

COVID-19 Pandemic Policy

G. Swanson Construction, Inc.

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Table of Contents

INTRODUCTION	2
JOB SITE PROCEDURES.....	2
COVID-19 SAFETY COMPLIANCE OFFICER (SCO).....	2
GENERAL SITE PROCEDURES:	3
SCREENING	5
CONFIRMED COVID-19 EXPOSURE	5
COVID-19 THIRD PARTY JOBSITE SAFETY ACCOUNTABILITY SUPERVISOR (JSAS).....	5
APPENDIX A – COVID-19 PROTOCOLS	7
APÉNDICE A - PROTOCOLOS DE COVID-19	7
APPENDIX B – CLEANING AND DISINFECTING PROCEDURES	8
APÉNDICE B - PROCEDIMIENTOS DE LIMPIEZA Y DESINFECCIÓN	8
APPENDIX C.....	9
COVID-19 TOOLBOX TALK.....	9

INTRODUCTION

The COVID-19 virus, also referred to as the “novel coronavirus,” while similar to SARS (severe acute respiratory syndrome) and MERS (Middle East respiratory syndrome), is as its name implies “novel” and has had and is having an unprecedented impact on global health and world economies.

Notwithstanding, some work activities have been deemed essential, subjecting employees performing "essential" work to potential exposure to the virus. These employees are entitled to a safe work environment and the information contained in this guidance document, if carefully followed, will substantially reduce, if not eliminate, the potential for exposure to COVID-19 while at work.

G. Swanson Construction, Inc. (G. Swanson), follows the mandate of the Injury and Illness Prevention Program (IIPP) regulation found in 8 CCR §3203 to provide and ensure our employees have a safe and healthy workplace. G. Swanson provides services to essential and critical businesses. However, in providing these services, we must exercise diligence and an abundance of caution to ensure the safety of our employees. To do so, we have adopted this Pandemic Communicable Disease Policy, which includes procedures to be followed when at job sites.

In the application of this policy, during outbreaks of communicable diseases, G. Swanson, Inc. expects our employees to consider that every person they may come into contact with is a carrier of the disease, and to take every necessary precaution to prevent becoming ill.

The G. Swanson Safety Coordinator will administer the requirements of the IIPP and this Policy. All inquiries can be directed to the Safety Coordinator.

JOB SITE PROCEDURES

COVID-19 Safety Compliance Officer (SCO)

A COVID-19 SCO will be assigned to each job site and named in the A Site-Specific Health and Safety Plan (HASP). The responsibilities of the SCO are:

1. Implement all recommended COVID-19 safety and sanitation procedures at the job site.
2. Complete daily written verification that the job site is compliant with regulatory requirements. The written verification must be copied and stored at the job site and transmitted to the G. Swanson office.
3. Establish and enforce daily health screenings for the job site to ensure that no one is admitted to the site that might be contagious. These screenings must be conducted each time a worker enters the job site, even if they left briefly, and when delivery personnel and other visitors arrive at the site.
4. Establish and enforce cleaning and decontamination procedures for workers entering and leaving the site. Ensure sufficient handwashing stations and sanitizers are available.

5. Develop, implement, and enforce a remediation plan for non-compliance with COVID-19 policies and protocols.
 - a. The remediation plan must be translated for non-English speaking workers.
 - b. The remediation plan must be posted at job site entrances.
 - c. Non-compliant Jobsite activity must be discontinued.
 - d. Repeated non-compliance must be brought to the attention of the appropriate job site supervisors and local officials.
6. Conduct daily briefings in small groups or by teleconference if possible, for pertinent site personnel (foremen, project managers, etc.) to include:
 - a. Any new job site rules and procedures, and any pre-job travel restrictions for prevention and control of diseases.
 - b. Review of sanitization and hygiene procedures.
 - c. Soliciting feedback and suggestions for safety and sanitation.
 - d. Coordination of daily site sanitizing and cleaning.
 - e. Update personnel with any new COVID-19 rules and guidelines.
 - f. Review emergency protocols for exposures or suspected exposures to COVID-19.

General Site Procedures:

1. A Site-Specific Health and Safety Plan (HASP) will be prepared and regularly updated to include current pandemic protocols and guidelines. The HASP will be posted at the entrance to the worksite.
2. A Covid-19 Safety Compliance Officer (SCO), named in the HASP, must be stationed at the entry point to the worksite to oversee worker screening. Daily worker screening protocols will be posted at all site entrances.
3. A log of all workers and site visitors with contact information, including name, address, phone number, and email must be maintained in the job site trailer.
4. Posters with Covid-19 specific requirements must be placed at the entrance to the worksite (see Appendix A). If workers are present that do not speak English, the poster must be translated into a language they understand.
5. Cleaning, disinfecting, and decontaminating procedures must be posted at work site entry points (see Appendix B).
6. Hand-washing stations and hand sanitizer will be stationed at the entrance to the site in a manner so that workers can be at least six feet apart while washing their hands. The stations will also be positioned throughout the site so that workers can wash following the CDC guidelines and/or use hand sanitizer when arriving at the worksite.
7. The following rules must be enforced:
 - a. Social Distancing:
 - Employees must maintain social distancing of at least six feet at all times.
 - Handshakes or any other form of physical contact are prohibited.
 - Gatherings of people are prohibited except for safety briefings or toolbox meetings. Foremen must hold daily toolbox meetings to remind employees of safe work procedures. This will be done in groups of 10 or less to allow for social distancing, or through teleconferences when possible.

- Carpools and rideshares are prohibited.
 - Work may be conducted in aerial/man lifts only if the workers remain six feet apart at all times.
 - Elevators may be used, one person at a time.
 - To the extent possible, work start and stop times will be staggered to allow for social distancing.
 - To the extent possible, breaks and meal times will be staggered to allow for social distancing. Workers must stay six feet apart during breaks and meals.
 - The use of microwaves, water coolers, and other shared equipment is prohibited.
 - Sharing food and beverages is prohibited. Workers may be expelled from the site if observed sharing food and beverages.
 - Phones and desks must not be shared. Surfaces must be disinfected when possible.
 - Interactions will be minimized with delivery people and site visitors. Social distancing must be maintained.
 - When it is not possible to maintain the six-foot distancing rule, work must stop. The foreman will be notified. If the issue cannot be mitigated, i.e., a solution worked out to allow for social distancing, the work will not continue. The foreman shall then notify the site SCO immediately
- b. All Personal Protective Equipment (PPE) necessary for the work to be performed must be provided by contractors and used as required.
- PPE must be disinfected following the manufacturer's requirements before putting it on. It must be wiped with a disinfectant wipe or sprayed with a mild bleach solution (one-third cup bleach in one-gallon water) after taking it off.
 - Reusable PPE must be disinfected before each use.
 - PPE must not be shared.
 - Employees must be trained on the proper use of PPE.
 - Workers must wear facial coverings. If respiratory protective masks are not required for the job at hand, a cloth mask, bandana, or filtering facepiece must worn. Medical grade face coverings must not be worn, unless required for the site, such as at a medical facility.
 - Clothing should be washed when returning home. It should not be shaken before putting it into the washer to prevent contaminants from entering the breathing area.
- c. The use of a shared water cooler at the worksite is prohibited. Individual water bottles will be provided for drinking water in amounts as required by the Heat Illness Prevention Plan.
- d. Equipment and tools will not be shared unless absolutely necessary. When sharing cannot be avoided, it must be wiped with a disinfectant before and after it is shared.
- e. All equipment and surfaces must be wiped down with sanitizers and disinfectants following recommended CDC procedures to the extent possible.
- f. When leaving the worksite, employees must wash hands and/or use hand sanitizer. Wipe surfaces in the vehicle following CDC guidelines, including the steering wheel, armrest, door handle, radio controls, turn signal handles, transmission control, etc.

Screening

Employees must be screened for signs and symptoms of Covid-19 before the start of the workday by the foreman. This will consist of verifying temperatures through use of a temporal scanner and asking questions. Positive responses will result in the employee being sent home until they are symptom-free for at least 14 days. Employees who have been exposed to COVID-19, have received a COVID-19 diagnosis or have a temperature of 100.4 or more will be sent home for a 14-day self-quarantine and will not be allowed to return to work without a medical release.

The foreman will report to the SCO how many employees had negative responses and are cleared to report for work. The foreman shall not reveal the name(s) of any employee with a positive response to the screening, nor reveal any medical history.

At a minimum, questions asked during the screening will include, but are not limited to:

1. Have you traveled outside the U.S.A. within the past three weeks?
2. Have you been in contact with anyone diagnosed with Covid-19?
3. Do you have a fever?
4. Do you have a cough or feel tightness in your chest?

Confirmed COVID-19 Exposure

1. The infected worker will be immediately removed from the job site and instructed to seek medical attention. The worker may not return to work without approval in writing from a health care professional.
2. All work must stop in the area where the infected worker was assigned, and all areas where the person may have been. All other workers must leave the area and start decontamination procedures.
3. The contaminated areas must be cleaned and disinfected by a professional outside vendor that specializes in hazmat clean-up. No work may occur in those areas until decontamination and sanitation are complete.
4. The local public health department must be immediately notified. Any additional requirements of that public health department must be followed, including any tracking that may be required.

COVID-19 Third Party Jobsite Safety Accountability Supervisor (JSAS)

When required by the local Health Department, G. Swanson will hire a third-party Jobsite Safety Accountability Supervisor (JSAS) who holds a current OSHA-30 certificate and a current First Aid certificate. The JSAS will be trained in these protocols and will verify G. Swanson compliance with these requirements through visual inspections and random worker interviews.

The JSAS must perform the following:

1. Within seven calendar days provide a written assessment of any failure to comply with these protocols. The assessment must be provided to G. Swanson, copied and stored, and upon request, sent to designated officials.
2. Should the JSAS find that a job site is not in compliance with these protocols, the JSAS must work with the SCO to develop and implement a remediation plan.
3. The JSAS must coordinate with the SCO to prohibit job site activities that are noncompliant, address the nonconformance, and bring the activities into compliance.
4. The remediation plan must be sent to local officials within five calendar days of any discovered noncompliance.

APPENDIX A – COVID-19 PROTOCOLS

1. Do not touch your face with unwashed hands or with gloves.
2. Frequently wash your hands with soap and water for at least 20 seconds and/or use hand sanitizer with at least 60% alcohol.
3. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
4. Cover your mouth and nose when coughing or sneezing or cough or sneeze into the crook of your arm at your elbow/sleeve.
5. Do not enter the job site if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
6. Constantly observe your work distances to other workers.
7. Maintain the recommended minimum six-foot distancing at all times when not wearing the necessary PPE for working close to another person.
8. Do not share phones or PPE.
9. Wear a mask at all times.

APÉNDICE A - PROTOCOLOS DE COVID-19

1. No toque su cara con las manos sin lavar o con guantes.
2. Lávese las manos con frecuencia con agua y jabón por lo menos 20 segundos y / o use desinfectante para manos con al menos 60% de alcohol.
3. Limpie y desinfecte objetos y superficies que se tocan con frecuencia, como estaciones de trabajo, teclados, teléfonos, pasamanos, máquinas, herramientas compartidas, botones de control de elevadores y perillas de las puertas.
4. Cúbrase la boca y la nariz al toser o estornudar o toser o estornudar en la curva de su brazo en el codo / manga.
5. No ingrese al lugar de trabajo si tiene fiebre, tos u otros síntomas de COVID-19. Si se siente enfermo o ha estado expuesto a alguien que está enfermo, quédese en casa.
6. Observe constantemente sus distancias de trabajo en relación con otros trabajadores.
7. Mantenga la distancia mínima recomendada de seis pies en todo momento cuando no use el EPP necesario para trabajar cerca de otra persona.
8. No comparta teléfonos ni PPE.
9. Use una máscara en todo momento.

APPENDIX B – CLEANING AND DISINFECTING PROCEDURES

1. Clean and wash dirty surfaces, including your skin.
2. Following manufacturer’s guidelines, use a disinfecting product approved by the EPA and/or a solution of 1/3 cup bleach to one gallon of water.
3. Apply the disinfectant to the surface, following the manufacturer's guidelines.
4. Clean and disinfect all work areas, tools, equipment, PPE before each use.
5. Wash hands when entering and leaving the site, and before and after the following:
 - a. Breaks.
 - b. Meals.
 - c. Using shared equipment, if unavoidable.

APÉNDICE B - PROCEDIMIENTOS DE LIMPIEZA Y DESINFECCIÓN

1. Limpie y lave las superficies sucias, incluida la piel.
2. Siguiendo las pautas del fabricante, use un producto desinfectante aprobado por la EPA y / o una solución de 1/3 taza de cloro por cada galón de agua.
3. Aplique el desinfectante a la superficie, siguiendo las pautas del fabricante.
4. Limpie y desinfecte todas las áreas de trabajo, herramientas, equipos, PPE antes de cada uso.
5. Lávese las manos al entrar y salir del sitio, y antes y después de lo siguiente:
 - a. Descansos.
 - b. Comidas.
 - c. Usar equipo compartido, si es inevitable.

APPENDIX C

COVID-19 Toolbox Talk

Date: _____

Trainer: _____

Print Name	Signature

What is COVID-19?

The novel coronavirus, COVID-19 is one of the 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.

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 six 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. 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 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.
- 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.
- Notify your supervisor if you have symptoms (i.e., fever, cough, or shortness of breath) and stay home—DO NOT GO TO WORK. YOU WILL NOT LOSE YOUR JOB.
- Avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- Employees who are not family members living in the same household should avoid ridesharing. While in vehicles, ensure adequate ventilation.
- If practicable, use/drive the same truck or piece of equipment every shift.
- Instead of using a common source of drinking water, such as a cooler, use individual water bottles.
- Maintain at least six feet of personal space while waiting to enter or exit the project and when meeting with one or more people.
- Wear masks or other face coverings when required.

General Job Site Practices

- Clean AND disinfect frequently touched objects and surfaces. Dirty surfaces can be cleaned with soap and water before disinfection.
- Avoid using other employees' 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 regularly.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) regularly.
- Avoid sharing tools with co-workers 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 G. Swanson at least twice per week and disinfected on the inside.
- Any trash collected from the job site must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing and eye 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, provided the gloves used in no way inhibits an employee's ability to safely perform their task(s). Employees may not share gloves.
- Eye protection: Eye protection (safety glasses) should be worn at all times while on-site.
- Masks or other face coverings when required.
- PPE will be disinfected before use.