



To our valued partner,

At Harris, we stand behind our mission, Safety First, Last + Always. Our concern for the people that we work and partner with each day is our top priority. Because of this, we want to make you aware of our practices if someone on our team contracts COVID-19 or if you or a team member come in contact with someone who has been suspected or confirmed with the symptoms of COVID-19:

**If a team member is confirmed and diagnosed on a job site/working in one of Harris' facilities with COVID-19:**

Per CDC guidelines, Harris has mandated that the employee should stay home approximately 10 days and once the employee has been fever free for 72 hours without the use of medication to ensure they are symptom-free. In addition, we will share the following information within **24 hours** with customers, partners, vendors and all other Harris employees working in the facility:

- Location/work site involved
- Dates the employee worked on the site while showing symptoms before being diagnosed
- Harris' plan of action with the work site/location
- Harris' plan of action for the diagnosed employee
- Expected further communications, if applicable

**If a non-Harris employee on a job site/working in one of Harris' offices is confirmed and diagnosed with COVID-19:**

We will share the following information **within 24 hours** of receiving the details from our customer/partner/vendor on site:

- Location/work site involved
- Dates the person worked on the site while showing symptoms before being diagnosed
- Harris' plan of action, in partnership with the employee's employer, with the work site/location
- Harris' plan of action, in partnership with the employee's employer, for the diagnosed employee
- Expected further communications, if applicable

**If a Harris employee is showing potential symptoms for COVID-19:**

We will send the employee home immediately to either work from home, if the job allows, or take time off to self-quarantine until officially diagnosed. In addition, we will:

- Remain in contact with the employee to determine if they are later diagnosed with COVID-19
- Document:
  - Location/work site involved
  - Dates the employee worked on the site while showing symptoms before being diagnosed
- Communications
  - Harris' plan of action with the work site/location
  - Harris' plan of action for the diagnosed employee
  - Anticipated/Expected further communications and timing



**If a non-Harris employee is sent home from a job site/work location after showing potential symptoms for COVID-19:**

In this situation, we will share the following information **within 24 hours** of receiving the details from our customer/partner/vendor on site:

- o Location/work site involved
- o Dates the person worked on the site while showing symptoms before being diagnosed
- o Harris' plan of action, in partnership with the employee's employer, with the work site/location
- o Harris' plan of action, in partnership with the employee's employer, for the diagnosed employee
- o Expected further communications, if applicable

**Field work practices as of May 18, 2020:**

The following measures have been established and shall be performed by all Harris field employees and service technicians.

**DAILY PERSONAL HEALTH ATTESTATION/CERTIFICATION TO WORK**

Every employee working for Harris shall take their temperature daily, prior to leaving home for work. Every employee is required to complete a Daily Personal Health Attestation/Certification to work form from Harris, or complete the form required by your site General Contractor (provided the GC form covers all questions required by Harris). Your direct foreman/supervisor will complete a verification form and submit it to the office every morning. **The attestation (either Harris or GC) shall be submitted to the office on a daily basis, either electronically, or in hard paper copy, similar to the daily PreTask Plan.**

**FACE COVERINGS: MASKS or CLOTH**

As Harris continues to complete essential work, each employee shall have in their possession a face covering, depending upon your work facility requirements. In lieu of facility/owner/GC requirements, masks should be worn in all common areas where more than one person is accumulated. Avoid touching the front/outside of your face covering, to minimize possible contamination. Face coverings may be removed **ONLY** when a team member is working in an isolated work area where others are not located or traveling within six feet. When not in use, face coverings should be stored in a clean paper bag.

Disposable face masks should be disposed of properly in the proper garbage container. Cloth face covering shall be laundered at home with mild detergent and hot water.

**HANDWASHING**

Continue to perform frequent handwashing (at least 20 seconds) using a soap and water as necessary. If soap and water is not available, please utilize an approved, appropriate hand sanitizing solution until you can get in an area where soap and water is available. Spray hand sanitizer onto hands and rub hands together until **dry**.

**SOCIAL DISTANCING**

Every effort should still be continued, to maintain social distancing. Try to keep 6' away from other workers. Stagger break times to minimize the number of workers in the break room at one time. If possible, schedule staggered or alternate work schedules to minimize the number of people in areas. No buffet style meals should be held on the jobsite. Eliminate or avoid clustering in choke points or high-traffic areas.



In addition, all Harris offices have taken the following preventative safety measures for the safety of our employees and our partners.

- **Beginning Monday, March 16, 2020**, all Harris employees and contractors who are in a job that can be done remotely should work remotely until further notice.
- Team members working in the office **MUST** also complete Daily Attestations.
- Wear cloth face coverings when walking or working in a common area. Face coverings may be removed **ONLY** when a team member is working in an isolated work area where others are not located or traveling within six feet. When not in use, face coverings should be stored in a clean paper bag.
- Follow social distancing guidance from the CDC by avoiding group gatherings and maintaining distance (approximately six feet or two meters) from others when possible.
- Regularly wash hands and disinfect common use areas or equipment after each use.
- Individuals with an underlying health condition ([as listed by the Minnesota Department of Health](#)), are pregnant or immunosuppressed are **required** to work from home if their job allows. If their job does not allow them to work from home, then the employee should work with his/her supervisor to determine the best plan of action for their situation.
- Only Harris employees may enter our buildings and facilities, with some rare exceptions approved by the Human Capital or Safety teams AND when a [Visitor Pre-Screening Questionnaire](#) has been satisfactorily completed and submitted at least 24-hours in advance.
- In-person meetings with visitors should be postponed until further notice unless the meeting is deemed as a business necessity to occur.
- The Harris [Incident Response Team](#) has been created to review, track & monitor the situation on a daily basis to ensure Harris team members are prepared for potential situations.

As always, the health, safety and well-being of our customers, our team members and our communities is of chief concern. We continue to monitor this quickly developing situation and are here to assist you, as needed.

Thank you, as always, for your business and partnership,

**HARRIS**

Michel Michno  
COO

**For more information on COVID-19:**  
Center for Disease Control and Prevention  
<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

World Health Organization  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>