Coronavirus Disease (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Our company safety policy is based upon the Guidance Document issued by the Department of Labor/OSHA and the Department of Health and Human Services/CDC. We recognize that COVID-19 (SARS-CoV-2) is primarily spread person to person, but that it can also be spread by touching a surface or object that has SARS-CoV-2 on it. Our policy addresses these. Because we are in the construction business, we are in a medium risk business as determined by OSHA.

We will employ the following administrative controls among all employees both on the construction site and in the office. These requirements will remain in effect until the Federal and/or state governments in all states in which we work release from the current coronavirus COVID-19 emergency.

1. Employees are required to take their temperatures before arriving at work and if they have a temperature of greater than 100.4 degrees, they should self-quarantine at home. Employees who have come in contact with anyone who has been diagnosed with COVID-19 or coronavirus or who have any of the symptoms of COVID-19 or coronavirus shall self-quarantine at home.

2. If an employee becomes ill while on the job site, he/she will be provided and required to wear a face mask and will be directed to leave the job site and to seek medical attention. Such an employee will not be permitted to return to work until they are free of any symptoms of COVID-19 and/or the coronavirus. Masks will be provided on the jobsite for employees to wear in such circumstances. Unless OSHA or CDC require otherwise employees who are not ill and/or exhibiting symptoms of COVID-19 or coronavirus are not required to wear masks on the job site unless their duties require the wearing or PPE.

3. In order to maintain the recommended six-foot social distancing employee shall not travel to job sites in crew cab trucks. Employees shall drive their own personal vehicles to jobsites. We do not recommend ride sharing by employees to get to job sites. While on the jobsite and working employees shall make every possible effort to maintain six feet of separation between themselves and other employees.

4. Employees SHALL NOT share equipment while on a job site, this includes cell phones. Use only your own tools and phone.

5. We encourage frequent hand washing with soap and water. Adequate supplies of soap and water for handwashing shall be provided on each jobsite when available. Hands shall be washed for at least 20 seconds. Hands shall be dried on disposable paper towels, which will also be provided on each jobsite. The used towels shall be disposed of in a trash receptacle which will also be provided. DO NOT throw any trash on the ground. Hand sanitizer will also be provided on each job site along with disposable wipes when available.

6. Employees should avoid personal contact with other employees. In the case that contact between two employees or a company employee and another employee on the jobsite, the company employee shall immediately wash his/her hands with soap and water for a minimum of 20 seconds.

7. Before using any tools on a job site, the employee should wipe the tool down with a disposable sanitizer wipe.

8. Employees who sneeze or cough shall do so into a disposable tissue, which shall be properly disposed of in a provided trash receptacle. If a tissue is not available employees should cough or sneeze into the crook of their elbow.

9. Meetings on all job sites shall be limited to a small number of employees so that six feet of separation can be maintained between all employees, even if this necessitates more that one meeting to accomplish the purposes of the meeting. This includes all meetings held for safety training purposes.
HOW TO CLEAN AND DISINFECT

Wear disposable gloves to clean and disinfect.

Clean
Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:
Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect
• Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
• Recommend use of **EPA-registered household disinfectant** (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
• Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  * Keeping surface wet for a period of time (see product label)
  * Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
• Diluted household bleach solutions may also be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.
  * Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
  * Leave solution on the surface for at least 1 minute
  * To make a bleach solution, mix:
    5 tablespoons (1/3rd cup) bleach per gallon of water
    OR
    4 teaspoons bleach per quart of water
• Alcohol solutions with at least 70% alcohol.

Soft surfaces
For soft surfaces such as carpeted floor, rugs, and drapes
• Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
• Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
• Disinfect with an EPA-registered household disinfectant.

Electronics
For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
• Consider putting a wipeable cover on electronics.
• Follow manufacturer’s instruction for cleaning and disinfecting.
  * If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol.
  Dry surface thoroughly.
Laundry
For clothing, towels, linens and other items
- Wear disposable gloves.
- Wash hands with soap and water as soon as you remove the gloves.
- Do not shake dirty laundry.
- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Dirty laundry from a sick person can be washed with other people’s items.
- Clean and disinfect clothes hampers according to guidance above for surfaces.

Cleaning and disinfecting your building or facility if someone is sick
- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

When Cleaning
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
  * Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  * Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
  * Always wash immediately after removing gloves and after contact with a sick person.
  * Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to wash hands include:
  * After blowing one’s nose, coughing, or sneezing.
  * After using the restroom.
  * Before eating or preparing food.
  * After contact with animals or pets.
  * Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional Considerations for Employers
- Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
  * Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication standard (29 CFR 1910.1200).
Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Know how it spreads
- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  * Between people who are in close contact with one another (within about 6 feet).
  * Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  * These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  * Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should
Clean your hands often
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact
- Avoid close contact with people who are sick.
- Stay at home as much as possible.
- Put distance between yourself and other people.
  * Remember that some people without symptoms may be able to spread the virus.
  * Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  * Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes
- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
When and How to Wash Your Hands

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

HOW GERMS SPREAD
Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people’s hands or common objects

KEY TIMES TO WASH YOUR HANDS
You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea
- **Before and after** treating a cut or wound
- **After** using the toilet
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose or mouth because that is how germs enter our bodies.

FOLLOW FIVE STEPS TO WASH YOUR HANDS THE RIGHT WAY
Washing your hands is easy, and it’s one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these FIVE STEPS every time

1. **WET** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **LATHER** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. **SCRUB** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from the beginning to end twice.
4. **RINSE** your hands well under clean, running water.
5. **DRY** your hands using a clean towel or air dry them.
USE HAND SANITIZER WHEN YOU CAN’T USE SOAP AND WATER

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,
- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals

HOW TO USE HAND SANITIZER
- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.
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.
Coronavirus Survival Protocol

**Lifestyle**
- Get Enough Sleep: ≥ 7 hours per night
- Exercise Regularly: Aim for 30 minutes every other day
- Improve Your Air Quality: Viruses dislike humid air so use a humidifier
- Meditate: HEPA filters decrease the number of virus particles in the air
- Handshakes are cancelled: Handshaking transfers 10X more germs than fist-bumping
- Eliminate Face Touching: Coronaviruses typically live for over a week on many surfaces
- Triple Your Handwashing Time: Only 6% of us wash our hands with soap and water for 20 seconds
- Disinfect Surfaces: Use disinfectant sprays instead of wipes which can spread germs from one surface to another
- Let the surface remain wet for 3 minutes prior to drying

**Preparation**
- Have a two-week supply of essential items, including:
  - Household Supplies: Toilet paper, soap, detergent
  - Food: Try for shelf-stable pantry goods and freezer-friendly items
  - Medications: Prescription & OTC

**Immunity Supports**
- Eat Your Fruits and Vegetables: Eating leafy greens and fruits high in vitamins like citrus, blackberries, and kiwi provide your body with essential vitamins and minerals
- Vitamin D3: 1200 IU daily
- Get the Flu Shot: To avoid confusing seasonal flu with COVID-19
- Zinc: 80mg daily
- Vitamin C: 250mg twice daily
- Beta-Glucan: 250mg daily
- Elderberry: Syrup or lozenges four times a day for 5 days