

COVID – 19 Safety Addendum

The below provide information is to address project safety protocol regarding the COVID – 19 pandemic. Due to the fluidness of the situation additional information may be forth coming. Additional changes to the below protocols may be made at any time by the Project Manager and/or the CDOT Resident Engineer to ensure the continued safety and wellbeing of all on-site personnel.

Supervisors should ask the following questions to all employees prior to entering the jobsite. If they answer “yes” to any, they should be asked to leave the jobsite immediately. Anyone asked to leave should not return to work until 24-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.

- Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
- Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?
- Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?

☐

- ***Personal Responsibilities of all on-site personnel***

- Any individual that is experiencing the below listed symptoms is **NOT** to report to work under any circumstances.

- Cough
 - Shortness of Breath
 - Sore Throat
 - Runny/Stuffy Nose
 - Body Aches
 - Chills
 - Fever
 - Fatigue
- Individuals should seek medical attention if they develop these symptoms.

- ***Project Field Office and On-site Project Quality Control Lab***

- Each Field Office ***and*** Quality Control Lab Lab will have the appropriate signage to communicate key Center for Disease Control (CDC) recommendations regarding staying home when ill, proper cough/sneeze etiquette, and proper hand washing techniques. Signage will be placed in the areas where they are most likely to be seen. The provided information will include, but not limited to..... How to Protect Yourself, What to do if you are sick, and COVID-19 Frequently Ask Questions.
- Each Project Field Office ***and*** Project Quality Control Lab will have clearly posted the on-site personnel that can enter either of the afore mentioned office spaces. All other project personnel are forbidden from entering or occupying the office/lab areas.
- When authorized personnel are occupying either the Field Office or Project Lab, they will maintain appropriate social distancing of a minimum of six feet. If either office is equipped with more than one doorway the occupying

parties should only use their designated doorway for entering or exiting.

- Implementation of a cleaning regiment to be conducted multiple times per day for frequently touched areas. Examples of such areas include, but are not limited to, doorknobs, copy/fax machines, keyboards, phones, etc. Cleaning supplies utilized will be of the type recommended by the CDC and will be properly disposed of after use.
- Avoid use of communal items, such as pens, phones, staplers, handheld radios, laptops, workstations, etc. Trash cans should be of the type to remove the need to touch a lid. Types that are foot activated will greatly eliminate the need to touch a lid by hand and will assist in the containment of potentially contaminated materials.
- Remove any communal water coolers. Supply individual bottles of water or ask on-site personnel to bring their own and keep it in their personnel vehicle.
- Avoid scheduling project update meetings or safety meetings in the field office. Utilize conference calls, Microsoft Teams, or similar technologic methods. If face to face meetings are necessary, these meetings should be conducted outside and allow for 6' or greater of social distancing. The amount of personnel involved should be kept to a minimum, and at most should not involve more than ten people.
- Minimize the exchange of paper documents and encourage utilization of electronic communication when possible. Exchange of necessary documents, including but not limited to, load tickets, COC's, payroll information, etc.

will be delivered daily by electronic means such as scanning and email to minimize the amount of person to person contact involved. If documents need to be reviewed by multiple parties in the event of discrepancies, each party will have their own individual copy to review. During the review process strict social distancing mandates of a six-foot minimum will always be adhered to.

- ***Crew Interactions and Contact***

- During work activities all on-site personnel will maintain a minimum of six feet of social distancing. Any situation where the social distancing requirements could be compromised will need to be thoroughly evaluated with supervisory assistance to determine if there is another alternative to allow the appropriate distancing. If social distancing cannot be accomplished, site personnel will utilize respirators as recommended by county, state, federal, and CDC guidelines. If face shields are necessary for work where social distancing cannot be achieved their use is strongly encouraged. Face shield will be properly sanitized following all CDC guidelines immediately following use.
- Sharing of company vehicles by employees and transportation of multiple employees in one vehicle is strictly prohibited. Company vehicles use will consist of a single occupant and can only be utilized by another company employee after being thoroughly disinfected by means consistent with CDC guidelines, and upon approval by the supervisor. Deviation from the single

occupant/single vehicle guideline to allow another employee to drive a vehicle can only be authorized by the appropriate supervisor, after evaluating that its necessary.

- Crews will avoid sharing of hand tools whenever possible. If sharing of tools is necessary, they will need to be thoroughly cleaned with the appropriate cleaning solution prior to being passed to the next employee.
 - All on-site personnel will have access to soap and water for the purpose of periodic washing of hands. These hand washing stations will be placed strategically throughout the project at the discretion of the United Companies Project Manager and the CDOT Project Engineer. All personnel will be instructed in proper hand washing techniques and coached that 20 seconds is the minimum amount of time that hands should be washed. If use of soap and water is not feasible, at minimum, all personnel will need to utilize an alcohol-based hand sanitizer that contains at least 60% - 95% alcohol.
 - Utilize shoe sanitation tubs for shoes prior to entering or leaving the jobsite.
 - Instruct workers to change work clothes prior to arriving home. Clothing should be washed in hot water and laundry detergent.
- **Daily Toolbox Meeting and Safety Briefings**
 - Daily Toolbox meetings will be conducted as per normal by on-site personnel while maintaining the minimum of six feet of social distancing.
 - Documentation of the safety meeting will be done by one person and will consist of roll call type of process. The

purpose is to eliminate multiple individuals touching writing utensils and potentially passing along micro-organisms. Upon completion of the safety meeting/training the sign-in sheet will be electronically distributed to any requesting parties and then properly disposed of in an approved container.

- Along with any on-site safety concerns, daily/weekly toolbox meetings will also contain continued information and coaching pertaining to COVID – 19 mitigation and hazard control. These meetings will be documented and sent to both the United Companies Safety Manager and the CDOT Project Engineer via electronic means.

- ***Equipment and Material Cleaning and Sanitation***

- At the start and end of each shift and periodically throughout the day all equipment controls, door handles, and touch points will be wiped down with a cleaning solution approved by the CDC and proven to combat the spread of COVID - 19.
- Upon arrival of a new piece of equipment to the job site the equipment will be thoroughly sanitized both inside and out before being placed into service. Cleaning of the equipment will include all grab handles, door handles (inside and out), operating controls, seat(s), keys, window handles, and any other touch points. Cleaning should be done from ground level working up and outside working in.
- All materials arriving on-site will be staged and left untouched in direct sunlight for a minimum period of 24 hours prior to installation. These items do not include

sand, stone, or soil products delivered from material sources designated for the project.

- If a piece of equipment is shared among multiple individuals the controls, door handles, and any other touch points will be wiped down with a CDC approved cleaning solution prior to the new operator utilizing the equipment.
 - Sharing of equipment should be minimized whenever it is possible, and feasible to do so.
 - Sharing of Personal Protective Equipment (PPE) is strictly forbidden. Re-useable PPE may be sanitized per manufacturers recommendation prior to each use.
 - Disposal of PPE should be done in an approved refuge container.
 - Utilization of disposable gloves where appropriate is encouraged. Instruct employees to wash hands *prior* to removing the gloves.
- ***Shift Staggering and Work Week Compression***
 - When at all possible, work activities should be planned to minimize the number of on-site personnel working in one area.
- ***Specific Actions to be taken in the event of someone on-site testing positive for COVID – 19***
 - If someone working on-site tests positive for COVID-19, the on-site Project Manager for United Companies will immediately notify Adam Lynch, Construction Manager for United Companies, and the on-site CDOT Project Engineer.

Adam Lynch will then notify Kyle Alpha, Vice President and General Manager of United Companies.

- In the event an employee contacts their supervisor by phone stating that they are experiencing symptoms of COVID-19 or have received confirmation of a positive test they are to remain at home. The supervisor will then gather details and have the employee remain at home for the appropriate amount of time.
- If an employee arrives at work showing symptoms, they are to immediately leave the project and return home for the appropriate amount time. Once the employee arrives at home, they will contact their immediate supervisor so that details can be gathered if.....
 - They are feeling ill – return/remain home until they have had no fever for at least 72 hours (without medication) and other symptoms have improved.
 - Someone in their immediate family/same household member is feeling ill – return/remain home and practice CDC guidelines for hygiene and prevention until that person has had no fever for 72 hours (without medication) and other symptoms have improved. Employees should self-monitor for symptoms and take their temperature before returning.
 - If they were in direct contact (family/household member or close contact) with a presumptive or **confirmed positive**– return home for 14 days and practice CDC guidelines for hygiene and prevention. Employees should work with management before returning to work.

- Employee tests positive for COVID-19 - employee should remain home – work with senior management to determine return to work procedures.
- If there was an employee interaction before the employee left the job site and we are notified, the following actions will take place.
 - Employees will generally notify us but if not, we should alert them (No details should be given about another employee's/ family members health information) and they should
 - Ensure they follow CDC guidelines surrounding proper social distancing and sanitation
 - Ensure proper cleaning of the facilities has taken place.
 - Notify their supervisor immediately if they experience illness or related symptoms.

If you have any questions or concerns, please do not hesitate to contact the on-site Project Manager, Construction Manager, CDOT Engineer, or Safety Manager.