



COVID-19 Exposure Control, Mitigation & Recovery Plan

Date: _____

Project Name/Location: _____

Project General Foreman: _____

Project Foreman: _____

Project COVID-19 Lead: _____

Purpose:

This plan addresses COVID-19 specific protocols, procedures, processes and requirements for the project.

Education:

Providing site employees with education on COVID-19 is critical to the health and safety of all site employees. The COVID-19 Lead shall ensure that all existing, new and returning employees are educated on the new COVID-19 job site requirements. This can be done as a site safety meeting as long as the employees are able to distance during the meeting. The site COVID-19 lead shall ensure that:

1. On site employees are educated on COVID-19 to include:
 - a. General information about COVID-19.
 - b. How COVID-19 is contracted and transmitted to other people.
 - c. How to prevent the spread of COVID-19.
 - d. Hygiene procedures specific to COVID-19.
 - e. Company policies, procedures and protocols developed in response to COVID- 19.
 - f. Customer requirements regarding COVID-19.
 - g. Reporting procedures if the employee feels they are sick, have been exposed or tests positive.
2. Education and policy documents shall be available and displayed, when able, on the jobsite to include:
 - a. Site Safety Plan
 - b. Infectious Disease Preparedness and Response Plan
 - c. COVID-19 Supervisors Kit and Binder
 - d. Hand washing practices established by the CDC, DOH or WHO.
 - e. Fact sheets regarding COVID-19.
 - f. Signs and Symptom fact sheet regarding COVID-19.
3. Recordkeeping shall be completed by the supervisor. Attendance shall be communicated verbally and the supervisor shall document attendance on the roster.

Hazard Identification:

The site designated COVID-19 lead will work with site employees, customers and Safety Personnel to identify site hazards specific to COVID-19. Hazards shall be identified in the daily tailboard or Job Hazard Analysis (JHA). Hazards on this project specific to COVID-19 are identified as following:

1. Employee exposure to another employee or individual on site.
2. Employees working in close proximity to other employees or site personnel.
3. Working in enclosed spaces with other employees, such as, but not limited to:
 - a. Confined spaces
 - b. Office buildings
 - c. Meeting rooms
 - d. Vehicles
 - e. Personnel lifts or buckets.
 - f. Ditches
 - g. Vaults
4. Employees coming into contact with surfaces that another employee has touched.
5. Choke points on the project where employees are forced to converge for means of passage.
6. Common area touch points, such as handles, handrails, door knobs, tables, chairs, vehicles.
7. Common facilities such as restrooms.

Personal Protective Equipment:

This project utilizes personal protective equipment (PPE) specific to COVID-19. If critical PPE is not available to employees, the jobsite shall be shut down, or distancing shall be practiced, until such time the necessary PPE becomes available. PPE that will be utilized on this project to help prevent the spread of COVID-19:

1. Gloves:
 - a. Work gloves, made of leather or fabric materials.
 - b. Nitrile type gloves
2. Face and Eye protection:
 - a. ANSI approved Safety Glasses
 - b. Full Face shield
3. Respiratory Protection: We offer many different options for face coverings:
 - a. Face covering, FR approved, which covers mouth and nose.
 - b. Non-FR cloth face covering
 - c. N95 mask
 - d. Neck gator
 - e. Balaclava
4. Cotton work clothing:
 - a. Covering all extremities
 - b. FR approved
5. Hard Hat:
 - a. ANSI approved

Hygiene, Cleaning and Sanitization Procedures:

The site COVID-19 lead will ensure that employees have the means to practice hygiene in accordance with corporate directives, as well as the recommendations from the CDC, DOH and WHO. Employees shall also follow all customer requirements for hygiene.

1. At a minimum, all employees shall wash hands:
 - a. When they arrive on the jobsite.
 - b. Before eating and drinking.
 - c. After using the restroom facilities.
 - d. After sneezing, coughing or blowing their nose.
2. Wash facilities and supplies:
 - a. Ensure employees have the ability to wash hands with soap and water.
 - b. Supply the employees with adequate hand sanitizer consisting of at least 60% ethanol or 70% isopropanol.
 - c. If running water is not available, a water supply, such as a jug of water, shall be made available to the crew to use for hand washing.
 - d. Paper towels shall be made available to employees so as they can dry hands post washing.
3. The COVID-19 lead shall ensure that site facilities are cleaned in accordance with COVID-19 cleaning protocols. This shall include:
 - i. All common area touch points.
 - ii. Restrooms
 - iii. Lunch rooms
 - iv. Vehicles (when traded or new arrivals)
 - v. Shared equipment or tools.
4. The COVID-19 lead shall ensure that disinfectants are made available to site personnel and frequently replenished.
5. If an employee reports sick, the COVID-19 lead shall ensure that the space, tools and equipment the employee was using are cleaned and sanitized.

Distancing Criteria:

Because COVID-19 can become airborne by coughing, sneezing or blowing your nose; and possibly even through heavy breathing while under physical stress, it is required that site employees practice, where possible, distancing behaviors to help prevent the spread of COVID-19. Employees shall practice safe distancing behaviors such as:

1. Maintain a minimum of 6 foot distance between site personnel.
2. Do not occupy a confined area with another employee such as:
 - a. Confined spaces
 - b. Vaults
 - c. Buckets
 - d. Vehicles
 - e. Offices
 - f. Meeting rooms
 - g. "Job Shacks"

- h. Storage containers
- 3. Avoid areas on the jobsite which are “bottle necks” or “choke points” where two or more individuals may be forced to converge in order to pass. Allow the other employee to safely pass at a safe distance.
- 4. When two employees must occupy a bucket at the same time:
 - a. Face covering shall be used by both persons in the bucket.
 - b. Gloves and safety glasses shall be used by both persons in the bucket.
 - c. If possible, the individuals shall face opposing directions and avoid touching.
- 5. Minimize interaction with delivery personnel.
 - a. Instruct delivery personnel to call COVID-19 lead at time of arrival.
 - b. Instruct delivery personnel where to arrive at jobsite.
 - c. Maintain 6 foot distance from delivery personnel.
 - d. Instruct delivery personnel where to leave material and equipment so as they do not expose anyone.
- 6. Stagger arrival times when multiple crews or contractors exist on one project.
- 7. During tailboard meetings:
 - a. Employees shall maintain 6 foot separation.
 - b. Employees do not need to sign tailboard form.
 - c. Employees shall not pass tailboard from person to person.
- 8. Do not allow employees to gather in a group of any size.
- 9. Do not allow meetings of any size unless employees are able to maintain 6 feet of separation.
- 10. Do not allow training to occur unless compliance training is mandatory or necessary to maintain safe operations, and, only allow training if employees are able to maintain 6 feet of separation from all other employees while in attendance.
- 11. When distancing cannot be accomplished, employees shall wear appropriate PPE, such as an FR face mask, N95 mask or other appropriate mask.

Sick Employee Policy:

During the threat of COVID-19, all employees shall follow the sick employee policy. The sick employee policy requires the following:

- 1. Employees to self-identify symptoms before and during each shift, looking for signs of cough, fever, shortness of breath, fatigue, body aches, vomiting and diarrhea, symptoms consistent with the CDC and DOH guidelines.
- 2. Any employee who believes they are sick, has been exposed to COVID-19, been exposed to a sick family member, or exposed to an individual who tested positive for COVID-19 shall remain home and notify their supervisor. They shall NOT report to the jobsite.
- 3. If an employee reports being sick while on the jobsite or is notified that they were exposed to a person who tested positive, they are to be sent home immediately. The area they were working in, or the vehicle they were using, shall be shut down and disinfected immediately. Any employees working in close proximity shall also be sent home. Either the COVID-19 lead or the Safety Department will initiate the disinfecting process. Depending on the extent of the exposure, a third party cleaning company can be used.
- 4. The Safety Department shall be notified immediately when an employee reports sick.
- 5. The sick employee shall be notified of the return to work policy.

6. The Safety Department and COVID-19 lead will maintain a confidential sick employee tracking report.

Project Access logs and Employee Attendance:

1. The site COVID-19 lead shall keep an attendance roster for all site employees. This can be documented on the daily timesheets.
2. The site COVID-19 lead shall keep a daily log of all site visitors. Visitors can be documented on the daily tailboard form under "visitors."
3. Employees who feel that it is unsafe to work, for any reason, may voluntarily remove themselves from the project. The COVID-19 lead shall inform the Safety Department of employees who voluntarily remove themselves from the project. The Safety Department shall:
 - a. Track all employees who voluntarily self-quarantine.
 - b. Inform these employees of benefits available to them.
 - c. Inform these employees of their ability to return to the project.

Return to Work Protocol:

If an employee was off work or removed from the project due to illness, they shall comply with the return to work policy before returning to the jobsite.

1. The employee shall contact the Safety Department to gain clearance to return to work following an illness, exposure or a positive COVID-19 test.
2. At minimum, the employee shall wait 72 hours after all signs and symptoms have cleared before returning to work.
3. An employee who received a test for COVID-19 may not return until test results are available.
4. An employee who is exposed to a person who is confirmed to have COVID-19 shall remain in self-quarantine for 14 days, and be symptom free, before returning to work.
5. An employee exposed to sick family members or household members shall remain home, even if symptom free, until 72 hours after that person's symptoms have cleared.
6. If an employee is sick with an illness other than COVID-19 they shall remain home until the illness clears.
7. If an employee seeks medical evaluation for their illness, they must provide a doctor note which allows them to return to work.

Stop Work Authority:

All employees have the ability to stop work if they feel their health or safety is at jeopardy. Employees who stop work due to a safety and health concern will not be retaliated against. Employees may contact the Safety Department to report safety and health concerns by using the following methods.

- COVID19QUESTIONS@POTELCO.NET
- SAFETY HOTLINE: 1-877-300-7171

Tailboard, Job Hazard Analysis (JHA):

The crew shall conduct a normal tailboard (JHA) each day prior to the start of work in accordance with distancing protocols. In addition to the normal tailboard form, the crew shall complete the COVID-19 tailboard form. The COVID-19 lead shall ensure the COVID-19 tailboard form is complete each day, review the form and evaluate the need for any specific mitigation actions related to COVID-19.