

BUSINESS CONTINUITY PLAN regarding Coronavirus (COVID-19)

As a provider of environmental and engineering services to a wide range of critical markets, and experienced in working in hazardous environments, dpSTUDIO places utmost importance on the health and safety of our employees, clients, and the general public. As with previous crises, dpSTUDIO maintains business continuity during the COVID-19 pandemic. This business continuity plan will be continually updated to consider the current crisis and to anticipate future response needs as the situation unfolds.

People

- During a situation such as the COVID-19 virus, dpSTUDIO can efficiently operate on an alternate shift basis which protects our business from a single catastrophic event.
- We are already experienced in working remotely, so COVID-19 situations and the like do not represent critical impacts to our work flow. We can deliver our services with all of the workforce working remotely.
- In the case of an extreme regional crisis, dpSTUDIO can move critical work to other locations.

Process

- All dpSTUDIO electronic data is backed-up in real-time using two different methods, a cloud infrastructure system and a redundant hard drive backup. The system has industry- validated automatic backup and fail safe features.
- All dpSTUDIO software, cloud systems, and anti-virus protections are backed up continually and upgraded as recommended.
- Site visits will continue while employing enhanced hygiene and applicable health & safety practices.
- We take the approach that any dpSTUDIO employee should be able to work from anywhere at any time. Consequently, systems are accessible through secure connections.

Procedures

- In the event of possible exposure to the COVID-19 virus, dpSTUDIO will quarantine affected employees for 14 days, and communicate the possible exposure to others affected.
- Travel has been reduced. Where site visits are necessary all employees use elevated hygiene practices. These include extra cleaning of equipment and vehicles, social distancing, and training for employees.
- Along with our usual, thorough project documentation procedures, we will keep note of human contacts on project sites as well as while in transit in the event it becomes necessary to assist employees, clients or public health officials with Contact Tracing when appropriate.
- We have a professional history of working in hazardous environments, and designing and employing appropriate health & safety measures. In the current situation, these measures may include Health and Safety Plans (HASP) that consider infectious disease among the hazards. Practices are applied as appropriate to the type of facility, along with a Hazard Communication Program and workplace controls when needed.
- Specific and general industry standards from the Occupational Safety and Health Administration (OSHA) are employed where needed, including proper uses of personal protective equipment (PPE) and Respiratory Protection Program.

As the situation evolves, dpSTUDIO continues to review our policies and procedures as well as comply with directives from government and health agencies. We remain committed to the safety of our employees and clients while continuing to deliver high quality and critically-needed services in a manner that also is consistent with public safety. Stay safe!