



## COVID-19 Prevention Action Plan v. 1

**Phoenix Masonry** takes the health and safety of our employees seriously. With the spread of the coronavirus or “COVID-19”, a disease caused by the SARS- CoV-2 virus that attacks the respiratory system, we must remain vigilant in mitigating the outbreak. To be safe and maintain operations, we have developed this COVID-19 Prevention Action Plan to implement throughout the company and at our job sites.

We’ve based our emergency response plan on recommendations from the U.S. Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA), and in part based on points from the American Road & Transportation Builders Association’s **action plan**.

Please note that we drafted this procedure from information available at the time of issue. We have a team of employees monitoring updates from the CDC and OSHA who will revise this document as additional information becomes available and/or if the prevailing situation demands change. All Phoenix employees must take care to use and follow the latest version of this document.

The virus spreads when a person with COVID-19 coughs, sneezes, or exhales and releases small droplets into the air and onto surrounding surfaces. Another person is infected by coming into contact with these droplets in the air or touching contaminated surfaces, then touching their eyes, nose, or mouth.

We must all do our part to minimize the spread of COVID-19 at our job sites. As set forth below, Phoenix Masonry has instituted various housekeeping, social distancing, and other best practices. We designed this procedure to mitigate the risk of spreading infection, keep Phoenix Masonry and its employees informed, and minimize business interruption. Following these steps is mandatory.

We expect employees to report to their supervisors if they experience signs or symptoms of COVID-19, as described below. If you have specific questions about this plan or COVID-19, please ask your supervisor. If they cannot answer the question, please contact Miranda Krajewski at 720-503-0655.

Prevention is the first step in stopping the spread of COVID-19 in the workplace. When possible, incorporate these activities into the daily routines in the office and in field activities:

- **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 your mouth for coughs and sneezes.
- **Avoid close contact with people who are sick.**
- **When possible, maintain a six-foot distance between you and other employees.** Follow these best practices when six feet of separation is not workable:
  1. To the extent possible, face away from each other while working.
  2. Wear face shields or respirators.
  3. Wear facemasks or other coverings.
  4. Wear gloves. Wash hands when you remove your gloves.
  5. Wear a long-sleeved shirt or garment to protect your upper body from exposure.
  6. Minimize the number of people on a crew. Maintain consistency of workers within crews to limit contact with parties external to that crew.

- **Clean and sanitize frequently touched community surfaces.** For disinfection, a diluted household bleach solution, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants are effective. Prepare a bleach solution by mixing:
  - » 5 tablespoons (1/3 cup) bleach per gallon of water
  - OR
  - » 4 teaspoons bleach per quart of water.
  - » Never mix household bleach with ammonia or any other cleaner.
- **Do not congregate in lunch areas** and limit shared meals.
- **Do not share tools or any multi-user devices and accessories** such as iPads, laptops, hand-held radios, and computer stations. If you must share them, be sure to clean the item properly between uses.
- **Limit the share and exchange of paper documents** by encouraging electronic communication.
- **Do not share Personal Protective Equipment (PPE).** Always dispose of used PPE properly.
- **Do not use a common water cooler.** Individual water bottles are a must.
- **Clean surfaces** of fleet vehicles and equipment, steering wheel, gear shift, instrument panels, and so on; use aerosol sanitizers inside cabs.
- **Avoid shuttling (ride-sharing)** employees, ensure distancing, ensure adequate ventilation, and encourage workers to provide their own transportation when possible.
- **Keep meeting sizes to 10 individuals or fewer.** Use social distancing. When available, use video conferencing or conference calls. Discourage handshakes and any other contact greetings.
- **Employees must familiarize themselves with symptoms of COVID-19:**
  - » Dry cough
  - » Fever (CDC guidelines temps greater than 100.4 degrees)
  - » Shortness of breath, difficulty breathing
  - » Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If an employee exhibits any of these conditions, please send them home until the conditions have passed for at least 72 hours (3 days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). We highly recommend the employee contacts their medical provider for further testing and directions. **Likewise, if you or any employee has close contact with an individual exhibiting these symptoms, contact a healthcare provider right away.**

### **If an employee tests positive for COVID-19 we will direct them 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.

We direct employees that test positive to care for themselves at home, and may return to work when:

- 1. At least 72 hours (3 full days)** have passed since recovery.
- 2. At least seven (7) days have passed** since symptoms first appeared.

### **PPE Policy:**

PPE for workers engaged in various tasks include gloves, eye protection, and facemasks or some facial covering. Wear gloves at all times while on site and that are appropriate to the task. If the task doesn't typically require gloves, then any glove is acceptable, including latex gloves. Do not share gloves. Wear eye protection at all times while on site. Due to the current situation, it is now mandatory that employees wear nose and mouth coverings (face masks, bandanas) at all times while on site. All employees, vendors, visitors and delivery personnel must follow this PPE Policy. NO EXCEPTIONS.

## Visits from Outside Parties:

All visitors to the job site or office should have a scheduled appointment in advance (delivery personnel excluded). Verify with the potential visitor they are not experiencing or recently experienced any acute respiratory illness symptoms such as cough, fever, or shortness of breath. Confirm if they have been in close contact with any person who has been confirmed positive for COVID-19 or if they themselves have been confirmed positive. Once the visitor has arrived, practice social distancing. Don't let visitors wander around unaccompanied. We encourage alternative meeting methods such as a virtual call. Please evaluate the need for face-to-face interaction before scheduling.

## Reporting Cases of COVID-19 or Suspected Cases to Supervisor:

Report all cases, either suspected or confirmed positive, to a supervisor. This supervisor must contact Miranda Krajewski as soon as possible. We will develop a list of employees who the potentially affected employee has closely interacted with in the last 14 days and where the employee worked. We will use this list to notify coworkers and other contractors. Phoenix Masonry will supply the potentially affected employees with a list of signs and symptoms to look out for related to COVID-19.

*\*\*Except for circumstances in which the law requires Phoenix Masonry to report workplace occurrences of communicable disease, we will maintain the confidentiality of all medical conditions under applicable law and to the extent practical under the circumstances. When we're required to inform others of an employee's condition, we will limit the number of persons we inform to the minimum needed to comply with legally required reporting, to assure proper care of the employee, and to detect situations where the potential transmission may increase. Phoenix Masonry 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.*

## Recording and Reporting Cases of COVID-19 to OSHA:

If a confirmed case of COVID-19 is reported, Phoenix will determine if it meets the criteria for recordability and reportability under **OSHA's record-keeping rule**. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log and complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. 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 determined that COVID-19 is included in the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA states that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), it wouldn't necessarily trigger the recordability analysis at that time.

If an employee has a confirmed case of COVID-19, Phoenix Masonry 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.

Phoenix'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 Phoenix Masonry 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.

Given the fast-developing nature of COVID-19 outbreak, Phoenix Masonry may modify this plan on a case-by-case basis. If you have any questions concerning this Plan, please contact the Safety Director. Also, please be aware that certain General Contractors may have their own plan that may be more stringent than Phoenix Masonry's.