

COVID-19
Protocols



Inland Group

Our Protocol



Inland Construction takes the health and safety of our employees and subcontractors very seriously. With the spread of the coronavirus or COVID-19, we've developed this Protocol Plan to be implemented, to the extent feasible and appropriate, throughout the company and at all of our job sites.

This plan is based on information available from the CDC and OSHA and is subject to change based on further information as provided by the CDC, OSHA, and other public officials. For questions concerning this plan, please contact Charlie Anderson, Director of Construction, at CharlieA@inlandconstruction.com.

The following protocols and direction is provided solely as a guideline for our workforce and is not to be relied upon solely to prevent the spread or transmission of COVID-19. This is not legal advice.

Responsibilities



- ▶ Managers and supervisors must be familiar with this plan and be ready to answer questions from employees. They must set a good example by following this plan at all times. Managers and supervisors must encourage this same behavior from all employees.
- ▶ We are asking every employee to help with prevention efforts while at work. The company has instituted various housekeeping, social distancing and other best practices for our job sites. All employees must follow these.
- ▶ Employees are expected to report their managers or supervisors if they are experiencing signs or symptoms of COVID-19.

Preventative Steps for all Workers



- ▶ Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- ▶ Avoid touching your eyes, nose, or mouth with unwashed hands.
- ▶ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- ▶ Avoid contact with people who are sick or exhibiting COVID-19 symptoms.
- ▶ Employees who have symptoms (fever, cough, shortness of breath) or have been in close contact with anyone exhibiting symptoms should notify their supervisor and stay home – DO NOT GO TO WORK.

Social Distancing



- Avoid physical contact with others and direct others to increase personal space to at least six (6) feet, where possible. Only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- In-person meetings will be limited. To the extent possible, meetings will be conducted by telephone. If not, instruct employees to maintain at least 6 feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Stagger breaks and lunches, where practical, to reduce the size of any group at any one time to less than five (5) people.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- Limit the use of co-workers' tools and equipment. To the extent tools must be shared, use alcohol-based wipes to clean tools before and after use.
- If practical, each employee should use/drive the same truck or piece of equipment every shift.

Personal Protective Equipment



In addition to the regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection):

- Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should not share gloves.
- Eye protection should be worn at all times while on-site.
- Face masks should be worn at all times while on site. If an employee is unable to obtain a face mask, one will be provided by the site supervisor.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.

Sanitation and Cleanliness



- Clean and disinfect frequently used tools and equipment on a regular basis, at least once per day and before change in operator or rider. This includes other elements of the job site where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day by someone wearing gloves.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the job site must be changed frequently by someone wearing gloves.

General Site Practices



- ▶ Access to the job site and work trailer will be limited to only those necessary for the work. Please call the number posted on the trailer door prior to entering.
- ▶ Site deliveries will be permitted but should be properly coordinated in line with minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible. Verbal acceptance of delivery receipt is preferred to paper copies. Receipts should be emailed from the vendor.
- ▶ Employees, contractors, and visitors will be asked to leave the job site and return home if they are showing symptoms.

Know the Symptoms



Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- ▶ Coughing;
- ▶ Fever;
- ▶ Shortness of breath, difficulty breathing; and
- ▶ Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

Job Site Exposure



- ▶ If an employee exhibits symptoms but is not tested, the employee must remain at home until they no longer have a fever for 72 hours (3 days) without the use of medicine that reduces fever, other symptoms have improved, and at least 7 days have passed since symptoms first appeared. To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.
- ▶ An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. They may return to work when they no longer have a fever without the use of medicine that reduces fever, other symptoms have improved, and they receive two negative tests in a row, 24 hours apart. Documentation clearing his or her return to work will be required.
- ▶ If an employee tests positive, the company will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals to self-quarantine for 14 days from the last close contact.
- ▶ OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.

Close Contact Definition



Employees who learn they have come into close contact with an individual who has tested positive for COVID-19 outside of the workplace, must alert a manager or supervisor. They will be directed to self-quarantine for 14 days from the last date of close contact. Close contact is defined as six (6) feet or less for a prolonged period of time.

Notification Confidentiality/Privacy



- ▶ The number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.
- ▶ Any employee, subcontractor or vendor who tests positive for COVID-19 should notify Katie Willenbrock at katiew@inlandconstruction.com. Inland Construction will properly notify all affected parties.
- ▶ If an employee, subcontractor or vendor is observed on the job site with COVID-19 symptoms, please notify Katie Willenbrock immediately. Inland Construction will conduct an investigation and properly notify all affected parties.

OSHA RECORDKEEPING



- ▶ OSHA has made the determination that COVID-19 should not be excluded from coverage of the OSHA recordkeeping rule; however, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. If an employee comes to work with symptoms but does not receive a confirmed diagnosis, it does not need to be recorded.
- ▶ If an employee has a confirmed case of COVID-19, the company will conduct an assessment to determine the next steps for reporting as required by OSHA.



We'll get through this together!

Resources:

Centers for Disease Control and Prevention (CDC):
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

US Dept of Labor Occupational Safety and Health Administration (OSHA):
<https://www.osha.gov/SLTC/covid-19/>

Associated General Contractors of America (AGC):
<https://www.agc.org/coronavirus>