



COVID-19 Guidelines

Updated 4/2/20

White Construction Company (WCC) is monitoring the COVID-19 situation closely. We are following the U.S. CDC protocol for specific guidance in responding to the threat posed by the COVID-19 virus. Updates from the CDC will be distributed to all personnel immediately upon receipt.

The CDC has recommendations and helpful information for businesses at this link:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

WCC has formed a COVID-19 Task Force that meets at least weekly to:

1. review the current status of the pandemic,
2. review the current state and potential impact of COVID-19 on WCC projects and offices, our customers, and vendors,
3. develop internal and external communication protocol and action plans.

WCC continues to operate under the guidance of the CDC, and National, State, and Local authorities.

Currently, WCC has adopted the following guidelines:

Limit Gatherings & Interactions

1. Eliminating gatherings of 10 or more people in close proximity.
2. Encouraging the practice of Social Distancing.
3. To the greatest extent possible, cancel all face-to-face meetings and host them in the virtual environment (i.e. OAH & phone calls)
4. Requiring that office & project sites post signage that:
 - a. Prohibits visits from those without an appointment.
 - b. Encourages safe health practices as recommended by the CDC.

Reduce Potential for Spread of COVID-19

1. Encouraging Employees, Customers, Vendors, and Partners that:
 - a. If they or someone they encounter is sick, send them home. Corporate Safety Director should follow up with individual to ask if COVID-19 tests were completed and seek the status of the tests.
 - b. If they or someone they have had close contact with feels sick, require them to stay home. Do not go to work. They should contact their immediate supervisor and medical provider.
 - i. This includes our offices, projects, and subcontractor teams.
 - ii. Hourly workers may be more inclined to continue working while sick.
 - c. If anyone in the household feels sick, is ill, or has tested positive for COVID-19, keep the entire household at home. Do not go to work. They should contact their immediate supervisor and medical provider.
2. Should Employees face a COVID-19 hardship, not feel comfortable or safe, they may be given the option to work from home with prior approval from their Executive Supervisor.
3. Perform routine environmental cleaning of offices and project offices.
4. Discourage employees from non-essential travel.
5. Review and Practice of Risk Assessment and possible self-quarantine of persons described by the [CDC](#).
 - a. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - b. If an employee is confirmed to have COVID-19, employers should inform their fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by

the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Safe Return to Work

1. Employees of WCC & All others associated to WCC work must consult with their healthcare provider regarding returning to work and follow [CDC Guidelines](#) for when to return to work if tested positive for COVID-19.
2. Prior to returning to work the employee must contact the Corporate Safety Director for approval to return to work.

Enhanced Safety Procedures

1. **Every person that works on our projects or offices will complete the screening form found here: [English](#) or [Spanish](#).**
 - a. Each WCC employee is responsible to submit a completed form to their supervisor by 9:00 am each workday.
 - b. The subcontractors are responsible for collecting these completed forms from every worker and turning them into WCC by 9:00 am each workday.
2. **Post the following signs found [here](#).**
 - a. The WCC COVID-19 Visitor Signage will be posted at all WCC office and trailer entrances. No visitors will be allowed without a prior appointment. Anyone who needs to visit a WCC office or trailer must contact WCC first. If a face to face meeting is required, an appointment can be made at that time. It is preferred that all external meetings be handled via telephone or electronically, if possible.
 - b. The CDC signs will be posted, as appropriate, throughout the office and project.
3. **All work areas will be monitored and coordinated to prohibit worker congestion.**
 - a. Superintendents are required to keep detailed records of on-site personnel, including specific work locations, using WCC Daily Reporting Forms.
 - b. Job-wide safety meetings have been temporarily suspended. Each trade will conduct the weekly safety meeting with their crews only (in groups of 10 or less).
 - c. Lunch areas will be spread out to avoid congestion.
 - d. Food trucks will have to keep waiting employees separated by six feet or the trucks will not be allowed onsite.
 - e. Should elevators be needed, they will be used at only ½ of the rated personnel capacity.

Cleaning

1. **Have all common use areas on the jobsite cleaned at least daily:**
 - a. Lunch tables
 - b. Stair rails
 - c. Ladders
 - d. Door handles
 - e. Elevator cabs (especially commonly touched areas)
 - f. Restroom doors and handles
 - g. Controls for equipment (scissor lifts, backhoes, forklifts, etc.)
 - h. Hand washing stations
2. **Offices will clean the common use items daily.**
 - a. Door handles, inside and outside
 - b. Kitchen counters
 - c. Drawer handles
 - d. Refrigerator Door handles – and inside shelves touched by all
 - e. Icemakers
 - f. Coffee Pots
 - g. Toaster oven handles
 - h. Water dispensers
 - i. Microwaves
 - j. Copy machines

- k. Common desk area surfaces – in copier locations
 - l. Other commonly shared office equipment
 - m. Common area phones
 - n. Mouse, TV remotes, keypads or computers in Conference Rooms
- 3. Extra hand washing stations should be placed in all areas where appropriate.**
- a. Temporary wash stations may need to be job-built
 - b. CDC lists hand washing as the most effective control method so there should be numerous options and locations available
- 4. Follow CDC guidelines for cleaning surfaces:**
- a. Wear disposable gloves when cleaning and disinfecting surfaces, if available. 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. [Clean hands](#) immediately after gloves are removed.
 - b. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - c. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - d. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - e. Prepare a bleach solution by mixing:
 - i. 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - ii. 4 teaspoons bleach per quart of water

Products with EPA-approved emerging viral pathogens 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.).

Technology

Employees should be prepared to work remotely, if required. This means to take necessary work home with you alongside your portable electronics. Company provided portable technology must be taken home with you every day.

TAKE YOUR LAPTOP/IPAD HOME EVERYDAY.

Reporting of Confirmed Cases

All WCC Employees, Vendors, and Subcontractors will be required to immediately report to White Construction Company all confirmed cases of COVID-19 involving workers who have been on any WCC site or office. The required reporting information will include all locations the affected employee has worked/visited in the past 14 days and the names of all persons involved in the project that the worker has come in contact with during the past 14 days.

Continuity of Operations Plan

In the event any worker from a WCC project or office is confirmed to have the COVID-19 virus, a meeting will be held within 24 hours to assess what further precautions need to be enacted to safely continue work. This meeting should include WCC Management, Safety, Subcontractor Management, and the Owner if applicable. The initial meeting will also plan for the frequency of future meetings and plans of additional response methods based on current CDC guidelines.