



# COVID-19 Response & Action Plan

## Guidelines for Working

To help prevent the spread of COVID-19 (also known as coronavirus) and reduce the potential risk of exposure to our workforce and visitors, we are providing the following guidelines for Team Members to be followed at all times:

- Practice social distancing onsite. Do not congregate in lunch areas. Maintain 6’ of separation.
- When working within the 6’ Separation Distance - please utilize a simple respiratory mask consisting of tightly woven breathable cotton fabric(preferred) or other tightly woven, breathable fabric blend, in any color or pattern.
- Follow proper Sneeze and cough “etiquette”, use your elbow.
- Wash hands frequently and avoid touching your face, 20 Seconds with Soap.
- Utilize disposable hand towels and no-touch trash receptacles.
- Increase routine environmental cleaning (tools, PPE, and other surfaces).
- Workers shall not share hand tools or personal protection equipment (PPE).
- We will follow a “zero tolerance” policy for employees coming to work with any type of illness/symptoms for the duration of this Public Health Emergency

## COVID-19 Health Survey

All Team Members will be required to complete the following survey and certify that their answers are truthful and accurate. Anyone displaying symptoms per established guidelines will be removed from site immediately. Team Members will affirm they are complying daily at the time they punch in to work.

Have you had contact with someone who is being investigated for, or confirmed as, having COVID-19?

Yes  No

Have you experienced cold or flu-like symptoms (fever, cough, sore throat, difficulty breathing) in the last 14 days or been in close contact with someone experiencing these symptoms?

Yes  No      If yes, what dates: \_\_\_\_\_

If you answered yes to any of the above, notify your supervisor, remove yourself from this site, and consider following up with your primary care provider or your State Department of Health for further direction.

I understand that my participation on this site is “voluntary” during this COVID-19 crisis and that no adverse actions will be taken on the part of F.A. Rohrbach LLC., if I choose not to continue at this time.

I acknowledge I have read and understand this directive, including the attached Best Practices for Working Safely and I have answered the above questions to the best of my knowledge.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

A copy of this form will be kept on file with F.A. Rohrbach, LLC. Each day at Punch In, using the T-Sheets application, Team Members will reaffirm that their answers on this form have not changed and that they are in compliance with the Company’s COVID-19 Policy which is publicly available at [Farohrbach.com/COVID-19](http://Farohrbach.com/COVID-19).



## COVID-19 Response & Action Plan

### Best Practices for Working Safely

#### Personal Hygiene

- Wash your hands properly and frequently
- Cover a cough or sneeze with your elbow
- Take your own temperature every morning
- Carry an individual bottle of hand sanitizer

#### Keep the Space

- If you are sick, STAY HOME!
- Take personal vehicles to job sites, avoid carpooling
- Do not gatherer in groups on or off site
- Avoid stacking trades, plan for a few people in each area

#### Using PPE

- Keep your Face Covered, Wear gloves
- Keeping your face covered protects your Team
- Properly clean or dispose of all PPE
- Do not share PPE, tools, drinks, etc.

### Stay Informed

Information about the COVID-19 Pandemic is continually changing. As public policy changes and outcomes become apparent, our policies and expectations will be updated. Rohrbach is maintaining a COVID-19 page on the company website ([www.farohrbach.com](http://www.farohrbach.com)) to one location with most current information available for the whole Team.

[FARohrbach.com/COVID-19](http://FARohrbach.com/COVID-19)