilities of Employees

Anura Energy is asking every one of our employees to help with prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact Nicholas Wood.

Know the Basics

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Practice social distancing by keeping at least six feet away from others and wear face coverings when distance is not feasible to maintain.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever
 - The [CDC](https://www.cdc.gov/quarantine/air/reporting-deaths-illness/definitions-symptoms-reportable-illnesses.html)¹ considers a person to have a fever when he or she has a measured temperature of at least 100.4 °F [38 °C] orally.

¹ <https://www.cdc.gov/quarantine/air/reporting-deaths-illness/definitions-symptoms-reportable-illnesses.html>



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- Coughing
- Shortness of breath, difficulty breathing
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

Daily Health Screenings

Each team member is expected to complete a daily self-administered [evaluation](#)² each morning prior to reporting for work.

- If a team member has any of the following: high body temperature, feeling ill, or is experiencing any COVID-19 related symptoms, the team member is to not report for work and inform your supervisor of your situation. A human resources representative will coordinate directly with the team member for next steps.

Before entering the office, warehouse, company vehicle, or project site, all staff and guests are required to perform a temperature check.

- If a fever is detected (greater than 100.4 °F [38 °C] orally), the team member is not to enter the building and is asked to leave the premises and seek medical attention from a health care provider.
- The team member will only be able to return to work after 14 days of being symptom-free or have obtained return-to-work documentation from a healthcare professional following a medical examination.

Personal Protective Equipment

All team members are issued personal protective equipment appropriate for their work activities and work environment. All team members have received standardized training and have successfully passed testing on both how to deploy their PPE, and how to identify others in the work area that are not applying PPE effectively.

Social Distancing

The prevailing recommendation is that individuals keep a distance of at least six feet apart to minimize the spread of the coronavirus. Team members should strive to stay in their own designated work area when possible, limiting physical contact with other team members, when possible.

² <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



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In the office, warehouse, or job site individuals are required to practice physical distancing of at least six feet from another person not from their household. In cases where six feet of distancing is not feasible for an extended period (for example, in a meeting, or a joint work activity), team members shall wear face masks to protect each other from airborne respiratory droplets released through speaking, coughing, and sneezing.

Team members should stay extra aware of their distance from their coworkers and attempt to stay in their own area as much as possible. Do not be afraid to speak up when someone is inadvertently encroaching on your personal space.

Personal Hygiene

Team members should wash and sanitize their hands often. At minimum, team members must sanitize their hands upon entering the building, after using the restroom or, and before and after using shared tools, furniture, office equipment, and kitchen areas. Frequent hand washing helps reduce the spread of germs to commonly touched items.

Sharing

Each time team members encounter an item someone just used, they increase their chance of exposure to coronavirus. To help reduce cross contamination, team members will be assigned specific equipment that is for their use only and is not to be shared. Use of any shared tools or equipment will require team members to follow hand sanitization procedures outlined above.

If You Are Sick

Team members who are feeling unwell may have been exposed to COVID-19. See the CDC's guidance on [what to do if you are feeling sick](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html)³. All team members who are feeling ill, aside from regular seasonal allergies or similar situations, should stay home. Team members who display symptoms of COVID-19 shall stay home until the situation can be further evaluated by a medical professional. Team members can use the attendance line to report absences or call their supervisor. Any employee who stays home from work for illness with COVID-19 like symptoms will be asked to remain home for 10 days:

- after their symptoms first appeared, and
- 24 hours with no fever without the use of fever-reducing medications, and
- Other symptoms of COVID-19 are improving.

Team members wishing to return to work sooner will need to provide a doctor's note stating that it is safe for both the health of the employee and the health of their coworkers to return to work.

³ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>



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If a Household Member is Sick

Team members who have a member of their household who is ill at home may have been exposed to COVID-19. Team members who have a household member with a positive COVID-19 test are likely to be exposed to the virus. Any employee living in a household with a COVID-19 positive individual should not report to work. The employee’s household shall be symptom-free for 10 days before returning to work, or provide a doctor’s note stating that it is safe for both the health of the employee and the health of their coworkers to return to work.

If a Co-Worker Tests Positive for COVID-19

If an employee reports a positive COVID-19 and has symptoms of the illness, the employee will be asked to remain at home and not report to work for at least 10 days after their symptoms first appeared.

If an employee reports a positive COVID-19 and has NO symptoms of the illness, the employee will be asked to remain at home and not report to work for 10 days after they have tested positive, or provide a doctor’s note stating that it is safe for both the health of the employee and the health of their coworkers to return to work.

Quick Reference Guide

COVID-19 Test Result	Signs of COVID-19 Symptoms	Action
Positive	Yes	Stay home for 10 days: past first appearance of symptoms, and 24-hours of no fever, and COVID symptoms are improving; or provide doctor’s approval to return
Positive	No	Stay home for 10 days: after positive test result, or provide doctor’s approval to return
Negative	Yes	Stay home for 10 days: past first appearance of symptoms, or provide doctor’s approval to return
Negative	No	Clear to return to work
Doctor’s Approval		Clear to return to work

Communications with Staff

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company



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reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Disinfection procedures: If someone has been sick in the workplace, the following disinfection procedures will be followed:

1. Any areas that the employee has worked in will be closed off from the rest of the workspace.
2. All outside doors and windows will be opened if possible, to ventilate the space.
3. The area will be left alone for 24 hours (if feasible) before being cleaned and disinfected.
4. All areas used by the individual who is sick (bathrooms, tools, break areas, equipment) will be cleaned and disinfected.
5. Anyone disinfecting the area will be wearing at minimum a face mask and disposable gloves.
6. Areas will be disinfected with soap and water when possible, followed by a disinfectant.
7. Any coworkers who have not had close contact with the employee may return to work once the area has been cleaned and disinfected.

OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas of the workplace or jobsite that a confirmed-positive individual may have contacted, and it will do so before employees can access that workspace again.

Workplace Cleaning and Disinfecting

- The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, vehicles and other common areas of the work environment. Employees should regularly do the same in their assigned work areas.
- Offices, restrooms and break areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment, such as nitrile, latex, or vinyl gloves and face masks.
- Any trash collection in offices, restrooms, or jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.



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- The Company will ensure that hand sanitizer dispensers are readily available and regularly re-filled.
- Frequently touched items will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.

The Company will ensure that any disinfection shall be conducted using one of the following:

- Common EPA-registered household disinfectant
- Alcohol solution with at least 60% alcohol
- Diluted household bleach solutions (if appropriate for the surface)

The Company will maintain Safety Data Sheets of all disinfectants used on site.

Internal Training

Adding to Anura Energy's extensive internal training program, all current and future employees will be required to complete a COVID-19 awareness and prevention course. The course is comprised of learning modules, videos and references available from the CDC, OSHA, the World Health Organization and other reliable health related resources. The objective of the training is to educate employees on how to reduce the spread through healthy behaviors, procedures within their workspace and while on a project site. Project site prevention will specifically include training on:

- Cleaning & sanitizing protocol
- Dust containment procedures
- Personal protective equipment, and
- Company expectations to prevent cross contamination.

Field Project Selection & Scheduling

Anura Energy will prioritize projects that present the lowest risk of exposure to occupied tenant spaces and face-to-face interactions. Including, but not limited to, activities performed in:

- Attic spaces
- Vacant units
- Mechanical rooms

Project locations/customer communities will be surveyed to determine the presence of high-risk populations, history of COVID-19 infection rate, and potential work hazards at the property.

High risk conditions include, but are not limited to:

- COVID-19 tests are reported positive for 50% or more of the tenant population.



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- More than 50% of tenant population falls into the category of [people who need extra precaution](#)⁴ by the CDC.
- Physical conditions of the workspace do not allow for proper distancing between workers and property occupants.

If Anura Energy determines a high-risk potential for exposure to coronavirus, the project will be placed on hold until further evaluation concludes it is safe for both Anura staff and tenants to resume activity.

The field project schedule will be designed to minimize the daily exposure between tenants, maintenance personnel and field crews while also maintaining productivity.

- The number of technicians assigned to the job site will be limited and controlled based on the job task, with a maximum of three technicians assigned to each task.
- Specific job tasks will be staggered to minimize the total number of people on the jobsite at one time.

Prepare: Pre-Appointment Protocol

Communications & Logistics

We are in regular communication with enrolled property site staff and owners regarding conditions at a property prior to and during project appointments to ensure a safe and healthy work environment for field crews and property occupants. The details of this Plan will be shared with property owners and staff as an assurance that our team is taking the responsibility of prevention seriously.

Prior to the onsite appointment, Anura Energy will facilitate project coordination with property management staff. Remote communication will be conducted via email, phone call, and conference call. If in-person meeting is necessary, CDC guidelines for social distancing, wearing masks and other recommendations will be followed to prevent exposure between participants.

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>



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We will work with the property manager to provide advanced communication to the tenants, including time of arrival and purpose of the work.

Sample communication to properties and tenants:

Energy Efficiency crews will be working on your property on _(date)__ between the hours of __(time)__. Please note, our crew members have been advised to take precautions when interacting with tenants and taking all necessary hygiene precautions, as recommended by the Centers for Disease Control and Prevention (CDC) including avoiding handshakes, maintaining a 6-foot distance and wearing protective gear, when necessary and appropriate.

Please minimize any contact with our energy efficiency crews who might come to your home or the home of a neighbor. Rather than confront the crew member with your questions or concerns, it would be safer to call the program line at: _____.

We are committed to doing our part to keep you healthy, and we ask that you join us in our efforts to minimize exposure, too. If you have an appointment with us but have been advised to stay at home by a health official for the coronavirus, or experiencing symptoms of respiratory illness, like fever, cough or shortness of breath, please reach out and let us know. There are times when our crew members may need to enter customers' homes, which you may decline if you are not comfortable. Before entering, they will ask some questions to ensure they are taking the appropriate precautions. Thank you for your help to keep everyone safe!

Anura Energy field crews will obtain access to the work area by non-contact methods whenever possible, such as, electronic key options, being issued a building or unit key for the duration of the project, or requesting site staff unlock work areas prior to crew arrival each day. When non-contact methods are not available, one designated person will be assigned to interact with property staff directly, and the strictest health and safety guidelines will be followed.

Prevent: Appointment Protocol

The Company has instituted the following protective measures at all jobsites.

General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Avoid gathering in groups of more than ten people and participants must remain at least six feet apart.
- Employees must avoid physical contact with others and shall direct others (coworkers/contractors/visitors) to maintain personal space to at least six feet, where possible.



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- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten people.
- The Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide alcohol-based hand sanitizers and/or wipes.
- Employees should limit use of co-workers' tools and equipment. To the extent tools must be shared, the Company will provide disinfecting supplies to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- The Company will divide crews/staff into multiple groups where possible so that projects can continue working effectively if one of the divided teams is required to quarantine.
- If practicable, each employee should utilize the same vehicles or piece of equipment for every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees will use individual water containers. Backpack water carriers (Camelbacks) will be provided by the Company and expected to be regularly sanitized by the employee.

Personal Protective Equipment (PPE)

While performing work activities at a project site, standard field work PPE protocol must be followed per work activity. For most field work activities, this commonly requires the team member to wear hard sole work footwear, full protective clothing with appropriate cut level gloves, and a P100 filtered respirator at all times. Each day, team members will reference their work order for PPE requirements specific for their assigned work activity.

Before Entering an Occupied Unit

All efforts will be made to minimize entering an occupied tenant unit during a project appointment. If it becomes absolutely necessary to enter an occupied space in order to properly perform the task, all occupants will be asked to perform the following self-assessment prior to crew members entering the space:

1. Do you or anyone within your household present with any of the following:
 - Have a temperature of 100.4 degrees Fahrenheit or higher?
 - Have symptoms of COVID-19? (which may include)
 - Fatigue
 - Cough
 - Shortness of breath
 - Chills, including repeated shaking with chill
 - Muscle pain
 - Headache



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- Sore throat
 - Diarrhea
 - Recent loss of smell or taste
2. Know that I have tested positive for COVID-19?
 3. Known exposure to someone with a confirmed case of COVID-19?

Should any occupant within the residence answer 'yes' to any of the above questions, project work in the unit will be rescheduled at minimum 14 days after testing negative for COVID-19 or 14 days without symptoms.

Sanitation & Dust Containment

Pre-project sanitation, dust containment, and post-project sanitation of work areas become paramount steps to reduce the exposure between employees, between tenant units, and between crews and occupants.

Cleaning and sanitization of the work area will be performed at the beginning and end of each workday. Methods for proper disinfecting will include the use of:

- Contactless (spray) application of common household disinfectant
- Disposable rags for one-time (single area) use
- Ozone machine whenever possible to disinfect air

Crew members will wear PPE during the cleaning process, and waste materials generated will be disposed of in tightly closed plastic bags.

Anura Energy employs a robust dust containment protocol that serves to manage worksite dust and minimize cross contamination. The protocol involves securing plastic sheeting to walls, floors and ceilings from point of entry to work area access, hermetically sealing the air between the Anura crew and occupant space and thereby greatly reducing the potential exposure. The installation of the containment structure will be performed for each new work area (i.e., tenant unit, building, etc.) and will be safely disposed once the work task is completed.

Awareness & Monitoring

To keep community members from entering work areas, Anura Energy will post notice and cordon the area to direct tenants away from field teams and ensure safe distance protocol.

We are increasing worksite supervision for all field work activities to make certain that safety recommendations are being followed by all staff for the duration of the project day.



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Verify: Post-Appointment Protocol

While Anura Energy has great confidence in our team members to follow protocol, we recognize the need to verify consistent compliance with procedures. Furthermore, we recognize that our procedures are robust and require time for team members to master.

To support the adoption of the Plan specifics, our mobile field tool (app) provides specific step by step instruction for our technicians to follow and reinforce skills. Real-time process navigation provides consistent instructions to the team member and serves as a mechanism to verify that proper procedures were followed. Additionally, the information is used to continuously evaluate procedures and inform us to when modifications may be needed.

Documentation

Anura Energy has developed a robust information collection system, which will continue to be vital for all communication and project documentation. Additional notes will be gathered regarding property risk factors, outbreak occurrences, and any other COVID-19 relevant project data. Lastly, in the case of contact tracing for COVID-19 exposure, our documentation system will also track necessary data points on crew members, visitors, other contractors and property staff that were present on a given day at a project site. Anura Energy will continue to build out reporting capabilities as needs are identified.

Conclusion

At Anura Energy, we are committed to ensuring the health and safety of our employees, customers, and the public. We take proactive measures to avoid spreading of the coronavirus and follow the instructions and guidelines from local authorities - because we take our responsibility as an employer and our general commitment to society very seriously.

Given the fast-developing nature of the COVID-19 pandemic, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Nicholas Wood.