



10979 Lin Valle Drive - St. Louis, Missouri 63123

AME JOB

INCIDENT - EXPOSURE GUIDELINES

In January of this year, the World Health Organization (WHO) declared the outbreak of the Novel Coronavirus (COVID-19) a global public health emergency. While public health authorities across the world are taking action to contain the COVID-19 outbreak, it is important that businesses and individuals play a role as well to stop the spread of this disease.

People of all ages can be infected by COVID-19. Most persons infected experience mild symptoms and recover. Older individuals and people with weakened immune systems or pre-existing medical conditions (such as asthma, diabetes and heart disease) appear to be more vulnerable to becoming severely ill with the virus. While there is currently no vaccine to prevent this virus, there are simple steps that can help stop the spread of this and other respiratory viruses.

Continue to reference the Center of Disease Control (CDC), WHO and your state's department of health along with the local municipal mandates.

Prior to Potential Exposure:

All employees are expected to:

1. If you're sick - **STAY HOME!**
2. Wash your hands frequently with soap and water for 20 seconds - if there is no soap, use alcohol-based hand sanitizer.
3. Cover your mouth when you cough and sneeze with a tissue, then throw the tissue in the trash.
4. Do not shake hands with or hug people.
5. Thoroughly wash all shared cups, mugs, plates, bowls and utensils prior to use.
6. Eliminate unnecessary large gatherings and meetings. Limit meetings to essential personnel only.



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7. Regarding personal airline travel, we encourage employees to limit personal airline travel and not go to countries that are on the CDC list of affected areas. This will be left to your own personal judgment. Please be advised, should any person travel to an affected area, they need to inform their manager / foreman and log the details of the trip/travel and upon return from an affected area, they will need to self-quarantine for 14 days and should not come to the workplace.
8. Be familiar with the material provided by in this program and by the CDC regarding COVID-19 - how it spreads, symptoms, prevention guidelines, etc.
9. Avoid close contact with people who are sick. Including family members, close friends etc.
10. Disinfect frequently touched objects and surfaces, such as tools, light switches, gang boxes, tables etc. Most household cleaners, such as bleach wipes or alcohol, will kill the virus. It is suggested that employees self-clean their work areas and tools at least once a day.
11. Practice 6'-0" social distancing rules between all workers.

Office personnel and field teams are immediately expected to:

1. Ensure Emergency Action Plans and contact lists are current. Ensure employees understand the reporting protocol specific to COVID-19 (details below).
2. Provide training and education to all onsite staff on COVID-19 per CDC recommendations.
3. Increase cleaning services (cleaning frequency and type of cleaning) in offices, job site, break areas, bathrooms and eating areas using alcohol-based cleaners.
4. Disinfect frequently touched objects and surfaces, such as tools, light switches, gang boxes, tables etc. Most household cleaners, such as bleach wipes or alcohol, will kill the virus. It is suggested that employees self-clean their work areas and tools at least once a day.
5. Check jobsite for additional sanitary stations, portable wash sinks and hand sanitizer pumps, etc. If General Contractor does not provide, please notify AME
6. Ask foremen to check in with crew members, If an employee expresses feeling symptomatic of COVID-19, follow the protocol detailed below.
7. Communicate with owners and clients. Let them know how we are handling this onsite and ask for specific plans from them.
8. Understand what to do and who to contact if an employee worksite, project or office is exposed (details below).



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The AME Response Team:

- Amy Heeger 314-575-1703

Response Process:

Watch for the symptoms. Reported illnesses range from mild symptoms to severe illness and death confirmed by the CDC.

The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of breath

Symptom comparison: COVID-19 vs. flu vs. cold

Symptom	COVID-19	Flu	Cold
FEVER	Often	Often	Rare
COUGH	Often	Often	Rare
SHORTNESS OF BREATH	Often	Rare	Rare
FATIGUE	Often	Often	Sometimes
BODY ACHES	Sometimes	Often	Often
HEADACHE	Sometimes	Often	Rare
SORE THROAT	Sometimes	Sometimes	Often
DIARRHEA/GI	Sometimes	Sometimes	Rare
STUFFY NOSE	Rare	Sometimes	Often
SNEEZING	Rare	Rare	Often

Source: Yale New Haven Health

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html



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The World Health Organization (WHO) initial investigation protocol should be followed to determine the significance of the exposure on the project following this link:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/early-investigations>

We are aware that there is growing concern around the outbreak of Novel Coronavirus (COVID-19), its risks, and the impact it may have on you and your family as well as your team and project. We ask that all employees manage their health responsibly and to self-report any exposure or diagnosis.

In response to the crisis, AME will assemble the COVID-19 Response Team to immediately address any potential COVID-19 events that may occur.

Listed below are the roles of the AME Response Team:

- Create and implement plans
- Communicate to appropriate parties
- Identify sanitation resources
- Coordinate with the Client / Local Project Office

Communication is the key

In the event an employee notifies a member of the project team that they have symptoms of COVID-19 or have been in contact with someone who they suspect has or has been confirmed to have COVID-19, the project team should begin to implement the COVID 19 plan. Ultimately, implementation of the plan is determined by the investigation of the specific situation. Every scenario is unique and so decisions must be made on a case by case basis. Most scenarios will fall into the six (6) "case by case" categories listed below.



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The following reporting structure must be followed:

- Once the project leadership is informed of a **positive COVID individual or an individual exposed to a positive person, the individual must be separated then questioned about who he/she may have exposed and where he/she may have exposed others or places for the prior 48 hours.** The infected individual or individuals showing symptoms should be sent home for 14 day quarantine.
- Individuals that were exposed to either a confirmed case or someone showing symptoms may continue to work under the following criteria.
 - Individual remains asymptomatic
 - Individuals must pre-screen their temperature for 14 days
 - Individuals must wear a face mask.
 - Individuals must follow social distancing requirements.
 - Disinfect all work areas, gang boxes, offices, bathrooms, common areas and shared tools / electronics.
- The Foreman will notify AME Response Team immediately. This team will investigate the level of exposure, the number of employees exposed and determine who will be told to self-quarantine for 14 days.

Case by Case Scenarios:

1. Confirmed case – any employee
2. Exposure to a confirmed case
3. Employee showing symptoms of COVID
 - Shortness of Breath
 - Fever
 - Cough (Usually dry)
4. Direct exposure to someone with symptoms
5. Exposure to someone who was exposed to a positive COVID



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6. Exposure to someone who was exposed to someone with symptoms

Note: Be aware that there are varying degrees of exposure.

If an employee, client, partner, subcontractor, vendor or site worker gives notice of exposure or positive clinical testing of COVID-19 or influenza activity, AME will assemble an Action Plan to address the situation.

These Action Plans will include:

1. Reporting via phone immediately to Foreman / AME Response Team.
2. Notification and COVID-19 report to Amy Heeger 314-575-1703 amyh@ameconstructors.com
3. Determine the extent of exposure i.e. interaction with others, areas of work and access, points of contact, etc.
4. Developing an individual event Action Plan
5. Notice of confirmed COVID-19 event and publicize event to jobsite / client.
6. Implement quarantine protocol established by CDC. (if required).
7. Monitoring/Follow Up of the Action Plan. Receive doctor's release if necessary.
8. Final notification of individual event's conclusion to AME executive team

All are reminded to act in a professional and respectful manner in accordance to our code for conduct and values (keep information confidential).

Return to Work Procedures

Allowing Employees Back:

Project Managers must track all quarantined employees relative to each specific case. Whether quarantined for Positive Test, or showing symptoms, AME Response Team must be notified that an employee is returning to work.

- **Positive Case**

Individuals are only able to come back to work if symptom free for 72



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hours at the end of the 14-day required quarantine. Doctor's note may be required.

- **Symptoms and no positive COVID test after designated quarantine period.**

Individuals are only able to come back to work if symptom free for 72

hours at the end of the 14-day required quarantine Doctor's note may be required. A Negative test could shorten the 14-day period as long as the individual is asymptomatic for 72 hours.

- **Exposure to a confirmed case or someone showing symptoms**

- The **individual** can still work if the following criteria is met
 - Prescreen temperature for 14 days - must be under 100.4 F
 - Individual must wear a face covering for 14 days
 - Must follow social distancing guidelines
 - Continue to disinfect areas or exposure

AME Projects Specific Prevention Plan

1. Office Separation

- AME will begin office separation and limit the amount of close contact with fellow staff.

The goal is to minimize touchpoints across the project.

2. Field Separation

- Exploring the option of multiple shifts to reduce the volume of people on each shift.
- Tradesmen to practice the 6 feet of separation rule prohibiting interaction from close proximity of each other.

Amy Heeger,

President

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