

A Special COVID-19 Update

Dear valued customers and partners,

With COVID-19 continuing to spread, our thoughts go out to anyone impacted or affected by the outbreak. Here at Pacific Mobile, we believe that we have a responsibility to prioritize the health and wellbeing of our employees, customers, partners, and community through supporting health officials and leaders as they work diligently to contain the virus. We will continue to keep health and safety at the forefront as we all work together during this unprecedented time.

Like many, Pacific Mobile has been heavily monitoring the latest news and information around the coronavirus. We are doing all that we possibly can to ensure that our branches remain open, and our customers, partners, and employees are minimally impacted. We are currently maintaining regular operations and do not anticipate any disruption continuing to serve the needs of our customers and partners throughout our eight branch locations.

I wanted to personally send out a note and take this opportunity to share with you some of the actions Pacific Mobile has implemented within the last two weeks to minimize any risk of exposure.

- Augmented cleaning procedures: site cleaning protocols and preventative measures implemented for all relocatable buildings, permanent modular construction buildings, and branch/yard offices
- Telecommuting and split-shift opportunities for employees to provide greater flexibility to our customers, vendors, and suppliers
- Employees have been equipped with the necessary technology/equipment to work remotely, and employees have been educated around company policy/process changes ensuring that all questions, concerns, and changes can be handled quickly and efficiently
- Daily monitoring of labor, materials, equipment, and other items that may be impacted by COVID-19
- Continued monitoring of federal, state, and local oversight authority decisions that may impact permits, inspections, plan review, etc.
- National, international, regional and local supply chain impacts are being monitored on a daily basis, and we are preparing internally to have a backup strategy as needed
- Travel restrictions and non-essential travel limited, postponed and moved to a digital platform
- Social distancing/pandemic protocols, hand washing guidance, illness reporting instructions, and situation response
- Continual monitoring and prevention guidance/compliance from the [Center for Disease Control](#), the [World Health Organization](#), [Occupational Safety and Health Administration \(OSHA\)](#), federal/local authorities, and business partners

We are committed to keeping safety in the forefront while remaining proactive (not reactive), keeping everyone informed with the intention of being as transparent as possible. We will continue to monitor the COVID-19 situation and will adapt our business processes as necessary to minimize any impacts to our customers and partners. This is an uncertain situation for all of us, and your understanding and cooperation is greatly appreciated.

Stay safe,



Garth Haakenson
President/CEO
Pacific Mobile Structures, Inc.



Coronavirus (CoVid-19) Preparedness & Response Plan

At PMSI, the health and safety of our employees, customers, subcontractor partners and vendors are responsibilities we take very seriously. Like you, we are staying on top of information from the U.S. Centers for Disease Control and Prevention (CDC) and state government officials related to the increasing concerns of Coronavirus (COVID-19) around the world and in our local communities.

This plan provides direction to Pacific Mobile Structures, Inc. (PMSI) employees, customers, subcontractor partners for essential work, including, but not limited to hospitals, public works, schools and commercial buildings that include essential business following the orders concerning measures to address Coronavirus (CoVid-19).

Preparation

All states where PMSI operates have issued orders to self-isolate or shelter-in-place at home to the maximum extent possible while enabling essential services to continue. Individuals may leave their residence to provide work necessary to the operations and maintenance of "Essential Workforce", which includes hospitals, public works, schools, airports, water, wastewater, gas and electrical systems, so long as they comply with social distancing – maintaining six (6) feet from other individuals. Workers must also wash hands with anti-bacterial soap and water for at least 20 seconds as frequently as possible or use hand sanitizer, cover coughs and sneezes and not shake hands. No individual who is sick may go to the workplace.

Compliance with the social distancing requirements is a means and methods approach that is to be controlled at each Branch, Customer Jobsite and Project Jobsite. If it is determined that proceeding with work under a contract is not feasible due to the impacts of the Coronavirus (CoVid-19), and/or the availability of labor, materials, or the resources, please advise PMSI immediately in writing in accordance with contract provisions.

General Prevention Guidelines

1. The top priority is the safety and health of our employees, customers and subcontractor partners.
2. Schedule is not the top priority and we recognize the steps below may cause a delay in work.
3. All rental units are required to be isolated for a minimum of seven (7) days prior to cleaning, disinfection and delivery per the PMSI ***Returning Unit Cleaning & Disinfection Protocol***.
4. Standard protocols require cleaning, disinfection and replacement of all HVAC filters upon return.
5. PMSI Branches, Customer Jobsites and Project jobsites are deemed to be a low to medium exposure risk per the OSHA Workplace Guidance for Coronavirus (CoVid-19).
6. The job specific ***Coronavirus (CoVid-19) Preparedness and Response Plan*** is to be shared with all employees, customers and subcontractor partners so they have an opportunity to contribute or improve on the plan.
7. The plan will be revisited at a frequency that adequately addresses developments as better information becomes available.
8. Risk will be assessed using criteria outlined by the CDC, OSHA and state government officials.
9. Individuals at high risk including adults 60 years or older and those with underlying medical conditions are encouraged to remove themselves from the job.

10. Employees which may not be at a higher risk but have concerns about working at our Branches, Customer Jobsites or Project Jobsites, can remove themselves from the job and will be supported in their decision. Proper communication with your supervisor is required.
11. The expectation is that PMSI Branches, Customer Jobsites and Project Jobsites will follow appropriate cleaning and disinfection protocols during the pandemic.
12. Restrictions will be made regarding meetings to include social distancing of six (6) feet or by use the phone, video conferencing or other remote means.
13. Travel via airline, ship or train shall be prohibited until further notice.
14. Tissues, paper towels, anti-bacterial soap/sanitizer, cleaners, disinfectants and appropriate Personal Protective Equipment (PPE) will be made available to all PMSI employees.
15. General housekeeping for personal work areas, common areas and company vehicles has been increased and has managerial oversight.
16. If an individual is sick or displays symptoms of fever, cough, shortness or breath or there is reason to believe they may have been exposed, the following steps will be taken:
 - a. The worker will be asked to leave the Branch, Customer Jobsite or Project Jobsite immediately. It will be recommended they call their healthcare provider prior to seeking care.
 - b. All community tools and areas used by that individual will be cleaned and disinfected.
 - c. The individual will not be permitted to return to any PMSI work until cleared by a doctor's note certifying that they do not have the Coronavirus (CoVid-19).
17. Any confirmed positive diagnosis for Coronavirus (CoVid-19) for a worker that has been at a Branch, Customer Jobsite or Project Jobsite must be reported to the Safety Director and Director of Operations.
18. If PMSI confirms that a worker who has been at a Branch, Customer Jobsite or Project Jobsite has tested positive for Coronavirus (CoVid-19) the following steps will be taken:
 - a. Branch Management, Customer Jobsite Management, Subcontractor Partner Management or Project Jobsite Management will be notified of the positive test. The worker's name will be excluded but the duration and location of their work **will be communicated**.
 - b. The Safety Director will reach out to the county health department and cleaning, disinfection and isolation protocols will be followed with guidance from those health officials.
19. Employees that have visited restricted countries shall follow CDC quarantine protocols prior to returning to work.

Jobsite Prevention Guidelines

When PMSI employees arrive on a customer jobsite they will:

1. Check in with the Jobsite Management to learn if there are any additional or revised protocols that may be required of them.
2. Use all appropriate Personal Protective Equipment (PPE).
3. Use the appropriate cleaning and disinfection protocols necessary to complete their task.
4. All PMSI employees have "Stop Work" authority if any safety concerns are present or arise.

Field Service Personnel

1. Will follow the PMSI **Field Service Cleaning & Disinfecting Protocol** when working in the field.

2. Are expected to assess site situations and are authorized to leave the site if any safety concerns are present.
3. Social distancing of six (6) feet will be maintained.
4. Must wash hands with anti-bacterial soap and water for at least 20 seconds as frequently as possible or use hand sanitizer, cover coughs and sneezes and not shake hands.
5. Nonessential service calls will be deferred until further notice.

Drivers

1. Will ensure that the customer has completed the **Rental Return Guidelines**.
2. Will follow the PMSI **Field Service Cleaning & Disinfecting Protocol** when working in the field.
3. Are expected to assess site situations and are authorized to leave the site if any safety concerns are present.
4. Social distancing of six (6) feet will be maintained.
5. Must wash hands with anti-bacterial soap and water for at least 20 seconds as frequently as possible or use hand sanitizer, cover coughs and sneezes and not shake hands.
6. Nonessential pickups and deliveries will be deferred until further notice.

Branch Prevention Guidelines

1. All employees whose presence at branches is not essential are working from home until further notice.
2. PMSI **may** provide alternate shift availability for Service Personnel who cannot attend work due to family care needs. Alternate shifts will be approved by Local and Regional Management based on need and personal safety requirements.
3. Service Personnel who have family care needs that prevent them from attending work may utilize PTO or unpaid time away from work.
4. PMSI **may** offer weekend yard shifts for individuals who would like to work outside of normal operating hours. (Overtime will not be paid, and it is not intended for employees to work more than 40 hours per week).
5. All PMSI employees have "Stop Work" authority if any safety concerns are present or arise.
6. Social distancing of six (6) feet will be maintained.
7. Employees must wash hands with anti-bacterial soap and water for at least 20 seconds as frequently as possible or use hand sanitizer, cover coughs and sneezes and not shake hands. Hand cleaning supplies will be made available in common areas as a reminder.
8. PMSI will provide information and training to employees on:
 - a. Cough & Sneeze etiquette.
 - b. Avoiding close contact with sick persons.
 - c. Avoiding touching eyes, nose and mouth with unwashed hands.
 - d. Avoiding sharing personal items with co-workers (i.e. dishes, cups, utensils, etc.)
 - e. Tissues, paper towels, anti-bacterial soap/sanitizer, cleaners, disinfectants and appropriate Personal Protective Equipment (PPE) will be made available to all PMSI employees.
 - f. Surfaces that have been cleaned and disinfected shall be left to air dry. Toweling off surfaces is not permitted.
9. Routine cleaning, such as sanitizing surfaces, including workstations, countertops and doorknobs will be performed. Disposable wipes or properly mixed bleach solutions will be made readily

available for use. The **Branch Cleaning & Disinfection Protocol** shall be followed, and surfaces must be allowed to air dry.

10. The **Returning Unit Cleaning & Disinfection Protocol** has developed to enhance the cleaning and disinfection of all rental units.

Cleaning and Disinfection Supplies

1. Clorox Wipes
2. Lysol Wipes.
3. Anti-Bacterial Hand Soap.

4. Anti-Bacterial Hand Sanitizer.
5. Alcohol solutions with at least 70% alcohol may be used as hand sanitizer.
6. EPA-registered household disinfectants.
7. Should the above cleaning supplies become unavailable, a 1/3 cup of bleach per 1 gallon of water or four (4) teaspoons of bleach per quart of water disinfecting solutions can be made.
8. If surfaces are dirty, they should be cleaned using detergent or soap and water prior to disinfection.

Cleaning and Disinfection Personal Protective Equipment (PPE)

1. Wear disposable gloves when cleaning and disinfecting surfaces.
2. Gloves should be discarded after each cleaning.
3. Follow instructions on the labels of cleaning and disinfection products used.
4. Wash hands immediately after gloves are removed, using anti-bacterial hand soap for at least 20 seconds.

For additional information refer to:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>