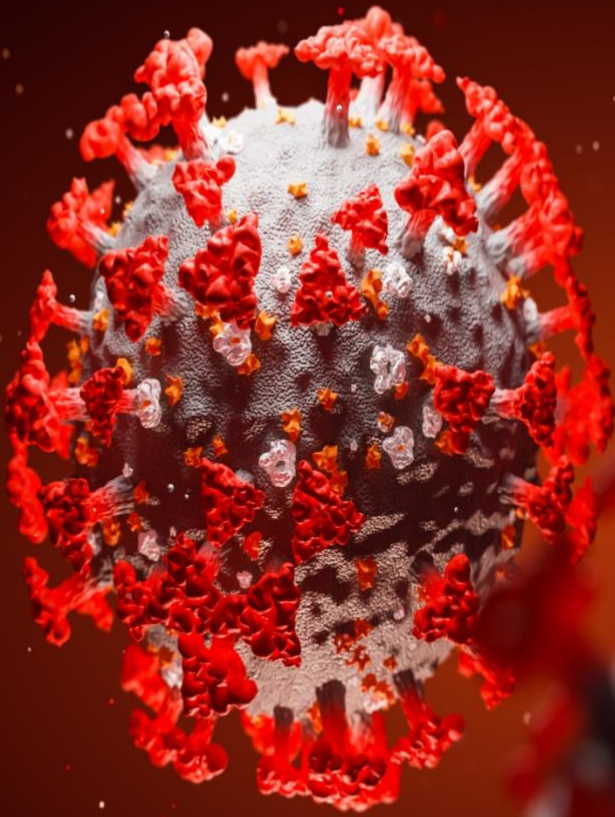


Capital City Drywall, Inc.

# COVID-19 Safety Plan

2020-2021



# COVID-19 SAFETY PLAN

PROJECT NAME/JOBSITE LOCATION: Capital City Drywall, Inc. /Office and All Northern California Jobs

DATE OF IMPLEMENTATION: 11/27/2020

## PURPOSE

The purpose of this document is to ensure that All Northern California Projects, which are actively operating during the pandemic, have a plan to ensure the health and well-being of all workers, subcontractors, and suppliers each and every day. This field operations plan is to be implemented immediately to address the implications of COVID-19 (also known as Coronavirus or SARS-CoV-2 virus). The plan describes how to prevent worker exposure to COVID-19, personal protective equipment, social distancing work practices and controls to be implemented, cleaning and disinfecting procedures, and what to do if a worker becomes sick.

## OBJECTIVES

This plan identifies our COVID safety team which will have the main objective of:

1. Keeping all workers and their family members safe by reducing spread of the virus.
2. Support our local community by doing our part to flatten the curve of the virus.
3. Decrease the impacts that could potentially exist to subcontractors or suppliers who are an essential part of the project.
4. Protect all individuals who are at a higher risk due to identified demographics (such as age) or underlying health complications.

## RESPONSIBILITIES

Superintendents, foremen, safety compliance officers, employees, visitors, and subcontractors, are all responsible for implementing the provisions of this plan in order to mitigate the potential transmission of COVID-19 in our workplaces and communities. Our COVID safety team shall include:

### **COVID-19 SAFETY COMPLIANCE OFFICER**

Robert Truax - is the COVID-19 Safety Director and has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

### **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.
- Conduct weekly briefings in person or by teleconference that must cover the following topics:
  - a. New jobsite rules and pre-jobsite travel restrictions for the prevention of COVID-19 community spread.
  - b. Review of sanitation and hygiene procedures.
  - c. Solicitation of worker feedback on improving safety and sanitation.
  - d. Coordination of construction site daily cleaning/sanitation requirements.
  - e. Conveying updated information regarding COVID-19.
  - f. Emergency protocols in the event of an exposure or suspected exposure to COVID-19.
- Post a copy of the COVID-19 Safety Plan as required by law, in locations where posting is not practical all employees will be directed to an online posting area. [www.capitalcitydrywall.com/covid-19](http://www.capitalcitydrywall.com/covid-19).

- Produce a copy of the Plan to County governmental authorities upon request.

## COVID-19 Prevention & Job Site Protective Measures

### **SOCIAL DISTANCING PROTOCOLS**

Jobsite workers must adhere to all social distancing guidelines while onsite and take personal responsibility in managing themselves and reporting all violations immediately to management. The following practices will be implemented to achieve social distancing.

- Jobsites and Office will manage scheduling to reduce and/or eliminate to the best of their ability the stacking of trades.
- Stagger stop and start times for shift schedules to reduce the quantity of workers at the jobsite at any one time to the extent feasible.
- Stagger trade-specific work to minimize the quantity of workers at the jobsite at any one time.
- Must limit the number of workers and must operate in a manner that allows for proper social distancing
- Carpooling to and from the jobsite is discouraged by the CDC, State and Local Health Orders except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
- Breaks and lunch breaks will be staggered to limit the large groups in common break areas. Workers are encouraged to remain outdoors in safe, hazard-free zones and continue to practice social distancing guidelines.
- Require social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the project.
- Prohibit gatherings of any size on the jobsite, except for safety meetings or as strictly necessary to carry out a task associated with the project.
- Pre-work safety meetings / tailgate meetings / pre-shift meetings will still be conducted but only with proper social distancing implemented. There will NOT be a sign in sheet, pen, pencil, or any materials passed around to attendees. All attendance will be taken by the shift lead/supervisor/Designee.
- Where construction work occurs within an occupied residential or commercial unit, every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of social distancing at all times as well as wearing appropriate face covering.

### **Face Coverings**

Face coverings will be provided and worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department. Face coverings shall remain clean and undamaged during use. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following are exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with Section 5144 or other Title 8 safety orders.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
6. Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
7. Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **General Worksite Practices**

- Sharing of food or beverages should be avoided.
- Use of microwaves, water coolers, and other similar shared equipment should be avoided. Consider the following options:
- In lieu of using a common source of drinking water, such as a cooler, employees should use single serve containers such as individual water bottles. Ice chests used to store water bottles should be frequently cleaned and sanitized, in accordance with CDC guidelines.

- Prohibit workers from using others' phones or desks. Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants that are effective against COVID-19 before use by a new worker.
- Notices will be translated as necessary to ensure that all non-English speaking workers are able to understand the notice.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection, etc.), Capital City Drywall, Inc. will also provide additional PPE in relation to COVID-19 exposure. All affected employees will be provided with gloves, eye protection, and face coverings as appropriate for the activity being performed. Employees are prohibited from the sharing of PPE.

- Gloves: Gloves should be worn if practical for the task at hand while on-site.
- Eye Protection: Eye protection is recommended to be worn at all times while on-site.
- Face Protection: Use of cloth face masks is encouraged and [CDC guidelines](#) should be followed.

### **CLEANING AND DISINFECTING PROTOCOLS**

Cleaning and sanitization practices will be implemented in accordance with the following:

- Job Site General Contractors when practical should clean and sanitize, in accordance with CDC guidelines, all high-traffic and high-touch areas including, at a minimum: meeting areas, jobsite lunch and break areas, entrances and exits to the jobsite, jobsite trailers, hand-washing areas, tools, equipment, jobsite restroom areas, stairs, elevators, and lifts.
- Capital City Drywall, Inc. staff will clean and sanitize the offices and shop areas daily, in accordance with CDC guidelines, all high-traffic and high-touch areas including, at a minimum: meeting areas, jobsite lunch and break areas, entrances and exits daily. Work from home programs will be applied on a case by case basis. Offices will operate under limited hours and limited staff. Visitors will not be allowed within the office work areas.

### **TRAINING**

Training is essential to assessing, demonstrating, and improving an organization's ability to maintain a safe and healthy work environment in relation to COVID-19. The organization conducts weekly trainings to ensure sustainable social distancing techniques, personal protective equipment requirements and cleaning and disinfecting procedures are communicated and to familiarize personnel with their responsibilities. Capital City Drywall, Inc. has identified resources ([see www.capitalcitydrywall.com/covid-19](#)) and due to the evolving situation of COVID-19 such resources are always evaluated in order to stay up to date with the latest information.

## **COVID-19 Exposure Protocols**

All jobsites and offices have a ZERO TOLERANCE policy for any worker showing up and/or working on the jobsite when they are showing or experiencing symptoms of COVID-19. All workers have a personal responsibility to keep both themselves and those around them safe and clear of any harmful exposures. It is the Contractor's responsibility to provide a safe working environment for all workers. Now more than ever, safety is the number one priority, and there will not be any exceptions made for any individual. Additionally, all jobsites and offices have a ZERO TOLERANCE policy for any worker, contractor, vendor, supplier, or company not adhering to this Jobsite Safety Plan. Anyone working on these sites must comply and enforce all of the safety measures put into place through this plan. Any worker or company not enforcing or supporting this Jobsite Safety Plan will be removed from the project.

### **CREW SCREENING**

To reduce the spread of COVID-19, all operations will perform a verbal daily health check of all workers on the jobsite utilizing the [Assessment Questionnaire provided in Appendix A of the plan](#) as a guide. Screening may be done verbally. Foremen/Superintendents should hold a conversation with workers arriving at the jobsite to inquire about physical health. If the worker shows any visible signs of being ill, they should be separated from the rest of the crew and sent home immediately. See COVID-19 Investigation Policy section for next steps on protocol.

### **COVID-19 INVESTIGATION POLICY**

Robert Truax, Safety Director, Dan Perez, Safety Officer in conjunction with the area foreman



will initiate an investigation of "potentially infected persons" when:

- ✓ a worker/individual on this jobsite exhibits symptoms consistent with COVID-19,
- ✓ recently completed travel to a CDC-categorized high-risk country and did not self-quarantine for the CDC-recommended duration after arrival back in the United States,
- ✓ has come into close contact (defined by CDC\*) with someone who has confirmed tested positive for COVID-19,
- ✓ has tested positive for COVID-19,

any such worker/individual will be deemed a "potentially infected person" and the preliminary investigation and actions provided below will be conducted and reviewed. Recordkeeping requirements in relation to confirmed workplace COVID-19 cases will be followed based on most up to date Fed-OSHA and Cal-OSHA recordkeeping guidelines.

In order to conduct a proper investigation, the COVID Safety Compliance Officer will verify that the report is true from the source of the report. They will speak directly to the person who is reporting a confirmed case. No assumptions will be made. The number of persons who will be informed of a worker's condition will be kept at the minimum.

Once the case is confirmed, the following protocol should be carried out by only those individuals identified above.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - a. All employees who may have had COVID-19 exposure and their authorized representatives.
  - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
6. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All employee medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

### **MULTIPLE COVID-19 CASES AND OUTBREAKS**

An outbreak is when there are three or more COVID-19 cases in an exposed workplace within a 14-day period. This section shall apply until there are no new COVID-19 cases detected in the workplace for a 14-day period.

1. COVID-19 testing.
  - a. COVID-19 testing will be provided to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s). COVID-19 testing will be provided at no cost to employees during employees' working hours.
  - b. COVID-19 testing shall consist of the following:
    - i. Immediately upon being covered by this section, all employees in the exposed workplace shall be tested in accordance with the CDC Guidelines. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
    - ii. After the first two COVID-19 tests required by item (i) above, the company will provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies.
    - iii. The company will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with Title 8 section 332.3.
2. Exclusion of COVID-19 cases. The company will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace.
3. Investigation of workplace COVID-19 illness.

- a. The company will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak.
4. COVID-19 Investigation, review and hazard correction.
  - a. The company will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:
    - i. Investigation of new or unabated COVID-19 hazards including the company's leave policies and practices and whether employees are discouraged from remaining home when sick; the company's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
    - ii. The review will be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
    - iii. The company will implement changes to reduce the transmission of COVID-19 based on the investigation and review. The company will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.
5. Notifications to the local health department.
  - a. The local health department will be contacted immediately but no longer than 48 hours after the company knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
  - b. The company will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

1. Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
2. Excluding employees with COVID-19 exposure from the workplace for 10 days (or current CDC guideline) after the last known COVID-19 exposure to a COVID-19 case.
3. Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by utilizing Federal Families First Plan and/or State Covid-19 related paid sick leave.
4. Providing employees at the time of exclusion with information on available benefits.

### **Reporting, Recordkeeping, and Access**

It is our policy to:

1. Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
2. Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
3. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
4. Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
5. Use the Appendix B or equivalent investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### **RETURN TO WORK REQUIREMENTS**

1. COVID-19 cases with COVID-19 symptoms shall not return to work until (all conditions met):
  - a. At least 24 hours have passed since a fever of 100.4°F or higher has resolved without the use of fever reducing medications;
  - b. COVID-19 symptoms have improved; and
  - c. At least 10 days have passed since COVID-19 symptoms first appeared.
2. COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
3. A negative COVID-19 test shall not be required for an employee to return to work.
4. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was in effect.

## **COVID-19 Prevention in Employer-Provided Housing**

### Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

### Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e. end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

### Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

### Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

### Screening

We will encourage residents to report COVID-19 symptoms to **CCD's Safety Department**.

### COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

## Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any applicable local or state health officer orders.



# Appendix A

## COVID-19 Assessment Questionnaire

Due to the evolving situation with the novel Coronavirus (COVID-19), **Capital City Drywall, Inc.** is taking precautionary measures of all individuals who enter our offices and jobsites by completing a Safety Assessment. **Capital City Drywall, Inc.** reserves the right to evaluate the potential for health and safety risks at our discretion and deny access on any premises.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

### COVID-19 QUESTIONNAIRE for APPLICANT/EMPLOYEE/VISITOR

I, \_\_\_\_\_, certify that I have provided the information below, and  
Name (Printed)  
that it is accurate to the best of my knowledge. I understand that if my travel status changes and/or I have contact with a confirmed or suspected COVID-19 and/or I experience a fever, a cough or have difficulty breathing, I must notify my supervisor or a(n) **Capital City Drywall, Inc.** Representative immediately.

<p><b>1)</b> In the last 14 days, have you traveled to or returned from a destination with a Travel Health Notice issued by the Centers for Disease Control and Prevention (CDC) with a <b>Level 2 OR Level 3 Warning</b> for COVID-19? <b>YES</b> <input type="radio"/> <b>NO</b> <input type="radio"/> If YES, what day did you return to your home or current location? _____</p>
<p><b>2)</b> In the last 14 days, have you been in close contact with a <b>confirmed or suspected</b> COVID-19 case? <b>YES</b> <input type="radio"/> <b>NO</b> <input type="radio"/> If YES, what was the last day you were in contact with individual? _____</p>
<p><b>3)</b> In the last 14 days, have you experienced a fever <b>and</b> a cough or difficulty breathing? <b>YES</b> <input type="radio"/> <b>NO</b> <input type="radio"/> If YES, what was the first day you experienced these symptoms? _____ and what was the last day you experienced these symptoms? _____</p>

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### COVID-19 SAFETY CERTIFICATION (To Be Completed by Company Representative)

**Evaluator:** If the answer to any question above is **YES** the individual is not cleared to enter any **Capital City Drywall, Inc.** site or office and is required to speak with a Company Safety or Human Resources Representative. The Safety Assessment shall be forwarded to **Robert Truax/Dan Perez**

Is this individual cleared to enter a(n) **Capital City Drywall, Inc.** jobsite, office and/or return to work?  **YES**  **NO**  
If **NO**, the individual is eligible to be re-evaluated on: \_\_\_\_\_

Company Representative Name: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B

### COVID-19 Investigation questionnaire

Investigation Questions	Answer	Suggested Action
Do we have an understanding of when the person may have become symptomatic?		<p>HR will notify, typically via email, the potentially infected person(s) with steps they should take, support and information on their return.</p> <p>The notification shall:</p> <ul style="list-style-type: none"> <li>• Direct the potentially infected person(s) to immediately leave the project site or office, as applicable.</li> <li>• Suggest the potentially infected person(s) seek guidance from a medical professional of the individual's choice.</li> <li>• Advise on steps for return to work, noting that the potentially infected person(s) will not be allowed to return to work until cleared by a medical professional through a negative COVID-19 test or are cleared by their healthcare provider.</li> </ul> <p>Once test results are obtained, review the findings with COVID-19 Response Team, and the project owner, to determine any additional remedial measures necessary</p> <p>If the potentially infected person tests positive for COVID-19:</p> <ul style="list-style-type: none"> <li>• Promptly notify all jobsite workers, subcontractors, suppliers without disclosing the individual's name.</li> <li>• Evaluate whether a partial or complete temporary suspension of work on the project is necessary.</li> </ul> <p>If the individual tests negative for COVID-19:</p> <ul style="list-style-type: none"> <li>• Promptly notify all jobsite workers, subcontractors, suppliers without disclosing the individual's name.</li> <li>• Resume any work that was temporarily suspended pending test results.</li> </ul>
Do we have an understanding of when the individual may have been infected?		
Did the individual report or did others tell us that the potentially impacted person was displaying or complaining to others regarding symptoms associated with COVID-19 (e.g., dry cough, fever, chills)?		
Was this a one-time visit or have there been multiple visits to the project site?		
When was that person last on the jobsite?		
How long was this person on site? Frequency (if any)?		
Did the person work in a specific area of the project or on a specific trade?		

Investigation Questions	Answer	Suggested Action
<p>To the extent possible, identify individuals the potentially infected person was likely to have come into close contact with during their visit. Consider the following:</p> <ul style="list-style-type: none"> <li>▪ Jobsite workers</li> <li>▪ Joint venture partners</li> <li>▪ Subcontractors and partners</li> <li>▪ Clients</li> <li>▪ Third-party providers (e.g., inspectors, suppliers, utility workers, consultant, designers)</li> </ul> <p>Other General Contractor's offices or projects</p>		<p>Human Resources will notify, via email, all individuals identified above in close contact with the potentially infected person(s) with steps they should take, support and information on their return.</p> <p>The notification shall cover the following:</p> <ul style="list-style-type: none"> <li>• Sending the personnel in close contact with a potentially infected person home for quarantine.</li> <li>• Identifying that exposure may have occurred without disclosing identity of the potentially infected individual.</li> <li>• Providing details on potentially infected zones and approximate time frames.</li> <li>• Suggesting they seek guidance from a medical professional of the individual's choice.</li> <li>• Advising on steps for return to work, noting that the individual will not be allowed to return to work until: <ul style="list-style-type: none"> <li>- They are cleared by a medical professional through a negative COVID-19 test, or</li> <li>- After the expiration of the 14-day quarantine period with no symptoms, or</li> <li>- If the applicable potentially infected person tests negative for COVID-19.</li> </ul> </li> </ul>
<p>Did the potentially infected person arrive or leave the project site alone?</p>		<p>Communications from Project Lead/COVID-19 Supervisor to key stakeholders:</p> <ul style="list-style-type: none"> <li>- Promptly notify key stakeholders, without disclosing the individual's name. This includes a communication from the project lead to be sent to: Employees on the project, joint venture partners, client, partners, subcontractors, trades, utility workers, etc.</li> <li>- This should be coordinated with the information below if sending out one notification out, typically via email, to the team with actions.</li> </ul>