



Jobsite-Specific COVID-19 Exposure Prevention, Preparedness, and Response Plan

BEI Construction

COVID-19 Exposure Prevention, Preparedness, and Response Plan

BEI Construction (hereinafter “Company”) takes the health and safety of our employees very seriously. In order to maintain safe operations, and prevent exposure of employees to COVID-19, we have developed this Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our jobsites. The Company has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on the most recent information available from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.



Table of Contents

General Information	3
Symptoms	3
Exposure Risk Levels	3
Best Known Prevention Practices.....	4
Individual Responsibilities	4
Managers and Supervisors.....	4
Subcontractors, Vendors, and Visitors	5
Job Site Protective Measures	5
General Safety Policy and Rules	5
Social Distancing Requirements.....	5
Cleaning and Sanitization Practices	6
Site-Specific Sanitization Procedures.....	6
Additional Site-Specific Procedures.....	8
Jobsite Training	8
Handling COVID-19 Exposure	8
Policies & Practices	8
Testing	8
Sick Leave	9
Return to Work	9
Reporting	9
Appendix A – Exposure Control Hazard Analysis	10
Appendix B – Field Sanitization Guidelines	16
Appendix C – COVID-19 Prevention Guidelines	18
Appendix D – Job Site COVID-19 Compliance Checklist	19

Plan Contacts

COVID-19 Safety Compliance Officer (SCO):

Name: Kirk Emge Safety Director Phone (510) 561-5311

Human Resources:

Name: Corey Robertson, HR Manager Phone: (682) 552-4149



1. General Information

In 2019, a novel coronavirus was identified as the cause of a disease outbreak. The virus is now known as the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease it causes is called coronavirus disease 2019 (COVID-19). COVID-19 is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads. People are thought to be most contagious when they are most symptomatic. Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Symptoms

Different strains of coronavirus have unique symptoms, but common symptoms of influenza include:

- Fever (temperature of 100.4°F or greater)
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- Muscle or body aches
- Loss of taste or smell
- Cough
- Sore throat
- Runny or stuffy nose
- Nausea, vomiting or diarrhea

If you develop any of the above symptoms **do not go to work**. Call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

Exposure Risk Levels

There are varying degrees of risk exposure levels to COVID-19. Per OSHA recommendations, below are construction specific exposure risk levels.

Very High	<ul style="list-style-type: none"> • Category not applicable for most anticipated work tasks.
High	<ul style="list-style-type: none"> • Entering an indoor work site occupied by people such as other workers, customers, or residents suspected of having or known to have COVID-19, including when an occupant of the site reports signs and symptoms consistent with COVID-19.
Medium	<ul style="list-style-type: none"> • Tasks that require workers to be within 6 feet of one another. • Tasks that require workers to be in close contact (within 6 feet) with customers, visitors, or members of the public.
Low	<ul style="list-style-type: none"> • Tasks that allow employees to remain at least 6 feet apart and involve little contact with the public, visitors, or customers.



To classify workplace exposures, BEI will use the following definitions.

- COVID-19 Exposure: Being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24 hours period within or overlapping with the “high-risk exposure period” regardless of face coverings used.
- High-Risk Exposure Period: Time period 1) for persons who develop COVID-19 symptoms from two (2) days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever (without aid from medication) and symptoms improved or 2) persons who test positive and never develop symptoms from two (2) days before until ten (10) days after the specimen for their first positive test was collected.
- Outbreak: Identified by a local Public Health Department or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.
- Exposed Workplace: Any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas and waiting areas.

BEI will defer to local Public Health Departments should local restrictions exceed those as outlined in this plan.

Best Known Prevention Practices

- Maintain social distance of 6 feet from others whenever possible and limit gatherings to 10 people or fewer.
- Cover your mouth and nose with a face covering in a public setting or within proximity to others.
- Cover your mouth and nose when you cough or sneeze. Throw tissue away and wash hands.
- Clean your hands often. When available, wash your hands with soap and warm water, and scrub all skin surfaces for 20 seconds. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers containing at least 60% alcohol may be used.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean and disinfect objects and surfaces you touch.
- Stay home when you are sick or have flu-like symptoms and check with a health care provider when needed.
- Avoid close contact with individuals who are sick.

2. Individual Responsibilities

All personnel are expected to follow practices as set forth in this COVID-19 Exposure Prevention, Preparedness, and Response Plan. Employees should immediately report to their manager or supervisor if they witness in others or personally experience any signs or symptoms of COVID-19. Symptomatic individuals should immediately leave the jobsite and isolate and/or seek medical care. Specific questions about this plan or COVID-19 should be directed to Safety or Human Resources.

Managers and Supervisors

Managers and supervisors are responsible for following and enforcing the COVID-19 Exposure Prevention, Preparedness, and Response Plan. This involves adhering to jobsite safety practices in a role model capacity. All managers and supervisors must be familiar with this plan and reference it to answer general employee questions.

Below are specific responsibilities:

- Ensure employees and visitors sign-in upon arrival; individuals displaying signs or symptoms of COVID-19 should be turned away.



- Ensure employees and visitors wear a face covering and maintain social distance.
- Ensure compliance of all jobsite safety policies & practices.
- Address safety violations immediately and report persistent and/or concerning violations to Safety.

Subcontractors, Vendors, and Visitors

Subcontractors, vendors, and visitors must comply with this COVID-19 Exposure Prevention, Preparedness, and Response Plan. This involves wearing a face covering, practicing social distancing, and adhering to all jobsite safety practices. All personnel entering the designated boundaries of our projects must sign-in and follow every required protocol or will be asked to leave the premises. Individuals displaying signs or symptoms of COVID-19 will not be allowed to enter the job premises.

3. Job Site Protective Measures

General Safety Policies and Rules

- All employees/contractors/visitors must wear face coverings.
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. Face Coverings must be worn in compliance with Section 5 of the Health Officer’s Order, dated April 17, 2020, or any subsequently issued or amended order.
- Ensure that employees are trained in the use of PPE. Maintain and make available a log of all PPE training provided to employees and monitor all employees to ensure proper use of the PPE.
- The sharing of PPE of any kind is prohibited.

Social Distancing Requirements

- 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.
- Eliminate all unessential visitors to jobsites.
- 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.
- Strictly control “high-risk areas” where workers are unable to maintain minimum six-foot social distancing and prohibit or limit use to ensure that minimum six-foot distancing can easily be maintained between workers.
- Eliminate or minimize worker exposure to public and visitors from work areas.
- 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.
- Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.



- Prohibit workers from using others' phones, tools, or equipment whenever possible. 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
- Maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, and email.
- Post a notice in an area visible to all workers and visitors instructing workers and visitors per Appendix A.

Cleaning and Sanitization Practices:

- Frequently 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.
- Establish a cleaning and decontamination protocol prior to entry and exit of the jobsite and post the protocol at entrances and exits of jobsite.
- Supply all personnel performing cleaning and sanitization with proper PPE to prevent them from contracting COVID-19. Employees must not share PPE.
- Establish adequate time in the workday to allow for proper cleaning and decontamination including prior to starting at or leaving the jobsite for the day.
- Prohibit all carpooling to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
- Provide water, which should be provided in single-serve containers. Prohibit any sharing of any food or beverage and if sharing is observed, the worker must be sent home for the day.
- The use of microwaves, water coolers, and other similar shared equipment is prohibited.
- Where access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants before use by a new worker.
- Place wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.

Site Specific Sanitization Procedures

- Supervision shall ensure adequate toilet and hand washing facilities are available based on a 20 to 1 ratio or fraction thereof. Toilets are 20 to 1 per sex or fraction thereof.
- Toilet facilities shall be pumped on a (daily/48hr/weekly) cycle and sanitized at the end of each shift. Restrooms must have alcohol based antibacterial hand sanitizer available.
- Supervision should make every effort to provide toilet paper and disposable hand towels to individual employees (1 roll per person as needed, etc.)
- Employees shall avoid using of community-use toilet paper and hand towels.
- Employees shall wash their hands with soap and water for a minimum of twenty seconds after visiting toilet facilities. Employees observed not following hand washing requirements will be removed from the project.
- Employees shall ensure that all PPE is kept clean and in serviceable condition.
- Hard hats shall be sanitized at the end of each shift. See attached Field Sanitization Guidelines.
- Safety glasses should be cleaned regularly throughout the shift with approved Isopropyl wipes including the frame and stems.



- Gloves shall be new at the beginning of the shift and replaced at each break or after touching common use surfaces. Gloves shall be sanitized at the end of each shift. See attached Field Sanitization Guidelines.
- Disposable Latex or Nitrile gloves may be used as outer covering for cut resistant or leather gloves but must be disposed of after each use.
- Ear plugs must be inserted or removed with clean washed hands and replaced daily or if dropped on the ground or other surface.
- Muff type hearing protection must be cleaned before each use and after being dropped or laid down on any common use surface.
- Vests or other high visibility garments should be sanitized at the end of each shift. See attached Field Sanitization Guidelines.
- Fall protection equipment shall be wiped down with soap and water after each use. See attached Field Sanitization Guidelines.
- Face masks or face shields shall be wiped down with soap and water or other disinfecting agent prior to and after each use.
- Face masks or shields will be issued to the individual employee and shall not be shared. See attached Field Sanitization Guidelines for more information.
- Respiratory protection equipment will be in STRICT accordance with CCR, Title 8, Section 5144.
- First Aid Kits shall be sanitized after every use following CDC guidelines for Sanitizing equipment:
Clean:
 - Wear disposable gloves to clean and disinfect.
 - Clean surfaces using soap and water, then use disinfectant.
 - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.Disinfect:
 - Recommend use of EPA-registered household disinfectant.
 - Follow the instructions on the label to ensure safe and effective use of the product.
 - Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- First Aid Response:
 - First Aid responder shall ensure they are wearing appropriate PPE before for responding and:
 - Ensure injured personnel are wearing appropriate PPE as required on the project.
 - Log information of incident, injury, person involved for future reference.
 - Determine if treatment is first aid only. If patient feels ill or requires any treatment beyond basic first aid, they will require evaluation by a medical professional.
 - Ensure that all precautions are taken to prevent transfer of possible infectious disease by following guidelines in this document.
 - Wipe down first aid kit as a precaution before opening.
 - Perform basic First Aid procedures in a clean, well ventilated environment.
 - Disinfect all PPE and materials utilized
 - Disinfect First Aid Kit



Additional Site-Specific Procedures

- Stairs shall be used for travel and encouraged for use when possible, but not required. Look for designated up and down stairwells to allow for proper distancing.
- Passenger Elevators – Follow guidelines on occupancy. Posters or information should be posted on elevators. Referring to their site-specific safety plan:
- Passenger Elevators – has increased usage to be 5 elevators per building. The total number of persons riding in an elevator shall be limited to two (2), or as delineated in your pre task plans. Freight Elevators - The total number of persons riding in an elevator shall be limited to three (3), or as delineated in your pre task plans.
- Passengers shall face away from one another while riding elevator.
- All Elevator cleaning will be scheduled and tracked.

Jobsite Training

All BEI Construction employees should be trained and familiar with the COVID-19 Exposure Prevention, Preparedness, and Response Plan. Training on jobsite protective measures include:

- Sanitation, hand washing and proper hygiene
- Social distancing requirements and compliance expectations
- The various administrative controls and tools being used
- Signs and symptoms to be aware of and how to report signs of illness
- Stay at home if you are sick
- Stop work authority

4. Handling COVID-19 Exposure

Employees should report COVID-19 exposure risks to managers or supervisors. Once a COVID-19 risk exposure has been reported, managers and supervisors should perform the following steps:

1. **Isolate** symptomatic COVID-19 employee from other individuals.
2. **Contact** Safety for next steps; contact Human Resources if Safety is unavailable.
3. **Investigate** by interviewing individuals identified as having been at medium risk exposure.
4. **Send** affected employees to test/quarantine with testing and benefits information received from HR.
5. **Notify** appropriate parties with a Project Exposure Notice received from Safety.

5. Policies & Practices

Testing

COVID-19 testing for potential and confirmed exposures in the workplace will be provided at no cost to employees during regular work hours. In the event of an outbreak, COVID-19 testing will be provided to all employees at the exposed workplace except for employees who were not present during the period of the outbreak. Outbreak case employees will be tested again one week later with continuous testing of employees who remain at the workplace each week thereafter until no new COVID-19 cases are detected for a 14-day period. Human Resources will provide testing location options to identified employees after each exposure.



Sick Leave

Due to the expiration of the Families First Coronavirus Response Act (FFCRA) on December 31, 2020, employees are no longer entitled to paid time off through provisions of the Act. January 1, 2021 moving forward, union employees will receive unpaid time off and non-union employees may use accrued sick or vacation hours for time off related to COVID-19.

Benefits

California's Employment Development Department (EDD) offers income replacement to eligible employees for COVID-19 time off through programs such as State Disability Insurance (SDI), Paid Family Leave (PFL), and Unemployment Insurance (UI). Information related to state administered benefits can be found at <https://edd.ca.gov/> or provided by Human Resources upon request.

Return to Work

BEI will follow local Public Health Department guidance on employee return to work following COVID-19 infections and exposures.

Reporting

BEI will report COVID-19 cases, including outbreaks of 3 or more cases in a workplace in a 14-day period and 20 or more cases in a 30-day period, to local Public Health Departments as required by local ordinance. BEI will contact the local Public Health Department immediately, and in no case more than 48 hours, after learning of 3 or more COVID-19 cases in the workplace to obtain guidance on preventing further spread of COVID-19 in the workplace.

Additionally, BEI will maintain a record and track all COVID-19 cases. All employee medical information related to COVID-19 will remain confidential. Serious illness or death as a result of COVID-19 will be immediately reported to the nearest CAL/OSHA office.



**Appendix “A”
COVID-19 Exposure Control Job Hazard Analysis**

Task	Hazard	Controls
<p>General</p>	<p>COVID-19 Exposure</p>	<p>No employee should report to work if they are experiencing any symptoms associated with the COVID-19 virus.</p> <p>Where possible establish alternate days or extra shifts to reduce total workers on project.</p> <p>Coordinate and communicate with general contractors about their exposure control plan regarding, large gatherings (maintain social distancing) and promoting best practices.</p> <p>If an employee has had a known exposure to or, has been in contact with someone who is symptomatic or has been diagnosed with the COVID-19 virus, he or she will not be allowed onto the project and must follow current CDC guidelines.</p> <p>Employees who appear to have symptoms associated with the COVID-19 virus will be removed from the project and not allowed to return until cleared by their medical provider.</p> <p>Employees who have been determined to be eligible to work remotely and can accomplish his or her responsibilities will not be allowed on-site without approval from their respective manager.</p> <p>Essential employees who must be on-site will follow the CDC guidelines of social distancing (6’). This includes accessing and egressing the project through designated entry and exit points.</p> <p>Employees are to wash their hands with soap and water before and after touching their face or eyes, eating or drinking, after smoking, after sneezing, blowing nose, coughing, using toilet facilities or removing their gloves. Workers should refrain from touching their face.</p> <p>Field leadership should provide a lined trash receptacle and designate it for disposal of any leftover food or trash from lunch/meal containers or used PPE.</p>



		<p>Field leadership should provide lined PPE containers for vests and gloves that shall be delivered to a designated location for cleaning or replacement at the end of each shift.</p> <p>All liners must be disposed of at the end of each shift by personnel in protective PPE.</p> <p>No sharing of food will be allowed.</p>
<p>Meetings (Tailgate/Stretch & Flex)</p>	<p>COVID-19 Exposure</p>	<p>Communicate CDC, WHO, and county health organizations guidelines, mandates, or directives, daily.</p> <p>All mass, all-hands type meetings shall be avoided.</p> <p>Tailboard/Daily Huddle meetings shall be held outdoors when possible and all persons shall maintain a minimum of 6' separation.</p> <p>Attendance rosters and sign-in sheets shall be discontinued. In lieu of these, the Managers shall take a photo of the group to document attendance.</p> <p>Project coordination meetings shall be limited to call-in or online when possible.</p> <p>Meeting attendance shall be limited to <10 persons and shall be conducted in an area where the 6' social distancing can be maintained.</p> <p>General Foremen shall provide Foremen with necessary information to pass on to their respective crews.</p> <p>Foreman shall ensure that employees are able to maintain the 6' social distancing requirement when working or taking breaks.</p>
<p>Project Access/Egress</p>	<p>COVID-19 Exposure</p>	<p>Possible Methods to avoid exposures: Take temperatures of all employees prior to allowing on site. Until hands free temperature devices are available, employees are to provide personal temperature devices and validate non-fever conditions (<100.0 degrees per CDC guidelines) to the job site supervision at the job site. If temperature exceeds 100.0 degrees per CDC guidelines, you will not be permitted on the project. Ensure social distancing is implemented while taking temperatures.</p>



		<p>Stretch & Flex activities must occur at the crew level and in an area where the 6’ social distancing requirement can be met.</p> <p>Project leadership shall work with client/owner representatives to schedule work activities and shift schedules to minimize required on-site personnel and trade stacking.</p> <p>Site supervision will ensure any lunch or break areas can accommodate social distancing requirement (6’). This area must be cleaned and disinfected after each use. See attached Field Sanitization Guidelines.</p> <p>Site supervision will coordinate with client/owner representatives to designate entry/exit routes in order to eliminate bottlenecks in line while also maintaining social distancing requirements.</p> <p>Projects where employees are required to enter or exit through areas open to the general public shall minimize their time in those areas and maintain the 6’ social distancing requirement.</p> <p>Employees required to utilize man-lifts to access decks will limit capacity to 3 people (excluding operator) and avoid close contact with other personnel.</p> <p>Supervision to discourage the use of man-lifts when stairs are available.</p>
<p>Personal Protective Equipment Use</p>	<p>COVID-19 Exposure</p>	<p>Employees shall ensure that all PPE is kept clean and in serviceable condition.</p> <p>Hard hats shall be sanitized at the end of each shift. See attached Field Sanitization Guidelines.</p> <p>Safety glasses should be cleaned regularly throughout the shift with approved Isopropyl wipes including the frame and stems. See Appendix “B” for “Field Sanitization Guidelines”.</p> <p>Gloves shall be new at the beginning of the shift and replaced at each break or after touching common use surfaces. Gloves shall be sanitized at the end of each shift. See attached Field Sanitization Guidelines.</p>



		<p>Disposable Latex or Nitrile gloves may be used as outer covering for cut resistant or leather gloves but must be disposed of after each use.</p> <p>Ear plugs must be inserted or removed with clean washed hands and replaced daily or if dropped on the ground or other surface.</p> <p>Muff type hearing protection must be cleaned before each use and after being dropped or laid down on any common use surface.</p> <p>Vests or other high visibility garments should be sanitized at the end of each shift. See attached Field Sanitization Guidelines.</p> <p>Fall protection equipment shall be wiped down with soap and water after each use. See attached Field Sanitization Guidelines.</p> <p>Face masks or face shields shall be wiped down with soap and water or other disinfecting agent prior to and after each use.</p> <p>Face masks or shields will be issued to the individual employee and shall not be shared. See attached Field Sanitization Guidelines for more information.</p> <p>Respiratory protection equipment will be in STRICT accordance with CCR, Title 8, Section 5144.</p> <p>The CDC, WHO and OSHA does not currently recommend that healthy people wear face masks. If the task requires the mask to be worn, then you must follow the guidelines in the Respiratory Protection Program.</p>
<p>MEWP Use</p>	<p>COVID-19 Exposure</p>	<p>Mobile Elevated Work Platforms shall be sanitized at the end of each shift or after each operator use. See attached Field Sanitization Guidelines.</p> <p>Employees required to utilize man-lifts to access decks will limit capacity to 3 people (excluding operator) and avoid close contact with other personnel.</p> <p>Any aerial lift is limited to 1 person.</p>



		The use of double bucket (2 men in a bucket) is strictly prohibited.
Ladders	COVID-19 Exposure	Ladders are to be sanitized at the end of each shift and prior to being used by another employee. See attached Field Sanitization Guidelines.
Confined Spaces	COVID-19 Exposure	Confined space operations will be prohibited
Material Handling	COVID-19 Exposure	<p>Hand hold areas on material/debris bins shall be sanitized at the end of each shift. See attached Field Sanitization Guidelines. Wooden bins should be avoided, but if necessary, hand hold areas should be sprayed with disinfectant aerosol at the end of each shift.</p> <p>Employees shall not dispose of food waste or lunch containers in debris/material carts.</p> <p>Drinking water will be strictly limited to bottled water. Water dispensing coolers are not allowed.</p> <p>Employees are required to remove gloves and sanitize hands prior to grabbing water bottles for use.</p>
Toilet & Hand Washing Facilities	COVID-19 Exposure	<p>Supervision shall ensure adequate toilet and hand washing facilities are available based on a 20 to 1 ratio or fraction thereof. Toilets are 20 to 1 per sex or fraction thereof.</p> <p>Toilet facilities shall be pumped on a (daily/48hr/weekly) cycle and sanitized at the end of each shift. Restrooms must have alcohol based antibacterial hand sanitizer available.</p> <p>Supervision should make every effort to provide toilet paper and disposable hand towels to individual employees (1 roll per person as needed, etc.)</p> <p>Employees shall avoid using of community-use toilet paper and hand towels.</p> <p>Employees shall wash their hands with soap and water for a minimum of twenty seconds after visiting toilet facilities. Employees observed not following hand washing requirements will be removed from the project.</p>
Safety Audits	COVID-19 Exposure	<p>Audits/Observations must be verbalized between the employee and manager maintaining social distancing requirements.</p> <p>Photos can be taken from a safe distance for upload.</p>



		<p>Daily Safety Huddles or Weekly Safety Meetings should be documented with photos.</p> <p>Ensure devices are disinfected each day. See attached Field Sanitization Guidelines.</p>
Hand and Power Tools	COVID-19 Exposure	<p>The transfer of tools, radios, cell phones, materials, documents, or etc. shall be sanitized prior to transfer. No direct (handshake) transfer is allowed.</p>
Field Office Staff	COVID-19 Exposure	<p>Have hand sanitizers available at all doors.</p> <p>Wash hands regularly for no less than 20 seconds.</p> <p>Use electronic communication where possible.</p> <p>Do not shake hands.</p> <p>Use hand sanitizer after any contact with other employee's body, materials, tools, or documents.</p> <p>Maintain social distance. Limit physical contact with others. Direct employees to increase personal space (to at least 6 feet).</p> <p>Employees are to wash their hands with soap and water before and after touching their face or eyes, eating or drinking, after smoking, after sneezing, blowing nose, coughing and using toilet facilities. Workers should refrain from touching their face.</p> <p>Do not allow people to congregate during lunch and break or in break areas. Must maintain social distancing requirements.</p> <p>Disinfect work area after each shift. See attached Field Sanitization Guidelines.</p> <p>Regularly Sanitize door handles including Entrance doors, Refrigerators, Microwaves, and worksurfaces etc. See attached Field Sanitization Guidelines.</p>



Appendix “B” Field Sanitization Guidelines

Tools / Equipment

Shall be wiped down with soap and water or disinfecting wipes prior to use. Use of a bleach solution is not recommended on tools. Unless, instructed otherwise by the site safety manager(s).

Phones/Tablets/Radios/Other Mobile Electronic Equipment

Shall be wiped down using disinfecting wipes prior to use. No sharing of devices is allowed.

Hard Hats

Wipe down hard hat exterior with water and soap or a cleaning solution, scrubbing with a soft brush or sponge. Do not dry with heaters hard hat can be reassembled before or after drying. Prior to re-use, conduct checks as recommended by the manufacturer's manual to assure that the hard hat is in working condition.

Garments

Garments worn off the project must be laundered prior to returning to work.

If garments are left at the project, they will be placed in the designated lined container for cleaning.

Eyeglasses / Face Shields

Safety glasses should be cleaned regularly throughout the shift with approved Isopropyl wipes including the frame and stems.

Face masks or face shields shall be wiped down with soap and water or other disinfecting agent prior to and after each use. Face masks or shields will be issued to the individual employee and shall not be shared.

Refueling Operations

Ensure hands are sanitized after any refueling operation

Gloves

Gloves shall be new at the beginning of the shift and replaced at each break or after touching common use surfaces. Gloves will be placed in a designated lined container for cleaning.

Fall Protection

Fall protection equipment shall be wiped down with soap and water after each use.

Project Trailers, Plan Shacks and Other Common Areas

Surfaces shall be wiped down with soap and water or other disinfecting agent prior to each use. To include, but not limited to, the following:

- Handrails in stairways and walkways
- Gang box handles
- Entry gates
- Doors
- Interior and exterior doorknobs, handles, locks
- Lunch areas, conference rooms and other tables/chairs (including backs and arms)
- Shared hand/power tools, battery charging stations, etc.



- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Climate control/thermostat knobs
- Call buttons for elevators/personnel hoists
- Light switches
- Plan tables
- Printers
- Microwave ovens
- Coffee makers
- Laptops / cell phones/ tablets (do not use soap and water, use other disinfecting agents)
- Other shared/common areas

In addition to the above preventative cleaning and disinfecting measures, in the event of a suspected or laboratory-confirmed case of COVID-19 on the project, please follow these guidelines as established by the CDC to clean and disinfect your jobsite:

- Temporarily close off areas used by the ill individual
- Use appropriate PPE – disposable gloves and gowns
- Wait as long as practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets
- Open outside doors and windows to increase air circulation in the area
- Clean and disinfect all areas used by the ill individual, focusing on frequently touched surfaces



Appendix “C” COVID-19 Prevention Guidelines

1. Do not touch your face with unwashed hands or with gloves.
2. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
3. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
4. Cover your mouth and nose when coughing or sneezing or cough or sneeze into the crook of your arm at your elbow/sleeve.
5. Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
6. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six-foot distancing at all times when not wearing the necessary PPE for working in close proximity to another person.
7. Do not share phones or PPE.
8. Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
9. Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
10. All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
11. Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.



JOBSITE COVID-19 COMPLIANCE CHECKLIST

- ALL** BEI employees have received Safety training, including COVID-19 Exposure Prevention, Preparedness, and Response Plan training
- COVID-19 Plan resources are posted at the jobsite
- Employee and visitors are signing-in at site entry; symptomatic individuals are sent home
- Employees and visitors are wearing face coverings
- Employees and visitors are practicing social distancing
- Employee and visitors are practicing proper health and hygiene practices
- Proper cleaning and disinfecting practices are being upheld