COLONIAL PIPELINE COMPANY

COVID-19 Exposure Management Plan for Employees, Contractors, Vendors and Visitors
PURPOSE
These safety protocols are provided for Colonial employees, contractor personnel, vendors and company visitors to identify and manage exposure risks associated with the COVID-19 virus. The guidelines contained herein were designed in accordance with applicable CDC guidelines to help ensure:

- Personal health and safety
- Responsible stewardship in preventing community spread
- Safe company activities and pipeline operations as part of America’s critical infrastructure

The plan includes self-assessment tools for personnel to identify risk factors; as well as guidance for appropriate responses when risk factors are disclosed. Risks are categorized as either:

- Exposure risks – risks that could potentially harm others
- Personal risks – risks that could potentially harm self
- Indirect risks – potential or indirect risk potentials including general employee concerns

At Colonial’s discretion, this plan may be amended, as needed, based on external or internal factors. Site-specific plans and/or tools may also be developed for Colonial facilities, offices and/or worksites based on geographical, community or operational complexity risk variables. Additional direction will be provided by the Incident Management Team to ensure consistent actions across the company.

DEFINITIONS

Close contact for a prolonged period of time – contact within approximately 6 feet for a period of greater than 15 minutes with a confirmed positive COVID-19 individual. Examples include (but are not limited to) caring for, living with or visiting a person with COVID-19

Confirmed positive – confirmed COVID-19 diagnosis from medical professional

Direct contact – direct contact with infectious secretions from a confirmed positive COVID-19 individual including being coughed/sneezed on

Exposure risk factors – risks associated with exposures to confirmed positive or probable positive COVID-19 individuals. When identified through self-assessment, personnel are required to immediately report exposure risk factors to their supervisor/manager. Colonial employees may also report to selfreporting@colpipe.com

Indirect risk factors – potential risks associated with individual concerns not covered under “exposure risk factors” or “personal risk factors”. When identified through self-assessment, personnel are encouraged to report indirect risk factors to their supervisor/manager. Colonial employees may also report to selfreporting@colpipe.com

Potential positive – individual NOT experiencing COVID-19 symptoms but who has been in close contact for a prolonged period of time, or direct contact with a confirmed positive or probable positive individual

Personal risk factors – risks associated with individuals who may be at higher risk of developing more serious complications from COVID-19. When identified through self-assessment, personnel are encouraged to self-disclose personal risk factors to their supervisor/manager. Colonial employees may also report to selfreporting@colpipe.com
Probable positive – individual experiencing COVID-19 symptoms but who either has not been tested or is awaiting test results

Self-assessment – use of the Exposure Risk Self-Assessment Tool to identify risk factors

Self-disclose – voluntary notification to a supervisor/manager or, for Colonial employees, to selfreporting@colpipe.com

Self-monitor – use of this and other guidance to monitor self for signs of risks and to initiate self-assessment. Includes self-checking temperature

Self-report – required immediate report to company supervisor by personnel who identify one or more exposure risk factors through self-assessment

PLAN RESPONSIBILITIES – ALL PERSONNEL

All Colonial employees, contractor personnel, vendors and company visitors are expected to:

- Follow universal precaution guidelines:
  - Do not come to work if you feel sick.
  - Frequently wash your hands with soap and water for at least 20 seconds.
  - Use alcohol-based hand sanitizer if soap and water is not available.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Cover cough or sneeze with a tissue, then throw the tissue in the trash.
  - Avoid contact with people who are sick.

- Follow social distancing guidelines:
  - Maintain 6 feet of distance between you and others.
  - Avoid crowds/groups of 10 or more people.

- Comply with state/local guidelines specific to work locations

- Ensure frequently touched objects and surfaces are cleaned and disinfected regularly

- Perform self-assessments and, if applicable, self-reporting prior to each day/shift prior to commuting to work

- Comply with all additional exposure management protocols and other guidelines provided by Colonial

SELF-ASSESSMENTS

Self-Assessments are daily self-screening and reporting protocols designed in accordance with CDC Guidelines to help ensure appropriate precautions are taken for personnel with COVID-19-related symptoms and/or other potential exposure risk concerns.

Prior to commuting to work, personnel are required to perform self-assessments and self-reporting (as applicable) using the Exposure Self-Assessment Tool located in Appendix 1. **Self-assessments are not required to be submitted to anyone at Colonial but must be completed each day or shift.**

To report/disclose a risk factor, employees may notify their manager, People Partner or via selfreporting@colpipe.com. Contractor personnel, vendors and company visitors must report/disclose to their company supervisor/manager.

*NOTE: Communication to peer personnel will only occur in the instance of a Confirmed Positive case. Names of individuals will not be shared. Employees will be notified by their Managers.*
Contractor/Vendor/Visitor Self-Assessments
Colonial may designate personnel to help ensure compliance with self-assessment protocols (e.g., security guards at Colonial’s corporate office), but Colonial points of contact (hiring/responsible parties) are ultimately responsible for ensuring contractors, vendors and visitors complete self-assessments prior to entering Colonial facilities, offices or worksites. Signage should be posted appropriately at Colonial facilities, offices and worksites to reinforce self-assessment requirements.

*NOTE: Personal visitors are not permitted to enter Colonial facilities, offices or worksites until all employees have returned to work and the Management Team authorizes such visits.

CONTRACTOR/VENDOR/VISITOR COMPANY REQUIREMENTS
Contractor, vendor and visitor companies must:
- Develop and implement their own COVID-19 risk management plans
- Ensure personnel are “fit for duty” prior to reporting to Colonial
- Ensure personnel comply with CDC, state and local guidelines and orders
- Ensure personnel complete self-assessments each day or shift prior to commuting to Colonial locations or upon reporting to the site for unplanned visits
- Ensure personnel immediately report exposure risks to their supervisors – who subsequently report to Colonial (ensuring personal and health information is protected)
- Ensure personnel who report exposure risk factors do not report to or enter Colonial facilities, offices or worksites
  - If such reports are made while at work, personnel must be immediately removed from Colonial sites to minimize the risk of exposure to other personnel
- Report to Colonial points of contact instances where personnel are restricted from working at Colonial in accordance with this plan
- Provide Colonial with sufficient “fit for duty” assurances for any personnel removed or restricted from work for any COVID-19-related reasons before such personnel return to work for Colonial
- Independently evaluate personnel who report personal or indirect risks to ensure the safety of such workers and their teammates as well as Colonial employees
- Limit face-to-face meetings with Colonial personnel to tailgate safety meetings and other meetings deemed critical or essential
  - Personnel must maintain appropriate social distancing during these meetings
- Contact Colonial points of contact for additional information

Contractors within ISNetworld (ISN) are required to upload these plans to ISN for Review and Verification Services (RAVS) approval.
# Appendix 1 – Exposure Self-Assessment Tool

As a condition of employment or work authorization, all personnel are required to perform self-assessments and self-reporting (as applicable) using this tool. Self-assessments are not required to be submitted to anyone at Colonial but must be completed each day or shift prior to work.

## Exposure Risk Factors

- **immediately self-report to your Supervisor/Manager or, for Colonial employees, to your People Partner or to selfreporting@colpipe.com if you have:**
  - Tested positive for COVID-19 within the previous 14 days?
  - Experienced symptoms* of COVID-19 (listed below) within the previous 14 days or are currently experiencing such symptoms?
    - Cough
    - Fatigue
    - Chills
    - Muscle or body aches
    - Headache
    - Sore throat
    - New loss of taste or smell
    - Congestion or runny nose
    - Fever – temperature above 100.4° F
    - Shortness of breath or difficulty breathing
    - Nausea or vomiting
    - Diarrhea

*NOTE: This list may not include all possible symptoms. Refer to CDC website for additional information.

### Within the previous 14 days, have you:

- Traveled outside of the United States?
- Had direct contact with infectious secretions from an individual with COVID-19, including being coughed/sneezed on?
- Had contact within approximately 6 feet for a period of greater than 15 minutes with an individual with COVID-19?
- Lived with or provided personal care for an individual with COVID-19?
- Been ordered to quarantine by a healthcare professional or public health authority?

If you have any of these emergency warning signs* for COVID-19:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*NOTE: This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility and notify the operator that you are seeking care for someone who has or may have COVID-19.

## Personal Risk Factors

- **review the CDC guidance, which identifies potential personal risk factors.**
- If you answer YES to any of those risk factors, you are encouraged to disclose that to your Supervisor/Manager or, for Colonial employees, to your People Partner, or to selfreporting@colpipe.com

## Indirect Risk Factors

- **contact your Supervisor/Manager or, for Colonial employees, your People Partner for assistance or selfreporting@colpipe.com**
- Experienced indirect or potential exposure risks but are not experiencing symptoms of COVID-19, and none of the other risk factors above apply to you
- Believe that there are other risk factors not identified above that Colonial should be made aware of to ensure your safety or the safety of others with whom you may come into contact at work
- Other personal concerns that you would like to discuss

## Controllers/Operators

- Signing the routine “fit for duty” acknowledgement at shift change affirms completion of self-assessments

## Non-Controllers/Operators

- Arriving at work as scheduled affirms completion of self-assessment
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Content Disclaimer
Adherence to any recommendations included in this document will not ensure prevention of exposure to COVID-19. Furthermore, the recommendations contained in this document should not be deemed inclusive of all preventative exposure methods nor exclusive of other methods reasonably directed to obtaining the same results.
This document and its conclusions and recommendations reflect information at the time the document was prepared. Future developments related to COVID-19 may require revisions to the recommendations in this document to reflect new developments.

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