



## **EFFECTIVE 06/01/2020 – New COVID-19 Protocol**

The following terms work directly in combination with Coast To Coast Network Solutions, Inc (C2CIT) current *Technician Terms and Code of Conduct* policy that your parent company is required to keep on file with C2CIT. The below new protocols have been placed in effect by C2CIT to ensure the health and safety of everyone. Your on-site team must agree to and adhere to these protocols at all times. Any technician found in violation of said protocols shall immediately be removed from the premises without pay, and will be suspended from future work pending a completed investigation by C2CIT management team. The below protocols relate specifically to those technicians who are working on-site and representing C2CIT as a contractor and any C2CIT or C2C employees visiting a customer's site.

A new form must be completed and signed by the **Primary On-Site Technician / On-Site Tech Manager (OSTM)** as well as by the **Secondary / Alternate Tech Manager (ATM)** for each project. No work is permitted to commence until this form has been returned to their C2CIT Project Manager. This document shall remain in effect for 30 calendar days from date of acknowledgment. If you return to a site outside the 30 days, you may be requested to complete a new form to continue work. **You are required to initial, sign and email all pages back to your C2CIT PM prior to stepping on site.**

### **Initials**

#### **Overall Health Of Each Crew Member**

At the start of each day, each OSTM is required to conduct a wellness inspection for each technician, employee and sub-contractor working for C2CIT that day. Each person(s) must be able to confirm the following:

- They are not nor have experienced any COVID-19 related symptoms in the last 24-hours including:
  - Dry Cough
  - Fever in excess of 100.3 degrees
  - Body Aches
  - Breathing difficulties
  - Fatigue
- They have not been seen by any medical profession in the last 7 days for COVID-19 related symptoms
- They have not knowingly interacted with any persons exhibiting any COVID-19 symptoms within the last 14 days
- They have not knowingly interacted with any persons who had sought out medical treatment for any COVID-19 symptoms in the last 14 days
- Each Crew Member must always don appropriate face masks and gloves while on a any C2CIT customer site. All face masks and gloves shall be provided by your OSTM **prior to site arrival** and no persons without shall be permitted on the premises, including parking lots and parking structures.
- Daily temperature checks should be administered by the OSTM or ATM for each Crew Member prior to arriving at site and when returning from lunch breaks.

### **Initials**

#### **Travel Conducted By Themselves Or Their Family Members**

No persons who have traveled across state lines within the last 14 days may be permitted to conduct work on a C2CIT customer site without written approval from C2CIT. This includes travel by motor vehicle, train, plane and boat. Furthermore, if an individual from a Crew Members' family who currently resides within their home has traveled under the same parameters within the last 21 days whom they have had interactions with in the last 7 days shall not be permitted to work without written approval from C2CIT. Please note that C2CIT retains the right to obtain a signed declaration from each employee affected by this clause should they deem necessary prior to providing written approval.

### **Initials**

#### **Safe Practicing of Social Distancing**

A minimum of 6' separation should be practiced at all times to ensure proper practice of social distancing. Whenever possible, try to minimize the personal interactions your team and crew have with the site staff to avoid possible spread. Always avoid gathering in groups and make sure to keep all appropriate face coverings on when interacting with another person.



**Initials**

**Customer Specific Rules & Regulations**

In addition to these C2CIT regulations, each Customer may have their own specific regulations which you will be required to adhere to. It is your responsibility to inquire with your C2CIT PM to determine if there are any additional documents you must review and/or agree to.

**Initials**

**Site Specific Rules & Regulations**

All Crew Members representing C2CIT and our Affiliates shall additionally adhere to any posted rules and regulation that are specific to the site or customer. If you do not see any rules or regulations posted at the entrance, it is the OSTM's responsibility to inquire with the guard shack or site contact any such regulations in effect.

**This document shall remain in effect for 30 calendar days from date of acknowledgment. If you return to a site outside the 30 days, you may be requested to complete a new form to continue work**

**This Document Must Be Signed By The On-Site Technicians and NOT BY Parent Company**

**NOTICE OF AGREEMENT – Primary On-Site Technician / On-Site Tech Manager**

I have read, understand and acknowledge the above verbiage and agree that I will enforce and monitor all said policies on this document for all technicians hired/working onsite for either myself or parent company, whether they are employees or subcontractors. I further agree that as **Primary On-Site Technician / On-Site Tech Manager** it is my responsibility to cease all work or removed any offenders and contact C2C Operations Dept immediately if I find that I or another technician is not able to adhere to the above policies. I understand that there is a Zero-Tolerance with C2CIT and should C2CIT deem necessary to request myself or anyone from my team to be removed for the site for any reason, this may prevent myself, my crew or my parent company from working on any C2CIT site in the future.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Officer / Technician Signature	Date	Print Signer's Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Company Name	City	State

**This Document Must Be Signed By The On-Site Technicians and NOT BY Parent Company**

**NOTICE OF AGREEMENT – Secondary / Alternate Tech Manager**

I have read, understand and acknowledge the above verbiage and agree that I will enforce and monitor all said policies on this document for all technicians hired/working onsite for either myself or parent company, whether they are employees or subcontractors. I further agree that as **Secondary / Alternate Tech Manager** I am acting as One-Site Manager whenever the OSTM is not on-site and it is my responsibility to cease all work or removed any offenders and contact C2C Operations Dept immediately if I find that I or another technician is not able to adhere to the above policies. I understand that there is a Zero-Tolerance with C2CIT and should C2CIT deem necessary to request myself or anyone from my team to be removed for the site for any reason, this may prevent myself, my crew or my parent company from working on any C2CIT site in the future.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Technician Signature	Date	Print Signer's Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Company Name	City	State





**This document shall remain in effect for 30 calendar days from date of acknowledgment. If you return to a site outside the 30 days, you may be requested to complete a new form to continue work**

**NOTICE OF AGREEMENT – Non-Managerial On-Ste Crew Member (all crew members must sign)**  
I have read, understand and acknowledge the above verbiage and agree that I will enforce and monitor all said policies on this document for all technicians hired/working onsite for either myself or parent company, whether they are employees or subcontractors. I understand that there is a Zero-Tolerance with C2CIT and should C2CIT deem necessary to request myself or anyone from my team to be removed for the site for any reason, this may prevent myself, my crew or my parent company from working on any C2CIT site in the future.

**Each Crew Member must print their First & Last Name, Sign and date their acknowledgment of document.**

Crew #1 Name: \_\_\_\_\_ Sig: \_\_\_\_\_ Date: \_\_\_\_\_

Crew #2 Name: \_\_\_\_\_ Sig: \_\_\_\_\_ Date: \_\_\_\_\_

Crew #3 Name: \_\_\_\_\_ Sig: \_\_\_\_\_ Date: \_\_\_\_\_

Crew #4 Name: \_\_\_\_\_ Sig: \_\_\_\_\_ Date: \_\_\_\_\_

Crew #5 Name: \_\_\_\_\_ Sig: \_\_\_\_\_ Date: \_\_\_\_\_

Crew #6 Name: \_\_\_\_\_ Sig: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\* MUST RETURN TO YOUR C2C PM PRIOR TO START OF ANY WORK \*\*\*\*\***

**C2CIT Project Manager: \_\_\_\_\_ C2CIT WO#: \_\_\_\_\_ Date C2CIT Recvd: \_\_\_\_\_**

**Project Name & Location: \_\_\_\_\_**