Supplemental Health and Safety Plan to address Novel Coronavirus COVID 19

POLICY STATEMENT

The personal safety and health of each employee of our organization is of primary importance. We believe that our employees are our most important assets and that their safety at the worksite is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary.

Our goals are to reduce employee injury, prevent potential hazards through consistent safety management, and ensure compliance with relevant safety and health standards. Through the attainment of these goals, our company will remain competitive and viable in our industry.

Management will procure the necessary resources to execute the objectives of our company's safety and health program. We will hold managers, supervisors and employees accountable for meeting their safety responsibilities. Everyone in our organization will need to ensure that this health and safety plan is implemented consistently for the good of our company and the public at large.

HOW COVID-19 SPREADS

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter (3 feet) of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

The Management and the Field Employees will focus on how best to decrease the spread of COVID-19 and lower the impact on our workplace. This will include activities to:

a. Reduce transmission among employees,
b. Maintain healthy business operations, and
c. Maintain a healthy work environment.

***Company Name and Logo

Corporate Safety and Health Officer's Role & Responsibilities

It is the duty of the Company Safety Officer or Principal Member to be fluent in the causes, symptoms, effects, and response to Coronavirus for the workforce and on all jobsites. This Company Representative must also have the authority to request an individual showing symptoms seek Medical Attention immediately.

a) Causes – Contact with surfaces or airborne droplets that contain the Coronavirus (SARS-CoVid-19)
b) Symptoms – Low grade fever, Dry cough, difficulty breathing, runny nose, Sore throat
c) Effects – A persistent Pneumonia like condition causing pockets in the lungs to be filled with fluid causing reduced inner lung surface for oxygen exchange with the blood
d) Response – Immediate Medical Attention in all cases

Project Site specific protocol and Mandatory best practices to prevent spread and transmission as published by the CDC & other recognized expert health agencies

- Encourage sick workers to stay home
- Employees who have symptoms should notify their supervisor and stay home.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- Remind site personnel to avoid touching their faces and cover coughs and sneezes.
- Employees will practice social distancing, maintaining a 6' separation from other employees as often as possible and practical.
  - Employees who work within the 6' boundary should wear N95 rated Protective masks.
- Clean common surfaces in job offices, door handles, and tools frequently
- Employees will practice hygiene as recommended by the CDC & communicate the same to fellow workers.
  - Hand washing with soap and water for a minimum of 20 seconds in duration
  - Frequent use of Hand Sanitizer during the work shift containing 60% alcohol content or greater
- Employees will not share tools
- We will encourage workers to change clothes prior to arriving home and wash work clothes in hot water and sanitizer.
- Use disposable products whenever possible
- Office supplies should not be shared
- Continuously evaluate the risks and exposures on the job site.

- Surfaces (e.g. handrails, doorknobs, elevators, desks and tables) and objects (e.g. telephones, keyboards, hand tools, building products) need to be wiped with appropriate disinfectant regularly. Contamination on surfaces touched by employees and other personnel is one of the main ways that COVID-19 spreads. Regular disinfection schedules will be established for common surfaces and objects dictated by jobsite conditions.

- Disinfect surfaces using the following CDC guidelines:
  - Options include:
  - Diluting your household bleach.
    - To make a bleach solution, mix:
    - 5 tablespoons (1/3rd cup) bleach per gallon of water
  - OR
    - 4 teaspoons bleach per quart of water
  - Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Alcohol solutions.
  - Ensure solution has at least 70% alcohol.
  - Other EPA-Registered household disinfectants.

Training & education of all staff that may be exposed to COVID-19

All employees at all levels should read and understand this policy before resuming work and questions should be directed at the Health and Safety officer at any time. Toolbox talks on this subject should be delivered to the workforce regularly to reinforce the concepts of Hygiene, symptoms to look out for, and how to prevent the spread of Coronavirus. Employees should sign off on these trainings and acknowledge understanding of the topic. At minimum, the following topics should be trained to the employees.

- Understanding the symptoms of Covid-19 and how it spreads.
- What to do when you feel sick or have come into contact with a person that tested positive Covid-19.
- Current Your Company Name sick leave policies.
- Cleaning your hands.
- Practicing social distancing.
- Avoid touching your face.
- Practicing good hygiene.
- Coughing and sneezing etiquette.
- Proper care and use of personal protective equipment (respirators, gloves, eye, and face protection)

***Company Name and Logo

Self-quarantine and social isolation practices

- Increasing physical space between employees at the worksite
- Flexible work hours (e.g., staggered shifts)
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- Hand shaking should be avoided, other noncontact methods should be used for greeting.
- Maintain Social Distancing during Lunch and Breaks
- Do not share food, drinks, dishes, or utensils
- Do not ride in groups in vehicles at lunch whenever possible
- Use Phones, Email, or Text for communication whenever possible
- Do not allow visitors on the site unless their presence is purpose driven

Reporting procedures to ensure communication to supervision is timely and When and how to seek medical attention.

When to Seek Medical Attention:

All employees will be asked daily if they are experiencing any COVID-19 symptoms.

Basic Symptoms:

- Low grade fever, Dry cough, difficulty breathing, runny nose, Sore throat

• Anyone who believes that they have been exposed or is experiencing symptoms or the virus – will be sent to seek medical attention.
• If exposure to 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.

Emergency Warning Signs

- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.