1. FIELD OFFICE/JOB TRAILER PROTOCOL
   - Enhance all safety plans to include COVID-19 protocols.
   - All on-boarding of new personnel will include COVID-19 awareness and protocol.
   - No job site/job wide meetings should be held
   - Use available technology to its full capacity to avoid face to face meetings/interaction.
   - Conference calls, go-to meeting and/or video conferencing should be held in lieu of face to face meetings.
   - Remind site personnel to avoid touching their faces and cover coughs and sneezes.
   - Hand shaking should be avoided, other noncontact methods should be used for greeting.
   - Practice social distancing (6’ away from each other).
   - Frequent hand washing is encouraged. If soap and water is not available, an alcohol-based hand sanitizer should be used.
   - Clean common surfaces in the job office frequently.
   - Non communal food is permitted.
   - Food items and utensils should not be shared.
   - Use disposal products if available.
   - Utilize hand towels and no-touch trash receptacles where possible.
   - Office supplies should not be shared.
   - Hazards should be routinely assessed to limit exposure.
   - Continuously evaluate risk and exposure on the job site.

2. NEW CONSTRUCTION PROTOCOL
   - Practice social distancing and personal hygiene always.
   - Only critical deliveries and visitors will be permitted to enter the job site.
   - Communication will be increased to all employees on site to help everyone stay informed of the latest developments.
   - Meetings should be limited and should only include critical staff (under 10 people). Conference calls and/or video conferencing will be used as much as possible.
   - Provide disinfecting wipes for elevator operators and hoist operators to sanitize surfaces as often as possible.
   - Site personnel should eat their lunch away from others. Lunch breaks will be rotated to keep crowd size limited.
   - Facemasks should be added as additional PPE, as available.
   - Employees should always wear gloves (PPE).
   - Employees shall not share PPE.
   - Additional hand washing and hand sanitizer stations will be provided.
   - Signage will be promoted across the job site to raise awareness of the COVID-19 best practices and symptoms.
   - Work hours will be staggered to avoid large crowds entering/exiting the job site and gathering at lunch.
   - JSA meetings will be conducted with 10 or less people.
   - CDC updated information will be provided as part of the daily JSA.
• A questionnaire will be utilized during the daily JSA meeting to gain information regarding workers’ health and exposure.
• Employees will attest when signing JSA’s that they have not experienced fever, cough, sore throat, body aches, non-allergy nasal congestion.
• Additional training and information will be provided to all site personnel as required on COVID-19 and symptoms.
• Servicing of portable toilets will be increased & toilet banks sanitized routinely.
• All coordination efforts will be done in open environments.
• Bottled water will be utilized, if available – water cooler use should be limited.
• Only approved food trucks will be allowed on site.
• Projects with remote parking will limit occupants of shuttle buses and increase the number of shuttles.
• Shuttle buses with be sanitized after each trip.

3. INTERIOR CONSTRUCTION PROTOCOL
• Increase ventilation in all work areas.
• Keep construction workers and office workers separated by partitions.
• Limit elevator use to material handling.
• If elevators are required for personnel, dedicate one elevator for construction use.

4. CONSTRUCTION SITE EMPLOYEES
• All employees will be asked daily if they are experiencing any COVID-19 symptoms or the virus – will be sent to seek medical attention.
• If exposure of COVID-19 is confirmed – they will go home and quarantine for 14 days.
• If in quarantine they begin to experience symptoms – they will seek medical attention.
• Employees will practice social distancing.
• Employees will practice hygiene as recommended by the CDC & communicate the same to fellow workers.
• Employees will not share tools, food, or drink.
• It is recommended that each employee eat lunch in their own vehicles.
• We will encourage workers to change clothes prior to arriving home and wash work clothes in hot water and sanitizer.

5. A CLEAN JOB IS A SAFE JOB
• Step 1: Every person entering the jobsite gets a full spray of steramine (sanitizer) to their footwear and couple inches at the bottom of their pants. There is someone posted at the gate to make sure everyone gets a spray.
• Step 2: You are encouraged to wash your hands throughout the day, especially before break or lunch time. If you forget how to wash your hands or how long reminders will be posted.
• Step 3: There are several products that are hard to come by a the moment, but you can find other brands and items that work great on non-porous surfaces,. It can be used in break rooms, tables, chairs. It will not dye clothes or stain like bleach does. You put a tablet and dilute with 1g of water. Approved by the EPA.

6. COVID-19 SCREENING QUESTIONS
• During the pandemic, ADA-covered employers may ask employees if they are experiencing symptoms of the pandemic virus. For COVID-19 this includes:
  o Fever
  o Chills
  o Cough
- Shortness of Breath
- Sore Throat

- Have you traveled to a CDC Level-3 country or any area with sustained community transmission?
- Symptoms may change as we learn more about the virus, and the JSA may be updated accordingly.
- Any medical information, such as temperatures and/or symptoms, that are shared by employees will be treated as confidential medical information. Any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

7. **SANITIZATION**
   - The CDC recommends mixing 1/3 bleach per gallon of water.
   - The following should be sanitized daily:
     - Doorknobs
     - Lunch tables, restrooms, and stair rails
     - Gate locks
     - Controls for scissor lifts, forklifts, back hoes, etc.
     - Gang box and communal tools
     - Stair rails to job trailer
   - Manufacturer instructions for application should be followed, ensuring a contact time of at least 1 minute.
   - Rubber gloves should be worn when sanitizing.
   - All site workers are encouraged to bring hand sanitizer to clean their hands on a regular basis.
   - Where possible, provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
   - Subcontractors are responsible for sanitizing their own equipment and tools.

8. **PROCEDURE IF SOMEONE BECOMES ILL**
   - Leave the site and seek medical attention
   - Avoid touching anything
   - Text or call your supervisor
   - Notify the HR Department
   - Follow guidance on self-isolation and do not return to work until approved by the HR department.

9. **TRAVELING TO JOB SITES**
   - Travel to site alone using your own vehicle
   - Sites need to consider parking arrangements for additional cars
   - Avoid public transportation for business or personal use