



## PANDEMIC RESPONSE

### I. INTRODUCTION

Organizations that Tate Engineering serves perform essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and for Tate Engineering Systems, Inc. to provide essential services is vital to our ability to remain a viable entity during times of increased threats from all hazards, manmade or natural.

### II. PURPOSE

Tate Engineering Systems, Inc. will act on this plan for maintaining essential functions and services during a pandemic. 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, understanding client responses and exposure and similar approaches.

### III. CONCEPT OF OPERATIONS

Senior Management will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. A Pandemic Response Plan will be implemented as needed to support the continued performance of essential functions, both for Tate and our clients.

### IV. CONTINUITY PLANNING

Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by Erin Harris, HR Director. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies are provided by your Manager to assist in limiting the spread of influenza at the branch offices.

### V. ORGANIZATIONAL ASSUMPTIONS

- Tate will monitor and follow provided guidance from Federal, State, and local governments regarding current influenza pandemic status in its area.
- Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities.
- Travel restrictions, such as limitations on mass transit, implemented at the Federal, State, and local levels may affect the ability of some staff to report to work.

I have received training and information on the following procedures for the Tate Offices:

- Protecting myself from COVID 19 at work
- Donning and doffing gloves and face coverings
- hand washing
- social distancing
- disease transmission

**NAME:** \_\_\_\_\_ **SIGN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_