

Field Procedures & Guidelines COVID-19 - Condensed version

See “SB Return to Work Action Plan” for complete guidelines

Revised July 01, 2020

Seeley Brothers has enacted the following procedures and guidelines to protect our employees in the workplace and job site. These procedures are in accordance with the CDC guidelines.

Guidelines for Employees Working in the Field

DO NOT ENTER THE JOB SITE IF:

- You or someone in your household is experiencing symptoms of COVID-19. (Coughing, Fever, Shortness of Breath, Sore Throat)
- If you have been in contact with anyone with a confirmed positive COVID-19 test.
- If you have a confirmed positive COVID-19 test.

Notify your supervisor immediately if any of the above apply.

Job Site Protocols:

- Check with Scott Trani or Michelle Hensen to see if there are any specific COVID-19 requirements before you present yourself at a jobsite.
- Make sure to follow the Construction Field Safety Guidelines posted by the General Contractor for each specific jobsite, as requirements may vary from site to site. If none are posted, speak to the Site Safety Representative for guidelines.
- Always wear personal protective equipment (PPE) such as face masks, face shields, gloves and goggles as appropriate for the activity performed.
- Minimize interactions when receiving a material delivery, maintain 6’ distancing.
- Upon signing in at the job site, go directly to your work area. Do not linger in areas you are not specifically assigned to work in.
- Always follow guidelines listed below regarding Social Distancing, Health & Hygiene and Cleaning & Disinfecting.
- Complete Wellness Check and Temperature Check daily before entering job site.

Employee’s Responsibility to Keep Themselves Safe:

Thoroughly wash hands throughout the day, especially before eating, after blowing nose, coughing or sneezing. Clean hands for at least 20 seconds with soap and water or use a 60% alcohol-based sanitizer.

1. When coughing or sneezing, cover mouth and nose with flexed elbow or tissue – immediately throw tissue in trash receptacle and wash or sanitize hands.
2. Avoid greetings that include physical contact such as handshakes, fist bumps or “high fives”.
3. Avoid touching your eyes, nose or mouth with unwashed hands.
4. Maintain social distancing of at least 6’ between individuals.
5. No gatherings of more than 10 people in elevator lobbies, rooms or break areas etc.
6. No more than (2) people in an elevator at a time, make sure you both are wearing face masks.
7. Avoid gathering when entering and exiting the job site.
8. Lunch gatherings in parking lot or off site are not permitted without following CDC guidelines.
9. Do not share tools, phones, food/drink or personal protective equipment (PPE).
10. Use surface wipes to disinfect frequently touched items such as tools, handrails, door levers and PPEs.
11. Wear face masks at all times (even when speaking).
12. Wear protective eyewear.
13. Whenever possible, conduct phone/email/virtual meetings instead of in person meetings.
14. If you are over 65 or have a serious underlying health condition, please consider staying home.
15. If someone in your household or if you have come in contact with someone who has tested positive for Covid-19, stay home and notify your supervisor.
16. If you or someone in your household is sick or exhibiting cold or flu like symptom, no matter how mild, stay home and notify your supervisor.
17. Avoid close contact with anyone who has a fever or cough.
18. Be considerate of your co-workers (remember we’re all in this together).

Company’s Responsibility to Help Keep our Workplace Safe:

1. Provide disinfectant wipes or disinfectant spray & paper towels. Employee should wash their hands after sanitizing an area.
2. Provide cloth facemasks for our employees. (for additional information see our “Mask Policy”)
3. Each employee will be required to complete a Daily Wellness Check.
4. We have created a response plan for employees who report or demonstrate symptoms at work: have recently been at work and tested positive or have been in contact with confirmed COVID-19 case.
5. Seeley Brothers will require any employee that has tested positive for COVID-19, to provide a certification by a health care professional of the ability to safely return to work.

Return to Work Considerations Per CDC Recommendations:

(A) Persons with confirmed COVID-19 test who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

1). Symptom-based strategy

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

2). Test-based strategy Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever **without** the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart

(B) Persons with confirmed COVID-19 test who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

1). Time-based strategy

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be

2). Test-based strategy A test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

- Negative results COVID-19 test from at least two consecutive respiratory specimens collected ≥ 24 hours apart

(C) *Person was symptomatic but was not tested for COVID-16* may discontinue isolation under the following conditions:

- They have not had a fever for at least 72 hours (3 full days) and have not used fever-reducing medication during that time.

And

- Coughs and other symptoms have improved.

And

- At least 10 days have passed since your symptoms first appeared.

(D) *Person recently had close contact with a person who tested positive for COVID-19* may discontinue isolation under the following conditions:

- They have self-quarantined for 14 days from the date of last contact and have had no symptoms.

OR

- If the close contact was a household member, they must self-quarantine for 14 days after the close contact stops having symptoms and they have had no symptoms.

If they have had symptoms, refer to (A), (B) or (C) above.

Close contact is defined as: having been within six (6) feet of an infected person for 15 minutes or longer. If you have had close contact with an infected person, see (D) above.

Proximate Exposure is defined as: having been in the same indoor environment (e.g., being in the same room or gathering space.) as an infected person for a prolonged period of time, but not having "close contact". Proximate Exposure does not mean being in the same building or in a different room on the same floor as the infected person.

Persons that have had Proximate Exposure should self-monitor themselves for symptoms of infection but are otherwise not restricted.