

# Section 44 Exposure Prevention, Preparedness, and Response for COVID-19

## 44.1 Purpose/Policy

**RA-LIN** takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID19,” a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our jobsites. The Company has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

## 44.2 Responsibility of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. 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 employees.

## 44.3 Responsibility of Managers and Supervisors

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees 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 immediate supervisor. If they cannot answer the question, please contact the Safety Director or HR Manager.

OSHA and the CDC have provided the following control and preventative guidance for all workers, 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.



- Social Distancing should be practiced, if not possible face coverings should be worn.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- 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 supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away. In both cases, the supervisor should contact safety director or HR manager immediately after notification.

#### **44.4            Jobsite Protective Measures**

The Company has instituted the following protective measures at all jobsites.

A.    *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the subcontractor 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. Photo documentation of sign-in sheets can be emailed or texted to the RA-LIN Superintendent. The RA-LIN Superintendent will upload in the photo tab on Pro-Core.
- Employees must avoid physical contact with others and shall direct others (coworkers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers. Regardless, office trailer doors will be locked to control and limit access.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or video conference.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.



- Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- The Company will divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
- Employees are encouraged to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation.
- If practicable, each employee should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- Jobsites will post reminders for all workers to report all injuries and illness immediately to the Company. Additionally, federal posters regarding hygiene best practices and works rights (WH1422 non-federal) will be posted in the job office.
- All jobsites will provide a COVID-19 toolbox topic for all workers on site and document attendance with the agenda.
- Superintendents will review all subcontractors JSAs regarding when required to evaluate proper adherence and enforcement of the physical distancing CDC guidelines for all workers on site.
- Superintendents will review the subcontractor's daily report each day and ensure the subcontractor list all employees and confirm if there are any workers exhibiting COVID-19 symptoms on site. Subcontractors not completing daily reports with this information shall not be permitted to work on site.
- Superintendents will have all hourly employees sign weekly injury and illness statement at the end of the workday on Friday. Employees that have not signed the weekly injury statement shall not be permitted to work.
- All jobsites will be equipped with a rented hand washing station for all workers. If hand washing stations are not available, a wash station can be constructed (with water connection, drain, soap and paper towels) If a handwashing station is not feasible, alcohol-based hand sanitizer will be made available.

**B. *Workers entering Occupied Building and Homes***

- Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.



- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based wipes or spray cleaner for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. *Job Site Visitors*

- Communicate the screening process to workers on site. Require everyone entering the jobsite to complete the initial screening questionnaire.
- Establish safe entry point protocols for screening process on site.
- Screener must maintain 6' distance while completing the questionnaire portion of the form and wear appropriate PPE (and / or establish physical barrier controls) during the retrieval of the questionnaire.
- Ensure the confidentiality for anyone submitting to the questionnaire and maintain records in a secure location
- Deny entry to anyone that answers yes to the any of the questions or refuses to submit to the initial screening questionnaire. Maintain a record of those denied access.

D. *Personal Protective Equipment and Work Practice Controls*

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the Company 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. Employees should avoid sharing gloves.
  - Eye protection: Eye protection should be worn at all times while on-site.
  - Social Distancing practices should be followed. If this is not possible then face coverings should be worn. These are not respirators or N95's. Please save the N95's for the tasks they are needed.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
  - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
  - Limit exposure time to the extent practicable.



Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.

The CDC has stated that during a public health emergency, facemasks (N95's) may be reserved for healthcare workers. You may be required to wear a respirator that is stronger than an N95.

- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

## **44.5 Jobsite Cleaning and Disinfecting**

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned a couple of times per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- 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. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.<sup>1</sup> Notwithstanding this, the Company will clean those areas of the jobsite that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again. The company’s COVID-19 task force will review appropriate measures required in the event of a confirmed positive case is reported on site.
- The Company will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).



## 44.6 Jobsite Exposure Situations

### ▪ Employee Exhibits COVID-19 Symptoms or tests Positive for COVID-19

If an employee exhibits COVID-19 symptom, the employee must notify their supervisor, safety director or HR manager immediately, 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). If you have a fever, cough or [other symptoms](#), you might have COVID-19. You must be able to do all 3 of the steps below to be able to return to work:

- 3 days with no fever **and**
- Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
- 10 days since symptoms first appeared

Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

- Keep track of your symptoms.
- **If you have an emergency warning sign (including trouble breathing)**, get emergency medical care immediately.

The Company will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

### • Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise with valid test results) must notify their supervisor, safety director or HR manager immediately, and may be directed to do the above or return to work and wear a mask. Close contact is defined as six (6) feet for a prolonged period of time (15 minutes).

If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee 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.

## 44.7 Confidentiality/Privacy

Except for circumstances in which the Company 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 that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own



health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

#### **44.8 General Questions**

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the Safety Director or HR Manager.



## 44.9 COVID-19 Checklists for Employers and Employees

### 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 supervisor and 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 employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.

Access to the job site and work trailer will be limited to only those necessary for the work.

Employees, 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 employees assigned cleaning/disinfecting tasks.

### Employee Responsibilities

DO NOT COME TO WORK SICK. STAY HOME. Contact the Safety Director or HR Manager immediately if you have COVID-19 symptoms.

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. Employees should regularly do the same in their assigned work areas.

Frequently clean shared spaces such as trailers and break/lunchrooms daily.

Frequently disinfect shared surfaces (door handles, machinery controls, etc.) daily.

Avoid sharing tools with co-workers. 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.





#### **44.10 Toolbox Talk on Exposure to The Coronavirus**

**May 7, 2020**

**Here are the important things you need to know about COVID-19**

##### **Symptoms**

Coronavirus disease (COVID-19) is characterized by mild to severe symptoms which may include:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

More rarely, the disease can be fatal. Older people, and people with other medical conditions (such as asthma, diabetes, or heart disease), may be more vulnerable to becoming severely ill.

##### **How is it Spread**

The main way that the virus is spread is through Person-to-person contact. Transmission typically occurs when someone with the virus sneezes or coughs on you, leaving respiratory droplets on your skin or clothing, or you touch someone who has the virus or their skin or clothing.

It can also be from touching an area where someone sneezed or coughed in a common area. When you touch these areas and then touch your face; this gives the virus an entry point via your mouth.

##### **Best Practices for Control**

- Do not report to work if you are sick or have COVID-19 symptoms
- Maintain 6' physical distance from other workers and avoid any prolonged contact
- Avoid large gatherings of 10 or more
- Always wear a cloth face covering per the CDC when working around others on site
- Do not share tools or equipment
- Wash hands frequently for 20 seconds or use hand sanitizer with at least 60% alcohol content
- Cover coughs and sneezes and wash hands afterwards
- Avoid touching your face

The website below is also a good tool for more information on the virus.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>



## 44.11 COVID-19 Initial Screening Questionnaire

### COVID-19 INITIAL SCREENING QUESTIONNAIRE

**IMPORTANT: THE SCREENER SHOULD IMMEDIATELY STOP THE SCREENING AND DENY ACCESS TO ANY INDIVIDUAL WHO ANSWERS YES TO ANY SCREENING QUESTION.**

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**For jobsite access approval:**

Have you been confirmed positive for COVID-19? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been in close contact (more than 15 minutes at a distance less than 6') with any persons who have been confirmed positive or exhibiting symptoms of COVID-19? <input type="checkbox"/> Yes <input type="checkbox"/> No
All employees, vendors, contractors, inspectors and visitors must submit to a temperature check. Is Temperature 100.4°F or above? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, record temperature here: _____)

Individuals who answer YES to ANY question on the Initial Screening Questionnaire OR have a temperature of 100.4°F [38°C] OR refuse to participate in the screening process must be denied access to the jobsite.

Name of Individual Seeking Access \_\_\_\_\_

Access Determination \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Name of staff completing form \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**For jobsite access approval:**

Have you been confirmed positive for COVID-19? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been in close contact (more than 15 minutes at a distance less than 6') with any persons who have been confirmed positive or exhibiting symptoms of COVID-19? <input type="checkbox"/> Yes <input type="checkbox"/> No
All employees, vendors, contractors, inspectors and visitors must submit to a temperature check. Is Temperature 100.4°F or above? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, record temperature here: _____)

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Access Determination \_\_\_\_\_ Approved \_\_\_\_\_ Denied



Name of staff completing form \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_