

Message from CCC Group

Safety has always been of paramount importance to CCC Group. During this unprecedented time of continual developments with the **COVID-19 pandemic**, CCC Group remains steadfastly committed to being proactive with everyone’s safety and well-being as we continue to carry out the work entrusted to us, both in the field and in our office settings. We will take ultimate direction from our clients as to how we proceed with our work at their facilities, knowing that decisions are fast moving and dynamic.

Company Actions & Precautions Summary

General Company Actions



- Workplace safeguards are followed as recommended by the **CDC** and **OSHA's Guidance on Preparing Workplaces for COVID-19**.
 - Additional hand sanitizer stations are being provided.
 - Employees feeling ill will stay home. Return to work will be approved by management.
 - Alternative work arrangements are allowed where possible.
- All non-essential business travel has been **suspended**.
 - All travelers, whether personal or business, will submit a **COVID-19 Self Report of Travel** form to our Human Resources Department prior to reporting to work.
 - Any employee traveling **domestically** will self-report any travel 100 miles outside of their normal commute to work. Return to work will be determined by Management/HR. Possible restrictions and/or self-quarantine may apply.
 - Any employee traveling **internationally** will self-report and will self-quarantine for 14 days upon return.
- Maintain communications across the company as developments arise.

Field / Jobsite Precautions



- Acknowledgement and implementation of client specific requests regarding additional safety measures for the safe and sanitary entry and while working within their facilities.
- Safety meetings are held in smaller groups, i.e. limited to 10 people or less, and implement recommended spacing/distancing.
- Increase safety topics at safety meetings include the importance of hygiene, symptom awareness and COVID-19 related matters.
- Emphasizing to our employees to act responsibly to limit their exposure to risks outside of working hours while assigned to the project.
- Collaborating with other on-site subcontractors to ensure efforts are coordinated to maintain heightened standards of safety and hygiene.
- Maintain communications with clients and site crews as developments arise.