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1. Purpose

- 1.1 This policy is designed to set forth standards and protocols for **SAFE ELECTRONICS** essential construction projects regarding pandemic conditions such as COVID-19.
- 1.2 This policy will be utilized for the protection of employees, sub-contractors, vendors and customers to any of our current essential construction projects.

2. Scope


- 2.1 **SAFE ELECTRONICS** Management and the Safety Department are monitoring all current information from local, State and Federal agencies such as the CDC, WHO and local Health Departments.
- 2.2 Project protocols will follow all current recommendations and be continually updated as conditions and/or recommendations change.

3. Responsibilities

- 3.1 **SAFE ELECTRONICS (PRESIDENT/CEO)**, Roy Pross has overall responsibility for the implementation, documentation, maintenance and review of this policy.
- 3.2 All field Superintendents/Project Managers/Foremen are responsible to implement and enforce all aspects of this policy.
- 3.3 All field employees are required to strictly follow all aspects of this policy to include participating in ongoing field training.

4. Protection Measures


- 4.1 The following are minimum standards that will be in place for each **SAFE ELECTRONICS** project until further notice.
 - All **SAFE ELECTRONICS** employees and vendors are required to be checked in daily with the **SAFE ELECTRONICS** representative (superintendent or designee).
 - Provide single point of entrance; maintain 6 ft social distancing at all times.
 - Conduct a Wellness Check (see section 6).
 - Daily badges/stickers will be issued (as required on a site by site basis).

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- Any individual that appears to be unwell will NOT be granted access to the project site.
- Any individual may decline to report to work during the COVID-19 pandemic without repercussion.
- Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for SAFE ELECTRONICS, our subcontractors, designers, consultants, etc.)
- Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms (see section 6).

4.2 Onsite methods to maintain a healthy project include, but are not limited to the following:

- Hand Sanitizer and nitrile gloves shall be made available at construction entrances and throughout site as necessary.
- Post additional signage though out the jobsites to raise awareness and be a constant reminder.
- Minimize the number of employees working within a project or certain area of a project (6 ft of social distance to be maintained at all times).
- Use of daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
- Place one hand wash station at each construction entrance.
- Additional hand wash stations placed at least 6 ft. from each other; Minimum 1:5 workers onsite.
- Restrooms shall be placed at least 6 ft. from each other.
- Ensure routine cleaning of frequently touched surfaces, including door handles, elevator buttons, equipment, and tool handles.
- Increased cleaning of jobsite entrances (gates and doors), eating area, restrooms, common areas, equipment such as scissor lifts, ladders, forklift, etc.
- Use of shiftwork to minimize the number of employees working within arm’s length of each other.
- As much as possible, only perform critical path activities.
- No onsite meetings of more than 10 people.
- All meetings are encouraged to be call-in/video conference. This includes OAC meetings. Maintain social distancing of 6 ft.
- Request no carpools; it is preferred individuals commute alone.
- Encourage workers to take their break and lunch within their own vehicle.
- Dis-continue onsite food trucks during this period.
- No physical greeting.

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- Encourage personnel to use the stairs, not the elevators.
- Any material stocking of significance shall be conducted off hours.
- Personnel are limited to one project site per day.

5. Monitor/Observe/Enforce


- 5.1 The site Superintendent/Project Manager/Foreman shall conduct hourly site reviews to include taking photos to ensure all protocols are in place and being enforced.
- 5.2 Designate a **SAFE ELECTRONICS** employee as the project Pandemic Coordinator with the following duties:
- Conduct routine reviews of the project focusing on the pandemic protocols only.
 - Assist with cleaning of items/site as necessary.
 - Educate onsite workers on steps necessary for their protection.
 - Take corrective action as necessary to include enforcement of **SAFE ELECTRONICS** jobsite protocols.
- 5.2 If any employee, subcontractor, vendor, customer or any of their employees are observed not following these project safety measures they will be asked to leave the site immediately and proper notifications will be made.

6. Wellness Check-In

- 6.1 Each day each employee must submit a written wellness check. This wellness check will be used as a guide to either allow the employee to work or to be sent home via the scenarios listed below.
- 6.2 Employees will be required to check their own temperature each and every day prior to coming to work.
- **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever**
- 6.2 Wellness check is located within Appendix A.

Scenario #1: If an Employee Answers NO to all Questions on Health Assessment

- Any employee who answers no to all daily health assessment questions will be allowed to stay at work as long as the daily answers are Yes.
- Employee must maintain all aspects of this policy including maintaining at least 6 feet of social distancing.

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Scenario #2: If an Employee is Sick or Shows Signs of Illness


- If an employee calls in sick or indicates they have flu-like symptoms either through the wellness check or orally to their supervisor, they will be required to stay home until they are symptom free and/or see a doctor and to await confirmation of testing or doctor recommendation prior to returning to work.
- Employees who appear to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will
- immediately be separated from other employees, customers, and visitors and sent home.
- If an employee states that they have COVID-19 or have been in close contact with someone who has COVID-19, they must stay away from work (preferably home) for at least 14 days and not return to work until they are released from medical care.

Scenario #3: If There is a Confirmed Case of COVID-19

- The employee will be isolated from the work area and asked to leave immediately and not to return to work until they are released from medical care.
- CDC recommendations will be followed to ensure the safety of other workers.
- If an employee is confirmed to have COVID-19 infection, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for [symptoms](#) (i.e., fever, cough, or shortness of breath).
- An investigation will be conducted to ensure where the infected employee was working or if they had contact with others.
- Any area where an infected employee was working will be restricted for use until further notice and disinfected.

7. Disinfection and Recovery

- 7.1 If we have a confirmed case of COVID 19, we will work towards understand the area(s) that have potential contamination and work with industrial cleaning companies to disinfect the area following CDC recommendations.

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- 7.2 Depending on the area(s) that may require disinfection, the project may need to be temporarily shut down to allow the proper and safely cleaning operation to disinfect the area(s) of potential contamination.

8. Training

- 8.1 Ongoing discussion regarding COVID-19 shall be part of our daily task analysis with the discussion including, but not limited to:
- What is COVID-19.
 - How does COVID-19 spread.
 - Signs/symptoms of COVID-19.
 - Maintaining 6 feet minimum of social distancing.
 - Stay self-aware of your area; do not move into another person's safe zone.
 - Washing of hands regularly and thoroughly; use of hand sanitizer as needed.
 - Where proper PPE as needed.
 - Use of proper hygiene etiquette such as covering our mouth with your arm or tissue; avoid touching your face/eyes/nose/mouth with unwashed hands.
 - Do not share tools or other workspaces.
 - Cleaning of surfaces as the day progresses.
 - Proper use and the hazards of the cleaning/disinfection products to be used.
 - Use of proper PPE when using cleaning/disinfection products.
 - Have employees refer to the www.cdc.gov website for up to date information.
 - Have employees refer to this website for OSHA information:
www.osha.gov/SLTC/covid-19/
- 8.3 Training to include updates from the CDC, local health department, OSHA and any other State or Federal agencies.