

XYZ Company Header

March 19, 2020

Re: COVID-19 **Project Name** Site Specific Plan

To Whom It May Concern:

We hope you are remaining safe and healthy during these challenging times. While circumstances like these change our daily lives, our intent is to do our best to minimize the impact to our projects. **XYZ Company** has made these specific changes at the **Project Name** to ensure the health and well-being of your workers on our site. The following standards are to be and will be maintained until further notice.

- **Sanitation (Methods Used for Disinfecting)**
 - Mixing bleach with water sprayed out of a pump sprayer - CDC recommended 1/3 cup bleach per gallon of water to be used for the following items:
 - Spray Lunch tables, restrooms, and stair rails with disinfectant daily
 - Spray Elevator/Material hoist cabs with disinfectant
 - Restrooms will be cleaned 3 times a week
 - Sanitize controls for scissor lifts, forklifts, back hoes, etc,
 - **XYZ Company** to sanitize communal equipment; Subcontractors are responsible to sanitize their own.
 - Subcontractors to sanitize gang box and communal tools daily
 - **XYZ Company** to sanitize covered walkway and barricades at walkway daily
 - Subcontractors are recommended to carry hand sanitizer in their gang boxes
 - **XYZ Company** to wear rubber gloves when cleaning trash and during all sanitizing procedures
 - Increased quantities of trash containers onsite
 - Post CDC signage around the site (See Attached signage)
 - **XYZ Company** to maintain/sanitize handwash stations and hand sanitizer stations.
- **Lunch Changes**
 - Move lunch tables – spread out break area per CDC’s social distancing requirements.
 - Staggered lunch times – 30 minutes between lunch periods to maintain social distancing while going to and from eating area
 - Food trucks are no longer permitted on site.
 - Enforce CDC’s self-distancing 6’ policy while employees are at lunch
 - We need the subcontractors help with keeping their personal and daily trash maintained
 - No communal water jugs allowed. Subcontractors are to provide individual plastic water bottles or personal water bottles only
 - Additional trash containers to be added throughout the jobsite sanitized and emptied daily
- **Managing Gathering Size**
 - Rotating **XYZ Company** involvement on subcontractors JSA daily meeting in lieu of all hands safety meeting
 - Staggered start, stop and lunch times
 - Manage subcontractor work to encourage CDC’s social distancing of 6’
 - Weekly foreman meetings separated into small groups, social distancing will be utilized in the meeting
 - **XYZ Company** to limit employees in the field office
 - Restrict the number of passengers on elevators to try to follow CDC social distancing, limiting the number to 6 or less. This is to be based on size of your vertical transportation.
- **Paperwork Changes**
 - JSAs and Daily reports to be submitted electronically or handled with gloves
 - **XYZ Company** to wear rubber gloves handling sub paperwork
 - All JSA to reference cleanliness and limited germs everyday
- **XYZ Company Field Office**
 - Daily monitoring of employees for signs of sickness
 - **XYZ Company** to check CDC and City of Austin websites daily and report changes to project team
 - **XYZ Company** to sanitize all desks, computers, and plan tables daily

- XYZ Company to sanitize all doorknobs

If an employee or someone that is living with an employee is to get sick, they are to follow the CDC's recommendation of 14-day self-quarantine. Employees with symptoms or possible exposure to symptoms will be asked to leave the jobsite and will be able to return once XYZ Company receives verification from their employer that they are symptom free. This is to protect you, and your employee's; Foreman will need to help monitor and manage their own employees.



Once again, please stay safe and healthy. We look forward to continuing to push the Project Name Project towards a successful and on-time completion.

Sincerely,

XYZ Company Project Name Team

How to clean and disinfect:

Surfaces

- 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. [Clean hands](#) immediately after gloves are removed.
- 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.
 - 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.
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - [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, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or Use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#) ) that are suitable for porous surfaces.

Coronavirus disease 2019 (COVID-19) and you

What is coronavirus disease 2019?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can I get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the world. Risk of infection from the virus that causes COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

The current list of global locations with cases of COVID-19 is available on CDC's web page at <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:

- fever
- cough
- shortness of breath



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What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

For more information: www.cdc.gov/COVID19



What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the 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.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. When working with your local health department check their available hours.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



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For more information: www.cdc.gov/COVID19