

**ProBuild Company LLC dba Builders FirstSource**  
**SURVEILLANCE TESTING AND CONTACT TRACING PLAN**  
**NEW MEXICO**

**Section 1: Surveillance Testing**

1. All employees who are not currently required to self-quarantine or self-isolate shall be tested every two weeks within two consecutive days.
2. For the purpose of Surveillance Testing, and in order to ensure continuity of operations employees will be divided into two equal groups, "Group A" and "Group B". Group B testing will be offset from Group A testing by one week.
3. Employees who undergo testing will be provided with clear and appropriate information the purpose of the test, type of test, reliability of the test, who is paying for the test and how the test will be performed.
4. Employees who undergo testing will be provided with clear information on interpreting their results, actions to be taken depending on the test result, who will receive results, how the results will be used, and any consequences for refusing to be tested.
5. Testing will be conducted by a private provider at Company expense.
6. Company will ensure that tests provided are DOH approved and be analyzed by a CLIA certified lab.
7. The testing provider that we work with will submit testing data electronically to the Department of Health.
8. Employees that test positive will be required to self-isolate and not return to work until they are no longer considered contagious as defined by the appropriate New Mexico Department of Health policies.
9. Company will not knowingly allow COVID-19 positive employees in the workplace.
10. All testing will abide by all applicable laws and regulations protecting employee privacy and confidentiality.
11. Additional information regarding Company's Surveillance Testing Program is provided in Attachment A.

**Section 2: Contact Tracing**

1. The company has established a COVID-19 team which will provide DOH with contact tracing data and information pursuant to New Mexico's protocols.
2. Upon learning of a confirmed COVID-19 case, Company will notify NMED's Occupational Health and Safety (OSHA) program within four (4) hours via the appropriate online form.
3. Company will immediately isolate potentially contaminated work areas where an infected employee was in the workplace in the preceding 5 days until cleaning and disinfection is completed in accordance with CDC guidance.

4. Company will immediately implement contact tracing protocols for any COVID-19positive employee consistent with CDC and New Mexico guidelines.
5. All close contacts of a positive employee will be required to quarantine in accordance with applicable DOH policies.
6. Additional information regarding Company's Contact Tracing Plan is provided in Attachment B.

**Section 3: Additional Items**

1. This Plan shall be posted in a conspicuous location in a common area for the duration of the period it remains in effect.
2. All associates shall be trained on the plan. Records of such training shall be kept by Company.
3. Company shall comply with applicable New Mexico Public Health Orders, COVID Safe Practices, Privacy Laws, and other applicable regulations and orders.
4. Company shall keep records covered by this plan on site and provide them to agents of the State of New Mexico upon request.
5. This plan and any subsequent revisions shall be submitted to New Mexico DOH and OSHA via the appropriate e-mail addresses.

# ATTACHMENT A

## SURVEILLANCE TESTING INFORMATION

This document outlines ProBuild Company LLC dba Builders First Source's scheduled surveillance testing for COVID-19. This testing is being carried out in accordance with our agreement with the State of New Mexico to implement a surveillance testing and contact tracing plan (the plan) for COVID 19.

### 1. Purpose

The purpose of the surveillance testing is help prevent the spread of COVID-19 in our workplace. Scheduled testing can help ensure associates that might be positive, but asymptomatic (no symptoms) are identified and removed from the facility until they are no longer infectious to other associates.

### 2. Scope

This testing will be required of all associates who are scheduled to work in the facility one or more days per week.

### 3. Specific Testing Information

- a. **Testing Intervals** - In accordance with the plan, testing will be required once every two weeks. Associates will be placed in of one of two groups. One group will be tested on a specific day and the second the same day the following week.
- b. **Testing Type and Method** - We have entered into an agreement with Pathology Consultants of New Mexico, who will come onsite every two weeks to perform a PCR test which is a NM Dept. of Health approved test. The lab will report electronically to the Department of Health.
- c. **Payment for Testing** – Builders FirstSource will pay for the cost of all testing for associates included in this plan.
- d. **Refusal to Test** – Any associate who refuses to participate in this testing plan will be required to quarantine from the facility for 10 days (similar as being positive). As such refusal to test will also not qualify the associate for Emergency Paid Leave and PTO or unpaid leave will be the options available for pay.
- e. **Test Results and Follow Up** – Results of all testing will be made available only to General Manager, Paul Stanislawski via online reporting from the testing firm. For the purposes of recordkeeping, confirmed positive tests will be reported to the State of New Mexico within 4 hours of receipt, along with our own safety, HR and senior management
  - i. Tests will be interpreted as a positive result if indicated as positive or virus detected and/or abnormal.
  - ii. Any associate confirmed positive, as defined in paragraph 3e(i) above, will be notified immediately and if in the facility will be sent home immediately and instructed to isolate for 10 days and not return until day 11 and having been 24 hours without symptoms (should they develop).

## **ATTACHMENT B**

### **CONTACT TRACING INFORMATION**

This document outlines New Mexico Builders First Source contact tracing process for COVID-19 related exposures.

#### **1. Scope**

Contact tracing commences anytime an associate report:

- a. Any single symptom they develop that is related to COVID-19 as found on the CDC symptoms list.
- b. A household member is ill with any of the same symptoms.
- c. They have been exposed to a known COVID-19 positive case .
- d. A household member has been exposed to a known COVID-19 positive case.
- e. They have been in close contact with any person who later became symptomatic and tested for COVID-19.

#### **2. Process**

- a. The associate is sent home if currently in the facility or instructed to remain at home, if calling in the report.
- b. Location management follows up with a phone interview to ask specific questions:
  - i. What persons the affected associate knows they had close contact < 6 feet for longer than 10 minutes, 15 minutes cumulative in the previous 48 hours within the facility?
  - ii. For ill household member; when did symptom first develop?
  - iii. For exposure to a known positive case:
    1. What was the date of exposure?
    2. What was the date of symptom onset for the positive case, if known?
    3. When was the positive case tested, if known?
  - iv. For exposure to a person who later became symptomatic and tested:
    1. What was the date of contact with the person?
    2. What was the date of symptom onset for the person who became ill, if known?
    3. What was the test date of this person?
    4. What was the extent of the exposure in terms of distance and time?
- c. Location management team contacts their region COVID team to work through quarantine determination for other associates who had close contact with the reporting associate. Contact Tracing.
  - i. Basis – First day of symptoms most infectious and two days prior, the symptomatic person could have been infectious. If the associate was potentially infected (exposed), then tracing indicates quarantine for any person they had close contact with the on the 3<sup>rd</sup> day or later, from the 1<sup>st</sup> day of potentially infectious exposure to the positive/symptomatic case.

- ii. This training basis (reference sheet used\*\*) combined with flow charts developed from CDC guidance for the purpose of consistently safe quarantine decisions, are used by the team.
- iii. The same applies for associate household members who are exposed to others or are symptomatic and is related directly to the decision on when the associate may return to the facility.
- d. CDC guidelines are followed, again utilizing flow charts, to return any associate from quarantine. This is based on exposure to positive cases, symptomatic cases and positive tests.

**3. Reporting**

- a. General Manager, Paul Stanislawski (or designate in his absence) will notify the NM Occupational Safety and Health program within in four (4) hours of learning of a confirmed COVID-19 employee case. This will be complete via online form.

**4. Cleaning and Disinfecting of Contaminated Work Areas**

- a. Builders FirstSource management team will take steps to isolate any work areas, equipment and tools where an infected associate has been or used in the previous 5 days until cleaning and disinfection is completed in accordance with CDC guidelines.
- b. Currently and ongoing:
  - i. The facility is cleaned every other day and all high touch surfaces are cleaned & disinfected every morning before opening.
  - ii. The facility is deep cleaned and disinfected every two weeks.
  - iii. Disinfecting fogging is carried out after hours each Friday.
  - iv. Associates conduct a disinfecting wipe down of personal work stations, equipment and tools 2 times daily.

## **ATTACHMENT C**

### **SURVEILLANCE AND CONTACT TRACING PLAN SUMMARY**

When we are allowed to re-open we will continue to strictly enforce our daily safety requirements that helped prevent any positive cases of COVID until October 27, 2020, when we had our first positive case. These requirements strictly adhere to the CDC and the New Mexico Health Department guidelines.

These guidelines are:

1. All employee and customers wear masks at all times while on the property.
2. Social distancing of 6 feet.
3. Having hand sanitizer stations throughout the location.
4. All common areas such as break rooms or lunch room have been closed.
5. Daily cleaning of high touch points.
6. If any employee exhibits any symptoms of being sick that are sent home.
7. If an employee is exposed to any positive case, they are sent home to be quarantined and tested.
8. In addition to these requirements we encourage all of our employees to have smart-safe behaviors at home and on weekends.