INTRODUCTION

Tetra Tech recognizes the need to prepare for and minimize the impact of either a localized outbreak of serious infectious disease, pandemic disease events or other events that may present a health risk to employees. The objective of this guidance is to identify risk management techniques and coordinate response, protect employees who are at increased risk of infection, address related complications, and maintain business operations.

Given the diversity in the size and nature of Tetra Tech operations, appropriate responses to these health events will depend on several key indicators such as:

- Disease severity in general and high risk populations;
- Extent of disease at the location;
- Amount of worker absenteeism; and
- Other factors that may affect an employee’s ability to get to work (restrictions on travel, school closures, care for sick family members, conflicts, etc.).

Tetra Tech offices and project locations are encouraged to take appropriate actions based on conditions at each location.

In the event the severity of a pandemic event increases and key business operations are impacted, Tetra Tech may elect to activate its Business Continuity Plan (BCP) to maintain enterprise essential business functions. The decision to activate the BCP will be at the discretion of Tetra Tech’s executive management.

This guidance outlines measures to identify risk in the workplace, appropriate work practice control measures, work policies, continuity of business operations, and communication methods. While these general guidelines have been established, Tetra Tech may modify this guidance as needed based on current recommendations from public health authorities, Tetra Tech clients or specific business needs.
RESPONSIBILITIES

Executive Management
Tetra Tech Management has the overall responsibility for effective and appropriate response to pandemic or disease outbreak events, including assuring that necessary resources are provided and that line managers and employees are held accountable for their responsibilities under this guidance.

Line Management (Chief of Party, Program Managers)
Line Management is responsible to evaluate the current situation based on their detailed knowledge of the project, location and available resources.

Line Management is responsible for ensuring that all project personnel are aware of and abide by company and project specific guidelines.

Line Managers must also be familiar with signs and symptoms of disease infection and ensure that the appropriate work practices and guidelines have been addressed for operations and tasks conducted by the employees they manage.

Health and Safety
Health and Safety personnel are responsible to provide overall direction for the health related components of this guidance at individual operating units. They will assure response effectiveness and act as a resource regarding health guidelines. Health and Safety may also consult with Tetra Tech’s Medical Director or other medical resources regarding medical issues as appropriate.

Human Resources
Human Resource personnel will be responsible to provide direction for workplace policies related to this guidance at individual operating units. They will also assure response effectiveness and act as a resource regarding these issues.

Employees
Employees are responsible for performing their job duties in a manner that is compliant with guidance established. During infectious disease events, employees are encouraged to report relevant health symptoms to either their appropriate line manager or, if they prefer, to their Human Resources or Health and Safety contacts so that proper control methods can be implemented.
RISK ASSESSMENT

The World Health Organization (WHO) has developed an interim guidance document that addresses the management of pandemic influenza events. As part of this guidance, WHO has identified pandemic phases that identify the continuum of pandemic disease in the context of preparedness, response and recovery. This guidance will be used to frame the company’s risk based response to these types of events.

The following figure identifies broad categories of risk assessment actions addressed at each phase:

- **Interpandemic Phase (No Disease)**
  - Identify what could happen and emergency response resources

- **Alert Phase (Disease Identified)**
  - Assessment of risk and response, this is continuous process using current information

- **Pandemic Phase (Period of Disease Spread)**
  - Identify response actions proportional to risks, also a continuous process based on current event and available capacities

- **Transition Phase (De-escalation of Response)**
  - Recovery of systems and services prioritized based on areas of greatest need

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The US Centers for Disease Control (CDC) has adopted a classification system to address international travel when impacted by global health events. This system identifies levels of risk for the traveler and recommended preventive measures to take at each level. Established levels, definitions and with specific examples are listed below. Tetra Tech will rely on both the WHO and CDC guidance when responding to global health events.

<table>
<thead>
<tr>
<th>Notice Level</th>
<th>Traveler Action</th>
<th>Risk to Traveler</th>
<th>Outbreak/Event Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1: Watch</strong></td>
<td>Reminder to follow usual precautions for this destination</td>
<td>Usual baseline risk or slightly above baseline risk for destination and limited impact to the traveler</td>
<td>Dengue in Panama-Outbreak Watch: Because dengue is endemic to Panama, this notice most likely would signify that there is a slightly higher rate of dengue cases than predicted. Travelers are to follow “usual” insect precautions. Olympics in London-Event Watch: There may be possible health conditions in London that could impact travelers during the Olympics, such as measles. Travelers are to follow usual health precautions making sure they are up to date on their measles vaccine, follow traffic safety laws and use sunscreen</td>
</tr>
<tr>
<td><strong>Level 2: Alert</strong></td>
<td>Follow enhanced precautions for this destination</td>
<td>Increased risk in defined settings or associated with specific risk factors</td>
<td>Yellow Fever in Brazil-Outbreak Alert: Because an outbreak of yellow fever was found in areas of Brazil outside of the reported yellow fever risk areas, this would be a change in “usual” precautions. Travelers should follow “enhanced</td>
</tr>
</tbody>
</table>

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Tetra Tech will also refer to US OSHA established various risk levels to address occupational exposure to infectious disease during a pandemic or disease outbreak event. These risk levels are based on the whether job assignments require close proximity to people potentially infected and whether they are required to have repeated or extended contact with known or suspected sources such as coworkers, the general public, outpatients, school children or other such individuals.

Typical work tasks conducted by Tetra Tech personnel are considered office employees with minimal occupational contact with the general public and other coworkers and present a low risk of exposure. The majority of Tetra Tech employees fall under this risk category. The intent and scope of this plan addresses this target population and associated risk level. Control measures for employees supporting contracts where the risk of exposure may be classified at higher designated levels will be evaluated and addressed on a case by case basis.

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In these cases, Tetra Tech’s Medical Director or other medical resources will be consulted to provide additional prevention measures that may include medical screening including the use of antiviral agents for prophylaxis or treatment of infection if available.

WORK PRACTICE CONTROLS

Work practice controls are procedures that will reduce the duration, frequency or intensity of exposure. The following work practice controls shall be implemented at Tetra Tech work locations during pandemic flu or other infectious disease events:

- Provide resources to promote good personal hygiene. This includes tissues, hand soap, hand sanitizers, surgical masks, disinfectants and disposable towels so that employees can clean work surfaces.

- Communicate risk factors, signs and symptoms of illness and proper infection control behavior. Information specific to current health events will be developed and distributed to affected employees as needed.

- Employees with signs and symptoms of disease infection should remain at home until at least 24 hours after they are free of fever (100°F or greater) without the use of fever reducing medications.

- Employees are encouraged to report signs and symptoms of infection to either their immediate supervisor or Human Resources or Health and Safety personnel.

- Sick employees may be asked to go home. Employees who appear to have symptoms upon arrival or become ill during the day should be promptly separated from other workers and advised to go home. When possible and if tolerated, employees with illness symptoms should be given a surgical mask to wear before they go home if they cannot be placed in an area away from others.
Employees exposed to a sick co-worker or who care for sick family members can report to work. However, these employees should monitor their health every day. Before coming to work, employees should ask themselves:

- Do I have a fever?
- Do I have a sore throat?
- Am I coughing?
- Do my muscles ache?
- Do I feel ill?

If yes is answered to any of the above, employees should stay at home, notify their supervisor and seek medical guidance.

Employees who become ill and are at increased risk of complications from infectious diseases should call their health care provider for medical advice.

Encourage vaccinations if they are available.

In the event of health events with severe outcomes, Tetra Tech may elect to activate additional work practice control measures such as:

- Proactive screening of employee’s health;
- Increase the number of days an employee may be required to stay at home when ill;
- Apply social distancing measures;
- Consider alternative work environments for employees at higher risk for complications of infection;
- Require travel approval to areas of high risk; and
- Restrict employee business travel to affected areas.

**HUMAN RESOURCES POLICIES AND PROCEDURES**

Impacted operating units shall maintain a current roster of affected employees, dependent names if applicable, current location, contact information and emergency contact information.
Notifications of potential exposure events will be sent by Human Resources to all affected employees when probable exposure events occur. At all times the confidentiality of the ill employee will be protected to the degree practical.

Tetra Tech’s standard sick leave and disability policies will apply in these events. Tetra Tech reserves the right to modify these policies as necessary to be consistent with public health guidance. As an example, a doctor’s note may not be required to return to work as doctor’s offices and medical facilities may be overcrowded. Human Resources is responsible for identifying legally mandated actions that are required in regard to regulations that may apply to the general workforce, US examples - the Family and Medical Leave Act, the Americans with Disabilities Act, etc.

The Tetra Tech Employee Assistance Program is available to all benefits eligible personnel. Human Resources will encourage employees to utilize these services to manage additional stressors related to the pandemic or other similar events. These are likely to include distress related to personal and family illness, life disruption, loss of routine support systems and similar challenges.

CONTINUITY OF BUSINESS OPERATIONS

Managers responsible for an office or project should plan for continuity of operations if there is significant absenteeism from sick workers. Contingency plans must be put in place to ensure that client-related work and deliverables are not impacted by employee absenteeism. Plans must be developed to notify key contacts including both customers and suppliers in the event an outbreak has impacted the company's ability to perform contracted services. All employees are responsible for notifying their immediate supervisor or office manager if project work will be affected during their absence. These plans may include:

- Identify essential business functions;
- Cross train employees in essential business functions;
- Establish flexible worksites and work hours, telecommuting, staggered shifts;
- Enhance where possible communications and IT technology as needed to support employee telecommuting;
- Identify sources of replacement employees; and
- Identify critical elements within supply chains as applicable.
In the event the severity of a health event escalates and key business operations are impacted, Tetra Tech may elect to activate its Business Continuity Plan (BCP) to maintain enterprise essential business functions. The decision to activate the BCP will be at the discretion of Tetra Tech’s executive management. Tetra Tech’s BCP is reviewed with key personnel and includes periodic testing of emergency communications procedures during table-top exercises.

COMMUNICATION METHODS

Tetra Tech has established several methods of communication to ensure that timely information is received and communicated as appropriate.

Tetra Tech has partnered with several resources such as International SOS and AIG to provide real-time medical updates and alerts. Employees can elect to directly receive these alerts via their email address. The International Assistance wallet card lists the contact information needed to access these resources.

Up-to-date disease guidance and illness information and training material are available on the ISOS website. Depending on current events and circumstances, information may also be posted on the My.TetraTech main landing page or included in the Health and Safety portion of the site.

For US-based employees, Tetra Tech has partnered with the National Safety Council and participates in a real-time health alert system that is directly linked to the US Centers for Disease Control. These alerts are distributed as applicable to H&S staff for publication or response.

Tetra Tech also relies on our medical surveillance provider, WorkCare, to provide periodic updates and medical guidance on specific health care issues.

Employees will be provided information regarding the relevant components of this guidance, as well as local instructions through various methods such as safety meetings, newsletters, posters, and employee training, etc. Information and training will include illness prevention topics, how to avoid the spread of disease, and company policies concerning illness.

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Email communication is the most direct method to reach the majority of Tetra Tech employees and will be utilized in the event critical information must be distributed. Tetra Tech has the ability to send All Tetra Tech or all unit email notifications. Tetra Tech also has the ability to send SMS text messages to traveling employees that may be at risk. Line managers are responsible for having alternative means of communications available to them in order to communicate with employees who do not readily have access to these systems.