



Lepi Enterprises, Inc. COVID-19 Policy 3-17-2020 addition

Please read the following guidelines:

Lepi Enterprises, Inc. has reviewed CDC as well as various publications about the origin, spread, safety measures and treatments with respect to the COVID-19 Virus (also known as the Corona Virus).

Personal Hygiene:

It is imperative that you wash your hands several time a day and specifically after touching surfaces where the virus can sustain itself. It appears the virus can live up to 3 days on some surfaces and hours or up to a day on other surfaces. Since we cannot keep track of all surfaces touched during a day, we are asking that all personnel consider that anything they touch could have the virus.

Do not put your fingers or hands in your mouth, eyes or nose, this is a common way to spread any virus and specifically the Corona Virus.

Use of hand sanitizer is useful in the absence of soap and water.

Try to stay 2 arms lengths from other people and In lieu of shaking hands, use the elbow pump.

Housekeeping is always important, but it is extremely important at this time. Please pick up after yourself (food containers, snacks and beverage containers) should be handled by the person to whom it belongs and must be deposited in the proper disposal receptacle when finished.

Personnel should not share food or drinks or handle other people's trash.

Specific to The Ohio State University:

If a contractor receives a report, confirmed or unconfirmed, please inform your Ohio State Project Manager and call the Wexner Medical Center's COVID-19 call center at 614-293-4000 for guidance on what you should do. Please do NOT call this line for general coronavirus information.

Your Project Manager will inform appropriate university leadership and his or her HR Business Partner. We request that you also direct any media inquiries to Dan Hedman (hedman.11@osu.edu). It is our understanding that all information about specific cases will come from Columbus Public Health.

Please advise individuals on your team that anyone experiencing signs or symptoms of respiratory illness consistent with coronavirus, that has been exposed to an individual with coronavirus or has been diagnosed with the virus, should contact his or her primary care physician and must not report to work at Ohio State.

If unable to reach their primary care physician, individuals should call the Wexner Medical Center's COVID-19 call center at 614-293-4000 for guidance.

It is critically important that we continue to practice proper hygiene and social distancing to minimize the spread of the coronavirus. Ohio State's Environmental Health and Safety (EHS) team is available to provide an onsite overview of health and safety tips. Any contractor wishing to schedule an EHS safety session contact Tina Bogac at bogac.1@osu.edu.

The university's [coronavirus website](#) is updated throughout the day with general information about the virus, the university's response and important guidance for all members of our community.

Lepi Enterprises, Inc. is further implementing on projects outside of OSU the following additional policies.

We will implement a less than 10-person work crew on any given project. It is a proven fact the smaller gatherings present a less likely scenario for the spread of a virus.

When applicable we are implementing a new project policy that contains the following startup details.

1. We are asking that when a client vacates the premises, a 4-day waiting period will commence until LEI enters the building or starts the project. This is an effort that we feel could protect our workers from contracting the virus, since the virus can live for up to 3 days on some surfaces. If we start 4 days later, the virus should be non-viable and should not be a threat to anyone.
2. Conversely, we are asking that when we complete a project the client does not enter the structure for at least 4 days after our last worker has vacated the structure. This should protect the client's personnel when returning to the building.

We are considering purchasing digital thermometers and having our supervisors do a routine temperature check on all personnel before the start of each day's work. We will have one at the warehouse as well and personnel that meet at the warehouse will be checked before transportation to the work site.

Any person that feels sick is advised to NOT go to work, stay home and contact your primary Doctor for additional instruction.

Together we can stem the advancement of this illness.

Respectfully

Michael J. Lepi
Safety Director
Lepi Enterprises, Inc.