

NEW YORK HERO ACT

AIRBORNE INFECTIOUS DISEASE EXPOSURE PREVENTION PLAN

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation of this plan to the COVID Response Team (CRT) Principal, Katherine (KZ) Zimmerman at zimmerman_katherine@bah.com.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

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Responsibilities

This plan applies to all employees of Booz Allen Hamilton within New York state, to include Booz Allen Hamilton offices at the following addresses:

1133 Avenue of the Americas, Suite 2800, New York City, New York 10036

500 Avery Lane, Suite C, Rome, New York 13441

99 Otis Street, Rome, New York, 13441

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Katherine Zimmerman

COVID Response Team

For the most up-to-date firm safety protocols, policies, guidance, recommendations, and support related to the pandemic, go to the Booz Allen Coronavirus Response page at coronavirusresponse.bah.com.

Exposure Controls During A Designated Outbreak

“Stay at Home Policy”: If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

The firm has established the following exposure controls in an effort to prevent occupational exposure to an airborne infectious disease:

- **Meeting protocols and room capacity:** You must adhere to the posted meeting room space capacity. You may also not move furniture into meeting rooms to accommodate additional people. No eating or drinking should take place and masks must be worn, regardless of an individual's vaccination status. As feasible, please ensure maximum distance between individuals.
- **Masks and social distancing:** Masks are required in all U.S. and international Booz Allen facilities, regardless of your vaccination status. When at a non-Booz Allen worksite, you should follow the stricter of the mask guidelines—client guidelines or state/local health guidelines. The firm is also providing employees with free masks that can be ordered through the Booz Allen store. Masks must cover the nose and mouth and fit snugly, but comfortably, against the face. Masks must not create a hazard and must be kept clean and sanitary and changed when soiled, contaminated, or damaged. Everyone who works from a Booz Allen facility should be respectful of others and try to maintain a 6-foot distance between you and others.
- **Minimum etiquette during an outbreak:** Individuals may not be aware that they have an infectious disease and can spread it to others. With this in mind, you should at all times exercise coughing/sneezing etiquette (cover nose and mouth when sneezing, coughing, or yawning), limit what you touch, and wash hands properly and often. Also, stop or limit social touch such as hugging or hand shaking.
- **Health Screenings:** Unless the CDC or New York State Health Department mandate otherwise, employees will be responsible for self-screening and monitoring their health on a daily basis prior to entering the office and throughout the workday. An employee showing signs or symptoms of an infectious disease should leave the workplace, or may be removed, and should contact a healthcare professional for guidance. If there is a CDC or New York State Health Department mandate in place requiring in-person screens, the CRT team will coordinate with the appropriate parties to provide in-person screens prior to entering the office.
- **Cleaning:** Over and above our normal cleaning procedures, during periods of plan activation in accordance with the State of New York Commissioner of Health and/or the HHS Public Health Emergency Determination status, we will institute special cleaning for all our facilities focusing particularly on the areas of that people touch often—doors, elevator buttons, handles, etc. These procedures will remain in place during periods of activation and are above and beyond the CDC's protocols for cleaning. If a reported exposure occurs at any of our offices, the CRT/Facilities will also continue to follow CDC guidelines for additional/enhanced cleaning. Additional

disinfection supplies for casual use are also provided for employees to use at any time while in a Booz Allen facility.

- **Sanitization stations:** Employees should frequently wash their hands using soap and water for 20 seconds. Booz Allen will, to the extent practicable and feasible, provide handwashing facilities with an adequate supply of tepid or warm potable water, soap, and single-use towels or air-drying machines. Hand sanitizer (containing at least 60% alcohol) and wipes will be available in all offices; however, we encourage everyone to carry a personal supply of hand sanitizer to use throughout your day and on your commutes. You should wash your hands or use hand sanitizer before and after touching your eyes, nose or mouth, touching your mask, entering and leaving a public space, and touching an item or surface that may be frequently touched by other people such as door handles and tables. As an added precaution, Booz Allen has started to adopt touchless systems in certain facilities.
- **Exposure Reporting:** All employees (regardless of vaccination status and worksite) are required to [report COVID-19 exposure and/or symptoms](#) immediately.
- **Travel Reporting:** The firm has placed specific COVID-19 requirements on all business and some personal travel. Detailed travel reporting requirements can be accessed through coronavirusresponse.bah.com.
- **HVAC / Filtration Information:** During the activation periods of our plan, we will work closely with our landlords to increase the air filtration while balancing the load of the HVAC system.

The following additional measures will be asked of our landlords during periods of plan activation:

- Use of MERV-13 or highest compatible with the HVAC filter rack
- Increase fresh air intake—percentage is dependent upon system capacity, outdoor air quality, humidity, allergens, outdoor temperature, etc.
- Keep HVAC systems running longer hours to enhance air exchanges in the building space
- Check filters to ensure they are within service life and appropriately installed
- Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature, carbon dioxide concentrations, humidity, or occupancy as applicable

The exposure controls addressed above such as sanitation, cleaning, and masks, will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak, and any applicable expiration dates will be properly considered.

Cleaning Protocols During A Designated Outbreak

Over and above our normal cleaning procedures, we will institute special cleaning and disinfection for our New York facilities focusing particularly on the areas that people touch often—doors, elevator buttons, handles, etc. We will also proactively order more sanitizer and cleaner for our facilities. We encourage everyone to carry a personal supply of hand sanitizer to use throughout your day and on your commutes.

During plan activation we strengthen our standard 5-days a week cleaning patterns for office, kitchen, and restroom areas with enhanced cleaning protocols.

These enhanced protocols include increased cleaning and disinfecting of frequent touch points, such as:

- Elevator buttons
- Handrails
- Doorknobs
- Faucets

We do this by using EPA-approved disinfectant cleaners per CDC guidance and disposable cleaning wipes. These enhanced cleaning products and disposal protocols are also used in our standard, after-hours and evening cleaning process. In many of our facilities we have day-porters available for spot cleaning.

It's important for our employees to understand that they play a key role in keeping our facilities clean and safe. We have provided cleaning stations at all facilities – and in most cases on every floor – with PPE products and supplies to serve as individual sanitization kits for you to use. We ask that you self-clean your workspaces before-and-after you use the space.

Should someone diagnosed with COVID come on-site, we will conduct incident response disinfection.

This involves:

- Closing off the affected areas.
- Cleaning and disinfecting that area per CDC guidance, which means disinfecting all areas used by the person, including offices, bathrooms, common areas, and shared electronic equipment.

Response During A Designated Outbreak

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.

To help keep our workforce safe, employees are required to report exposure to COVID-19, regardless of vaccination status.

Please fill out a COVID-19 Exposure Form located on coronavirusresponse.bah.com or call the Crisis Response Hotline (U.S. toll-free: 800-291-9955 / Outside U.S. (collect): +1 703-319-3487) as soon as possible if:

- You or a member of your household have symptoms consistent with COVID-19
- You or a member of your household are being tested for COVID-19 or awaiting results because someone is symptomatic or has had an exposure (report ASAP - don't wait for results) ***IMPORTANT: If you are testing for peace of mind OR for required testing, you only need to report if you receive a positive result***
- You or a member of your household have been in contact with someone who has a suspected or confirmed case of COVID-19
- You are notified by anyone (including a client, public health authority, COVID tracing app, etc.) that you may have been exposed to COVID
- You or a member of your household have been diagnosed with COVID-19

Training and Information During A Designated Outbreak

Booz Allen will inform all NY employees of the existence and location of this Plan via email, the circumstances it can be activated, the infectious disease standard, relevant firm policies, and employee rights under the HERO Act.

- When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:
- The infectious agent and the disease(s) it can cause;
- The signs and symptoms of the disease;
- How the disease can be spread;
- An explanation of this Exposure Prevention Plan;
- The activities and locations at our worksite that may involve exposure to the infectious agent;
- The use and limitations of exposure controls
- A review of the standard, including employee rights provided under Labor Law, Section 218-B.
- The training will be provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off); the training will be appropriate in content and vocabulary to your educational level, literacy, and preferred language; and provided via email communication.

We have various ways you can get more information, to include:

- [Coronavirusresponse.bah.com](https://coronavirusresponse.bah.com) is your one-stop shop for all firm policies and guidance related to the COVID-19 pandemic
- *This Week Together* is our weekly newsletter spotlighting new guidance and other developments
- You may receive special update emails from Coronavirusresponse@bah.com
- Booz Allen Crisis Hotline—Call U.S. toll-free: 800-291-9955 / Outside U.S. (collect): +1 703-319-3487
- Coronavirusresponse@bah.com
- Booz Allen Help Desk—Call 877-927-8278 or visit helpyourself.bah.com
- Your leadership: we provide all leaders with additional guidance and information to help keep their teams informed

Plan Evaluations During A Designated Outbreak

Booz Allen Hamilton will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up to date with current requirements.

Version 1 has been approved by the Booz Allen Hamilton COVID Response Team (CRT).

Retaliation Protections and Reporting of Any Violations

No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

Employee Rights Under the New York Hero Act Section 218-B

Any employee may bring a civil action seeking injunctive relief in a court of competent jurisdiction against an employer alleged to have violated the airborne infectious disease exposure prevention plan in a manner that creates a substantial probability that death or serious physical harm could result to the employee from a condition which exists, or from one or more practices, means, methods, operations or processes which have been adopted or are in use, by the employer at the work site, unless the employer did not and could not, with the exercise of reasonable diligence, know of the presence of the violation. The court shall have jurisdiction to restrain such violations and to order all appropriate relief, including enjoining the conduct of the employer; and awarding costs and reasonable attorneys' fees to the employee. Where an action brought by an employee under this subdivision is found, at any time during the proceedings or upon judgment, to be frivolous by the court, the court may award to the employer costs and reasonable attorneys' fees. The costs and fees awarded may be assessed either against the employee or against the attorney for the employee, or against both, as may be determined by the court, based upon the circumstances of the case. Before bringing a civil action pursuant to

this subdivision, an employee must give the employer notice of the alleged violation. An employee may not bring a civil action until thirty days after giving the employer notice of the alleged violation, except where an employee alleges with particularity that the employer has demonstrated an unwillingness to cure a violation in bad faith, and may not bring a civil action if the employer corrects the alleged violation. An employee must bring a civil action pursuant to this subdivision within six months from the date the employee had knowledge of the violation alleged in such civil action.