

**TSA Drilling, Inc.**  
**DBA: PeneCore Drilling, Inc.**  
**Infectious Disease Control Plan**  
**COVID-19**

REVISED 5/8/2020



# INTRODUCTION

May 2020

To support our teams during this time of uncertainty surrounding the spread of the COVID-19 virus, PeneCore Drilling, Inc. is providing our clients, project partners and employees this PeneCore Drilling, Inc. Infectious Disease Control Plan / COVID-19 Update.

This document is to be implemented throughout the company and at all Level 10 job sites.

All PeneCore Drilling, Inc. managers and supervisors must be familiar with this plan and be ready to quickly and accurately answer questions from employees, subcontractors and clients. We will be looking to our managers and supervisors to set a good example by following this plan at all times. This involves following all personal hygiene and job site safety practices and ensuring your direct reports and subcontractors do the same to prevent the spread of the virus.

In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, including fever, cough or shortness of breath. If you have a specific question about this plan or COVID-19, please ask your manager or supervisor. If they cannot answer your question, please contact Director of Safety Larry Fabbro, [lfabbro@level10gc.com](mailto:lfabbro@level10gc.com).

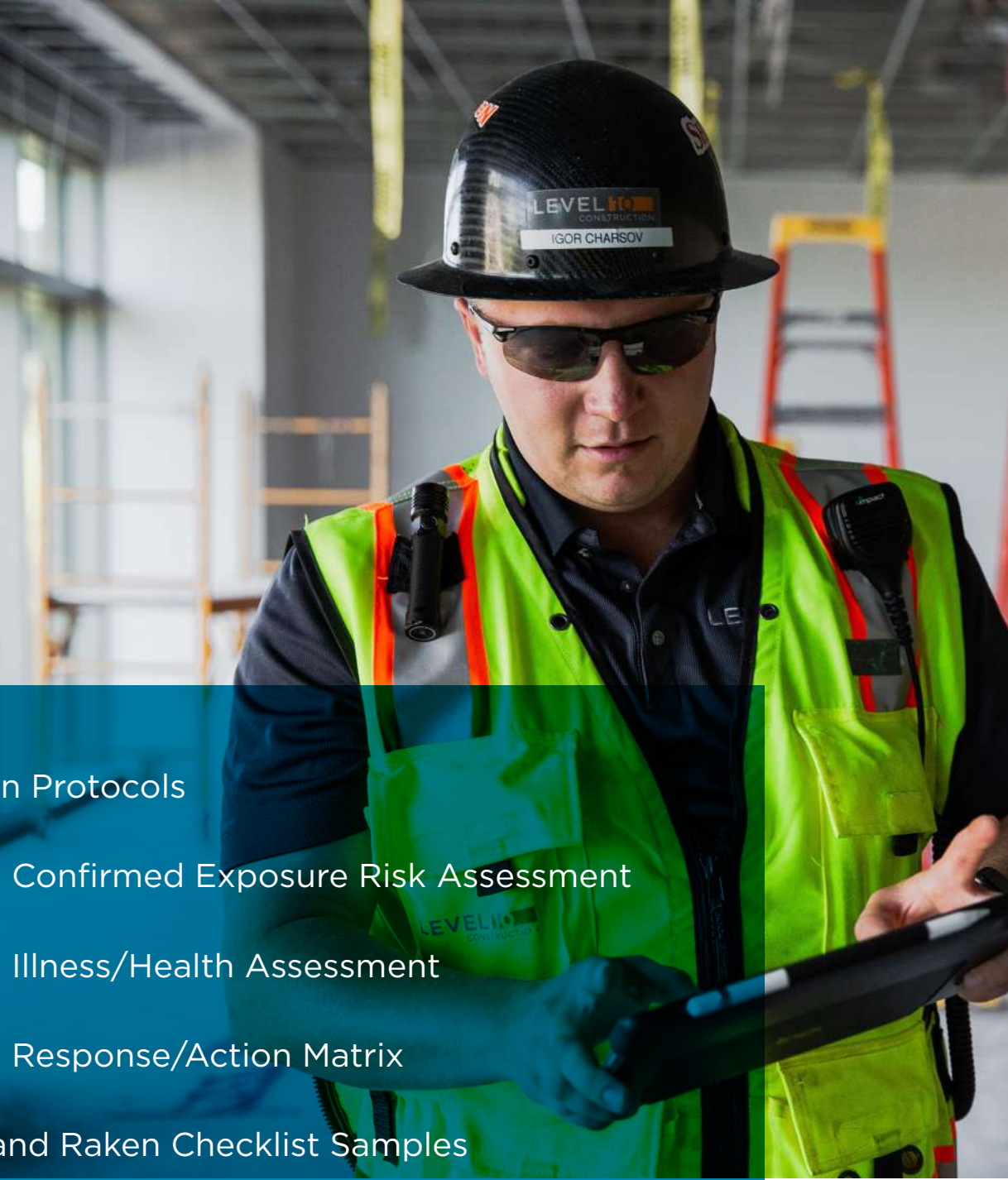
The Partners of PeneCore Drilling, Inc. and our Safety Department continue to monitor the recommendations of the CDC (Centers for Disease Control), CalOSHA and the federal, state and local governments to get the most current information regarding ways to limit exposure to the virus.

We will update this document, as necessary, and inform you when we do so.

Meanwhile, thank you for learning this information and adhering to it as our best defense to keep everyone safe and healthy.



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# COVID-19 PLAN

## Prevention Protocols

# 1. PREVENTION PROTOCOLS

To minimize the risk of COVID-19, Level 10 job sites will enact the most stringent of CDC (Centers for Disease Control) and state and local government-mandated prevention protocols

## START HERE

Before we introduce Level 10's COVID-19 Infectious Disease Control Plan, we need all employees to follow these four important steps **right now**:

1. **If you are feeling sick or believe you have COVID-19 symptoms** (fever, cough, shortness of breath), contact your supervisor and **DO NOT COME TO WORK**
2. Read Appendix 2, Exposure Risk Assessment Guide
3. Read Appendix 3, Illness/Health Assessment Guide
4. Sign Appendix 3 and submit to your supervisor initially and at the start of each work week.

## PREVENTION PROTOCOLS

Level 10's Infectious Disease Control Plan has utilized the most current information available at the time of this writing and will be continually updated as new information is available. Our COVID-19 prevention protocols are broken down into the following:

1. Visitor and Vendor Policy
2. Employee Policy
3. Subcontractor Policy
4. Employer Policy/Training
5. Work Practice Controls
6. Job Site and Office Cleaning
7. Job Site Orientations

### 1. Visitor and Vendor Policy

To lessen transmission risk and comply with federal and local shelter-in-place orders, **NO VISITORS OR VENDORS** are

allowed on Level 10 job sites without prior written permission from Level 10 management.

Upon receipt of permission from Level 10 management: ALL visitors must check in at the project's Level 10 job site office or with the field supervisor.

### 2. Employee Policy

All employees at a minimum are to follow Level 10's Infectious Disease Control Plan with COVID-19 Update.

Some "non-essential" employees may be asked to work from home to limit contact with other people, following CDC guidelines. Working from home will need to be approved in writing by your supervisor. **No employee shall knowingly come to work sick.**



### 3. Subcontractor Policy

**Before any** subcontractor returns to work or begins work on a Level 10 project, the subcontractor's office **must submit in writing** a COVID-19 Infectious Disease Control Plan with these items:

- Subcontractor requirement to track their workers on site daily and include in daily reports
- Subcontractor to include requirement for daily JHA (Job Hazard Analysis) as required if 6-ft. social distancing cannot be maintained.
- Exposure control procedures that follow CDC guidelines:
  - \* Worker minimization
  - \* Social distancing (for carpools, parking garages, daily work activities, break areas and lunch areas, and meetings)
  - \* Cleaning procedures for common areas
  - \* Illness reporting procedures

Subcontractors' submitted plans must be reviewed by Level 10 management to confirm items above are included, but not for approval.

### 4. Employer Policy/Training

Level 10 and our subcontractors' management must provide comprehensive training to employees on their initial assignment and at least annually. Level 10 and our subcontractors must also provide a training update to employees regarding changes to our Infectious Disease Control Plan that apply to COVID-19. This training update must specifically address the following:

#### Signs and Symptoms of COVID-19:

**CLICK here**  
for CDC webpage

#### CDC Job Site and Office Posters:

**CLICK here**  
for CDC webpage

#### Modes of Transmission of COVID-19 (and source control procedures):

**CLICK here**  
for CDC webpage

#### Proper Use of Respirators for Employees in "High Risk" Group:

**CLICK here**  
for CDC webpage

#### Tasks and Activities that May Expose the Employee to COVID 19:

Each individual employer must provide a Job Hazard Assessment on activities where social distancing **cannot** be maintained, and/or where its employees would be in proximity of others, and/or are participating in cleaning/sanitation practices.

#### Methods to Prevent or Reduce Exposure to COVID-19:

This includes appropriate engineering and work practice controls, decontamination and disinfection procedures, and PPE requirements (including selection, proper use, limitations, removal, handling, cleaning, decontamination and disposal.)

#### 4. Employer Policy/Training (continued)

##### What to Do if a **confirmed** COVID-19 Exposure Incident Occurs on the Job Site or in an Office

##### **Read Appendix 4, COVID-19 Response/Action Matrix, and follow these steps:**

1. The superintendent, project manager or office supervisor is to immediately notify the COVID-19 Leadership Team (Jim Evans, Pat Morrissey, Paul Moran, Kevin Englund, Larry Fabbro, your Project Executive, and Mike Conroy for San Diego projects) and separate the person from the job site or office.
2. Document specifically where the person was working.
3. Document the names of all people who may have been in close contact with the sick person and notify subcontractor's management, if applicable.
4. Notify foreman (if applicable) of the affected person.
5. Vigilantly monitor the job site/office to ensure no other people are exhibiting signs or symptoms.
6. The COVID-19 Leadership Team will determine who should be quarantined and any other actions based on CDC guidelines.
7. The COVID-19 Leadership team will notify the office or job site (and owner, if applicable) of the situation, as well as remedial steps taken,
8. You will also want to clean and disinfect the area. The COVID-19 Leadership Team will provide direction on whether to use a 3rd party cleaning service or in-house employees to clean the area.

Please reference the Centers for Disease Control's COVID-19 website page on "cleaning and disinfecting your building or facility if someone is sick."

This CDC webpage (please click on link below to access) contains important instructions for cleaning and disinfecting a site that has had a COVID-19 infected person present. It's important to note the webpage also includes items that do not fall under routine cleaning and disinfection for COVID-19.

**CLICK here**  
for CDC webpage

## 5. Work Practice Controls

### Engineering and Work Practice Controls

Level 10 and subcontractor employees must use feasible engineering and work practice controls to minimize employee exposure to airborne infectious diseases such as the COVID-19 virus. Engineering and work practice controls include (but are not limited to):

- ☐ Cleaning and sanitizing commonly used tools, controls and other surfaces
- ☐ Social distancing; maintaining 6 ft. of separation between people
- ☐ Ensuring everyone has proper PPE, including gloves with complete fingers
- ☐ Ensuring no large gatherings/meetings (in excess of 10 people)
- ☐ Ensuring closure of food trucks, etc.
- ☐ Ensuring sub and all-hands meetings are scheduled around social distancing and gathering requirements of fewer than 10 people.
- ☐ Maintaining 6-ft. separation during scheduling/work plan meetings
- ☐ Encouraging employees to not carpool into work (per social distancing)
- ☐ Instructing sick workers to stay home (or go home if at work) and not return until symptom free
- ☐ Ensuring workers notify their supervisor and HR when calling in sick
- ☐ Ensuring supervisors notify the COVID-19 Leadership Group of infected/potentially infected workers

#### Personnel/Material Hoist and Elevator Requirements:

- ☐ Ensuring a maximum of 1 operator plus 3 workers.
- ☐ Locations marked out on cab floor in red tape for each individual.
- ☐ Level 10 will limit personnel in the elevator as necessary.

**In addition to ensuring employees are utilizing the proper PPE, Level 10 will always look to minimize COVID-19 exposure risks by implementing a hierarchy of controls including: elimination, substitution, engineering and administration controls.**



## 5. Work Practice Controls (continued)

### Face Coverings

The CDC as of 4/8/2020 began recommending the use of non-medical masks or cloth face coverings to help stem the spread of COVID-19. According to this recommendation, non-medical or cloth face coverings are recommended in public settings where other social distancing measures are difficult to maintain.

Level 10 recognizes that it may be difficult to maintain social distancing in ALL construction activities. As such we are recommending that all employees on the job site wear face masks or cloth face coverings while at work. **In many California jurisdictions, face coverings are mandatory and must be worn.**

The cloth face coverings that are recommended by the CDC are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders.

Simple cloth face coverings can be made at home, out of t-shirts or bandanas, for example. The CDC has an online how-to for how to make your own cloth face covering. Click below:

Need to see how to make a cloth face cover?

**CLICK here**  
for CDC webpage



### How to Wear a Cloth Face Covering

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage to the shape

Remember:

- Do not touch your eyes, nose or mouth when removing your face covering and wash your hands immediately after removing
- Wash your cloth face covering after each use

**You must still maintain the 6-ft. social distancing requirement while wearing a cloth face covering (or any other face mask). Social distancing is one of the best ways to slow the spread of COVID-19.**

## 6. Job Site and Office Cleaning

As we continue to responsibly manage the evolving COVID-19 situation, we encourage all team members to support and assist in the routine cleaning and disinfection of frequently touched surfaces on our job sites\* with household cleaners and with [EPA-registered disinfectants](#) that are appropriate for the surface.

**Remember to always follow label instructions and the Safety Data Sheet (SDS) for proper handling and personal protection while using the selected chemicals.** Labels contain instructions for safe and effective use of the cleaning product, including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

**Remember, NEVER MIX CHEMICALS** without Safety Department Approval

### Definitions

**Cleaning:** The removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore the risk of spreading infection.

**Disinfecting:** Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs on a surface after cleaning further reduces the risk of spreading infection.

### How to Clean and Disinfect Surfaces



Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, they should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.



If surfaces are dirty, they should be cleaned by using a detergent or soap and water prior to disinfection.



For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered disinfectants should be effective.



Products with EPA-approved emerging viral pathogen claims are expected to be effective against COVID-19 based on data for harder-to-kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time, etc.)

**Your help in preventing the spread of illness is critical.**  
**Contact your supervisor if you have any questions or concerns.**

\*Please see Jobsite Cleaning/Disinfection Checklist on next page and iAuditor/Raken Checklists in Section 5.

## Attachment 1: Job Site COVID-19 Cleaning and Disinfection Checklist

**Project Name:** \_\_\_\_\_

[illegible]



## 6. Job Site and Office Cleaning (continued)

### High-Touch Surface Checklist

The following high-touch surfaces need to be regularly cleaned and disinfected:

- ☐ Gang box handles
- ☐ Entry gates, doors, handles
- ☐ Interior/exterior doorknobs, locks (if possible, prop open doors to limit exposure)
- ☐ Lunch areas: tables and chairs (including backs and arms), floors
- ☐ Conference rooms: tables and chairs, AV equipment, floors
- ☐ Light switches
- ☐ Plan tables
- ☐ Restrooms: handles, seats, locks, hand-wash stations, soap dispensers
- ☐ Shared hand power tools, cords, battery charging stations, etc.
- ☐ Construction personnel hoists/elevators: buttons, walls, floors
- ☐ Heavy equipment: forklifts, scissor lifts, etc.: controls, seats, handrails
- ☐ Other shared common areas
- ☐ Your own hands!



**Wash your hands often with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose and mouth! Cough or sneeze into a tissue (then discard in the trash) or use your upper sleeve.**

## 7. Job Site Orientations

All New Worker Orientations will be held in an open-air environment while practicing social distancing. Orientation will need to be scheduled at least 2 days in advance to account for the 6-ft. spacing requirements. All workers will sanitize hands before being allowed into the area. The orientation space will be sanitized following each meeting and supplies stored in a sanitary manner to prevent contamination. The orientation staff will follow the office cleaning guidelines for common surfaces. Workers that show signs of illness will not be allowed to attend.



# COVID-19 PLAN

## COVID-19 Confirmed Exposure Risk Assessment

# Attachment 2: COVID-19 Confirmed Exposure Risk Assessment Guide (Laboratory Confirmed)

RISK LEVEL	RISK LEVEL	EXPOSURES IDENTIFIED THROUGH CONTACT INVESTIGATION
<b>High</b>	International travel	All international travel (beginning 3/6/2020)
	Direct close contact**	Living in the same household as, being an intimate partner of, or providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection <b>without using recommended CDC precautions</b> for <a href="#">home care</a> and <a href="#">home isolation</a>
<b>Medium</b> (assumes no exposures in the high-risk category)	North American air travel	On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic <b>laboratory-confirmed</b> COVID-19 infection; this distance correlates approximately with 2 seats in each direction
	Close contact**	Close contact with a person with symptomatic <b>laboratory-confirmed</b> COVID-19
	Direct close contact**	Living in the same household as, being an intimate partner of, or providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection <b>without using recommended CDC precautions</b> for <a href="#">home care</a> and <a href="#">home isolation</a>
<b>Low</b> (assumes no exposures in the high-risk category)	Not applicable	Being in the same indoor environment (e.g. a classroom, a hospital waiting room, building lobby, or general jobsite location) as a person with symptomatic <b>laboratory-confirmed</b> COVID-19 for a prolonged period of time but not meeting the definition of close contact
<b>No Identifiable Risk</b>	Not applicable	Interactions with a person with symptomatic <b>laboratory-confirmed</b> COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room

\*In general, geographic exposure categories do not apply to travelers who only transit through an airport

\*\*CLOSE CONTACT is defined as:

- Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

- or -

- Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)





**COVID-19 Plan**

**3**

**COVID-19  
Illness/Health  
Assessment**

# Attachment 3: COVID-19 Illness/Health Assessment

## PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AND RETURN TO YOUR SUPERVISOR AT THE START OF EACH WORK WEEK

1. Are you experiencing any symptoms such as fever, cough, or shortness of breath?

Yes ☐ No ☐ Comment: \_\_\_\_\_

2. Have you been in close contact with anyone who has been diagnosed with COVID-19?

**\*\*CLOSE CONTACT is defined as:**

a. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case.

- or -

b. Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)

Yes ☐ No ☐ Comment: \_\_\_\_\_

3. Have you been in close contact\* with anyone who may have COVID-19 but is yet to be confirmed?

Yes ☐ No ☐ Comment: \_\_\_\_\_

4. Are you currently in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19?

Yes ☐ No ☐ Comment: \_\_\_\_\_

5. Have you traveled internationally in the last 14 days?

Yes ☐ No ☐ Comment: \_\_\_\_\_

6. I have reviewed the current COVID-19 Action Plan as distributed by PeneCore Drilling, Inc..

Yes ☐ No ☐

By signing below, I certify all information is true and correct to the best of my knowledge.

Employee Name (print)

Employee Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**COVID-19 Plan**

**COVID-19  
Response/Action  
Matrix**



## Attachment 4: COVID-19 Response/Action Matrix

What to do if you have been in contact with COVID-19 positive individual(s)			
Case Information	Can I come to work?	Should I be tested?	Where should I go for care?
<b><u>You tested COVID-positive</u></b> You have been tested and informed that your test is positive.	<b>No,</b> you will need to self-isolate or quarantine at home.	<b>Yes,</b> you will need to be tested again before you can return to work.	If your symptoms are getting worse, you can contact your doctor.
<b><u>A household contact tests positive</u></b> Someone you live with; room mate, significant other.	<b>No,</b> you will need to self-isolate for 14 days after last exposure.	<b>Yes,</b> family members of confirmed positive cases should be tested.	Primary care doctor.
<b><u>A close contact tests positive</u></b> Someone who you spent more than 10 minutes in close contact with, within 6 feet, repeatedly over the course of one day, or many days since the day they developed symptoms, OR a positive case who coughed on you repeatedly or whose respiratory secretions or saliva you contacted directly.	Recommend <u>initially working from home</u> while case details reviewed to determine the need to self-isolate (for 14 days after the last exposure).	Not unless you have symptoms.	No care needed if you do not have symptoms.  <u>You should self-monitor your symptoms and temperature every day for 14 days since the exposure</u> , looking for fever > 100 degrees Fahrenheit, cough, chills, shortness of breath.
<b><u>A co-worker or friend tests positive</u></b> Someone who you walked by or were around, but more than 6 feet away. Someone you were in the same room with, but not within 6 feet for more than 5-10 minutes.	<b>Yes,</b> you can work, <u>as long as you do not have symptoms</u> and you were not a close contact (see above).	Not unless you have symptoms.	No care needed if you do not have symptoms.  <u>You should self-monitor your symptoms and temperature every day for 14 days.</u>
<b><u>A friend of a friend tests positive</u></b> Your best friend's mother, your spouse's co-worker.	<b>Yes,</b> you can work, <u>as long as you do not have symptoms.</u>	Not unless you have symptoms.	You should take general precautions given the community spread of COVID-19 in the state of California.



# **5** COVID-19 Plan

## **iAuditor/Raken Checklist Samples**

# Attachment 5: Job Site COVID-19 iAuditor Checklist Sample

PeneCore Drilling, Inc. Safety Manager Document

## COVID-19 Level 10 Action Plan Policies & Procedures

Is each site's Project Manager, Superintendent and Safety Manager aware of their primary responsibilities for COVID-19?	Yes
Are all required posters displayed and communicated to all personnel on site?	Yes
Is everyone that enters the site recorded on a daily log?	Yes
Are the social distancing requirements being adequately communicated and practiced?	Yes
Have all employees been briefed on the guidelines around temporary remote working?	Yes
Have your Supervisors and all jobsite management been adequately trained on the implications of Covid-19?	Yes
Have you given employees accurate information about ways to prevent the spread of infection?	Yes
Are your employees aware of the symptoms of Covid-19?	Yes
Has each subcontractor on site submitted their own COVID-19 Action Plan?	Yes
Has each subcontractors' employees been made aware of Level 10's Corona Virus Action Plan in addition to their own employers' plan?	Yes
Have you reviewed the cleaning and disinfecting measures to ensure that high risk contact areas and touch points are being regularly disinfected?	Yes
Have you alerted all staff members to the hand washing protocols within your workplace?	Yes
Do you have readily available access to Hand Sanitizer for all members of staff?	Yes
Does the Hand Sanitizer contain at least 60 percent alcohol content?	Yes
Is a cleaning and disinfectant log being adequately kept?	Yes

# Attachment 5: Job Site COVID-19 Raken Checklist Sample

PeneCore Drilling Safety Manager and Subcontractor Document

Survey				
Questions	N/A	No	Yes	Description
1. COVID-19: Is each site's Project Manager, Superintendent and Safety Manager aware of their primary responsibilities for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. COVID-19: Are all required posters displayed and communicated to all personnel on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. COVID-19: Is everyone that enters the site recorded on a daily log?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. COVID-19: Are the social distancing requirements being adequately communicated and practiced?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. COVID-19: Have all employees been briefed on the guidelines around temporary remote working?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. COVID-19: Have your Supervisors been adequately trained on the implications of Covid-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. COVID-19: Have you given employees accurate information about ways to prevent the spread of infection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. COVID-19: Are your employees aware of the symptoms of Covid-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. COVID-19: Has each subcontractor on site submitted their own COVID-19 Action Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. COVID-19: Are your employees aware of the symptoms of Covid-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. COVID-19: Have you reviewed the cleaning and disinfecting measures to ensure that high risk contact areas and touch points are being regularly disinfected?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. COVID-19: Have you alerted all staff members to the hand washing protocols with your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. COVID-19: Do you have readily available access to Hand Sanitizer for all members of staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14. COVID-19: Does the Hand Sanitizer contain at least 60 percent alcohol content?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15. COVID-19: Is a cleaning and disinfectant log being adequately kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	





# **6 COVID-19 Plan**

## **Job-Specific Plan Template**

# Infectious Disease Control Plan with COVID-19 Updates

## JOB-SPECIFIC PLAN

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### PROJECT INFO

Project Name: \_\_\_\_\_ Job#: \_\_\_\_\_

Project Address: \_\_\_\_\_

### PROJECT CONTACTS

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Superintendent; \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Safety Rep: \_\_\_\_\_

(The Site Safety Rep can be a Project Manager, Superintendent, or Safety Manager)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### COVID-19 PLAN

COVID-19 Order: \_\_\_\_\_ Date: \_\_\_\_\_

(e.g., City of San Francisco Health Department construction site requirements / valid through 5/30/20)

Plan: This project will follow the Infectious Disease Control Plan with COVID-19 Update

Project Site Plan: See attached logistics with: entrance/exit, stairs, restrooms, break areas; etc.

Assembly Point Location (prior to work start): \_\_\_\_\_

Daily Screening Protocol: Conducted by each employer for all his employees prior to start work.

Daily Tailgate: Conducted by each employer to review the following:

- Social distancing requirements
- JHA conducted for all tasks, including those that may require staff to work within recommended social distancing zone

# Infectious Disease Control Plan with COVID-19 Updates

## JOB-SPECIFIC PLAN



**ADDITIONAL PROJECT-SPECIFIC ITEMS** (please reference site logistics plan on next page)

Lined area for project-specific items.





# COVID-19 Plan

## **Project Restart/ Ongoing All-Hands Meeting Agenda**





## PROJECT RESTART & ON-GOING ALL-HANDS MEETING AGENDA

**REQUIRED.** Please, schedule and conduct a 15-minute stand-down with all team members and document participation. Post this alert in a prominent location visible to all crews and staff.

Audience	Location	Education
<i>All Operations — educate team members about Coronavirus COVID-19</i>		Discuss the recommended measures to reduce risk of exposure and focus on continued prevention and safe work practices

## TAKING PREVENTATIVE MEASURES MINIMIZES EXPOSURE AND SPREAD OF CORONAVIRUS COVID-19

### Personal Care

- Stay home when you are sick or have flu-like symptoms, to avoid spreading the disease.
- If you have symptoms, call your doctor for medical advice.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Keep all PPE clean. No cut-off fingers on gloves.
- If you wear gloves, also avoid touching your eyes, nose, and mouth with gloves on. Be thoughtful of this.
- Cover your mouth with a tissue if you cough or sneeze, throw the tissue away, then wash your hands.

### Safe Distance

- Keep 6 feet away from other people and co-workers, when possible.
- Conduct huddles and stretches in small groups.
- Do not share personal items.
- Do not shake hands or touch other people.

### Tools / Equipment

- Clean and sanitize tools and equipment prior to each use. Examples: ladders, skilsaws, scissor lifts, etc.
- Use gloves as a protective layer when using tools or equipment.
- Some tools are shared in crews. Keep this in mind.
- Before using equipment, like forklifts and scissor lifts, clean and sanitize all controls and frequently touched surfaces.
- Consider assigning a single individual to continually clean and sanitize tools and equipment.

### Hand Washing—Personal Hygiene

Hand washing is the best way to remove germs, avoid getting sick and prevent spreading germs.

- Wash your hands with soap and water for at least 20 seconds.
- Wash hands frequently
  - ⇒ Before meals
  - ⇒ At breaks
  - ⇒ After fueling vehicles
- Locate areas to wash hands at jobsites
- If soap and water is not available, use hand sanitizer with 60% alcohol.

### Symptoms

- Fever
- Cough
- Shortness of Breath
- Minor symptoms may include sore throat, body aches, and headache

### Housekeeping

- Clean and disinfect frequently touched items.
- Keep areas clean, dispose of waste, use gloves and wash your hands after handling trash.
- Vehicles and equipment—Clean and disinfect all frequently touched areas regularly.



**REQUERIDO.** Por favor, lleve a cabo una reunión de seguridad de 15 minutos con todos los miembros del equipo y documente la participación. Publique esta alerta en un lugar visible a todos los trabajadores y cada cuadrilla.

#### Audiencia

*A todos los Equipos — Eduquen a todos los miembros del equipo sobre Coronavirus COVID-19*

#### Lugar

#### Tema de Educación

Discuta las medidas recomendadas para reducir el riesgo a ser expuesto y enfocarse en la prevención continua y

## EL TOMAR MEDIDAS PREVENTIVAS MINIMIZA EL RIESGO Y PROPAGACIÓN DE CORONAVIRUS COVID-19

### Cuidado Personal

- Quédese en casa cuando este enfermo o tenga síntomas parecidos a gripe, para evitar la propagación.
- Si usted tiene síntomas, llame a su doctor para una evaluación médica.
- Evite tocarse los ojos, nariz, y boca con las manos sin lavar.
- Mantenga todos los PPE limpios. No corte las puntas de los dedos de los guantes.
- Si usa guantes, también evite tocarse los ojos, nariz, y boca con los guantes. Sea consciente de esto.
- Cúbrase la boca con un pañuelo de papel al toser o estornudar, tire el pañuelo, laves las manos

### Guarde Distancia Segura

- Manténgase a 6 pies de otras personas y trabajadores, cuando es posible.
- Las juntas y estiramientos deben de ser en grupos pequeños.
- No comparta artículos personales
- No se den las manos ni toque a otras personas

### Herramientas / Equipo Pesado

- Limpie y desinfecte herramientas antes de cada uso. Ejemplos: escaleras, motosierras, levantacargas, etc
- Use guantes como una capa protectora cuando use herramientas.
- Algunas herramientas son compartidas en cuadrillas. Mantenga esto en mente.
- Antes de usar equipo pesado, como elevadoras de tijera y levantacargas, limpie y desinfecte los controles y superficies que se tocan frecuentemente.
- Considere el asignar a una sola persona para limpiar y desinfectar las herramientas continuamente.

### Lavado de Manos—Higiene Personal


- Lavarse las manos es la mejor manera de remover gérmenes, de no enfermarse, y prevenir la propagación de gérmenes.
- Lave las manos con jabón por 20 segundos mínimo
  - Lave las manos frecuentemente
    - ⇒ Antes de comer
    - ⇒ Durante los descansos
    - ⇒ Después de echar gasolina
  - Ubique áreas para lavarse las manos en el trabajo
  - Si no hay agua y jabón, use desinfectante para manos con 60% del alcohol.

### Síntomas

- Fiebre
- Tos
- Falta de aliento/respiro
- Síntomas menores pueden incluir dolor de garganta, dolores de cuerpo, y dolores de cabeza

### Organización y Limpieza General

- Limpie y desinfecte artículos que toca con frecuencia
- Mantenga las áreas limpias, tire y saque la basura, use guantes y laves las manos
- Vehículos y equipo—Limpie y desinfecte regularmente todas las áreas tocadas frecuentemente.



# **COVID-19 Plan**

# **8 CDC COVID-19 Information Sheets**

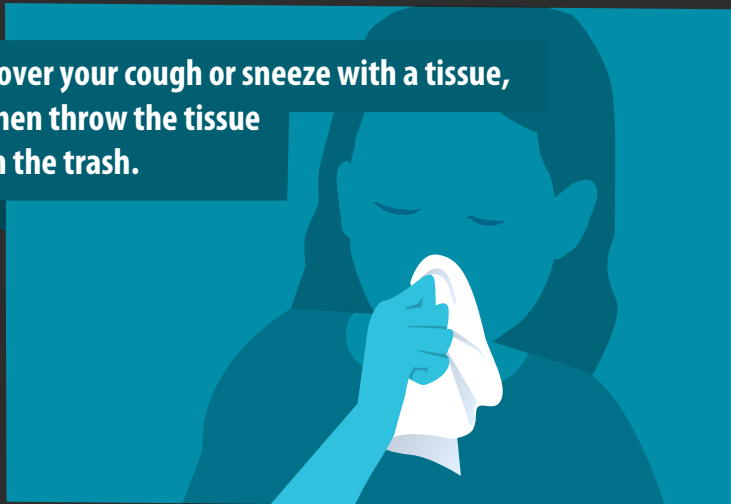
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

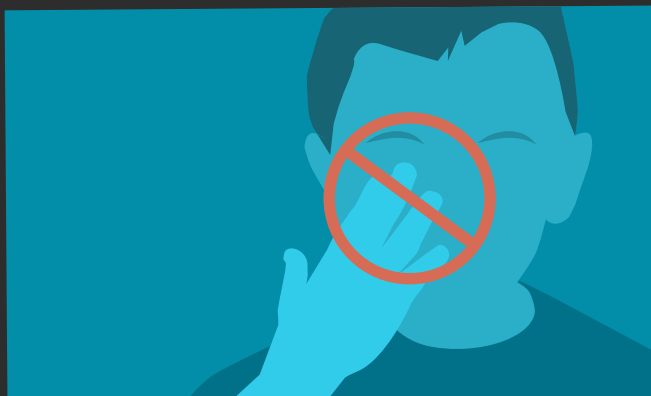
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.





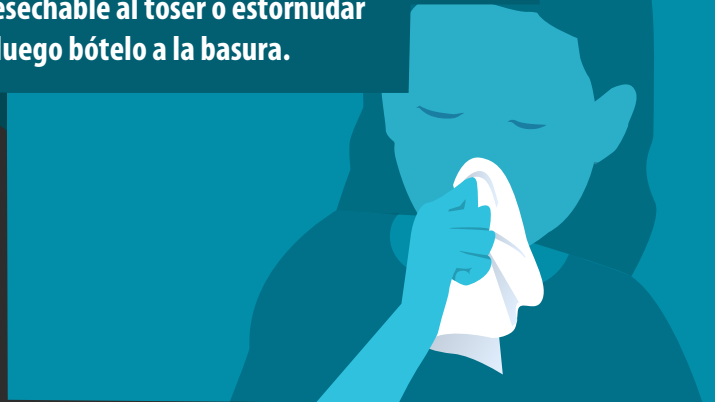
# DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

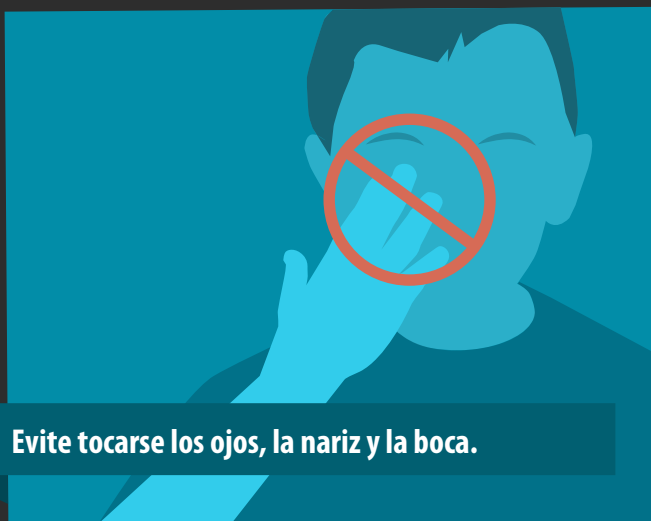
Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelo a la basura.



Evite tocarse los ojos, la nariz y la boca.



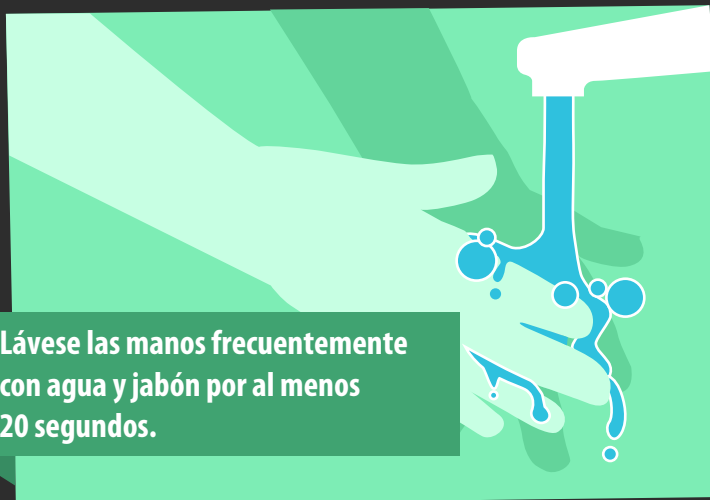
Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



# SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

## FACT 1

**Diseases can make anyone sick regardless of their race or ethnicity.**

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

## FACT 2

**For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.**

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

## FACT 3

**Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.**

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

## FACT 4

**There are simple things you can do to help keep yourself and others healthy.**

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

## FACT 5

**You can help stop COVID-19 by knowing the signs and symptoms:**

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



# COMPARTA LA INFORMACIÓN SOBRE EL COVID-19

Infórmese sobre la enfermedad del coronavirus 2019 (COVID-19) y ayude a detener los rumores.

DATO  
**1**

**Las enfermedades pueden afectar a cualquier persona, sin importar su raza o grupo étnico.**

El miedo y la ansiedad relacionados con el COVID-19 pueden provocar que la gente evite o rechace a otras personas aun cuando no estén en riesgo de propagar el virus.

DATO  
**2**

**Para la mayoría de las personas, se piensa que el riesgo inmediato de enfermarse gravemente por el virus que causa el COVID-19 es bajo.**

Los adultos mayores y las personas de cualquier edad que tengan afecciones graves subyacentes podrían tener un mayor riesgo de presentar complicaciones más graves a causa del COVID-19.

DATO  
**3**

**Alguien que haya completado el periodo de cuarentena o que ya salió del aislamiento no presenta un riesgo de infección para las demás personas.**

Para obtener información actualizada, visite la página web de los CDC sobre la enfermedad del coronavirus 2019.

DATO  
**4**

**Hay cosas simples que puede hacer para ayudar a que usted y los demás se mantengan sanos.**

- Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos, especialmente después de sonarse la nariz, toser o estornudar; después de ir al baño; y antes de comer o preparar la comida.
- Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.
- Quédese en casa si está enfermo.
- Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelo a la basura.

DATO  
**5**

**Usted puede ayudar a detener el COVID-19 conociendo los signos y los síntomas:**

- Fiebre
- Tos
- Dificultad para respirar

Consulte a un médico si le ocurre lo siguiente:

- Tiene síntomas

Y

- Ha estado en contacto cercano con una persona que se sepa que tiene el COVID-19, o si usted vive o ha estado recientemente en un área con propagación en curso del COVID-19.



# SYMPTOMS OF CORONAVIRUS DISEASE 2019

**Patients with COVID-19 have experienced mild to severe respiratory illness.**

**Symptoms\* can include**

**FEVER**



**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**

**SHORTNESS OF BREATH**



For more information: [www.cdc.gov/COVID19-symptoms](https://www.cdc.gov/COVID19-symptoms)



# SÍNTOMAS DE LA ENFERMEDAD DEL CORONAVIRUS 2019

**Los pacientes con COVID-19 han presentado enfermedad respiratoria de leve a grave.**

**Los síntomas\* pueden incluir**

**FIEBRE**



**TOS**



**\*Los síntomas pueden aparecer de 2 a 14 días después de la exposición.**

**Consulte a un médico si presenta síntomas y ha estado en contacto cercano con una persona que se sepa que tiene el COVID-19, o si usted vive o ha estado recientemente en un área en la que haya propagación en curso del COVID-19.**

**DIFICULTAD PARA RESPIRAR**



Para obtener más información: [www.cdc.gov/COVID19-es](https://www.cdc.gov/COVID19-es)



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