



SCS COVID-19 Provider Policy

April 06 2020

SCS COVID-19 PROVIDER POLICY

1 SCOPE

- 1.1** The Provider Policy is designed to cover all non SCS employees who must conduct business on an SCS project. A Provider is considered any subcontractor, vender, visitor or any outside company representative.
- 1.2** The health and safety of our providers are a central component of jobsite safety. With the spread of the coronavirus/COVID-19, SCS must remain vigilant in mitigating the outbreak. In order to maintain safe operations, SCS has developed a Pandemic Policy, a COVID-19 Site Plan, and this COVID-19 Provider Policy for all our jobsites.
- 1.3** SCS has also identified a team of managers and employees to monitor the related guidance the U.S. Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and other leading industry associations continue to make available.
- 1.4** This Policy is based on information available from the CDC, OSHA, AGC and other government agencies at the time of its development and is subject to change based on further information provided by the agencies, and other public officials. SCS may also amend this Policy based on operational needs.

2 RESPONSIBILITY

- 2.1** Executive management has the responsibility to ensure that all employees receive the information contained within this Policy.
- 2.2** Risk Management / Safety has ownership of the Policy and ensures compliance with all provisions of this Policy. The Safety Department will review the Policy as needed and no less than annually. Risk Management / Safety has the responsibility to monitor the questionnaire for each jobsite to ensure any issues are examined and discussed prior to subcontracted employees traveling to our jobsite.
- 2.3** The Safety Department along with Risk Management shall review and implement any lessons learned from this pandemic event.
- 2.4** Project Management has the responsibility to ensure that all subcontractors agree to and comply with the information contained in this Policy. Project Management also has the responsibility to verify subcontractor employees have completed the required questionnaire prior to arriving on our jobsite.

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- 2.5** All SCS subcontractors, vendors, service providers and visitors are responsible to comply with all the provisions contained within this Policy.

3 SCREENING PROCESS

- 3.1** All contractors, vendors and visitors entering the jobsite must complete a questionnaire that can be found on the SCSsafe app or at www.scssafe.com under the respective jobsite where you will be completing their scope of work. Once there, they will select “COVID-19 SCREENING” to begin the screening process. Here they will register their name, organization, and complete a questionnaire pertaining to COVID-19 inclusive of symptom screening, exposure to persons testing positive for COVID-19 and international or domestic travel within the preceding 14 days.
- 3.2** Subcontractors, vendors, and visitors will be required to fill out the questionnaire daily for (7) days prior to their arrival on any SCS project as well as daily while working on any SCS project.
- 3.3** Upon arrival at any SCS jobsite for the first time, all contractors, vendors and visitors will submit to a touchless body temperature test prior to engaging in any work onsite (where touchless thermometers are available). If temperature is greater than 100.4F degrees, the individual must leave the jobsite until they are illness-free and symptom-free for at least 72 hours.
- 3.4** Any contractor, vendor, or visitor showing symptoms of COVID-19 will be required to stay home or, if already onsite, leave the jobsite and return home until 7 days have passed since symptoms first appeared or a longer period of time as required under the most current CDC guidelines.
- 3.5** Any subcontractor, vendor, or visitor who chooses to return home for any reason during work activities (e.g. R&R, family emergency) will be required to complete the questionnaire each day they are absent.
- 3.6** The tracking and reporting will be monitored by the Safety Department and reported to site management daily to ensure compliance with this Policy.

4 SUBCONTRACTOR / VISITOR ONSITE OPERATIONS

4.1 On or Off-Site Client Meetings and Business Interactions

- A.** Available technological resources (mobile/virtual meetings) shall be used whenever possible for continuity of operational business flow such as Safety or Operational

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meetings. Examples of available resources are; Microsoft Teams, Zoom Meetings, phone / conference calls and email. Over communication is encouraged to ensure everyone is in the same information chain.

- B.** ALL IN-PERSON MEETINGS SHALL BE ELIMINATED until further notification.
- C.** Subcontractors, vendors and visitors must avoid physical contact with others and shall direct others (co- workers/contractors/visitors) to increase personal space to at least (6) feet. Where work trailers are being used, only necessary employees should enter and only when there are (2) or less employees inside, allowing all to maintain proper social distancing.
- D.** Contractors will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than (10) people.

5 DELIVERIES AND PROCUREMENT

5.1 Deliveries via freight

- A.** Every effort will be made to maintain a touchless receiving of freight and goods sent to the worksite. All deliveries should be scheduled at minimum (3) days prior to jobsite arrival, allowing for coordination and receipt of deliveries to the site. Site management will be required to adhere to the following steps when receiving deliveries, where possible.
 - i.** Stage a waiting area for multiple trucks to remain until permission is given to enter worksite and offload materials.
 - ii.** The driver will be allowed to only get out of his vehicle to unstrap his load. Driver will then return to truck and allow the material to be unloaded. After unloading the driver will be allowed to get out and secure his equipment and return to vehicle.
 - iii.** Subcontractor shall instruct the driver to send manifest via electronic method to receiving or allow a picture of the manifest to be taken without touching the document.
 - iv.** All delivery drivers and subcontractors will be required to maintain a 6-foot exclusion zone between people while deliveries are in process.

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6 ORIENTATION

- 6.1 All subcontractors shall go through a site orientation prior to completing any work on a SCS jobsite, which shall include review of all applicable SCS policies.

