



<b>Enter Name of Company</b>	
<b>Enter Name of Company Contact Person</b>	
<b>Enter Company Contact Information</b>	
<b>Enter Date</b>	

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## COVID-19 RESPONSE PLAN

### Purpose and Scope

The purpose of a COVID-19 Response and Prevention Plan is to outline an effective response to potential exposure events, and to promote preventative workplace habits in order to mitigate transmission of the virus between employees, customers, the general public, etc. This program applies to all employees and sub-contractors (Workers) working for the Company, and provides direction for implementing safety requirements, and achieving compliance with CDC and local recommendations for COVID-19 prevention and medical care. This Company herein confirms an agreement to maintain standards, policies and procedures that meet the minimum standards of safety as recommended by local, state, and federal agencies in the jurisdictions in which we operate. These practices include but are not limited to those described herein.

### Exposure Control Plan

**Protecting workers will depend on emphasizing basic hygiene and infection control practices, including:**

- **Physical Distancing**
  - Limit face-to-face contact with others by keeping at least 6 feet (about 2 arms' length) between yourself and other people throughout the day.
  - In situations where a task requires two or more persons to work within 6 feet of each other, in addition to the use of face masks, limit the time together to less than 15 minutes to reduce exposure.
  - Avoid physical contact with others (e.g. fist-bumps, hand shaking).
  - Identify areas for potential funneling of foot traffic and minimize flow. If possible, designate access through multiple gates into the site and doorways into and out of buildings.
  - Minimize multiple trades in one area. Communicate with trade supervisors who will

- be working in common areas enforcing symptoms checking protocol.
- o Consider staggering trade start times or developing alternate shift times to reduce the amount of people on site.
- o Enforce physical distancing protocols by issuing safety warnings for violating this rule. Utilizing our safety reporting system document the observation, corrective action taken and notify trade management. Follow disciplinary action steps for repeat violations and notify the Safety Department.

#### ▪ **Personal Hygiene**

- o Handwashing - All personnel must be trained on proper procedures for handwashing to include the 20-second guideline. For details, see the CDC information at <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- o Washing your hands often, especially during these key times:
  - Before, during, and after preparing food
  - Before eating food
  - After using the toilet
  - After blowing your nose, coughing, or sneezing
  - After touching garbage
- o If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- o Provide tissues and no-touch disposal receptacles for use by Workers.
- o Cover your mouth and nose with a tissue or sleeve (not hands) if no tissue is available when coughing or sneezing.

#### ▪ **Face Coverings**

- o Face coverings shall be worn by ALL individuals when likely to come into contact with others (e.g., in public areas, places where social distancing is difficult to maintain).
- o Cloth face coverings must be made of a solid material that completely covers the nose and mouth. For updated information from the CDC, see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- o Reusable face covering options include:
  - Cotton Bandana, Neck gaiter, Homemade face covering, Cotton Scarf, or a tightly woven fabric, such as cotton t-shirts and some types of towels.
    - *Items made of polyester or nylon are not acceptable. Reusable face coverings should be washed / cleaned on a regular / daily basis. Individuals must be training on how to wear and remove a face covering to avoid contamination.*
  - The World Health Organization (WHO) and other professionals are increasingly recommending that these face coverings consist of three (3) layers. The outer layer of the mask should have a water-resistant fabric. The inner layer should be water-absorbent, and the middle layer should act as a filter.

***IMPORTANT: THE USE OF A FACIAL COVERING DOES NOT RELIEVE OR SUPERSEDE THE REQUIREMENT TO PRACTICE PHYSICAL DISTANCING, HAND WASHING OR ANY OTHER PORTION OF THIS PLAN.***

▪ **Cleaning and Disinfecting**

- Each Company must establish policies and procedures for cleaning and disinfecting their work area and any materials or equipment brought on Site.
- At a minimum, Company-specific policies and procedures must address the following:
  - Plan for routine cleaning and disinfecting of high touch surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared equipment, etc.
  - Selection and proper application of EPA-registered disinfectants while on Site.
  - Safety precautions and PPE requirements for those performing cleaning and disinfecting activities.

**Monitor for COVID-19 Symptoms**

Each Company must establish procedures to monitor their Workers for sickness, which includes the following [COVID-19 symptoms](#) as described by the CDC:

- Fever of 100.4°F/38°C or higher — Take temperature twice a day.
- Cough.
- Shortness of breath or difficulty breathing.
- Other early symptoms to watch for include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, new loss of sense of smell or taste, and/or a runny nose.

Workers and any other individual covered under this Plan who are sick (common cold, fever, flu, etc.) or have symptoms of respiratory illness are required to notify their supervisor and not report to the Site. A doctor's clearance may be required prior to returning.

▪ **Response to Possible, Suspected or Confirmed Cases and Exposures**

Each Company must establish procedures to manage Workers that are suspected or confirmed to have COVID-19 or potentially exposed to others who are. The procedure must also describe the process for allowing the Worker to return the Site in accordance with CDC guidelines for [When You Can be Around Others After You Had or Likely Had COVID-19](#), which describes the following criteria:

**Workers who think or know they had COVID-19, and had symptoms**

Can be with others after:

- 3 days with no fever, and
- [Symptoms](#) have improved, and
- 10 days have passed since symptoms first appeared

OR

If the Worker has been tested, they can be around others when they

- have no fever, and
- [Symptoms](#) have improved, and
- they receive two negative test results in a row, at least 24 hours apart.

Workers who tested positive for COVID-19 but had no symptoms

Can be with others provided they continue to have no symptoms, after:

- 10 days have passed since the last test

OR

If they will be tested again, they can be around others when they:

- receive two negative test results in a row, at least 24 hours apart.

If they develop symptoms after testing positive, follow the guidance above for “Workers who think or know they had COVID-19, and had symptoms”.

Workers who may have been in close contact with a person that has symptoms or is confirmed to have COVID-19

If a Worker had close contact (defined as within 6 feet for more than 15 minutes) someone who is symptomatic or confirmed to have COVID-19 infection, they should:

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
  - Check temperature twice a day
  - Watch for fever, cough, or shortness of breath, or other [symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#) from COVID-19
- Follow [CDC guidance](#) if symptoms develop

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**Company shall provide additional company-specific policy and procedure information below or any company that has an existing COVID-19 Response Plan may attached that Plan in its entirety for review.**

**Additional Company-Specific Policies/Requirements or attach any other plan document:**

**Additional Company-Specific Education and Training or attach any other plan document:**

<b>Name of Company:</b>	
<b>Name of Company Health &amp; Safety Contact responsible for COVID-19 and similar health risks:</b>	
<b>Phone Number of Health &amp; Safety Contact:</b>	
<b>Email Address of Health &amp; Safety Contact:</b>	
<b>COVID-19 Response Plan Approval Date:</b>	