

# COVID-19 Exposure Control Plan

**\*your company name here\***  
Safety Department 2020

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Document provided by:



# Introduction

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ABC of Western Washington's updated COVID-19 Response Plan is the byproduct of a thoughtful and deliberate collaboration between construction industry stakeholders (trade associations and trade unions) and the Office of the Governor for the State of Washington. The Response Plan addresses all points necessary to allow ABC member companies to fully comply with requirements to safely return to work for Existing Projects.

Please note that the definition of an Existing Project may vary by jurisdiction. It is incumbent upon General Contractors and Subcontractors to confirm in writing with the local jurisdiction that work may resume under Phase 1 of the Governor's return to work addendum to the original Proclamation.

Construction activity will be monitored by many, including:

- first responders
- inspectors from State, County, and Municipal DOH, Labor & Industries, and County and Municipal Permitting departments
- Trade union representatives
- Trade associations, including their safety training partners and third party administrators
- the media, and of course, the general public

There is an expectation of full compliance, and decisions about future expansion of permissible work projects will hinge upon our success in achieving this. Future expansion of permissible work projects relies upon full compliance with COVID-19 along with increased and enhanced standard safety protocols at every project. We are here to support you to achieve that and we will provide additional updates as things progress. Please contact us with them, along with questions or for guidance.

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***This COVID-19 Exposure Control Plan is designed to provide a general framework for companies to prepare for and manage the COVID-19 outbreak. Companies should review this document carefully and tailor it to their individual organizations. Nothing in this document should be construed as providing legal advice or establishing a duty of care in preparing for and managing the COVID- 19 virus.***

## Section 1

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### Company Commitment and Awareness

The safety and well-being of our team members, stakeholders, and the public have always been, and will continue to be, the paramount priority of **\*your company name here\***. With the spread of the COVID-19, a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. Management has been following the development of the COVID-19 pandemic through information released from the CDC, OSHA, WISHA, and WHO, as well as industry organizations, client partners, and business peers. Effective with the issuance of this document, **\*your company name here\*** will immediately implement the procedures contained herein to ensure the safety of our team members while ensuring continuity of services to our customers. We believe with the appropriate precautionary procedures and shared responsibility among all team members of the firm, we can continue field operations in a safe and responsible manner.

This plan is based on the most current information available from the WHO, CDC, OSHA and WISHA. It is subject to change based on further information provided by the WHO, CDC, OSHA, WISHA, and other public officials. **\*Your company name here\*** may also amend this plan based on operational needs.

## Section 2

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### Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this plan and be ready to answer questions from team members. Managers and 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. Managers and supervisors must encourage this same behavior from all team members.

## Section 3

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### Responsibilities of Team members

We are asking every one of our team members to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all must play our part. As set forth below, **\*your company name here\*** has instituted various housekeeping, social distancing, and other best practices at our jobsites. All team members must follow these. In addition, team members 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 manager or supervisor. If they cannot answer the question, please contact **[ADD NAME / TITLE HERE]**.

OSHA and the CDC have provided the following control and preventative guidance to all team members, 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.

In addition, team members must familiarize themselves with the symptoms of COVID-19:

- 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 healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

## Section 4

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### Job Site Protective Measures

**\*Your company name here\*** has created the following plan and recommend following WISHA/OSHA guidelines utilizing a combination of the five hazard controls – Elimination, Substitution, Engineering Controls, Administration Controls and Personal Protective Equipment (PPE). We will utilize these measures to prevent the spread of all communicable diseases, including COVID-19. While the programs and procedures established previously have been effective, additional precautions are required at this time. These procedures will become effective immediately. This guidance shall be reviewed with each crew and implemented upon receipt.

#### A. General Safety Policies and Rules

- A Safety Stand-Down/toolbox talk/tailgate training must be conducted on all job sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.
- Attendance will be communicated verbally, and the trainer will sign in each attendee.
- COVID-19 safety requirements shall be visibly posted on each jobsite.
- Team members shall immediately report to their supervisor and the HR department if they have been in contact with a confirmed positive case of COVID-19 (i.e., family members, others) or if they have recently traveled outside the continental US.

- **\*Your company name here\*** will designate a site-specific Covid-19 Supervisor to conduct fitness for duty checks, monitor for signs of illness in the workplace throughout the day and ask anyone showing symptoms to leave the jobsite. The Covid-19 Site Supervisor will be present at all times during construction activities.
- Fitness for duty will be assessed daily for all personnel entering the jobsite by **\*your company name here\*** designated representative
  - All **\*your company name here\*** team members, sub-contractors, and visitors will complete a wellness screening form prior to each shift (see AppendixA).
  - Any team member/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
  - Temperature checks must be conducted at the beginning of their shift. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. **\*your company name \*** will take all necessary precautions to protect team members performing these screenings. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
  - Per CDC guidance, a temperature of 100.4F (38C) or greater shall be used to indicate a fever.
    - All persons with a temperature  $\geq 100.4F$  shall be directed to stop work and obtain a medical evaluation.
    - If COVID-19 and/or influenza testing is not warranted:
      - Return to work is permitted in accordance with CDC guidelines.
    - If COVID-19 and/or influenza testing is warranted and performed:
      - Negative results (with written proof of testing) and asymptomatic: Return to work is permitted.
      - Positive result for COVID-19: Return to work is not permitted.
      - Positive result for influenza: Return to work is permitted after 5 days in accordance with CDC guidelines.
  - Overall fitness and health will be documented on the **\*your company name here\*** Wellness Check form (See Appendix A).
  - Failure of employees to comply will result in employees being sent home during the emergency actions.
  - Employees who do not believe it is safe to work shall be allowed to remove themselves from the worksite and employers must follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion
- Avoid face-to-face meetings. Team members are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same area.
- **Team members must maintain social distancing of at least six (6) feet of separation on the worksite at all times**
- Safety meetings can be by telephone or online conferencing. 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.

- Breaks and lunches for team members will be staggered, if possible, to reduce the size of any group at any one time to less than ten (10) people participants and must remain at least six (6) feet apart.
- Any time two or more persons must meet, ensure minimum 6 feet of separation.
- Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained.
- Soap and running water shall be abundantly provided on all job sites for frequent handwashing. Team members should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
- When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement.
- \*your company name here\* understands that due to the nature of our work, access to running water for hand washing may be infeasible. In these situations, the \*your company name here\* will provide, if available, alcohol-based hand sanitizers and/or wipes
- In lieu of using a common source of drinking water, such as a cooler, team members should use individual water bottles
- Personal protective equipment shall be assigned to an individual, not shared among groups.
- 100% glove use policy shall be enforced onsite, whether actively working or not. Type of gloves worn should be appropriate to the task being performed. If gloves are not typically required for a specific task, then any type of glove is considered acceptable, including latex gloves. Team members will not share gloves.
- Hand sanitizer shall be utilized immediately after contact with surfaces in public places and during operations such as dispensing fuel and/or visiting a convenience store or other business, and when taking off work gloves.
- Eye protection must be worn at all times while on-site
- Team members use of other co-team members’ tools and equipment shall be restricted. If tools must be shared, the \*your company name here\* will provide alcohol-based wipes to clean tools before and after use by each team member. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- If feasible, team members should use/drive the same truck or piece of equipment every shift. Operators will be assigned to individual heavy equipment cabs. If trucks or heavy equipment must be shared, the \*your company name here\* will provide means as noted in Section 3 to clean/disinfect cabs before and after use by each operator. No sharing of personal protective equipment (PPE) shall be permitted
- Masks, in accordance with Washington Department of Health guidelines (<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>), or as required by Washington Department of Labor and Industries (L&I) safety rules, must be worn at all times by everyone on the worksite.
- To limit/reduce the need for N95 respirators, team members are encouraged to use engineering and work practice controls to minimize dust. Such controls should include the use of water delivery and dust collection systems, as well as limiting exposure time. Isolate team members in dusty operations by using a containment structure or distance to limit

dust exposure to those team members who are conducting the tasks, thereby protecting nonessential team members and bystanders.

- If appropriate PPE cannot be provided, the worksite must be shut down.
- **\*Your company name here\*** will divide crews/staff into smaller crews/work groups where possible so projects can continue working effectively in the event one of the teams is required to quarantine. Individuals will not be transferred between crews or work groups to supplement labor shortages.
- Where possible, **\*your company name here\*** will designate team members into dedicated shifts, at which point, team members will remain with their dedicated shift for the remainder of the project. If there is a legitimate reason for a team member to change shifts, **"Your company name here"** must approve the shift change.
- All nonessential travel shall be avoided until further notice. Team members who travel as an essential part of their job shall consult with management on appropriate actions. Business-related travel outside the United States is not authorized until further notice. Personal travel via public or commercial travel to locations outside of the United States and/or travel to areas within the United States with active COVID-19 outbreaks is discouraged. All such travel shall be reported to your supervisor and the HR department, and prior authorization to return to work must be arranged with management.
- Team members should avoid crowded public and commercial transportation when possible. Alternative scheduling options, ride-share resources, and/or parking assistance will be provided on a case-by-case basis.
- Remote or offsite work requests will be handled on a case-by-case basis.

## B. Team members entering Occupied Building and Homes

- When team members perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All team members must evaluate the specific hazards when determining best practices related to COVID-19.
- Require the customer to clean and sanitize the work area prior to the team members' arrival on site.
- During this work, team members must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. Refer to Section 3 guideline for Clean and Disinfect. **\*Your company name here\*** may provide alcohol-based wipes for this purpose.
- Require customers to keep household pets away from work area.
- Team members should ask occupants to keep a personal distance of ten (10) feet at a minimum. Team members should wash or sanitize hands immediately before starting and after completing the work.
- Do not accept payments on site (no cash or checks exchanged). Require electronic payments over the phone or online.

## C. Job Site Visitors

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- A daily attendance log of all workers and visitors must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers "yes" to any of the following



questions, he/she shall not be permitted to access the jobsite:

- Have you been confirmed positive for COVID-19?
  - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - Have you been in close contact with any persons who have been confirmed positive for COVID-19?
  - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Site deliveries will be permitted 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. Social distancing of a minimum of six (6) feet will be maintained at all times.

## Section 5

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### Cleaning/Sanitizing of Facilities, Tools, and Equipment

**\*Your company name here\*** has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Team members should regularly do the same in their assigned work areas.

- Soap and running water shall be abundantly provided on all job sites for frequent handwashing. Team members are encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
- When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement.
- Daily cleaning(s) of all job trailers, break/lunchroom areas, heavy equipment cabs, PPE and vehicle interiors shall be completed. Team members performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
  - Common touch points shall be wiped after applying an approved disinfectant solution.
  - Equipment cabs shall be cleaned prior to initial use and at the end of the shift by the operator.
  - Additional cab cleanings shall be required prior to switching the operator personnel.
- Hand tools and power tools shall be cleaned daily before and after use.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. The leasing company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Portable jobsite toilets shall be sanitized after each use with a disinfectant spray applied to all common touchpoints.
- If a team member has tested positive for COVID-19, **\*your company name here\*** will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before team members can access that workspace again.

- **\*Your company name here\*** will ensure that any disinfection shall be conducted using one of the following approved cleaners:
  - Solution of bleach and water per industry standards.
  - Common EPA-registered household disinfectant
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (these can be used if appropriate for the surface).
- **\*Your company name here\*** will maintain Safety Data Sheets of all disinfectants used on site.

## Section 6

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### Social Distancing

Team members are requested to:

- Avoid face-to-face meetings. Team members are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same area.
- Social distancing of at least 6 feet of separation must be maintained by every person on the worksite at all times
- Task-specific plans shall be completed electronically.
  - Personal electronic devices will be permitted on project sites for this purpose only. Utilizing an electronic device while operating equipment or driving a vehicle is strictly prohibited.
- Avoid congregating where people socialize.
- Bring lunch and eat away from others (avoid crowded restaurants).
- Maintain a 6-foot distance between individuals while working and after work ~~when feasible~~.
- Limit carpooling.
- Avoid sharing personal protective equipment. All necessary equipment shall be assigned to each team member. Equipment shall be cleaned/sanitized as instructed in Section 3.
- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where team members might encounter contagious people.

## Section 7

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### Jobsite Exposure Situations

During an infectious disease outbreak, it is critical that team members do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and/or fatigue. Currently, the Centers for Disease Control and Prevention recommends that the team member must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). **\*Your company name here\*** will similarly require

a team member that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). Team members who report to work ill or identify symptoms while working will be sent home in accordance with these health guidelines.

If you report a sickness or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. If practical, we would request medical information to confirm your need to be absent, to determine if your absence is related to COVID-19 and/or influenza, and to know when it is appropriate for you to return to work. As always, we expect and appreciate your cooperation when additional medical information is deemed necessary. Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information shall be limited to circumstances with supervisors, managers, first aid and safety personnel, and/or government officials as required by law.

A team member that tests positive for COVID-19 will be directed to self-quarantine away from work. Team members that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Team members that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;<sup>1</sup> and (2) at least seven (7) days have passed since symptoms first appeared. Team members that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. **\*Your company name here\*** will require a team member to provide documentation clearing their return to work.

Team members that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If **\*your company name here\*** learns that a team member has tested positive, **\*your company name here\*** will conduct an investigation into co-team members that may have had close contact with the confirmed-positive team member in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive team member to self-quarantine for 14 days from the last date of close contact with the carrier. If an team member learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

In all cases where **\*your company name here\*** learns of a confirmed positive team member, **\*your company name here\*** will contact the local and/or state Department of Health for further guidance.

Except for circumstances in which **\*your company name here\*** is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons

who will be informed of an team member's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the team member and to detect situations where the potential for transmission may increase. A sample notice to team members is attached to this plan. \*Your company name here\* reserves the right to inform other team members that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other team members might have been exposed to the disease so the team members may take measures to protect their own health.

## Section 8

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### Required Communications

- Notify your supervisor by text or a phone call and stay home if you have, or suspect you have, a communicable illness. If you become ill due to a communicable illness, return to work only after completion of treatment.
- Notice the signs of illness which may include (but not be limited to): coughing, sneezing, fever, joint aches, overall ill feeling (malaise), and/or a report of a communicable illness from a health care provider.
- Stay aware and report if you are well but have an ill family member with a known communicable illness. You must monitor your health daily to ensure you remain free of the communicable illness.
- Remember our Fitness for Duty Policy and provide a return FFD form if seen by a physician (contact HR for further information).
- Going Somewhere? Educate yourself on travel notices which inform travelers about current issues that impact travelers' health, like illness outbreaks, special events or gatherings, and natural disasters, in specific international destinations. <https://wwwnc.cdc.gov/travel>

We understand there are many questions. While much is still unknown, \*your company name here\* is closely monitoring updates from the CDC, WHO, OSHA, DOSH and Washington state local public health departments and will re- evaluate our precautions as additional details are provided. Good judgment skills by all team members are critical in safeguarding the health of everyone around us. Together, we can continue to plan and execute these measures that will protect us all.

***This COVID-19 Exposure Control Plan is designed to provide a general framework for companies to prepare for and manage the COVID-19***

***outbreak. Companies should review this document carefully and tailor it to their individual organizations. Nothing in this document should be construed as providing legal advice or establishing a duty of care in preparing for and managing the COVID- 19 virus.***

# Appendix Materials

# Wellness Screening Form

PLEASE SUBMIT PHOTO OF COMPLETED DOCUMENT

Date: \_\_\_\_\_ Location: \_\_\_\_\_

This form is to be utilized in conjunction with Section 2 of the **\*your company name here\*** Field Ops - COVID-19 Exposure Control Plan.

## How to use this form:

1. **\*Your company name here\*** will update the Wellness Screening Form as needed and dependent on changing levels of health risk
2. This form will be provided to each team member and/or subcontractor employee or visitor to complete at their designated project location before entering and engaging in any work task.
3. **\*Your company name here\*** will restrict access or entrance to the project site to any person answering “yes” to any of the questions on page 2.
4. The site project foreman will review this form for completeness and submit on to their Safety Manager as part of their daily task-specific safety meeting (photo of complete form to avoid contact). Please submit electronically – original hard copies are not required or desired.
5. **\*Your company name here\*** will retain all submitted forms for required recordkeeping purposes. If applicable, forms are readily available upon request.

## Our Commitment:

We are strongly committed to maintaining a safe and healthy environment for all our team members and guests. Given recent concerns about exposure to and the risks of the novel coronavirus/COVID-19, we are asking all team members, subcontractor team members, and/or visitors to answer the following questions. Thank you, in advance, for your cooperation and assistance.

Name:

Company:

Date:

Wellness Screening Questionnaire:

1. Do you have a fever?  NO  YES  
Is temperature taken above 100.4°F?  NO  YES
2. Do you have one or more respiratory symptoms including:  
a. Persistent, dry cough  NO  YES  
b. Shortness of breath or breathing difficulty  NO  YES
3. Do you have feelings of fatigue, muscle aches, or new loss of taste or smell?  
 NO  YES
4. Within the past 14 days, have you had close contact\* with a person who has been diagnosed with the coronavirus/COVID-19?  
 NO  YES

\*Close contact means having cared for, having lived with, or having had close physical contact with someone known to have been diagnosed with the coronavirus/COVID-19 (including contact by having taken the same plane or train, attended the same event, etc.).

If 'yes' to any question, please notify supervisor or **\*your company name here\*** HR Immediately

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Signature



## Team member Notification

DATE: [DATE]

TO: [CLOSE CONTACT TEAM MEMBER]

FROM: [COMPANY REP]

We have been informed by one of our [team members/customer/vendor/etc.] working at [SITE] that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [DATE]. Per company policy, this [team member/customer/vendor/etc.] has been directed to self-quarantine until permitted to return to work.

We are alerting you to this development because, based on the Company’s investigation, we believe that you may have come into contact with the confirmed-positive case, on or about [DATE]. Based on Company policy we are directing you not to report to work (i.e., self-quarantine) until, at least, [14 days from last contact with confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [14 days from last contact with confirmed case], you may return to work. However, please inform [COMPANY CONTACT] if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all our team members and top-quality service to our customers. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as a company is respect for and among our team members [or customers]. We will treat information regarding the identity of team members [or customers] with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Company policy, we will not tolerate harassment of, or discrimination or retaliation against, team members [or anyone].

Please contact [COMPANY CONTACT AWARE OF APPROPRIATE PROTOCOLS] at [PHONE NUMBER] if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at: <http://www.cdc.gov/coronavirus/2019-ncov/index.html>

## **COVID-19 Checklist for Employers and Team members**

### **Know the Symptoms of COVID-19**

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

### **Employer Responsibilities**

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct team members to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having team members sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Team members, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any team members assigned cleaning/disinfecting tasks.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

### **Team member Responsibilities**

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

### **Cleaning/Disinfecting Job Sites and Other Protective Measures**

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Team members should regularly do the same in their assigned work areas.
- 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-team members. If not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

### **Personal Protective Equipment and Alternate Work Practice Controls**

- Provide and wear the proper PPE.
- Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.

## COVID-19 Toolbox Talk

### What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

### How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their team members may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if team members could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for team members and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

## COVID-19 Prevention and Work Practice Controls:

### Worker Responsibilities

- 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. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Team members who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick team members should follow [CDC-recommended steps](#). Team members should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

### General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#)[external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other team members' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
  - This includes other elements of the jobsite where possible.
  - Team members should regularly do the same in their assigned work areas.
- 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-team members if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for team members engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
  - Eye protection: Eye protection should be worn at all times while on-site.