

Springfield
7921 Woodruff Court
Springfield, VA 22151

Richmond
116 Sylvia Drive, Suite F
Ashland, VA 23005



"Keeping The Heat and Air Conditioning On"
1-800-296-6881
www.capitolboilerworks.com

Baltimore
1730 Twin Springs Road #217
Baltimore, MD 21227

Eastern Shore
27013 East Lillian Street
Hebron, MD 21830

Capitol Boiler Works- Pandemic Response Plan

Purpose

This guide summarizes the threat and the many key actions that Capitol Boiler Works can and should take before, during, and after the arrival of pandemic.

This guidance stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families, and similar approaches. Capitol Boiler Works intends to provide optimal service throughout any pandemic. Influenza may not, in itself, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

Concept of Operation

Capitol Boiler Works will monitor the severity of the pandemic and continually inform employees as events evolve. During a pandemic implement the Pandemic Response Plan ensuring the health of its employees and the community. CBW intends to provide services to its clients until government restrictions are in place, in which case special precautions will be taken.

Continuity Planning

All organization personnel are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by Dwight Sheppard. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies are provided by William Herlong to assist in limiting the spread of influenza at the primary and alternate worksite.

Within the workplace, social distancing measures include: modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., telecommuting); promoting social distancing between employees and customers to maintain **three-feet** spatial separation between individuals; and implementing strategies that request and enable employees with influenza to stay home at the first sign of symptoms.

During this time, heightened communications with clients will be required to ensure employees keep minimal face-to-face contact when accessing a client's facility. CBW aims to take extreme precautions prior to dispatching employees to high-risk facilities such as hospitals, nursing or group homes, anywhere individuals with compromised immune systems may be, or whenever employees must enter client-tenant residence. Emergency work will require workers in good health who are not showing any signs of illness. Field employees are limited to working in teams



All materials guaranteed to be as specified. All work to be completed in a professional manner per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written change orders and will become an extra charge over and above the estimate. A service charge of 1 1/2% per month will be charged on any unpaid balance after 30 days. In the event the account is sent for collection, client agrees to pay all costs and expenses of collection, including all court costs and attorneys' fees paid and/or incurred by Capitol Boiler Works, Inc. in seeking to collect this bill.

**INDUSTRIAL
COMBUSTION**



Springfield
7921 Woodruff Court
Springfield, VA 22151

Richmond
116 Sylvia Drive, Suite F
Ashland, VA 23005



"Keeping The Heat and Air Conditioning On"
1-800-296-6881
www.capitolboilerworks.com

Baltimore
1730 Twin Springs Road #217
Baltimore, MD 21227

Eastern Shore
27013 East Lillian Street
Hebron, MD 21830

of no more than two. To access facilities a coordinated effort with clients point of contact is required to escort employees while maintaining proper precautions. Prior to dispatch clients will be asked to follow all CDC guidelines and continue upon arrival of service techs. If clients require a temperature check prior to facility access, CBW employees are asked to comply with requests.

Executive and office personnel are restricted to essential travel only and asked to limit exposure to large gatherings.

The health and safety of CBW employees remains a priority throughout these times. Employees are asked to closely monitor their health and remain aware of their possible exposures at home and at work.

If employee have the following symptoms:

- **Fever (100.4* and above)**
- **Cough**
- **Difficulty breathing or shortness of breath**

They must:

- 1) Contact their healthcare provider.**
- 2) Inform their manager/supervisor of any symptoms you may have as soon as possible.**
- 3) Do not come to work and chance infecting others.**

While at home and on customer facilities employees will use the following procedures to limit their exposure:

- Calls will be emailed to you the previous afternoon.
- Limit contact with others at the job sites you are assigned by contacting your POC (Point of contact) upon arrival. You should take this time to go over any special instructions on gaining access to the area you will be working in.
- Plan accordingly...limit your exposure by staying in the area you will be working in, limit your trips to and from your vehicle. Limit your visits to supply houses, front desks and highly populated areas.
- Routinely clean all frequently touched surfaces, wash your hands and most importantly check yourself; be aware of the symptoms.
- If needed, please use any PPE to limit exposure (N95 mask, gloves, face shield, etc.)



All materials guaranteed to be as specified. All work to be completed in a professional manner per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written change orders and will become an extra charge over and above the estimate. A service charge of 1 1/2% per month will be charged on any unpaid balance after 30 days. In the event the account is sent for collection, client agrees to pay all costs and expenses of collection, including all court costs and attorneys' fees paid and/or incurred by Capitol Boiler Works, Inc. in seeking to collect this bill.

**INDUSTRIAL
COMBUSTION**



Springfield
7921 Woodruff Court
Springfield, VA 22151

Richmond
116 Sylvia Drive, Suite F
Ashland, VA 23005



"Keeping The Heat and Air Conditioning On"
1-800-296-6881
www.capitolboilerworks.com

Baltimore
1730 Twin Springs Road #217
Baltimore, MD 21227

Eastern Shore
27013 East Lillian Street
Hebron, MD 21830

In the event of confirmed employee infection, they must remain home at minimum two weeks until the infection has subsided. During this time CBW will trace the infected employee's exposures and notify clients of any possible spread. After an employee has been approved to return to work by a medical professional, they can return to normal business operations.

Conclusion

Maintaining Capitol Boiler Works essential functions and services in the event of pandemic influenza requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate Pandemic Influenza operating facility, an influenza pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional "continuity activation" may not be required during a pandemic influenza outbreak. However, a pandemic outbreak threatens an organization's human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, Capitol Boiler Works' continuity plan addresses the threat of a pandemic influenza outbreak. Continuity Plans for maintaining essential functions and services in a pandemic influenza should include implementing procedures such as social distancing, infection control, personal hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of key personnel, and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.



All materials guaranteed to be as specified. All work to be completed in a professional manner per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written change orders and will become an extra charge over and above the estimate. A service charge of 1 1/2% per month will be charged on any unpaid balance after 30 days. In the event the account is sent for collection, client agrees to pay all costs and expenses of collection, including all court costs and attorneys' fees paid and/or incurred by Capitol Boiler Works, Inc. in seeking to collect this bill.

**INDUSTRIAL
COMBUSTION**

