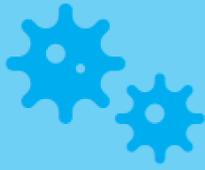


## What is COVID-19?



The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant

percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.



## How is COVID-19 Spread?

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

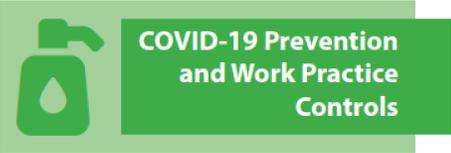
**Seek medical care immediately if someone has  
Emergency Warning Signs of COVID-19**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

**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 include:



- b. You can be contagious for about 2 days before experiencing symptoms, and you can remain contagious for at least 10 days after symptoms appear.

### 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