



COVID-19

SAFETY PLAN



Jordon Construction Company (JCC General Contractors) is closely monitoring developments around COVID-19 and is using information from the Centers for Disease Control and other public health authorities to guide our actions. Refer to this Safety Plan for the latest information as it pertains to JCC jobsites and offices. It will be updated frequently.

The safety and well-being of our project teams are our highest priorities.

This plan does not guarantee that someone will not contract COVID-19 while working on a JCC jobsite or in a JCC office. The plan does try to limit the possibility of that occurring, and if it does, the plan attempts to limit the possible spread to others who may have been working in close proximity to the positive case.

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Exposure Prevention

JCC is closely monitoring developments around COVID-19 and is using information from the Centers for Disease Control (CDC) and other public health authorities to guide our actions. All project orientations and weekly safety meetings should address COVID-19 safety protocols to minimize risk. Best practices for preventing the spread of COVID-19 are outlined below.

Health and Hygiene

- Stay home if you are sick, except to get medical care.
- Wash your hands with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people that are sick.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Food items should not be shared.
- Utensils should not be shared, use disposable products if available.
- Office supplies should not be shared.
- Clean and disinfect objects and surfaces you touch.
- Communal water kegs and ice chests are no longer permitted. Bottled water should be used instead.

Signage

Measures should be taken on our projects to make information about COVID-19 risk factors and protective behaviors available to our workforce, vendors, suppliers, and owners. Required postings are attached to this document and should be distributed in common areas around the project. Any informational postings and trainings should be communicated in appropriate languages for all workers.

Facial Coverings

Slowing the spread of COVID-19 requires maintaining a 6-foot physical distance from others whenever possible. When it is not possible, JCC **requires** all personnel to wear a cloth face covering.

- Following the latest CDC guidance from 4/3/2020, everyone is encouraged to wear a cloth face covering while in public places.
- Examples where masks are not necessary include riding in your personal vehicle alone, working or sitting by yourself, eating, and drinking.

NOTE: Wearing a cloth face covering is not intended as a substitute for physical distancing, hand washing, proper coughing and sneezing etiquette, and other CDC recommendations.

- Example activities where physical distancing may not be possible include, but are not limited to screening employees at the gate; buck hoist operation; driving a shuttle bus, working in a MEWP basket, on a baker scaffold, or in a confined space, etc.
- Surgical and N-95 masks are acceptable, but we discourage purchasing at this time based on medical supplies shortages.
- Cloth face coverings:



- Include commercially available protective face masks, buffs, homemade masks, or bandannas.
- **May not prevent the contracting of COVID-19 but may limit the spread to others.**
- Are designed to limit contamination when user sneezes or coughs.
- Must be worn over the mouth and nose.
- Do not require a medical evaluation or fit test.
- Remind users not to touch their face.
- Should be washed or cleaned daily as a best practice.

Physical/Social Distancing

Physical/social distancing should be maintained whenever possible. Suggested actions include, but are not limited to:

- Practice physical/social distancing (6' away from each other).
- Job-wide safety meetings should be restricted to small groups, be outdoors where possible, and incorporate physical distancing.
- Project-specific orientations should be held outdoors where possible, be restricted to small groups, and suspend the use of shared paper/pens during testing.
- Hand shaking should be avoided, other non-contact methods should be used for greeting.
- Avoid communal eating.
- Conference calls, go-to meetings and/or video conferencing should be held in lieu of face-to-face meetings.
- Restrict the number of individuals riding hoists/elevators.
- Avoid groups congregating in lobbies/hoists/elevator wait areas.

Implement administrative controls where physical/social distancing is not possible (i.e. elevators/personnel hoists). Consider the following examples for hoist/elevator use:

- Limit the maximum number of occupants in buck hoists and permanent elevators to counter the spread of COVID-19.



- Limit the number of stops made to floors and allow individuals without material to walk up or down a floor.
- Limit gate opening to just the operator.
- Superintendent or foreman must check in with the operator each morning to make sure he/she does not have flu-like symptoms and has not had close contact with a confirmed case. Operator should be instructed to watch for passengers that may have flu-like symptoms.
- Provide additional PPE and cleaning agents to operators.
- All buck hoists must be disinfected at least twice a day by spraying a bleach solution on the side panels and using disinfecting wipes on controls and handles.
- All permanent elevator rails, doors and buttons should be cleaned at least twice a day with disinfecting wipes or a bleach solution and paper towels.

Routine Cleaning/Disinfecting Procedure/Areas of Focus

Visibly soiled surfaces should be cleaned prior to disinfection with detergent or soap and water. Allow surfaces to air dry prior to disinfecting. Spray or wipe any surfaces with disinfectant solutions. Focus should be given to commonly touched objects or surfaces, such as:

OFFICES

- Desks, tables, and all flat surfaces
- Keyboards, mice, and monitors
- Phones, cell phones, and tablets
- Chairs (backs, seats, arms, and levers underneath)
- Cabinets and drawers (handles and fronts)
- Light switches, door handles, and thermostats
- Copiers

OPEN AREAS

- Tabletops and edges
- Chairs (backs, seats, arms, and levers underneath)
- Cabinets and drawers (handles and fronts)
- A/V equipment (phones, speakers, and remote controls)
- Expo markers
- Top of trash cans
- Coffee makers and coffee pots
- Vending areas
- Full panels on vending machines and areas where items are retrieved
- Handles and fronts of any display cases with food options (free or for purchase)

RESTROOMS

- Toilet seats and flush handles
- Stall doors (inside, outside, and lock)
- Sink and water faucets



- Soap dispensers
- Paper towel dispensers
- Countertops (tops and edges)
- Light switches
- Door handles (pushes and pulls)

PROJECT

Any of the above listed areas and the following:

- Radios
- Porta-john handles
- Elevator buttons
- Tools
- Handrails
- Ladders
- Equipment controls
- Lift controls
- Gang boxes
- Time clocks

MATERIALS REQUIRED

Cleaning solutions:

- Detergent
- Soap and water

Disinfecting solutions:

- Sodium hypochlorite (bleach) solution diluted in water
- 5 tablespoons (1/3 cup) of bleach per gallon of water
- 4 teaspoons bleach per quart of water
- Alcohol solutions with at least 60% alcohol
- EPA-registered household disinfectants
- EPA-approved list of products with emerging viral pathogens and human coronavirus claims for use against COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

SPECIAL NOTE: These cleaning and disinfection procedures are to be used for routine cleaning purposes.

Cleaning and disinfecting should be performed on a regular basis to prevent the spread of illness.

- Follow manufacturer instructions on disinfection. Many solutions require that surfaces remain wet for a specified period, after which, they can air dry.
- Surfaces used for food preparation or handling may require rinsing following the disinfection procedure.
- Soft or porous surfaces, such as carpets and rugs, should be cleaned with an EPA-approved disinfectant that is suitable for porous surfaces.



Potential Exposure

COVID-19 is thought to spread mainly from person-to-person (through respiratory droplets produced when an infected person coughs or sneezes, which then land in the mouth, nose, or eyes of people who are nearby) or between people who are in prolonged close contact with one another (within about 6 feet).

If an employee falls into any of the categories below, the Director of Operations and/or Human Resources Team should be immediately notified.

Individual Self-Reports Signs and Symptoms

SIGNS AND SYMPTOMS OF COVID-19

- Fever
- Cough
- Difficulty breathing

ACTION

- Send the person home and consult with your Director of Operations and/or Human Resources Team who will review CDC guidelines.
- Individual should notify their healthcare provider.
- Employee should not return to work until they have been symptom free for 72 hours (3 days) or they have a Return to Work note clearing them to return to work.

Individual with Signs and Symptoms Reported to JCC

ACTION

- A supervisory level employee should evaluate each case individually.
- This evaluation should include:
 - Asking the individual if they have flu-like symptoms.
 - Asking the individual if they have come in close contact (as [defined by the CDC](#)) with a confirmed positive COVID-19 individual.
- If answering "yes" to having flu-like symptoms:
 - Send the person home and consult with your Director of Operations and/or Human Resources Team who will review CDC guidelines.
 - Employee should not return to work until they have been symptom free for 72 hours (3 days) or they have a Return to Work note clearing them to return to work.
 - Individual should see their healthcare provider
- If answering "yes" to coming in contact with an individual with confirmed COVID-19:
 - The individual should self-quarantine for 14 days.
 - Individual should notify their healthcare provider
 - Employee should not return to work if they have been tested and are awaiting COVID-19 test results from their healthcare provider.



Individual Makes Close Contact with Someone Who Tests Positive for COVID-19

- Per CDC guidelines, individual should self-quarantine for 14 days.
- Individual should see their healthcare provider.
- **Employee should not return to work if they have been tested and are awaiting COVID-19 test results from their healthcare provider.**
- Receiving a negative COVID-19 test or return-to-work note from their physician may allow employee to return to work.

Individual Tests Positive for COVID-19

Upon notification, JCC will begin the response protocol outlined below. If a confirmed case is presented at your project or one of our offices (whether our employee, subcontractor employee, consultant, visitor, etc.), the following steps should be taken.

RESPONSE PROTOCOL

1. Send confirmed case home immediately. No access to office, project, etc.
2. Notify key JCC management - Director of Operations and/or Human Resources Team.
3. Start our incident management and containment efforts.
 - Use JCC incident report to complete documentation.
 - Title: COVID-19. Date. Project Name.
 - Taking a witness statement from confirmed case isn't advised, unless it can be conducted over the phone.
 - Gather information from confirmed case's supervisor, crew members, and other witnesses.
 - Ask the following:
 - Who have you recently been working closely with?
 - What areas have you been working in?
 - What tools, ladders, equipment, etc. have you used?
 - Use CWP/Pre-task planning documents to help.
 - Do not reveal the identity of the confirmed case beyond what is necessary to complete investigation.
 - Contain areas (office, equipment, work area, trucks, etc.) where exposure may have occurred in the last 48 hours.
 - Consider using danger tape, locking rooms, etc.
 - Leave tools, personal belongings, and equipment untouched.
 - Those investigating should take precautions to avoid contact by using disposable gloves, eye protection, masks, etc. as we prepare for impacted areas to be cleaned.
4. Assess the exposure to any current employees using the CDC COVID-19 Risk Assessment Matrix.
 - The project team and Safety Department will administer the JCC/COVID-19 Risk Assessment Matrix (in conjunction with Health Department official if appropriate) to determine others that may have to self-isolate.
 - Closely evaluate current definition of "close contact" to determine risk assessment needs.



5. Employees who have had prolonged and/or direct contact may be required to quarantine based on CDC guidelines.
 - Close contact is currently defined as being within approximately 6 feet of a COVID-19 case for a prolonged period; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case. Or having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).
 - Individuals determined to have been in close contact with the confirmed case will need to leave the office/project immediately.
 - Individuals should not return to work until further notice.
6. Notify project or office.
 - A template statement is available via Director of Operations and/or Human Resources Team.
7. You may choose to professionally clean affected areas, vehicles, and/or equipment that may have been exposed.
 - COVID-19 can survive on hard surfaces for up to 3 days depending upon several variables.
 - You may choose to contact the Director of Operations and/or Human Resources Team.
8. Return to regular operations only after documentation requirements have been completed and the area has been disinfected.



Resources

Safety Plan (current document)

- JCC COVID-19 Plan

Checklists / Best Practices

- JCC COVID-19 FAQs
- COVID-19 Safety Best Practices
- COVID-19 Cleaning Disinfecting Best Practices
- COVID-19 Risk Assessment Matrix
- Slow the Spread Safety Meeting
- COVID-19 Safe Distancing – Safety Meetings

Signage

- COVID-19 Restrictions Sign ENGLISH 11x17
- COVID-19 Restrictions Sign SPANISH 11x17
- Social Distancing 6 feet 11x17
- No Shaking Hands 8.5x11
- Wash Your Hands 8.5x11
- COVID-19 Face Mask 11x17



COVID-19

FREQUENTLY ASKED QUESTIONS



Jordon Construction Company (JCC General Contractors) is closely monitoring developments around COVID-19 and is using information from the Centers for Disease Control and other public health authorities to guide our actions. Refer to this FAQ document for the latest information as it pertains to Jordon Construction Company.

It will be updated frequently.

Please send any work- or benefits-related COVID-19 questions to our Director of Operations and/or Human Resources Team.

The safety and well-being of our employees are our highest priorities.

COVID-19 Response Team

UPDATED 4.5.2020

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This document will be updated frequently.

➔ **UPDATED ITEMS ARE INDICATED WITH A RED ARROW**

COVID-19 DEFINITION AND PREVENTION

What is a novel coronavirus?

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing COVID-19 is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases.

How does the virus spread?

The virus is thought to spread mainly from person-to-person as follows:

- Between people who are in prolonged close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes and then land in the mouth, nose, or eyes of people who are nearby.

What are the symptoms of COVID-19?

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with fever, cough, and difficulty breathing. These symptoms may appear 2-14 days after exposure.

What are the best practices to prevent the spread of COVID-19?

Stay home if you're sick

- **Stay home** if you are sick, except to get medical care.

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick.
- Put **distance between yourself and other people** if COVID-19 is spreading in your community.

Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Other guidance

- Stop handshaking; use other noncontact methods of greeting.
- **If you do not have adequate hand-washing facilities at your project, look for ways to add portable washing stations or other similar measures.**
- Refrain from using shared pens and pencils.
- **Use disinfectant wipes frequently for high-contact surfaces and shared tools.**
- Do not order buffet-style meals; box lunches are acceptable.
- Keep safe distances from others whenever possible.

What is Jordon Construction Company doing to limit the spread of germs in our offices and project sites?

We are taking the following steps to limit the spread of germs in our offices and project sites:

- Implementing enhanced and more frequent cleaning measures.
- Having the necessary products on hand to promote hygiene and clean workplaces.
- Posting CDC reminders in all offices and project sites on the best practices to prevent the spread of COVID-19.

As a reminder, the best way to prevent the spread of COVID-19 is for you to stay home if you are sick.

EMPLOYEE HEALTH AND WELLNESS

What should I do if I suspect that I have COVID-19?

Employees who are sick should not report to work and should avoid contact with others. If you think you have been exposed to COVID-19 and develop symptoms, such as fever, cough, or difficulty breathing, call your healthcare provider.

Do I have to pay for the cost of the COVID-19 test?

If you are covered on Jordon Construction Company's PPO or HDHP medical plan, the cost of the COVID-19 test will be covered at 100%. If you are not on our health plan, we will reimburse you for the cost of the test if not otherwise covered.

What should I do if I test positive for COVID-19?

IF YOU TEST POSITIVE, DO NOT COME TO WORK AND IMMEDIATELY NOTIFY YOUR SUPERVISOR. Any employee who has tested positive for COVID-19 must stay home for 14 days after exposure or longer if they continue to exhibit symptoms. Proper documentation to return to work will be required.

What should I do if I have had close contact with someone who tested positive for COVID-19?

Immediately notify your supervisor if you have had close contact with someone who has tested positive for COVID-19. You must stay home for 14 days after exposure or longer if they exhibit symptoms of COVID-19.

What does "close contact" mean?

Close contact with individuals diagnosed with COVID-19 entails:

- Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case.
- Having direct contact with infectious secretions of a COVID-19 case.

If I contract COVID-19 and am unable to work, will I get paid?

Yes, you will get paid in accordance with the COVID-19 Emergency Employee Pay Policy.

If a person in my household contracts COVID-19, can I come to work?

No

If a person in my household contracts COVID-19 and I am unable to work because of required or recommended quarantine, will I get paid?

Yes, you will get paid in accordance with the COVID-19 Emergency Employee Pay Policy.

Am I eligible for FMLA to care for myself or a family member that is diagnosed with COVID-19?

For assistance, you may call Director of Operations and/or Human Resources Team.

If I am enrolled in Jordon Construction Company's health insurance plan, will I still be eligible for coverage if I am being covered under the COVID-19 Emergency Employee Pay Policy.

Yes, your premiums are covered for 2 weeks under the COVID-19 Emergency Employee Pay Policy. Please call Jordon Construction Company's Director of Operations and/or Human Resources Team to obtain more information on maintaining and paying premiums towards your health plan if you are out more than 2 weeks.

What are the protocols for meetings?

Please adjust meeting structure as outlined below:

- Postpone and/or adjust the format of large meetings (over 10 people).
- Suggestions include using remote conferencing and limiting in-person meetings to essential personnel.
- Other large public gatherings should be avoided.
- To the extent possible, any meetings should be held in open and well-ventilated areas.
- It is particularly important to avoid large gatherings that include individuals who you would not ordinarily interact with in the normal course of your work.

We encourage you to avoid in-person gatherings that include all members of your team, regardless of the total attendee count, to support business continuity in the event an attendee was to test positive for COVID-19.

What should I do if my child's school or daycare is closed?

Some schools and daycares across our footprint have closed. We are recommending that you work from home unless your duties require you to be at the office or project site to perform your tasks. If working from home is feasible based on your job responsibilities, speak with your supervisor and see the guidance below for working from home.

Can I work from home during the COVID-19 outbreak?

In order to help mitigate the potential spread of COVID-19, and in keeping with CDC guidelines, we are recommending that you work from home when feasible until further notice, unless your duties require you to be at the office or project site to perform your tasks.

- Recognizing that each team has different job requirements, your supervisor will develop the appropriate work-from-home plan for your team.
 - Your supervisor may determine that it is necessary for you to come in to adequately support our project teams or perform certain types of work, and you may decide to come in for various individual reasons.
 - Our offices remain open and accessible as needed, and we fully expect that certain groups will need to be physically present at times.
 - Please wait to hear from your supervisor before working from home.
- It's important that we continue to be productive and engaged while working from home.
 - Please make necessary childcare arrangements and create a home work environment as best as you can.
 - Check in with your supervisor on a regular basis.
 - Follow the work-from-home guidance
- You may take home any personal IT equipment you need to work productively from home, such as laptops, monitors, and accessories.
 - Contact the Director of Operations for assistance or for equipment needs.
 - If you don't have home internet, you can use your company mobile phone hotspot. If you don't have a company mobile phone, IT can provide a hotspot.
 - If you need some other type of office equipment to perform your job function at home, please discuss this need with your supervisor.
- **We must continue to provide timely support to our field operations.**
 - Continuing our construction operations is extremely important, and you may be asked to return to work as needed to ensure the project site needs are being met.

During the times that you will be in the office or on a project site, please continue to practice the [CDC recommendations for protecting yourself and others](#), including reducing close contact.

TRAVEL GUIDANCE

What is the policy for business travel?

In keeping with CDC guidance, we are asking employees to limit all business-related travel to trips that are critical to our business. Please use your best judgment and communicate with your supervisor in evaluating travel plans. In general, industry conferences are not viewed as critical to the business.

What is the policy for personal travel?

As a reminder, the CDC is discouraging travel by cruise ship or to areas with a Level 3 Health Notice. Please report all plans of travel (by you or members of your immediate family, living in the same household), by cruise ship or to a country with a Level 3 Health Notice.

- Be mindful that areas with Level 3 Health Notices change. If the area you visit is later designated as a Level 3, we ask that you report your travel to the Director of Operations and/or Human Resources Team. (Your supervisor may submit the travel form on your behalf if you are unable to do so).
- Be aware that some of our clients have access restrictions related to individuals who have visited specific areas, both domestic and international.
- Please confirm any client restrictions that might impact the normal course of your work before departure and upon return.
- CDC restrictions and recommendations are changing rapidly, which may impact domestic and international travel. For this reason, please share any air travel plans with your supervisor.

If you choose to travel by cruise ship or to a location with a Level 3 Travel Health Notice, you will not be allowed to return to work unless you are symptom-free after 14 days.

GENERAL

Where can I get additional information?

You can easily access all the guidance we have shared during this rapidly evolving situation using information from the Centers for Disease Control (CDC) website and other public health authorities to guide our actions. Please send any work- or benefits-related COVID-19 questions to our Director of Operations and/or Human Resources Team.



COVID-19 Best Practices

Released 3/17/20 based on current recommendations; CDC and government recommendations may change.

This list of best practices is already being put into action at projects across the organization. Please implement these on your project if you haven't already.



Communal Eating and Drinking

Cities across the country have temporarily suspended food and drink services. Here are some considerations for your project:

- Food trucks are required to stop buffet style service and only provide individually wrapped and sealed items and single-use condiments.
- Limit cooking and sharing food onsite, where possible.
- Hand sanitizer or soap is required in all break/lunch areas and in each restroom area.
- Community foods, such as loaves of bread, should be eliminated from office areas.
- Lunch times should be staggered to limit lunch areas to 10 or fewer workers when indoors, per government recommendations.
- Communal water kegs should no longer be used. Water bottles not kept in coolers but set out at room temperature using communal ice chests are not permitted.



Communications

Misinformation is spread across news sites and the internet. We need to share clear concise information with our teams. Here are some ways projects are accomplishing this:

- If any employee on your project suspects they may have come into contact with a confirmed COVID-19 infected individual, they must self-report.
- Continue to educate employees on signs/symptoms of COVID-19.
- Print and post CDC COVID-19 posters in common areas.



Meetings/Gatherings

Limit non-essential meetings as much as possible. Spreading the virus is more likely to occur when groups of 10 or more people congregate. Here are some items to consider:

- Weekly safety meetings should be conducted in small groups where social distancing of 6 feet is possible.
- Distribute topics via email; have each subcontractor be responsible for sharing information in small groups. Sign-in sheets should be submitted via email or photo text.
- Project-level meetings should be held via Skype where possible.
- Foreman or supervisor should sign in/out for employees. Limit sharing of pens, paper, etc.
- Orientations should be held outside or in groups of 10 or fewer with proper spacing. One individual will sign in for everyone and tests are postponed.
- Limit number of personnel in areas, such as buckhoists, platforms, elevator lobbies, etc.
- Try to space work out 6 feet or more to allow for social distancing.



Hygiene

The spread of COVID-19 can be contained with good hygiene on our projects.

- Use disinfectant on shared items, such as radios and tools.
- Install hand-washing stations outdoors.
- Disinfect office areas and bathrooms as frequently as possible; limit only essential personnel in office areas.
- Disinfect outdoor common areas with 5 tablespoons of bleach per gallon of water in pump sprayers.
- Ask subcontractors to send in items, such as dig permits, daily reports, JSAs, etc. via email or picture text.
- Each project should have cleaning supplies on hand.

Additional Resources

- [CDC Guidelines on Disinfecting Surfaces](#)
- [Disinfectants approved for cleaning COVID-19](#)



Cleaning and Disinfecting Best Practices

Released 3/17/20 based on current recommendations; CDC and government recommendations may change.

This list of best practices is already being put into action at projects across the organization. Please implement these on your project and office location if you haven't already.

With the availability of cleaning/disinfection supplies being affected, we recommend that you increase your inventory of common disinfectant products (subject to order limitations and availability), should COVID-19 continue for an extended length of time. Several projects have implemented a designated daily time to stop work and disinfect, which is a great best practice.

CDC Guidance

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are approved by the CDC and EPA to kill COVID-19:
[CDC Guidelines on Disinfecting Surfaces](#)
[Disinfectants approved for cleaning COVID-19](#)
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- The CDC recommends five tablespoons of bleach per gallon of water or four teaspoons of bleach per quart of water.
- Be aware of possible hazardous effects from cleaning products being used. Certain PPE may be required such as rubber gloves and/or breathing masks. Review SDS for specific PPE requirements. These are available on each manufacturers' website. Reach out to your Safety Department representative for further guidance.

During this time of heightened infection potential, we recommend enhanced cleaning of the following areas. These areas are not all-inclusive, and there may be additional areas that need to be disinfected.



Offices

- Desk, table, all flat surfaces
- Keyboard, mouse, and monitor
- Phone
- Chairs (back, seat, arms, levers underneath)
- Cabinets and drawers (handles and fronts)
- Light switch, door handles, and thermostats
- Copiers



Restrooms

- Toilet seats and flush handle
- Stall door (inside and out, lock)
- Sink and water faucets
- Soap dispenser
- Paper towel dispenser
- Countertop top and edge
- Light switch
- Door handle (push and pull)



Open Areas

- Tabletop and edges
- Chairs (back, seat, arms, levers underneath)
- Cabinets and drawers (handles and fronts)
- A/V equipment (phones, speaker, remote controls)
- Expo markers
- Top of trash cans
- Coffee maker and coffee pot
- Vending area (if applicable)
 - Full panel on vending machines and area where item is retrieved
 - Handles and front of any display case with food options (free or for purchase)



Jobsite

- Any of the items listed in other sections, as well as:
- Radios
 - PortaJohn handles
 - Elevator buttons
 - Tools
 - Handrails
 - Ladders
 - Equipment controls
 - Lift controls
 - Gang boxes
 - Time clock

COVID-19 RISK ASSESSMENT MATRIX

Best Practices Utilizing CDC Guidelines
3/13/2020

	Risk Factor			
	NO IDENTIFIABLE RISK	LOW RISK	MEDIUM RISK	HIGH RISK
No Symptoms	No exposure or limited exposure.	Being in the same indoor environment as a person with symptomatic COVID-19 for a prolonged period of time but not meeting the definition of close contact. *	Close contact with a symptomatic laboratory-confirmed COVID-19. *	Living in same household as / or providing care in a home for a person with symptomatic confirmed COVID-19 infection. Anyone with confirmed COVID-19 infection.
	<i>Asymptomatic:</i> No action. Employees continue to report to work. No notification required to employee population.	<i>Asymptomatic:</i> No action. Employees continue to report to work. No notification required to employee population. Self-observation.	<i>Asymptomatic:</i> Self-isolation: 14 day quarantine. Active monitoring as determined by health care provider.	<i>Asymptomatic:</i> Quarantine (voluntary or under public health orders) in a location to be determined by public health authorities.
Flu-Like Symptoms	<i>Symptomatic:</i> Self-isolation: stay at home until well. Person should seek health advice to determine if medical evaluation is needed and follow doctor's recommendations. No notification required to employee population.	<i>Symptomatic:</i> Self-isolation: stay at home until well. Person should seek health advice to determine if medical evaluation is needed and follow doctor's recommendations. No notification required to employee population.	<i>Symptomatic:</i> Self Isolation: 14 day quarantine. Medical evaluation warranted, diagnostic testing per official guidance. Notify medical personnel and transport of COVID-19 risk ahead of time. Take extra precaution with cleaning/disinfecting. Notify all that were known to be in contact/had exposure.	<i>Symptomatic:</i> Self Isolation: 14 day quarantine. Medical evaluation warranted, diagnostic testing per official guidance. Notify medical personnel and transport of COVID-19 risk ahead of time. Take extra precaution with cleaning/disinfecting. Notify all that were known to be in contact/had exposure.

*Close contact is defined as:

- a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case. – or –
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)



Physical Distancing (6-Foot Rule) and PPE – Safety Meeting

Based on current recommendations; CDC and government guidelines may change.

This document is meant to supplement a weekly safety meeting. Please share via email with each subcontractor onsite or in small groups where appropriate.

Introduction

One of the best ways we can help prevent the spread of COVID-19 on the jobsite is to practice Physical Distancing. Physical distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least six feet away from other people lessens your chances of catching or spreading COVID-19. All personnel on the project are required to have a cloth face covering on their person, and it is recommended they wear it 100% while on the project.

Gatherings and Common Areas

Eliminate non-essential meetings and avoid gathering where physical distancing cannot be maintained. Some suggestions include:

- Holding weekly safety meetings outside, maintaining 6-feet of space between individuals. Attempt to eliminate small groups all together – even those with less than 10 people.
- Maintaining appropriate distances inside elevator lobbies and buckhoist platforms, which are a common place to gather. Appropriately spaced markings on the floor at 6-foot intervals shall be implemented. Limit the number of riders in the elevator or buckhoist to ensure physical distancing (6-feet) is always maintained.
- Observing any staggered start, break, and lunch times to reduce group gatherings. It is also important to practice physical distancing while eating in common areas.
- Observing any signs throughout the project and in common areas about physical distancing.

Working While Maintaining 6 Feet of Physical Distance

Some tasks make it difficult to maintain 6 feet of distance from others. Consider the following as ways to work while keeping your distance.

- Be a good teammate and remind each other throughout the day to maintain 6 feet of distance from others. A good rule of thumb is for each employee to hold out their arm toward each other. If your fingertips touch, you're too close!
- Tasks that normally require 2 people (boom lift, scissor lift, scaffold, etc.) should be evaluated to determine if having that second person is necessary.
- Perform a safety analysis to determine if a machine or type of tool can be used for a task rather than having multiple people working closely together.
- Don't huddle together at the top and bottom of ladders or at access and egress points.
- If a specific task or size of the workspace requires you to be closer than 6 feet to others, you are required to use a cloth face covering.



Slow the Spread – Safety Meeting

Released 3/17/20 based on current recommendations; CDC and government recommendations may change.

This meeting is meant to supplement the projects weekly safety meeting. Please share this via email with each subcontractor on site.

Introduction

COVID-19 infected numbers will continue to increase in the United States due to a couple of factors:

- Symptoms can be dormant for several days while a person is infected and able to spread the virus.
- Testing is becoming more widely available. This will allow people to be able to get tested in order to confirm if they have contracted COVID-19.

Hygiene and Social Distancing

COVID-19 can be contained by following personal hygiene best practices and social distancing. Here are some requests we are making to each of you:

- If you have flu-like symptoms (fever, cough, shortness of breath), STAY HOME.
- If you have close contact with an individual who has tested positive for COVID-19, you are required to self-quarantine for 14 days.
 - **Close contact includes** riding in the same vehicle, eating lunch together, living in the same household, or being within 6 feet of an infected individual for a prolonged period of time.
 - **Close contact does not include** walking past someone, working on the same jobsite as someone, being in the same general vicinity as an infected individual.
- If you test positive for COVID-19 you are required to self-quarantine for 14 days.
- Wear gloves as much as possible when on site.
- Avoid touching your eyes, face, and mouth with unwashed hands.
- Wash your hands with soap and water as frequently as possible.
- Cover your mouth while coughing or sneezing (droplets containing the virus can travel as far as 6 feet).
- Prepare food at home, and avoid sharing food while at the jobsite.
- Avoid eating lunch in groups where possible.
- Don't huddle together in areas like the buckhoist platform or elevator lobby where possible.
- Wash items like jackets, vests, and gloves at home at the end of each day.
- Personal belongings you bring to the jobsite, such as lunch boxes and toolboxes, should be wiped down with bleach or disinfectants before bringing to the jobsite each day.

You are required to report the following to the Director of Operations and/or Human Resources Team:

- Individual exhibiting flu like symptoms
- Individuals who have had close contact with someone who has tested positive for COVID-19
- Individuals who have tested positive for COVID-19

NO OFFENSE
SIN OFENDER



**JUST MAKES
SENSE**
ES LO MEJOR

**WASH YOUR
HANDS
FREQUENTLY**



***LÁVESE LAS MANOS
CON FRECUENCIA***