

2020



CAHILL

COVID-19 Exposure Prevention Safe Operating Procedures

INJURY ILLNESS PREVENTION PROGRAM

Key Terms.....	2
Health & Hygiene	2
Social Distancing	3
Individual Presents with Signs of an Illness	3
Laboratory-Confirmed Exposure	3
Discontinue Home Isolation	3
Cleaning & Disinfecting.....	4
“What If...” Scenarios.....	5
COVID-19 Project Site Hazard & Recommended Mitigation Measures.....	6
COVID 19 Safe Jobsite Checklist	14
Coronavirus 19 (COVID-19) Project Personnel Survey Certification	16
Recommendations for Routine Cleaning & Disinfecting on Jobsites.....	17
COVID-19 Illness/Health Assessment Guide	19
Stay at Home-Return to Work Guidelines for Cahill Staff	21
Other CDC, WHO or Cal/OSHA Resources.....	22

Note: Due to the evolving nature of current COVID-19 situation, this SOP is subject to changing conditions and recommended practices. When revisions are made to this plan, it will be communicated to employees as soon as practical.



Overview

Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

Key Terms

Symptoms: when a person is demonstrating symptoms consistent with the disease.

The following symptoms may appear **2-14 days after exposure**.

- Fever
- Cough
- Shortness of breath

Asymptomatic: when a person is a carrier for a disease or infection but experiences no symptoms.

Potential Exposure is defined as:

- Individual ill, not confirmed as COVID-19.
- Individual in contact with someone ill, not confirmed as COVID-19.
 - As a reminder, all employee health information is private, protected information. You cannot not share any employee's personal health information, including whether they have tested positive for COVID-19.

Laboratory-Confirmed Exposure is defined as:

- Individual ill, laboratory-confirmed as COVID-19.
- Individual in contact with someone ill, laboratory-confirmed as COVID-19.

Impacted employees/on-site personnel:

- Assess level of close contact per CDC definition, if:
 - **1st Degree Exposure:** High/Medium:
 - If the person who has come in direct contact with an individual who has tested positive, then **they are to stay home**. This is called "self-quarantine".
 - They are to contact their personal Physician, who will monitor and provide further instructions.
 - **Impacted employees notified, sent home for 14 days.**
 - **2nd Degree Exposure:** Low/No Risk:
 - If the employee lives with a person who has been exposed to COVID-19, and they have been instructed to self-quarantine, then they should check with their physician.
 - In general, individuals in this situation are considered low risk should report to work. **If you feel sick, you should stay home.**
 - **Impacted employees notified, sent home, asked to self-monitor and to await confirmation of testing/doctor recommendation**

Health & Hygiene

First and foremost, stay home if you are sick. We encourage all employees to practice good everyday respiratory etiquette and hand hygiene as recommended by the Centers for Disease Control (CDC). This virus is disseminated in the same manner as colds and the flu. Each individual can help prevent the spreading of this virus by using the same preventive measures:

- 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.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose when you cough or sneeze. Throw the tissue away and wash your hands.
- Clean and disinfect objects and surfaces that have been touch.
- Avoid close contact with people who are sick.

Social Distancing

Social Distancing of 6' should be maintained whenever possible. Action to achieve this includes but is not limited to; temporary suspension of food trucks, staggering lunch periods, staggering project start/arrival and end times, and multiple small stretch and flex sessions to replace one all hands session. Implement administration controls where social distancing cannot be achieved (e.g. manlifts). For this example, additional controls include, but are not limited to:

- Limit the max number of occupants.
- Limit the number of stops made (every third floor; ground, fourth, seventh, etc).
- Limit gate opening/closing to manlift operator.
- Increase cleaning and disinfecting schedules of manlift.
- Provide additional PPE to lift operators.

Individual Presents with Signs of an Illness

1. Conducted Health Assessment (using COVID-19 Illness/Health Assessment)
 - a. If affirmative, employee sent home asked to contact doctor
2. HR and/or Safety will follow up on employee's status as appropriate
3. Employee may need to provide a doctor's release prior to return

Laboratory-Confirmed Exposure

If an employee has a positive COVID-19 test result, **they are to stay home**. The employees' treating physician will monitor and provide instructions.

1. Immediately notify project management and safety.
 - a. Conduct investigation to determine extent of exposure per CDC close contact definition.
 - b. The Director of Safety will contact the applicable county health department as determined on investigation.
2. Determine jobsite actions – e.g. temporary partial/full closure based on exposure investigation (final determination made by Executive Management).
3. Notification to Client, Subcontractors, Vendors as appropriate (based on provided templates), should include:
 - c. Jobsite status
 - d. Date ill employee was last on site
 - e. Locations/areas used by employee
 - f. Confirmation of notification of others per CDC close contact definition
 - g. Confirmation that affected areas have been cleaned per CDC recommendations (based on Safe Jobsite Checklist)
4. Notification to employee or other outlining actions taken/requirements to return.

Discontinue Home Isolation

People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:

- **If will not have a test** to determine if still contagious,
 - Can leave home after these three things have happened:
 - They have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
 - AND**
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - AND**
 - at least 7 days have passed since symptoms first appeared.
- **If will be tested** to determine if still contagious,
 - Can leave home after these three things have happened:
 - They no longer have a fever (without the use medicine that reduces fevers)
 - AND**
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - AND**
 - they have received two negative tests in a row, 24 hours apart.

Cleaning & Disinfecting

Help in prevent the spread of illness is critical. Follow the general recommendations for routine cleaning and disinfection on jobsites.

Regularly Clean & Disinfect high touch surfaces:

- Gang box handles
- Entry gates, doors, handles, interior and exterior doorknobs, locks
- Lunch areas, conference rooms and other tables/chairs (including backs and arms)
- Light switches
- Plan tables
- Shared hand/power tools, cords, battery charging stations, etc.
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas

Timing and location of cleaning and disinfection of surfaces

- At a project, warehouse, office, or other facility:
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets.
 - **Open outside doors and windows to increase air circulation in the area.**
 - If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons**, focusing especially on frequently touched surfaces.

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.
 - 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:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims are suitable for porous surfaces

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash 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. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Remember to always follow label instructions and the Safety Data Sheet (SDS) for proper handling and personal protection while using the selected chemicals. 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.

REMEMBER TO NEVER MIX CHEMICALS

“What If...” Scenarios

Worker exhibits illness symptoms at work

- Send home.
- If subcontractor employee, report to subcontractor.

Worker with no symptoms reports second-degree exposure to an individual with *unconfirmed* CV19 case (no positive test results)

- Send home.
- Worker is not to return to work until confirmation that he/she is not infected or confirmation that person to whom he/she was originally exposed has tested negative.
- If a subcontractor employee, notify subcontractor.

Worker with no symptoms reports a second-degree exposure to someone with a *confirmed* case of CV19

- Send home.
- Worker is not to return to work until healthy and confirmation that he/she is not infected.
- Provide notice to all project personnel and subcontractors, including identity of the worker’s employer. If asked, it is ok to state what work the worker was performing, the areas in which the worker worked, and the dates upon which the worker was onsite.
- Identify main locations where worker was stationed and sanitize as necessary.

Worker is symptomatic and visits doctor. No CV19 test but is told to self-quarantine.

- Worker is not to return to work until quarantine is complete and evidence of no infection is provided.
- If testing is subsequently ordered, worker not to return until negative test results or confirmation that worker does not have virus.

Worker is symptomatic and visits doctor. CV19 test is taken and worker is told to self-quarantine (awaiting test results).

- Worker is not to return to work until quarantine is complete and evidence of negative test results is provided.

Worker is sent home sick and tested for CV19. Positive test results.

- Worker is not to return to work until healthy and confirmation that he/she is no longer infectious.
- Identify main locations where worker was stationed and sanitize as necessary.
- Employees working in immediate vicinity of worker should be sent home and directed to self-quarantine. Recommend workers be tested. Do not return to work until confirmation of no infection.
- Project personnel and subcontractors should be notified of dates upon which worker was onsite, general work locations and that worker is getting tested and under self-quarantine.
- Consult with Cahill senior management and determine whether all or a portion of the project should be shut down for decontamination and “cooling off”/decontamination period (3-7 days).

IMPORTANT: THE IDENTITY OF SICK, SYMPTOMATIC OR POTENTIALLY EXPOSED WORKERS CANNOT BE REVEALED. WE ARE REQUIRED BY STATE AND FEDERAL LAW TO MAINTAIN THE CONFIDENTIALITY OF THE WORKER’S IDENTITY AND MEDICAL CONDITION. HOWEVER, WE CAN REVEAL THE FOLLOWING:

- The type of work the individual was doing
- The locations where the individual worked
- The identity of the individual’s employer

COVID-19 Project Site Hazard & Recommended Mitigation Measures

Sequence of Basic Job Steps	Potential Job Hazard	Recommended Action or Procedure
ALL	COVID-19 Exposure	<p>No employee should report to work if they are experiencing any symptoms associated with the COVID-19 virus.</p> <p>Where possible establish alternate days or extra shifts to reduce total workers on project.</p> <p>Coordinate with general contractors about prohibiting large gatherings (maintain social distancing), best practices and general contractor exposure control plan.</p> <p>If an employee has had a known exposure to or, has been in contact with someone who is symptomatic or has been diagnosed with the COVID-19 virus, he or she will not be allowed onto the project.</p> <p>Employees who appear to have symptoms associated with the COVID-19 virus will be removed from the project and not allowed to return until cleared by their medical provider.</p> <p>Employees who have been determined to be eligible to work remotely and can accomplish his or her responsibilities will not be allowed on-site without approval from their respective manager.</p> <p>Essential employees who must be on-site will follow the CDC guidelines of social distancing (6'). This includes accessing and egressing the project through designated entry and exit points.</p> <p>Employees are to wash their hands with soap and water before and after touching their face or eyes, eating or drinking, after sneezing, blowing nose, coughing, using toilet facilities or removing their gloves. Workers should refrain from touching their face.</p> <p>Field leadership shall provide a lined trash receptacle and designate it for disposal of any leftover food or trash from lunch/meal containers or used PPE. The liner must be disposed of at the end of each shift.</p>

Sequence of Basic Job Steps	Potential Job Hazard	Recommended Action or Procedure
Meetings (Tailgate/Stretch & Flex)	Covid-19 Exposure	<p>Communicate CDC, WHO, and county health organizations guidelines, mandates, or directives, daily.</p> <p>All mass, all-hands type meetings shall be avoided.</p> <p>Tailboard/Daily Huddle meetings shall be held outdoors when possible and all persons shall maintain a minimum of 6' separation.</p> <p>Attendance rosters and sign-in sheets shall be discontinued. In lieu of these, the Managers shall take a photo of the group to document attendance.</p> <p>Project coordination meetings shall be limited to call-in or online when possible.</p> <p>Meeting attendance shall be limited to <10 persons and shall be conducted in an area where the 6' social distancing can be maintained.</p> <p>Project leadership shall provide crew foremen with necessary information to pass on to their respective crews.</p> <p>Crew foremen shall ensure that employees are able to maintain the 6' social distancing requirement when conducting daily huddles and JHA-Task Plan reviews.</p>

Sequence of Basic Job Steps	Potential Job Hazard	Recommended Action or Procedure
Project Access/Egress	Covid-19 Exposure	<p>Take temperatures of all employees prior to allowing onsite</p> <p>Stretch & Flex activities must occur at the crew level and in an area where the 6' social distancing requirement can be met.</p> <p>Project leadership shall work with client/owner representatives to schedule work activities and shift schedules to minimize required on-site personnel and trade stacking.</p> <p>Site supervision will ensure any lunch or break areas can accommodate social distancing requirement (6'). This area must be cleaned and disinfected after each use.</p> <p>Site supervision will coordinate with client/owner representatives on identifying entry and exit routes where access to areas open to the public or creates a bottleneck does not occur.</p> <p>Projects where employees are required to enter or exit through areas open to the public shall minimize their time in those areas and maintain the 6' social distancing requirement when possible.</p> <p>Employees required to utilize man-lifts to access decks will limit capacity to 3 people (excluding operator) and avoid close contact with other personnel.</p> <p>Supervision should discourage the use of man-lifts when stairs are available.</p> <p>Site supervision will ensure any lunch or break areas can accommodate social distancing requirement (6'). This area must be cleaned and disinfected after each use.</p> <p>Site supervision will coordinate with client/owner representatives on identifying entry and exit routes where access to areas open to the public or creates a bottleneck does not occur.</p>

Sequence of Basic Job Steps	Potential Job Hazard	Recommended Action or Procedure
		<p>Projects where employees are required to enter or exit through areas open to the public shall minimize their time in those areas and maintain the 6' social distancing requirement when possible.</p> <p>Employees required to utilize man-lifts to access decks will limit capacity to 3 people (excluding operator) and avoid close contact with other personnel.</p> <p>Supervision should discourage the use of man-lifts when stairs are available.</p>
Personal Protective Equipment Use	Covid-19 Exposure	<p>Employees shall ensure that all PPE is kept clean and in serviceable condition.</p> <p>Hard hats should be cleaned at the end of each shift.</p> <p>Safety glasses should be cleaned regularly throughout the shift with approved Isopropyl wipes including the frame and stems.</p> <p>Gloves should be new at the beginning of the shift and replaced at each break or after touching common use surfaces.</p> <p>Disposable Latex or Nitrile gloves may be used as outer covering for cut resistant or leather gloves but must be disposed of after each use.</p> <p>Ear plugs must be inserted or removed with clean washed hands and replaced daily or if dropped on the ground or other surface.</p> <p>Muff type hearing protection must be cleaned before each use and after being dropped or laid down on any common use surface.</p>

Sequence of Basic Job Steps	Potential Job Hazard	Recommended Action or Procedure
		<p>Vests or other high visibility garments should be sanitized at the end of each shift.</p> <p>Fall protection equipment shall be wiped down with soap and water or other cleaning solution after each use.</p> <p>Face masks or face shields shall be wiped down with soap and water or other disinfecting agent prior to and after each use.</p> <p>Face masks or shields will be issued to the individual employee and shall not be shared.</p> <p>Respiratory protection equipment will be in STRICT accordance with CCR, Title 8, Section 5144. The CDC, WHO and OSHA does not currently recommend that healthy people wear face masks. If the task requires the mask to be worn, then you must follow the guidelines in the Respiratory Protection Program.</p>
MEWP Use	COVID-19 Exposure	<p>Mobile Elevated Work Platforms will be wiped down with soap and water or other cleaning solution at the end of each shift.</p> <p>Employees required to utilize man-lifts to access decks will reduce capacity to half (excluding operator) and avoid close contact with other personnel.</p> <p>Any aerial lift is limited to 1 person when possible.</p>
Ladders	COVID-19 Exposure	<p>Ladders are to be wiped down with soap and water or other cleaning solution at the end of each shift and prior to being used by another employee.</p>

Sequence of Basic Job Steps	Potential Job Hazard	Recommended Action or Procedure
Material Handling	COVID-19 Exposure	<p>Hand hold areas on material/debris bins shall be wiped down at the end of each shift with soap and water or other cleaning solution. Wooden bins should be avoided, but if necessary, hand hold areas should be sprayed with disinfectant aerosol at the end of each shift.</p> <p>Employees shall not dispose of food waste or lunch containers in debris/material carts.</p>
Toilet & Hand Washing Facilities	COVID-19 Exposure	<p>Supervision shall ensure adequate toilet and hand washing facilities are available based on the maximum number of employees that potentially could be anticipated.</p> <p>Toilet facilities shall be pumped on a (daily/48hr/weekly) cycle and sanitized with a disinfectant aerosol or bleach/water solution at the end of each shift. Restrooms must have alcohol based antibacterial hand sanitizer available.</p> <p>Supervision should make every effort to provide toilet paper and disposable hand towels to individual employees (1 roll per person as needed, etc.)</p> <p>Employees should avoid using of community-use toilet paper and hand towels.</p> <p>Employees shall wash their hands with soap and water for a minimum of twenty seconds after visiting toilet facilities.</p> <p>Employees observed not following hand washing requirements will be removed from the project.</p>

Sequence of Basic Job	Potential Job	Recommended Action or Procedure
Audits/Observations	COVID-19 Exposure	<p>Audits/Observations must be verbalized between the employee and manager maintaining social distancing requirements.</p> <p>Photos can be taken from a safe distance for upload. Signature on PRA's & SWI's are not permitted (Photo documentation only)</p> <p>Daily Safety Huddles or Weekly Safety Meetings should be documented electronically.</p>
Hand and Power Tools	COVID-19 Exposure	<p>The transfer of tools, radios, cell phones, materials, documents, or etc. shall be sanitized prior to transfer. No direct (handshake) transfer is allowed.</p>
Field Office Staff	COVID-19 Exposure	<p>Have hand sanitizers available at all doors.</p> <p>Wash hands regularly of no less than 20 seconds.</p> <p>Use electronic communication where possible.</p> <p>Do not shake hands.</p> <p>Use hand sanitizer after any contact with other employee's body, materials, tools, or documents.</p> <p>Maintain social distance. Limit physical contact with others. Direct employees to increase personal space (to at least 6 feet).</p> <p>Employees are to wash their hands with soap and water before and after touching their face or eyes, eating or drinking, after smoking, after sneezing, blowing nose, coughing and using toilet facilities. Workers should refrain from touching their face.</p> <p>Do not allow people to congregate during lunch and break or in break areas.</p> <p>Disinfect work area after each shift.</p> <p>Regularly Sanitize door handles including Entrance doors, Refrigerators, Microwaves, and worksurfaces etc.</p>



COVID-19 SAFE JOBSITE CHECKLIST

Always incorporate proper hygiene protocols on your job. As part of your regular cleaning and disinfection of your jobsite, use this checklist to focus on the following areas as applicable to your project:

- ☐ Handrails in stairways and walkways
- ☐ Gang box handles
- ☐ Entry gates
- ☐ Doors
- ☐ Handles
- ☐ Interior and exterior doorknobs
- ☐ Locks
- ☐ Lunch areas
- ☐ Conference rooms
- ☐ Tables/chairs (including backs and arms)
- ☐ Call boxes for elevators/personnel hoists
- ☐ Light switches
- ☐ Plan tables
- ☐ Shared hand/power tools, battery charging stations, etc.
- ☐ Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- ☐ Other shared/common areas

In addition to the above preventative cleaning and disinfecting measures, in the event of a suspected or laboratory-confirmed case of COVID-19 on the project, please follow these guidelines as established by the CDC to clean and disinfect your jobsite:

- ☐ Temporarily close off areas used by the ill individual
- ☐ Use appropriate PPE – disposable gloves and gowns
- ☐ Wait as long as practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets
- ☐ Open outside doors and windows to increase air circulation in the area
- ☐ Clean and disinfect all areas used by the ill individual, focusing on frequently touched surfaces

Remember to make sure to maintain social distancing of 6' whenever possible.



CAHILL

COVID-19 LISTA DE VERIFICACIÓN SEGURA EN EL LUGAR DE TRABAJO

Siempre incorpore protocolos de higiene adecuados en su trabajo. Como parte de su limpieza y desinfección regular de su trabajo, use esta lista de verificación para enfocarse en las siguientes áreas como corresponda a su proyecto:

- ☐ Pasamanos en escaleras y pasillos
- ☐ Agarradera de cajas de herramientas
- ☐ Puertas
- ☐ Agarraderas de las puertas interiores y exteriores
- ☐ Candados
- ☐ Áreas para comer
- ☐ Salas de conferencia
- ☐ Sillas y mesas
- ☐ Radio de comunicación para elevador
- ☐ Mesas para planos
- ☐ Interruptores de luz
- ☐ Herramienta manual y eléctrica que sea compartida/ estaciones para cargar baterías, etc.
- ☐ Baños – incluyendo agarraderas, asientos, candados, estaciones para lavar las manos, y dispensadores de jabón
- ☐ Otras áreas comunes y compartidas

Además de las medidas preventivas de limpieza y desinfección anteriores, en el caso de un caso sospechoso o confirmado por laboratorio en el proyecto, siga estas guías establecidas por el CDC para limpiar y desinfectar su lugar de trabajo:

- ☐ Cierre temporalmente las áreas utilizadas por el individuo enfermo
- ☐ Use el equipo de protección personal apropiado – guantes desechables y trajes
- ☐ Espere tanto como sea practico antes de limpiar y desinfectar para minimizar el potencial de exposición as las gotas respiratorias
- ☐ Abra puertas y ventanas exteriores para aumentar la circulación de aire en el área
- ☐ Limpie y desinfecte todas las áreas utilizadas por la persona enferma, enfocándose en las superficies tocadas con frecuencia

Recuerde asegurarse de mantener un distanciamiento social de 6 pies cuando siempre sea posible.

Coronavirus 19 (COVID-19) Project Personnel Survey Certification

To mitigate the community spread of COVID-19, each employer is required to review the recommendations outlined below and complete the survey below with their team **each day before the start of work**.

CREW LEADERS: To prevent stigma and discrimination in the workplace, use only the questions described below to determine the risk of COVID-19. Do not make determinations of the risk based on race or country of origin and be sure to maintain the confidentiality of people with confirmed COVID-19. Maintain privacy of individuals by not discussing the nature of an individual's specific symptoms in a group setting. Maintain social distancing while completing this survey with crews.

Recommendations to Stop the Spread of Germs:

- If you have a fever, cough, shortness of breath, sore throat, nasal congestion/runny nose, or body aches, you must stay home. See the Stay at Home Guidelines attached for more details.
- Regularly wash hands with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.
- Practice social distancing (maintaining 6' distance from others) as much as possible.
- Avoid sharing personal items with coworkers (dishes, cups, utensils, towels, computers, tools).
- Disinfect your workspace, tools and equipment daily.

Survey

As the crew leader, I certify that the QUESTIONS listed below, and the recommendations outlined above were reviewed with:

- Each worker referred from the union hall (before orientation)
- Each existing worker that was transferred to the project today (before orientation)
- Each existing worker during the daily huddle/pre-task plan, and
- Each existing worker that called in sick

QUESTIONS

1. Do you have signs of fever¹ or measured (100.4°F or greater) fever, cough, shortness of breath, sore throat, nasal congestion/runny nose, or body aches?
2. Have you, or anyone that you have been in close-contact with (within 6 feet for at least 5 minutes), been diagnosed with COVID-19?
3. Have you been issued a public health order to enforce isolation, quarantine or conditional release related to COVID-19?

¹ Signs of fever may be considered present if a person has not had a temperature measurement but feels warm to the touch or gives a history of feeling feverish. The self-reported history of feeling feverish when a thermometer is not available, or the ill person has taken medication that would lower the measured temperature. The appearance of a flushed face, glassy eyes, or chills if it is not feasible to touch the person or if the person does not report feeling feverish.

RESPONSES and ACTIONS

1. **NO** to ALL questions, the worker(s) may begin and/or continue work.
2. **YES**, to **ANY** question, the worker(s) is required to immediately leave the project and remain off work for the duration outlined on the attached Stay at Home Guidelines. (FEVER: Can return after minimum 72 hours fever-free while not taking any fever-reducing medication, AND symptoms significantly improved. SYMPTOMS without fever: Can return after minimum 48 hours, AND symptoms significantly improve, AND no fever develops. Cahill employees must call Marianne Spotorno prior to return to work.)
3. **Subcontracts must immediately notify Cahill Project Management if YES to ANY question.**



GENERAL RECOMMENDATIONS FOR ROUTINE CLEANING AND DISINFECTION ON JOBSITES

The health and safety of everyone on our projects is Cahill's number one priority. As we continue to responsibly manage the evolving COVID-19 situation, we encourage all team members to support and assist in routine cleaning of frequently touched surfaces on our jobsites with household cleaners and [EPA-registered disinfectants](#) that are appropriate for the surface. **Remember to always follow label instructions and the Safety Data Sheet (SDS) for proper handling and personal protection while using the selected chemicals.** 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.

REMEMBER, NEVER MIX CHEMICALS

DEFINITIONS

- Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

REGULARLY CLEAN & DISINFECT HIGH-TOUCH SURFACES SUCH AS:

- Gang box handles
- Entry gates, doors, handles, interior and exterior doorknobs, locks
- Lunch areas, conference rooms and other tables/chairs (including backs and arms)
- Light switches
- Plan tables
- Shared hand/power tools, cords, battery charging stations, etc.
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas



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.

[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.).

Your help in preventing the spread of illness is critical. Contact your supervisor if you have any questions or concerns.



CAHILL

RECOMENDACIONES GENERALES PARA LA LIMPIEZA Y DESINFECCIÓN DE RUTINA EN LOS LUGARES DE TRABAJO

La salud y seguridad de todos en nuestros proyectos es la prioridad número uno de Cahill. Mientras continuamos manejando responsablemente la evolución de la situación de COVID-19, animamos a todos los miembros del equipo a que apoyen y ayuden en la limpieza de rutina de las superficies frecuentemente tocadas en nuestros sitios de trabajo con limpiadores y desinfectantes que sean [registrados con la EPA](#) y que sean apropiados para la superficie. **Recuerde siempre seguir las instrucciones de la etiqueta y de las hojas de datos de seguridad (SDS) para un manejo adecuado y la protección personal adecuada al usar los químicos seleccionados.** Las etiquetas contienen instrucciones para el uso seguro y efectivo de los productos de limpieza, incluyendo las precauciones que debe tomar al aplicar el producto, como usar guantes y asegurarse de tener buena ventilación durante el uso del producto.

¡¡RECUERDE, NUNCA MEZCLE QUÍMICOS!!

DEFINICIONES

- La limpieza se refiere a la eliminación de suciedad y impurezas, incluyendo los gérmenes, de las superficies. Solamente limpiando no mata los gérmenes. Pero eliminando los gérmenes disminuye sus números y, por lo tanto, cualquier riesgo de propagación de la infección.
- La desinfección funciona usando químicos para matar gérmenes en la superficie. Este proceso no necesariamente limpia la superficie sucia ni elimina los gérmenes. Pero matar los gérmenes que quedan en la superficie después de la limpieza reduce aún más el riesgo de propagación de la infección.

LIMPIE Y DESINFECTE LAS SUPERFICIES DE ALTO CONTACTO REGULARMENTE COMO:

- Agarradera de cajas de herramientas
- Puertas, agarraderas de las puertas interiores y exteriores, candados
- Áreas para comer, salas de conferencia, y otras sillas y mesas
- Interruptores de luz
- Mesas para planos
- Herramienta manual y eléctrica que sea compartida/ estaciones para cargar baterías, etc.
- Baños – incluyendo agarraderas, asientos, candados, estaciones para lavar las manos, y dispensadores de jabón
- Otras áreas comunes y compartidas



COMO LIMPIAR Y DESINFECTAR SUPERFICIES

Use guantes desechables cuando limpie y desinfecte las superficies. Los guantes deben tirarse después de cada limpieza. Si se usan guantes reutilizables, esos guantes deben estar dedicados a la limpieza y desinfección de para COVID-19 superficies y no deben usarse para otros propósitos. Consulte las instrucciones del fabricante para el uso de productos de limpieza y desinfección. [Lávese las manos](#) inmediatamente después de quitarse los guantes.

Si las superficies están sucias, deben limpiarse con un detergente o jabón y agua antes de la desinfección.

Para la desinfección, las soluciones diluidas de cloro, las soluciones alcohólicas con al menos un 70% de alcohol y los desinfectantes más comunes que sean registrados con la EPA deben ser efectivos.

[Productos con declaraciones aprobadas por la EPA sobre patógenos virales emergentes](#) son esperados ser efectivos contra COVID-19 basado en los datos para virus más difíciles de matar. Siga las instrucciones del fabricante para todos los productos de limpieza y desinfección (por ejemplo: concentración, método de aplicación, y tiempo de contacto, etc.).

Su ayuda para prevenir la propagación de la enfermedad es fundamental. Comuníquese con su supervisor si tiene alguna pregunta o preocupación.



CAHILL

COVID-19 ILLNESS/HEALTH ASSESSMENT GUIDE

Key questions to ask when assessing close contact exposure

1. Are you experiencing any symptoms such as fever, cough, or shortness of breath?

Yes ☐ No ☐ Comment: _____

2. Have you been in close contact with anyone who has been diagnosed with COVID-19?

****CLOSE CONTACT is defined as:**

- a. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case
– or –
- b. Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)

Yes ☐ No ☐ Comment: _____

3. Have you been in close contact* with anyone who may have COVID-19 but is yet to be confirmed?

Yes ☐ No ☐ Comment: _____

4. Are you currently in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19?

Yes ☐ No ☐ Comment: _____

5. Have you traveled internationally in the last 14 days?

Yes ☐ No ☐ Comment: _____

By signing below, I certify all information is true and correct to the best of my knowledge.

Employee Name (print)

Employee Signature

Date



CAHILL

EVALUACIÓN DE ENFERMEDADES/SALUD DE COVID-19

Preguntas clave que debe hacer al evaluar la exposición al contacto cercano

1. ¿Tiene algún síntoma como fiebre, tos, o falta de aliento?

Si ☐

No ☐

Comentario: _____

2. ¿Ha estado en contacto cercano con alguien que haya sido diagnosticado con COVID-19?

****CONTACTO CERCANO se define como:**

a. Estar dentro de aproximadamente 6 pies (2 metros) de un caso de COVID-19 por un periodo prolongado de tiempo; el contacto cercano puede ocurrir mientras cuida, vive, visita o comparte un área de espera de atención médica o una habitación con un caso de COVID-19.

– o –

b. Tener contacto directo con secreciones infecciosas de un caso de COVID-19. (p.ej. alguien tosiendo sobre usted)

Si ☐

No ☐

Comentario: _____

3. ¿Ha estado en contacto cercano* con alguien que pueda tener COVID-19 pero aun no se ha confirmado?

Si ☐

No ☐

Comentario: _____

4. ¿Actualmente esta en contacto cercano con alguien, como un miembro de la familia, que tenga síntomas o ha sido confirmado como positivo para COVID-19?

Si ☐

No ☐

Comentario: _____

5. ¿Ha viajado internacionalmente en los últimos 14 días?

Si ☐

No ☐

Comentario: _____

Al firmar a continuación, certifico que toda la información es verdadera y correcta según mi conocimiento.

Nombre del empleado (letra imprenta)

Firma del empleado

Fecha

Stay at Home-Return to Work Guidelines for Cahill Staff

RESPIRATORY VIRAL ILLNESS and COVID-19 ⁽¹⁾

Revised March 12, 2020

Report a respiratory viral illness (Covid-19 or influenza) diagnosis to your direct supervisor.

Symptoms / Diagnosis	Stay at Home	Return to Work
FEVER – (Temp >38°C / 100.0°F)	Stay at home	<ul style="list-style-type: none"> After at least 72 hours of no fever without the use of antipyretics (i.e., fever-reducing medications, such as Tylenol®, Motrin®, etc.) AND <ul style="list-style-type: none"> Symptoms have significantly improved AND <ul style="list-style-type: none"> Contact Marianne at 415-228-6463 prior to return to work.
ONE OR MORE OF THESE SYMPTOMS WITHOUT FEVER: <ul style="list-style-type: none"> Cough Shortness of breath Sore throat Nasal Congestion/ Runny Nose Myalgia (body aches) 	Stay at home <ul style="list-style-type: none"> If these symptoms get better after 2 days, call Marianne at 415-228-6463 about potentially returning to work. If these symptoms are worsening after two days, OR If you develop a fever, then Continue to stay at home, and contact Marianne at 415-228-6463 	<ul style="list-style-type: none"> If able, work from home If able, attend meetings by phone If your symptoms improve after 2 days and you feel well enough to work, but have cough or cold or allergy symptoms, wear a face mask at work after confirming your return with Marianne at 415-228-6463 Disinfect your hands before touching items others may touch Do not shake hands with others
Diagnosis of COVID-19	Stay at Home, self-isolate, and self-monitor your symptoms	<ul style="list-style-type: none"> 14 days after the onset of symptoms OR 5 days after the resolution of symptoms, Whichever is Longer AND <ul style="list-style-type: none"> Contact Marianne at 415-228-6463 prior to your return to work.

⁽¹⁾ Staff includes all employees, temporary workers, trainees, volunteers, and interns.

Direct questions about the process to your direct supervisor or Marianne at 415-228-6463.

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



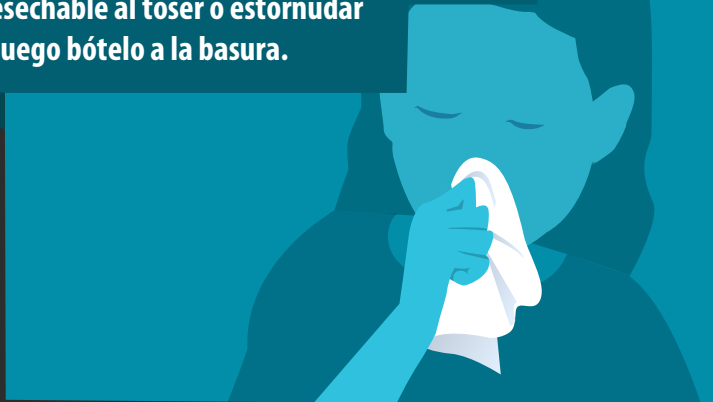
DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

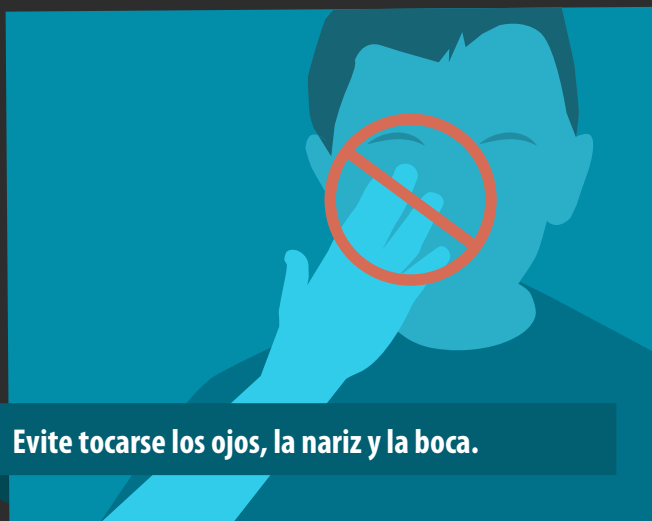
Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelo a la basura.



Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.

