

COVID – 19 Safety Addendum

March 26, 2020

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?

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- 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/Stuffiness
 - 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/QC 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.
 - 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.
- 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.

- 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. 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 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.
 - 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 Kyle Alpha, Vice President and General Manager of United Companies and the on-site CDOT Project Engineer.

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