
Company Policy regarding COVID-19, Coronavirus, SARS-CoV-2

Coronavirus Disease (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Our company safety policy is based upon the Guidance Document issued by the Department of Labor/OSHA and the Department of Health and Human Services/CDC. We recognize that COVID-19 (SARS-CoV-2) is primarily spread person to person, but that it can also be spread by touching a surface or object that has SARS-CoV-2 on it. Our policy addresses these. Because we are in the construction business, we are in a medium risk business as determined by OSHA.

OSHA has a hierarchy of method which may be taken to protect employees from hazards which may occur in employment. In the order of preference, they are engineering controls, administrative controls and personal protective equipment. Since we are a construction company, the engineering controls, which are recommended by OSHA are not feasible in a construction setting. We will evaluate engineering controls such as increasing ventilation rates and using sneeze guards in our office environments.

We will employ the following administrative controls among all employees both on the construction site and in the office. These requirements will remain in effect until the Federal and/or state governments in all states in which we work release from the current coronavirus.COVID-19 emergency.

1. Employees are required to take their temperatures before arriving at work and if they have a temperature of greater than 100.4 degrees, they should self-quarantine at home. Employees who have come in contact with anyone who has been diagnosed with COVID-19 or coronavirus or who have any of the symptoms of COVID-19 or coronavirus shall self-quarantine at home.
2. If an employee becomes ill while on the job site, he/she will be provided and required to wear a face mask and will be directed to leave the job site and to seek medical attention. Such an employee will not be permitted to return to work until they are free of any symptoms of COVID-19 and/or the coronavirus. Masks will be provided on the jobsite for employees to wear in such circumstances. Unless OSHA or CDC require otherwise employees who are not ill and/or exhibiting symptoms of COVID-19 or coronavirus are not required to wear masks on the job site unless their duties require the wearing of PPE.
3. In order to maintain the recommended six-foot social distancing employee shall not travel to job sites in crew cab trucks. Employees shall drive their own personal vehicles to jobsites. We do not recommend ride sharing by employees to get to job sites. While on the jobsite and working employees shall make every possible effort to maintain six feet of separation between themselves and other employees.

4. Employees SHALL NOT share equipment while on a job site, this includes cell phones. Use only your own tools and phone.
5. We encourage frequent hand washing with soap and water. Adequate supplies of soap and water for handwashing shall be provided on each jobsite when available. Hands shall be washed for at least 20 seconds. Hands shall be dried on disposable paper towels, which will also be provided on each jobsite. The used towels shall be disposed of in a trash receptacle which will also be provided. DO NOT throw any trash on the ground. Hand sanitizer will also be provided on each job site along with disposable wipes when available.
6. Employees should avoid personal contact with other employees. In the case that contact between two employees or a _____ Company employee and another employee on the jobsite, the _____ Company employee shall immediately wash his/her hands with soap and water for a minimum of 20 seconds.
7. Before using any tools on a job site, the employee should wipe the tool down with a disposable sanitizer wipe.
8. Employees who sneeze or cough shall do so into a disposable tissue, which shall be properly disposed of in a provided trash receptacle. If a tissue is not available employees should cough or sneeze into the crook of their elbow.
9. Meetings on all job sites shall be limited to a small number of employees so that six feet of separation can be maintained between all employees, even if this necessitates more than one meeting to accomplish the purposes of the meeting. This includes all meetings held for safety training purposes.
10. In _____ Company's administrative offices employees shall maintain six feet of social distancing at all times. In addition, plastic sneeze guards will be placed around employee work stations to protect employees from coughs or sneezes of other employees.
11. Meetings in the administrative offices shall be conducted as virtual or conference call meetings. This policy will remain in effect until government restrictions on in person meetings and its restrictions in light of the coronavirus pandemic are lifted.