

# ROEBBELEN COVID-19 MANAGEMENT PLAN

Roebbelen is taking reasonable steps to minimize the risk of infection and spread of coronavirus/ COVID-19 in our offices and on our project jobsites. We have adjusted our operations on all our projects by increasing awareness, taking the proper precautions, and implementing guidelines provided by CDC, Cal/OSHA and through guidance with other general contractors through Construction Employer's Association (CEA).

## PREPARATION

Roebbelen's primary concern is the safety and wellness of everyone on our projects and in our community. Our preparation has included meetings at all levels to ensure that we fully understand the risks and that we are responding promptly and accordingly to ensure the safety and health of our project sites.

We have sent out guidelines to our project teams referencing CDC Interim Guidelines for Business and Employees.

We have weekly phone calls set up with our project sites to monitor and share improvements to our current action plan.

We are communicating with our employees via electronic means as new information becomes available.

## PREVENTION

The following represents our current prevention activities, based on the guidelines provided by Centers for Disease Control:

- All employees whose presence is not essential are working remotely until further notice. Offices will be staffed as needed.
- Actively encourage sick workers/employees – and those displaying flu-like symptoms – to stay home. ("Worker/Employee" means worker or employee for Roebbelen, our subcontractors, designers, consultants, etc.)
- Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness.
- Encourage everyone to wash hands with soap and water frequently for a minimum of 20 seconds each time.
- Set-up additional hand washing stations on our project sites, if applicable.
- Provide jobsites with communication posters to help educate everyone on signs and symptoms of COVID-19 and hand washing.
- Provide hand sanitizer in common areas as a reminder.

- Provide information and training to employees on:
  - cough & sneeze etiquette
  - avoiding close contact with sick persons
  - avoiding touching eyes, nose and mouth with unwashed hands
  - avoid sharing personal items with co-workers (i.e. dishes, cups, utensils, towels)
  - providing tissues, no-touch disposal receptacles, hand sanitizer for use by employees
- Perform routine environmental cleaning, such as sanitizing surfaces, including workstations, countertops and doorknobs, with disposable wipes or other appropriate cleaning agents.
- Increase Janitorial Services on our projects for restrooms and jobsite offices.

In addition, we have restricted business travel to essential meetings only and are limiting meetings to 10 or fewer employees, requiring larger meetings to be conducted through teleconference.

We are permitting flexible worksites, telecommuting, and flexible work hours to increase physical distance among employees. Some positions on the project team will require our staff to remain on site, including safety, superintendent, etc. We will work with our teams to ensure appropriate on-site coverage to maintain the safety and health of the workplace and progress of the project.

## **IDENTIFICATION & CONTAINMENT**

Employees are required to alert Roebbelen if they are affected (e.g., a child's school closes and they need to provide childcare) or if they are infected, have been exposed to someone who is infected, or have traveled to an area currently experiencing an outbreak. Details follow:

### **IF AN EMPLOYEE/WORKER IS SICK OR SHOWS SIGNS OF ILLNESS**

If an employee calls in sick and indicates they have flu-like symptoms, they will be asked to stay home until they are symptom-free and/or see a doctor and get released. We will require positive confirmation that they are healthy before they can return to work.

If an employee states that they have COVID-19 or have been in contact with someone who has COVID-19, we will require them to stay home, contact local health department, and not return to the work until they are medically released.

### **IF WE ARE NOTIFIED OF A CONFIRMED CASE OF COVID-19**

The infected worker/employee will be removed from the job site and/or directed not to return to the project site until they are released from medical care. We will work with that employee and/or subcontractor to follow all appropriate and required procedures.

We will investigate to determine direct contact(s) the infected worker had with other workers and identify the areas that the worker performed work so we can determine potential contamination and apply proper disinfection.

## **IF AN EMPLOYEE TESTS POSITIVE WHO HAS WORKED ON A PROJECT SITE**

If an employee tests positive for COVID-19, we will follow CDC and local health guidelines for proper notification and investigation. We will ensure the proper steps are taken with regard to isolation; the individual will not be able to return to work until he/she has been released from medical care.

In addition, we will investigate with the individual, coworkers, and employer to identify others who might have been in contact with or exposed to the infected employee in order to determine if additional individuals will need to be isolated and temporarily removed from the site. Affected workers may be quarantined due to the potential exposure and we will work with those individuals before they can return to the project site.

We will also follow our disinfection procedure to clean the site of the potential contaminated areas as outlined below.

## **DISINFECTION & RECOVERY**

We have implemented additional and more frequent cleaning and sanitation on all our projects to maintain a safe and healthy workplace. These include:

- Routine cleaning of frequently touched surfaces, including door handles, elevator buttons, inside construction car, equipment, and tool handles.
- Increased cleaning for eating area, restrooms, and common areas.
- Increased cleaning of personnel hoists and inside construction elevators.
- Increased cleaning jobsite entrances (gates and doors).
- Increased routine cleaning of heavy equipment such as scissor lifts, ladders, forklift, etc.
- Placement of additional cleaning products available for all workers to spray and disinfectant commonly used tools and shared equipment.

Our Memorandum on COVID-19 & Maintaining a Clean Project Worksite is attached as Attachment A, the guide we have issued to our projects.

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

We currently have a company that will provide these services to Roebbelen and they have also provided guidance to Roebbelen on suggested products to use to help maintain a clean site.

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

## **SUPPLY CHAIN DISRUPTION**

Each project director/manager will assess the impact of Covid-19 on supply chain with each trade partner/subcontractor and prepare a report that flags any disruptions and their impact on schedule and cost (e.g., if materials need to be obtained from an alternative source).

# ATTACHMENT A

# MEMORANDUM ON COVID-19 & MAINTAINING A CLEAN PROJECT WORKSITE

## PURPOSE:

Roebbelen provides a safe and healthy workplace for our employees, our workers and our project teams. The following is a reminder and guide to maintain a clean workplace and some useful recommendations.

Some of the information below is from Center for Disease Control and Prevention on Interim Environmental Cleaning and Disinfection Recommendation.

See Link: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

This guidance provides recommendations on the cleaning and disinfection of the workplace (including but not limited to Offices & Jobsite Trailers).

These guidelines are aimed at limiting the survival of the virus in these environments. These recommendations will be updated if additional information becomes available from the Center of Disease Control (CDC).

OSHA has also provided guidelines for workplaces: <https://www.osha.gov/SLTC/covid-19/>

Please use these sites and the information below as a guide to maintain and safe and healthy workplace.

## A. GENERAL RECOMMENDATIONS FOR ROUTINE CLEANING AND DISINFECTION OF OUR PROJECT SITE OFFICES

Practice routine cleaning of frequently touched surfaces (for example: tables, workstations, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.) with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product, including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

## B. GENERAL RECOMMENDATIONS FOR ROUTINE CLEANING AND DISINFECTION ON THE CONSTRUCTION JOBSITE

Employees should use disposable wipes to wipe down used communal items like tools, equipment and job- boxes.

Make wipes and disinfectant available in common areas and “shared” equipment to allow workers to clean equipment before and after use.

Before using Aerosol Disinfectants on Fall Protection Harnesses, Connectors or Rigging, consult the manufacturer recommendations for cleaning since these can deteriorate the fibers of the material.

Practice routine cleaning of frequently touched surfaces (for example: lunch tables, workstations, doorknobs, handles, etc.) with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product, including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

## C. HOW TO CLEAN AND DISINFECT SURFACES

If available, wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Wash/disinfect hands immediately after gloves are removed. If gloves are not used, wash hands immediately after finished cleaning surfaces.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

A list of products with EPA-approved emerging viral pathogens claims, maintained by the American Chemistry Council Center for Biocide Chemistries (CBC), is available at:

- <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>.
- Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

For soft (porous) surfaces such as carpeted floor and rugs, remove visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces.

## D. DETAILED RECOMMENDATIONS FOR CLEANING AND DISINFECTION ON THE CONSTRUCTION JOBSITE SANITATION UNITS (PORTABLE TOILET UNITS & HANDWASHING STATIONS)

Evaluate and provide additional handwashing stations and restrooms as needed.

Frequently or as needed, clean the surfaces that are dirty. They should be cleaned using a detergent or soap and water prior to disinfection.

Use an Aerosol Disinfectant or diluted household bleach solutions (mentioned in the section above) to disinfect the commonly used items on the unit (handles, locks, toilet seat, etc.).

With the promotion of frequent handwashing, it is likely that the handwashing stations will need refills of the water tanks, soap/hand sanitizer dispensers and paper towel dispensers. It is recommended to add a morning and afternoon inspection of the units to guarantee they are serviceable.

**E. DESIGNATED LUNCH & BREAK AREAS AND OTHER COMMON AREAS**

Frequently or as needed, clean the surfaces that are dirty. They should be cleaned using a detergent or soap and water prior to disinfection.

Wipe down tables and chairs with household cleaners or disinfectant wipes that are appropriate for the surface, following label instructions.

Floor should be swept and disinfected with a diluted household bleach solution.

Evaluate and provide additional handwashing stations, as needed.

**F. CONSTRUCTION PERSONNEL HOISTS & INSIDE CONSTRUCTION ELEVATORS**

Frequently or as needed, clean the surfaces that are dirty. They should be cleaned using a detergent or soap and water prior to disinfection.

Frequently clean surface of elevator call buttons on each floor.

Use an Aerosol Disinfectant or diluted household bleach solutions (mentioned in the section above) to disinfect the commonly used items on the unit (handles, locks and controls, etc.)

Floor should be swept and disinfected.

**G. JOBSITE ENTRANCES / GATES AND DOORS**

Routinely clean the pull handles, locks and/or panic devices on doors by wiping them down with household cleaners or disinfectant wipes that are appropriate for the surface, following label instructions.

**H. HEAVY EQUIPMENT (FORKLIFTS, SCISSOR LIFTS, BOOM LIFTS, ETC.)**

Prior to and after use, wipe down controls, seats, handrails or other frequently touched surfaces with household cleaners or disinfectant wipes that are appropriate for the surface, following label instructions.

**I. HAND HYGIENE AND OTHER PREVENTIVE MEASURES**

Employees should clean hands often, including immediately after removing gloves and after contact with any ill person, by washing hands with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Employees should follow normal preventive actions while at work and home, including recommended hand hygiene and avoiding touching eyes, nose, or mouth with unwashed hands.

Practice social distancing (6' buffer between people) to the extent possible and safe.

Avoid handshaking or other physical greetings.

Cover your mouth and nose with a tissue when coughing or sneezing, throw the tissue away, and immediately wash your hands.