



COVID-19 ACTION PLAN

PROJECT SITE PROTOCOL:

SUPERINTENDENTS/FOREMEN: Each day while employee's sign in, they need to be asked some important questions.

- Have you been in contact with person(s) who tested positive for COVID-19 for the last 14 days?
- Have you traveled outside the state or country with-in 14 days?
- Do you have symptoms related to the virus, such as fever, cough, sore throat, and shortness of breath?
- Are you currently giving care to person(s) exhibiting signs of COVID-19?

If the employee answers yes to any of these questions, the employee should be asked to go home and consult with his/her medical provider for further guidance. The employee will have their time labeled as PTO with additional notation of why the employee was asked to go home. (Example – Employee exhibited symptoms related to COVID-19). This should also be the same procedure if the General Contractor is the one who asks the employee to remove themselves from the project.

Supervisors should notify the specific group V.P., HR Team, General Superintendent and Safety Director.

Project cleanliness: Aside from general housekeeping practices, extra steps should be taken to clean and disinfect equipment, tools and vehicles that are communally used by employees. If the project uses any type of shuttle to transport employees, the vehicle carry load should be cut in half to enable "social distancing".

If there is an employee who is exhibiting symptoms and is sent home but not under 14 day quarantine per his/her healthcare provider, they must be symptom free for at least 3 days before returning to work.

If you have sub-contractors or third party temp. labor on site who are exhibiting symptoms, ask them to leave the site and contact their immediate supervisor and also alert the above mentioned list of people to notify.

EMPLOYEE GATHERING:

When employees are gathering for morning sign, pre-task, or toolbox topics, ensure that employees are practicing social distancing. If you have larger groups of 20 or more consider multiple sign-in sheets at different locations and multiple stand down meetings to promote smaller group gatherings.

Also for large groups consider alternating shifts when it comes to lunch and break time.

The key is cutting down exposure as much as possible.

EMPLOYEE PRTOCOL:

Employees should be practicing all CDC recommended steps to prevent illness.

- Washing hands with soap and water for at least 20 seconds. Or using hand sanitizer containing at least 60% alcohol.
- Avoid unnecessary travel.
- Practice “social distancing” with a separation distance of at least 6’.
- Cough or sneeze into the inside bend of your elbow or shoulder. If tissues are used dispose of immediately and wash your hands.
- Avoid touching your face and eyes.

Self-check your temperature before leaving for work. If your temperature exceeds 100.4 degrees F, stay home and contact your supervisor by phone and then seek help from your medical provider.

Employees are encouraged to use the Cigna Telehealth Program. See link below or you can down load the myCigna app and access it there.

<https://www.cigna.com/individuals-families/member-resources/telehealth-connection-program>

If you are sent home for an illness related reason, you should contact your health provider immediately for further guidance.

Updated CDC guidance for employees who have tested positive or have had symptoms: (This information should be given to them from a healthcare provider). The following is to help evaluate an employee’s ability to return to work.

CDC Guidelines:

You can be around others:

- 10 days since symptoms first appear **and**
- 24 hours without a fever and using fever-reducing medications **and**
- Other symptoms are improving.

Note: *Loss of taste and smell may persist for weeks or months after and need not delay the end of isolation.*

Note: Most people do not require another test after the initial positive test unless the healthcare provider recommends it. Per these guidelines it will not be necessary for the employee to provide a negative test result. These guidelines will only apply to employees who have tested positive and are not experiencing severe symptoms.

Employees should be seeking medical treatment/guidance from a healthcare provider if they have symptoms related to COVID-19 or have come in contact with a confirmed positive case.

14 day quarantine may still apply to those who are exhibiting severe symptoms and test positive.

Note: To view this and other recent updates please follow the link.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Employee will be need to provide a doctor's note or negative test results to return to work.