

## **FRIEDMAN REAL ESTATE'S COVID-19 PREVENTION, PREPAREDNESS, AND RESPONSE PLAN FOR VENDORS**

**June 5, 2020**

Friedman Real Estate Management (“**Friedman**”) takes the health and safety of its employees, contractors, subcontractors and vendors very seriously. Coronavirus Disease 2019 (“**COVID-19**”) is a respiratory disease caused by the SARS-CoV-2 virus. Similar to other influenza viruses, COVID-19 is highly contagious and has the potential to spread quickly from person-to-person if not properly controlled. With the spread of COVID-19, Friedman and its contractors, subcontractors and vendors (each a “**Vendor**” and collectively, “**Vendors**”) must remain vigilant in mitigating the outbreak.

In order to protect its employees and Vendors from COVID-19 and to prevent a spread of the disease in Friedman’s managed properties, Friedman prepared this COVID-19 Prevention, Preparedness and Response Plan for Vendors (“**Plan**”) containing policies, procedures and response protocols to be followed by all Vendors while working for Friedman or at one of Friedman’s managed properties. This Plan is based on guidelines and recommendations provided by the Centers for Disease Control and Prevention (“**CDC**”), the Occupational Safety and Health Administration (“**OSHA**”) and applicable state health departments and is subject to change based on further information provided by the CDC, OSHA and other public health agencies. This Plan and any revisions to this Plan may be viewed along with Friedman’s Safety Plan at [www.thesafetyplans.com](http://www.thesafetyplans.com).

In administering this Plan, Friedman will adhere and will require all Vendors to adhere to all federal, state and local guidelines regarding pandemic sanitation and all requirements to provide a safe and healthy work environment.

**ALL VENDORS MUST ADHERE TO THE FOLLOWING REQUIREMENTS WHILE WORKING FOR FRIEDMAN.**

### **I. Responsibilities of Managers and Supervisors**

A. All of Vendors’ managers and supervisors must be familiar with this Plan and be ready to answer questions from their employees. Vendors’ managers and supervisors must set a good example by following this Plan at all times while working for Friedman at one of Friedman’s managed properties (“**Jobsite**”). This involves practicing good personal hygiene and Jobsite safety practices to prevent the spread of COVID-19. Vendors’ managers and supervisors must encourage this same behavior from their employees, agents and subcontractors.

## II. Responsibilities of Employees

A. Friedman is asking every one of its employees and Vendors' employees (each an "**Employee**" or collectively, the "**Employees**") to help with Friedman's COVID-19 prevention efforts. In order to minimize the spread of COVID-19 at its Jobsites, everyone must play their part. As set forth below, Friedman instituted various housekeeping, social distancing, and other best practices at its Jobsites. All Employees and Vendors must follow these practices and protocols. 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 [friedmanCOVID@freg.com](mailto:friedmanCOVID@freg.com).

B. Prior to entering a Jobsite, a Vendor and an Employee must be made aware of this Plan, review this Plan, and agree to comply with this Plan.

C. Vendors and Employees should not come to the Jobsite if they believe they are experiencing signs or symptoms of COVID-19. Signs and symptoms of COVID-19 include a dry cough, shortness of breath, chills, fever, muscle pain, sore throat or new loss of taste or smell.

D. If a Vendor or an Employee comes into close contact with someone who has either been diagnosed with COVID-19 or is experiencing signs or symptoms of COVID-19, then they should see their healthcare provider right away. **ADDITIONALLY, THE VENDOR OR EMPLOYEE SHOULD NOT GO TO THE JOBSITE WITHOUT PRIOR APPROVAL FROM FRIEDMAN.**

E. If a Vendor or an Employee becomes ill while at a Jobsite, the Vendor or Employee should immediately leave the Jobsite and contact their manager or supervisor. If a Vendor or an Employee is unable to leave the Jobsite due to the severity of symptoms or other circumstances, they should isolate if possible and stay six (6) feet or more away from all other individuals until next steps can be determined by Vendor's or Employee's manager or supervisor and contact [friedmanCOVID@freg.com](mailto:friedmanCOVID@freg.com). A Vendor or an Employee who becomes ill while at a Jobsite may not return to the Jobsite until they are COVID-19 symptom free and are cleared to return to the Jobsite by Friedman.

F. While at the Jobsite, Vendors and Employees are encouraged to follow OSHA and the CDC's preventative guidelines for all workers, regardless of exposure risk. These guidelines include the following:

1. Make sure to wash hands frequently using soap and water. Alcohol-based hand sanitizer with at least 60% alcohol can also be used if soap and water are not available;

2. Avoid touching eyes, nose and mouth at all times and be certain to wash hands with soap if eyes, nose or mouth are touched at any time;
3. Cover mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow. Throw used tissues in the trash and make sure to immediately wash hands with soap and water for at least 20 seconds;
4. Follow appropriate respiratory etiquette;
5. Avoid close contact with people who are exhibiting COVID-19 symptoms;
6. Clean and disinfect frequently touched objects and surfaces within your Jobsite area; and
7. Avoid using other Vendors' or Employees' phones, desks, offices, work tools or equipment whenever possible.

G. In addition, Vendors and Employees should familiarize themselves with the symptoms of COVID-19, which are coughing, shortness of breath, difficulty breathing or at least two of the following: (i) fever at or above 100.4, (ii) chills; (iii) repeated shaking with chills; (iv) muscle pain; (v) headache; (vi) sore throat; or (vii) new loss of taste or smell.

### **III. Jobsite Protective Measures**

A. Friedman instituted the following protective measures at all Jobsites for Vendors and Employees:

1. Building Entry
  - a. If Employees and Vendors were provided with alternate entry points to a Jobsite, then Employees and Vendors are encouraged to use such alternate entry points to the Jobsite to reduce congestion at the main entrance.
  - b. Additionally, if there are already more than 2 people waiting to enter a Jobsite entry point at any one time please wait in your car until there is less than 1 person waiting to enter the Jobsite or use an alternate entry point if one is available.
  - c. Employees and Vendors should be aware of any signs regarding entry into the Jobsite or visual indicators of appropriate spacing for Vendors and Employees outside of the Jobsite entry point.

2. General Safety Policies and Rules

a. Any Employees or Vendors showing symptoms of COVID-19 will be asked to leave the jobsite and return home.

b. All paperwork, if any, must be provided electronically in lieu of hard copies to the fullest extent possible.

c. All Vendors should screen their employees, agents and subcontractors prior to having them enter any Jobsites. Vendors or Employees that answer “yes” to any one of the following questions will not be allowed to access the Jobsite:

i. Have you received a positive COVID-19 test within the last 14 days?

ii. Are you currently experiencing, or have you experienced in the last 14 days, any acute respiratory illness symptoms such as:

A. Fever over 100.4 F;

B. Cough;

C. Shortness of Breath; and

D. Other cold/flu symptoms.

iii. Have you been in close contact with any person who has received a positive COVID-19 test within the last 14 days?

d. Friedman and its Vendors must actively manage schedules and resources to achieve services and work completion dates, and to prevent close proximity contact between all persons on a Jobsite so the following must be considered when creating and managing schedules:

i. Whenever possible or reasonable schedule work and service activities to prevent close proximity contact between individuals at the Jobsite.

ii. Whenever possible or reasonable stagger start, end, break, and delivery times to avoid lines and/or gatherings of more than 10 people, while maintaining social distancing measures.

iii. All managers and supervisors must follow scheduled work

and service dates and times, and consistently put in place resources and staff to achieve such work and service dates.

iv. Whenever possible or reasonable Vendors and Employees should understand their daily work schedule before the start of the work or entering a Jobsite.

e. Close proximity contact is defined as contact within six (6) feet.

f. Vendors and Employees must avoid physical contact with others and shall direct others (co-workers/Vendors/visitors) to increase personal space to at least six (6) feet, whenever possible. Where work trailers are used, doors will remain locked, and only necessary Vendors or Employees may enter the trailers. All Vendors and Employees should maintain social distancing while inside trailers.

g. Safety meetings will be held electronically, or by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.

h. All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone, or electronically (Zoom, Teams, etc.).

i. Vendors and Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.

j. Vendors and Employees are encouraged to minimize ride-sharing. If no other transportation option is available, while in vehicles with multiple passengers, Vendors and Employees must ensure use of face covering and adequate ventilation.

k. In lieu of using a common source of drinking water, such as a water fountain or cooler, Vendors and Employees should use individual water bottles.

## B. Working In Occupied Buildings

1. Work, services or maintenance activities within occupied Jobsites, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such Jobsites should follow posted guidelines and evaluate the specific hazards of their work tasks when determining best practices related to COVID-19.

2. Vendors and Employees should sanitize their work area, including their frequently touched points, at the Jobsite upon throughout the day while performing services or work at the Jobsite, and the areas at the Jobsite they worked in immediately before departure.

3. Vendors and Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Vendors and Employees should wash or sanitize hands immediately after using the restroom, smoking, eating, drinking, and before and after work activities.

4. Occupancy of elevators should be no more than one passenger for 12 square feet of floor space. All passengers must wear face masks while in elevators at all times.

C. Personal Protective Equipment and Work Practice Controls

1. In addition to customary PPE for various tasks (fall protection, hard hats, hearing protection. Etc.), the following is required:

a. Gloves: Vendors and Employees should wear gloves at all times while at the Jobsite if gloves are appropriate for the work and services being performed. Vendors and Employees should avoid sharing previously worn gloves.

b. Face Masks: Vendors and Employees must wear face coverings while at the Jobsite, unless their use creates a separate safety hazard or if such Vendors or Employees are alone at the Jobsite then a face mask isn't required. Face masks such as surgical masks, cloth masks, or masks otherwise consistent with the CDC's recommendations are acceptable face coverings. Vendors and Employees should wear a face mask from the time the Vendor and Employee approaches the Jobsite entrance. **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, Vendors and Employees must wear N95 respirators if required by the work or services and if available.

2. *A few tips for proper face mask use and removal/disposal:*

a. Use: Before putting on a face mask, clean your hands with an alcohol-based sanitizer or soap and water. When using a disposable face mask, always place the mask on your face with the blue or colored side facing out and the bendable edge at the top by your nose. If the face mask has ear loops, put one loop around each ear. If the face mask has ties, pick up the face mask by the ties and tie the ties behind your head with a bow.

b. Removal/Disposal: When removing a face mask, do not touch the inside of the face mask as it may be contaminated from your breathing, coughing or sneezing. Untie or remove the ear loops and remove the face mask by the straps. When using a disposable face mask, place the mask in a plastic bag and secure the bag tightly before putting it into a garbage can or trash receptacle. Always clean your hands with an alcohol-based sanitizer or soap and water after removing and/or disposing of a face mask. When using a reusable face mask, always have a storage bag available, place the mask face down in the storage bag using the ear loop/strap, never touch the inside of the bag, and wash your hands properly afterwards.

3. Due to the current shortage of N95 respirators, the following work practice controls should be followed:

a. Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.

b. Limit exposure time to the extent practicable.

c. Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.

d. A rigorous housekeeping program shall be maintained to reduce dust levels on the jobsite.

#### D. Social Distancing

1. Vendors and Employees are encouraged to follow the CDC's social distancing guidelines when in or at a Jobsite. Therefore, Vendors and Employees should seek to maintain a distance of at least six (6) feet, if reasonably possible, from co-workers and all others at the Jobsite at all times.

2. Vendors and Employees should also attempt to communicate with anyone in or at the Jobsite via telephone, email or online conferencing, rather than face-to-face, whenever possible.

3. Vendors and Employees must adhere at all times, as reasonably possible, to all marked or sign-posted pathways for foot traffic in or at a Jobsite, including

pathways marked in corridors, staircases and entryways.

4. Vendors and Employees are also advised to adhere to all posted capacity limits and distancing requirements for all elevators, restrooms, kitchens/breakrooms, copy/supply rooms and conference/meeting spaces.

5. Vendors and Employees should limit their time in common areas of the Jobsite as well as their migration to other floors of the Jobsite as much as possible. Whenever migrating between floors at the Jobsite, Vendors and Employees are also encouraged to use stairways rather than elevators in order to limit the size of queuing lines and to promote better social distancing.

#### **IV. Job Site Cleaning and Disinfecting**

A. Friedman instituted regular housekeeping practices at its Jobsites, which include cleaning and disinfecting elements of the work environment, where possible. Vendors and Employees should regularly do the same while performing work or services at the Jobsites, including, but not limited to:

1. cleaning and disinfecting all used touch points including, but not limited to, door handles, faucet handles and stair rails, whenever possible.
2. Collecting trash from the Jobsite frequently while wearing nitrile, latex, or vinyl gloves.
3. Vehicles and equipment/tools should be cleaned and disinfected both before and after use.

B. OSHA guidelines indicate that if an Employee tests positive for COVID-19 it 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, Friedman will clean possibly contaminated areas of the Jobsite upon receiving notice that a confirmed-positive individual was at the Jobsite, and it will do so before Vendors and Employees access the Jobsite again.

C. Disinfection of a Jobsite shall be conducted using one of the following:

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



D. Vendors shall maintain Safety Data Sheets of all disinfectants that they use at a Jobsite.

## V. **Jobsite Exposure Situations**

### A. Employee Exhibits COVID-19 Symptoms

1. If a Vendor or an Employee exhibits COVID-19 symptoms, the Vendor or Employee must remain at home until:

a. he or she is symptom free for seventy-two (72) hours or three (3) full days without the use of fever-reducing or, other symptom-altering medicines (e.g. cough suppressants); and

b. at least seven (7) days have passed since symptoms first appeared.

2. Friedman will similarly require a Vendor or Employee who reports to a Jobsite with symptoms to return home until:

a. he or she is symptom free for seventy-two (72) hours or three (3) full days without the use of fever-reducing or, other symptom-altering medicines (e.g. cough suppressants); and

b. at least seven (7) days have passed since symptoms first appeared.

3. The time frames proscribed above in Sections 1 and 2 may be altered based upon a Vendor's or Employee's medical care provider's direction or if a negative Covid-19 test result is received.

4. Moreover, Vendors and Employees are required to follow the direction of their healthcare provider, and local health department, as it relates to such Vendors and Employees and their diagnosis with or exposure to COVID-19.

5. Prior to returning to a Jobsite, Friedman may require a Vendor or Employee to provide Friedman with notice that such person is medically cleared to return to work as may be practical or necessary.

### B. Vendor or Employee Tests Positive for COVID-19

1. A Vendor or Employee who tests positive for COVID-19 will be directed to self-quarantine away from the Jobsite and to care for themselves at home. A Team Member who tests positive for COVID-19 may return to the office when:

- a. at least seven (7) days have passed since the date of the last positive COVID-19 test without any subsequent illness;
  - b. at least seventy-two (72) hours or three (3) full days have passed since exhibiting any symptoms; and
  - c. at least seven (7) days have passed since symptoms first appeared.
2. The time frames proscribed above in Section 1 may be altered based upon a Vendor's or Employee's medical care provider's direction or if a negative Covid-19 test result is received.
3. Upon notification that a Vendor or Employee tested positive for COVID-19, then such Vendor or Employee must immediately notify Friedman and all other Vendors or Employees should immediately stop working at the Jobsite where such infected Vendor or Employee was working, and prevent others from entering the Jobsite until it is disinfected.
4. Moreover, a Vendor or Employee who tested positive for COVID-19 should follow all guidance received from their medical care provider and local health department, as it relates to their diagnosis with COVID-19.
5. A Vendor or Employee who tests positive for COVID-19 and is hospitalized may return to the Jobsite as directed by their medical care provider. Additionally, the Vendor or Employee will need to obtain clearance from Friedman to return to the Jobsite.
6. If Friedman receives notification that a Vendor or Employee tested positive for COVID-19, Friedman will conduct an investigation to determine co-workers, Employees, Vendors or other individuals who may have had close contact with the confirmed COVID-19 positive Vendor or Employee in the prior fourteen (14) days and notify such individuals to self-quarantine for fourteen (14) days from the last date of close contact with the infected Vendor or Employee. If a Vendor or Employee learns that he or she had close contact with an individual who tested positive for COVID-19 outside of the Jobsite, he or she must alert [friedmanCOVID@freg.com](mailto:friedmanCOVID@freg.com) and their manager or supervisor of the close contact and self-quarantine for fourteen (14) days from the last date of close contact with that individual. Earlier return to the Jobsite may be possible if a negative Covid-19 test result is received.
7. If Friedman learns of a confirmed or possible COVID-19 exposure at the Jobsite from a Vendor, Employee, or other individual, Friedman will conduct an investigation to determine co-workers, Employees, Vendors or other individuals

who may have had close contact with the confirmed COVID-19 individual in the prior fourteen (14) days. Friedman will notify any co-workers, Employees, Vendors or other individuals who may have had close contact with the individual who tested positive for COVID-19 or is suspected to have COVID-19 so that they can self-quarantine for fourteen (14) days from the last date of close contact with that individual. Earlier return to the Jobsite may be possible if a negative Covid-19 test result is received.

8. After conducting an investigation as described in Sections 6 and 7 above, Friedman will determine if there appears to be a COVID-19 Jobsite exposure and review applicable state workers' compensation laws to determine whether COVID-19 claims are covered. If so, Friedman will inform the affected individuals so that they can seek workers' compensation benefits.

9. **The names of any individuals who test positive for COVID-19 will be kept confidential, unless such individual grants Friedman permission to disclose his or her name.** However, the names of any individuals who test positive for COVID-19 may be disclosed to health departments, if required by law.

10. Upon Friedman's receipt of notification that a Vendor or Employee tested positive for COVID-19, Friedman will have the property manager, community manager or Jobsite manager complete an incident report through Friedman's normal incident reporting protocol. If Friedman is required to notify any authorities, such as a local health department, regarding a confirmed COVID-19 case, then Friedman will notify the appropriate authorities.

11. If Friedman determines that a Jobsite may have been exposed to COVID-19, then such areas of the Jobsite will be professionally deep cleaned and sanitized in accordance with the guidelines set forth by the CDC and OSHA, even if it is necessary to temporarily close the Jobsite.

C. Vendor or Employee Has Close Contact with an Individual Who Tested Positive for COVID-19

1. A Vendor or Employee who was in close contact with an individual who tested positive for COVID-19 (co-worker or otherwise) should discuss the exposure with their manager or supervisor to determine the appropriate actions to take, which may include:

- a. self-quarantine for fourteen (14) days from the last date of close contact with an individual who tested positive for COVID-19;
- b. take a COVID-19 test and a negative result will be required before

such Vendor or Employee will be allowed to return to the Jobsite; or

c. other appropriate actions necessary to protect all Vendors and Employees, including the possibly infected Vendor or Employee.

2. Close contact is defined by the CDC as being six (6) feet apart or less for a prolonged period of time.

D. Any other potential COVID-19 exposure or concerns not addressed above, should be addressed to [friedmanCOVID@freg.com](mailto:friedmanCOVID@freg.com) and/or your manager or supervisor.

## **VI. OSHA Recordkeeping**

A. If a confirmed case of COVID-19 is reported, Friedman will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that:

1. results in a fatality, or

2. results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

B. OSHA determined that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if a Vendor or Employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

C. If a Vendor or Employee has a confirmed case of COVID-19, Friedman will conduct an assessment of any Jobsite exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the Jobsite. Thus, if an employee develops COVID-19 solely from an exposure outside of the Jobsite, it would not be work-related, and thus not recordable.

D. Friedman's assessment will consider the Jobsite itself, the type of work performed, the risk of person-to-person transmission given the Jobsite, and other factors such as

community spread. Further, if a Vendor or Employee has a confirmed case of COVID-19 that is considered work-related, Friedman will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

## **VII. Confidentiality/Privacy**

A. Except for circumstances in which Friedman is legally required to report Jobsite 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.

B. Friedman reserves the right to inform other Vendors and Employees that an unnamed individual was diagnosed with COVID-19 if the other Vendors and Employees might have been exposed to the virus so such Vendors and Employees may take measures to protect their own health.

C. Friedman also reserves the right to inform sub-contractors, suppliers or visitors to the Jobsite that an unnamed individual was diagnosed with COVID-19 if they might have been exposed to the virus so those individuals may take measures to protect their own health.

## **VIII. General Questions**

A. Given the fast-developing nature of the COVID-19 pandemic, Friedman may modify this Plan on a case by case basis. This Plan and any revisions to this Plan may be viewed along with Friedman's Safety Plan at [www.thesafetyplans.com](http://www.thesafetyplans.com). Vendors and Employees are encouraged to regularly check [www.thesafetyplans.com](http://www.thesafetyplans.com) for updated versions of this Plan. Friedman will also provide e-mail notifications to Vendors when this Plan is revised so Vendors should ensure that Friedman has the Vendors' updated contact information and e-mail addresses for notifications. If you have any questions concerning this Plan, please contact Brian Bass, Senior Managing Director for Commercial Management and Facilities at [brian.bass@freg.com](mailto:brian.bass@freg.com), or Tracy Brown, Senior Managing Director for Multi-Family Management at [tracy.brown@freg.com](mailto:tracy.brown@freg.com).