

COVID-19 Exposure, Prevention & Preparedness Plan**COVID-19 EXPOSURE, PREVENTION & PREPAREDNESS PLAN**

We have developed this *COVID-19 Exposure Prevention, Preparedness Plan* to be implemented, to the extent feasible and appropriate, throughout all our jobsites. This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials.

1 Responsibilities of Supervisors

All supervisors must be familiar with this Plan and be ready to answer questions from employees. Supervisors must always set a good example by following this plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Supervisors must encourage this same behavior from all employees.

2 Responsibilities of Employees

In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, various housekeeping, social distancing, and other best practices have been implemented at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your supervisor.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick at home or in public. In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:
 - Coughing;
 - Fever;
 - Shortness of breath, difficulty breathing; and
 - Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

3 Job Site Protective Measures

The following protective measures have been implemented at all jobsites.

A. General Safety Policies and Rules

COVID-19 Exposure, Prevention & Preparedness Plan

- Any employee or sub-contractor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (coworkers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people. All employees should bring all food and drinks from home to limit the use of elevators.
- Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, alcohol-based wipes will be provided to clean tools before and after use. When cleaning tools, ladders, gang boxes and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- Crews/staff will be divided into two (2) groups where possible so that projects can continue working effectively if one of the divided teams is required to quarantine.
- As part of the division of crews/staff, employees will be divided into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the supervisor will have sole discretion in making that alteration.
- Employees are encouraged to minimize ridesharing. While in vehicles, employees must always ensure adequate ventilation and masks shall be worn at all times.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

B. Workers entering Occupied Building and Homes

- Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19. Masks shall always be worn.

COVID-19 Exposure, Prevention & Preparedness Plan

- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.
- Site deliveries will be scheduled at off hours or Saturdays if necessary, but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.

C. Personal Protective Equipment and Work Practice Controls

In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the following will also be provided:

- **Gloves:** Gloves should always be worn while on-site. The type of glove worn should be appropriate to the task. Employees should avoid sharing gloves.
- **Eye protection:** Eye protection should always be worn while on-site.
- **Masks:** Masks shall be worn at ALL times covering both your nose and mouth.

Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:

- Keep dust down by using engineering and work practice controls, specifically using water delivery and dust collection systems.
- Limit exposure time to the extent practicable.
- Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

4 Job Site Cleaning and Disinfecting

Regular housekeeping practices have been implemented, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing at least twice per week and disinfected on the inside.
- Vehicles and equipment/tools should be cleaned at least once per day.