**COVID-19 Exposure Prevention, Preparedness,**

**and Response Plan**

Tice-Hause Design Build, LLC & J. G. Hause Construction, Inc. take the health and safety of our employees very seriously. With the spread of the coronavirus or COVID-19, a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which has been deemed essential during this declared national emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the company and at all of our jobsites. We have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance on the virus.

This plan is based on currently available information from the CDC and OSHA 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.

**I. Responsibilities 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.

All subcontractors/independent contractors/entities working on site have provided contractor with a COVID-19 business plan. Contractor has reviewed this plan, ensured its effectiveness, ensured it fits into other relevant plans, and ensured that it will keep workers safe in relation to the virus as well as the work to be performed.

The sole person responsible for communicating with sick, potentially sick, or otherwise isolated workers will be **Mary Place** to ensure the privacy of those workers’ medical information. This information will not be shared with workers beyond the extent necessary to inform people of a possible need to self-isolate or otherwise follow the protocol included in the Health Screening Checklist. This person shall be responsible for notifying all necessary workers who may have come in contact with said worker. Notification shall take place within one business day of fever, positive COVID-19 test, or failed screening exam. The appointed person will consult <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html> to address any questions regarding communication in these scenarios.

**II. Responsibilities of Employees**

We are 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, we all must play our 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 manager or supervisor. If they cannot answer the question, please contact **Craig Tice, Owner.**

OSHA and the CDC have provided the following control and preventative guidance to 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.

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

* 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 healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

**III. Job Site Protective Measures**

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

1. *General Safety Policies and Rules*
* This written plan must be posted on site and has been emailed to all workers. All workers have confirmed that they understand the new protocol prior to beginning work on the site.
* An attendance log will be kept of all workers and visitors present on the worksite each day. (Exhibit C)
* Any visitors have been put on notice of protocol and what is expected of them at the site.
* Workers, subcontractors, homeowners and any other party that will be present on the site, including expected visitors, have been provided with the Health Screening Checklist and must complete the Health Screening Checklist (Exhibit D) before entering a new job site.
* Workers cannot enter the jobsite if their responses to the Health Screening Checklist indicate they experiencing symptoms of COVID-19 or have tested positive for COVID-19 and will be sent home immediately.
* Workers failing the health screening survey or showing a fever will not be allowed at the office or on a site for a minimum of two weeks.
* Total number of people allowed at the worksite at any one time shall be based on the square footage of the project to allow for 6 feet of distance between workers.
* Workers are expected to socially distance (6 feet or more) whenever possible. Partitions or barriers will be erected where possible, or workers will wear a mask when social distancing or partitioning is not possible.
* For the purpose of establishing contact with workers, at sites with 10 workers or more at a time on site, workers will be broken into groups. The groups will be planned in a way that limits contact of people exclusively to their group.
* When possible, work areas shall have a designated workflow direction to minimize contact on site.
* Workers must regularly wash their hands and have hand sanitizer at work sites.
* Sharing of water or food is prohibited.
* Tissues and no-touch trash receptacles will be placed at the worksite.
* For worksites in enclosed areas, continuous utilization of fresh air or air filtration, where possible, shall be used.
* Workers able to work from home must do so.
* Safety meetings will be by telephone, if possible. If safety meetings are conducted in person, attendance will be collected verbally and the foreman/superintendent will sign each attendee in. 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.
* All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
* Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to fewer than ten (10) people.
* All workers have their own face mask or have been provided a face mask for situations in which social distancing will not be possible at the site.
* The company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the company will provide, if available, alcohol-based hand sanitizers and/or wipes.
* Employees should limit the use of co-workers’ 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.
* As part of the division of crews/staff, the company will designate employees into dedicated shifts, at which point employees will remain with their dedicated shift for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the company will have sole discretion in making that alteration.
* Employees are encouraged to minimize ride-sharing. While in vehicle, employees must ensure adequate ventilation.
* If practicable, employees 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.
* All deliveries must be contactless to the extent possible, whenever possible. No worker should come within 6 feet of any delivery person at any time. Pens for signing of delivery should be provided by the signer to avoid use of the delivery pen. Pens should be regularly disinfected.
* All visits to the worksite by third parties or officials must be pre-scheduled whenever possible. When not possible, all visitors should be asked to remain off site until someone can greet them and ensure that social distancing is adhered to as they enter. All visitors will be informed of protocol at the site prior to their arrival and complete the Health Screening Checklist. All visitors will be reminded of protocol upon arrival. Online/virtual meetings will be held whenever possible.
* When there is a job office at a job site, the job office must institute a walk-up procedure so that it is not necessary to enter the office to ask questions. Only one person is permitted to approach the office at a time.
* All employees and members of management will be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. The training will be provided by and paid for by each employer for their respective workers at the work site. The training will be provided in a manner and language that each worker can understand. Training will take place prior to beginning work and cover all policies herein described. Training subjects will come from <https://www.osha.gov/Publications/osha3824.pdf>
* Signage will be posted telling persons:

a. Not to enter if they are experiencing symptoms or not feeling well.

b. About the worksite restrictions.

c. They are required to adhere to social distancing and hygiene rules.

d. They should wear face coverings whenever possible.

e. To wash hands and “Cover your Cough.”

f. That visitors should remain outside/out front of the site until someone is able to assist them.

* All updates to these rules/plans will be posted and held out to the public to ensure that those visiting or working on the site are aware of protocol.

*B. Workers Entering Occupied Building and Homes*

* When employees perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers 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 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.
* Landlords, homeowners, tenants, and occupants will be informed of the steps being taken for their protection while providing in-home services to mitigate the spread of COVID-19. Protective measures will be communicated to homeowners, tenants, and occupants prior to entering the residence to both educate the occupants as well as inform them of their role in protecting the workers.
* All occupants of the residence will respond to the screening-survey questions prior to the start of the project and every 14 days thereafter to ensure they can respond “no” to all questions. Any inclination that someone may be sick or a refusal to complete the survey will lead to a refusal to proceed with the project.
* Services will be postponed for residences where “high risk” and vulnerable populations are residing, as defined by the CDC. (See <http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>.)
* Occupants are encouraged to minimize the number of persons present while workers are entering and working inside the residence. Children are strongly discouraged from attending.
* Proper social distancing will be maintained between all workers and occupants of the residence at the work site. Physical contact between workers and occupants must be avoided at all times (e.g. handshakes).
* While we will take a “common sense” approach, a suggestion to all occupants of the residence present while workers are inside of the home will be to wear face coverings whenever possible.

*C. Job Site Visitors*

* The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
* All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
	+ Have you been confirmed positive for COVID-19?
	+ Are you currently experiencing, or have you recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
	+ Have you been in close contact with any persons who have been confirmed positive for COVID-19?
	+ Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
* Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.
* All “high touch” surfaces, as well as any other surfaces explicitly touched by visitors, will be washed following the visit.

*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), 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. Employees should avoid sharing gloves.
	+ Eye protection: Eye protection should be worn at all times while on site.
	+ **NOTE:**  The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.
* 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.
* Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

**IV. Job Site 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.

* Clothes must be laundered daily to prevent cross-contamination of differing environments and changed between sites when working at multiple sites; otherwise workers must wear a new coverall at each site.
* Sanitation of work site will be done with approved disinfectant cleaner at the beginning or end of each work day. A ledger of disinfecting date, time and manager sign off on completion will be kept in the project management file. All tools will be cleaned each day prior to use. Any vehicles or other equipment used by more than one person will be cleaned prior to use. “High touch” surfaces such as doorknobs, handles, counters, etcetera will be sanitized a minimum of twice per day. Any area used for eating will be sanitized prior to doing so. A checklist of what needs to be cleaned will be provided as Exhibit B. The CDC guidelines will be followed for cleaning at all times <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
* The discovery of any worker being ill mandates sanitation of all items on Exhibit B.
* Cleaning agents will be selected from the following list: <http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
* The Company will maintain Safety Data Sheets of all disinfectants used on site.

* Jobsite trailers and break/lunchroom areas will be cleaned at least once 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. The Company will ensure that hand sanitizer dispensers are always filled. 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.

**V. Jobsite Exposure Situations**

* **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must 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). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days). To the extent practical, employees are required to obtain a doctor’s note clearing them to return to work.

* **Employee Tests Positive for COVID-19**

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;[[1]](#footnote-1) and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work.

* **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. 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 and also self-quarantine for 14 days from the last date of close contact with the carrier.

**VI. OSHA Recordkeeping**

If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would *not* be work-related, and thus not recordable.

The Company’s assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

**VII. “Essential” Industry**

Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, construction work has been deemed essential and the Company is committed to continuing operations safely. If upon your travel to and from the worksite, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an “essential” industry and are commuting to and from work.

**VIII. 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 of an employee’s condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. The Company reserves the right to inform other employees that a co-worker (without disclosing the person’s name) 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.

**IX. 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 **Craig Tice, Owner/President.**

1. Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath). [↑](#footnote-ref-1)