



COVID-19 Precautionary Measures

The Association recommends that these precautions be incorporated into our members' safety programs and enforced like any other safety procedure.

1. Company & Training

- a. Non-essential business travel outside of normal work areas is cancelled
- b. All training is to be online rather than group, in-person training
- c. Employees that can work from home (specifically office employees) are encouraged to do so. Field personnel who work in both office and field are encouraged to work from their vehicle rather than go into the office
- d. First line of communication should be the phone or virtual (MS Teams, Zoom, ect...), rather than in-person
- e. In the case where an in-person meeting is absolutely required and cannot be rescheduled or attended remotely, as few people should attend as practical, and a social distance of six feet or more should be maintained
- f. "High Risk" Employees, such as those with chronic diseases, respiratory disorders, immunodeficiency, or are pregnant will be given the opportunity to discuss alternate work arrangements / duties with their HR Manager or take leave according to company policies.
- g. Brining your own lunch is encouraged
- h. No outside visitors / vendors allowed
- i. Do not share employees between crews. Keep employees with the foreman to which they are assigned.

2. Educating employees on the symptoms and progress of COVID-19

- a. Symptoms can be mild to severe and may include:
 - i. Fever or Chills
 - ii. Cough
 - iii. Shortness of Breath or Difficulty Breathing
 - iv. Fatigue
 - v. Muscle or Body Aches
 - vi. Headache
 - vii. New Loss of Taste or Smell
 - viii. Sore Throat
 - ix. Congestion or Runny Nose
 - x. Nausea, Diarrhea, or Vomiting

- b. You can be contagious for about 2 days before experiencing symptoms, and you remain contagious for at least 10 days after signs or symptoms appeared.
3. Basic Hygiene & Social Distancing
- a. Do not breathe, cough, or sneeze on another person or into the open air
 - b. Avoid touching eyes, nose, mouth, or other parts of your face
 - c. Sick employees are required to stay home. Employees that are visibly sick will be sent home
 - d. If someone in your household has tested positive for COVID-19, or if you believe you have been exposed, stay home and report to your supervisor so that the company can take appropriate actions (inform others on the crew, sanitize surfaces, ect...)
 - e. Disinfect commonly touched surfaces as often as practical
 - f. Do not pass iPads, tablets, pens, clipboards, or other commonly shared items amongst personnel.
 - g. Maintain at least 6 ft distance from other people, except for short, required interactions
 - h. Employees should spread out in the job site as much as practical
 - i. Maintain hand-wash stations on all jobsites, even mobile sites. Encourage employees to wash their hands for at least 20 seconds, with soap, as often as practical, but especially after sneezing, coughing, blowing your nose, using the restroom, physical contact with another person, and before eating
 - j. If soap and water are not available, use a sanitizer with at least 60% alcohol
4. Vehicles, Equipment, and Tools
- a. Limit Company & Crew Vehicles to ½ Occupancy (4-seater becomes a 2-seater) where possible and practical
 - b. When possible, employees should drive themselves. Travel reimbursement or mileage will be provided
 - c. If more than 1 Person is in a vehicle, sanitize the vehicle after each trip
 - d. Assign a specific, single employee to a piece of equipment rather than assigning equipment to a crew. If that employee is not at work, the equipment should be sanitized before another employee uses it
 - e. Commonly-touched surfaces should be sanitized at the beginning of a shift
 - f. As much as possible, do not share tools. If a tool must be shared, the parts of it that the employees touch with bare skin should be sanitized first
 - g. If you are wearing gloves, wash or sanitize them at the beginning of a shift and after lunch