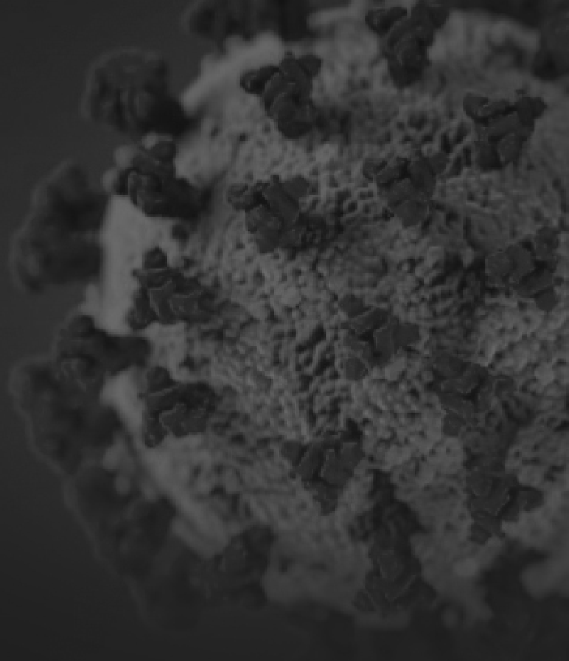

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COVID-19
Preparedness Plan (External)

UPDATED ON MARCH 27, 2020

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What's this? *Click blue links for more detailed plans and additional information!*

All associated documents can also be found on SharePoint in the Safety portal.

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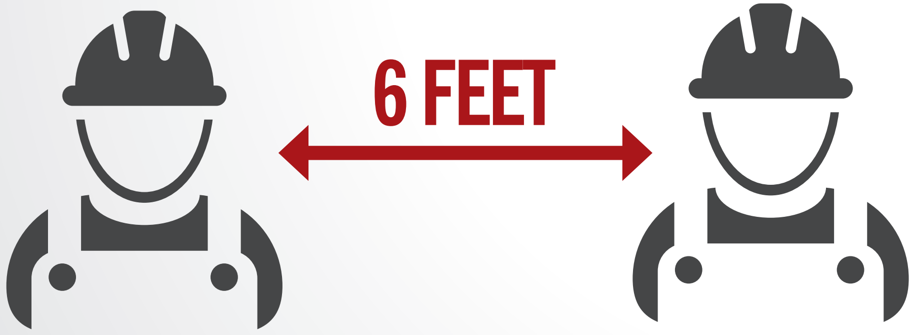
Prevention // Social Distancing

One of the greatest tools we have in virus prevention is the 6-Foot Rule.



Other Social Distancing Tips...

Meet Outside If Possible

Avoid Tight, Confined Areas

No Food Trucks or Communal Food

Utilize Virtual Meeting Tools

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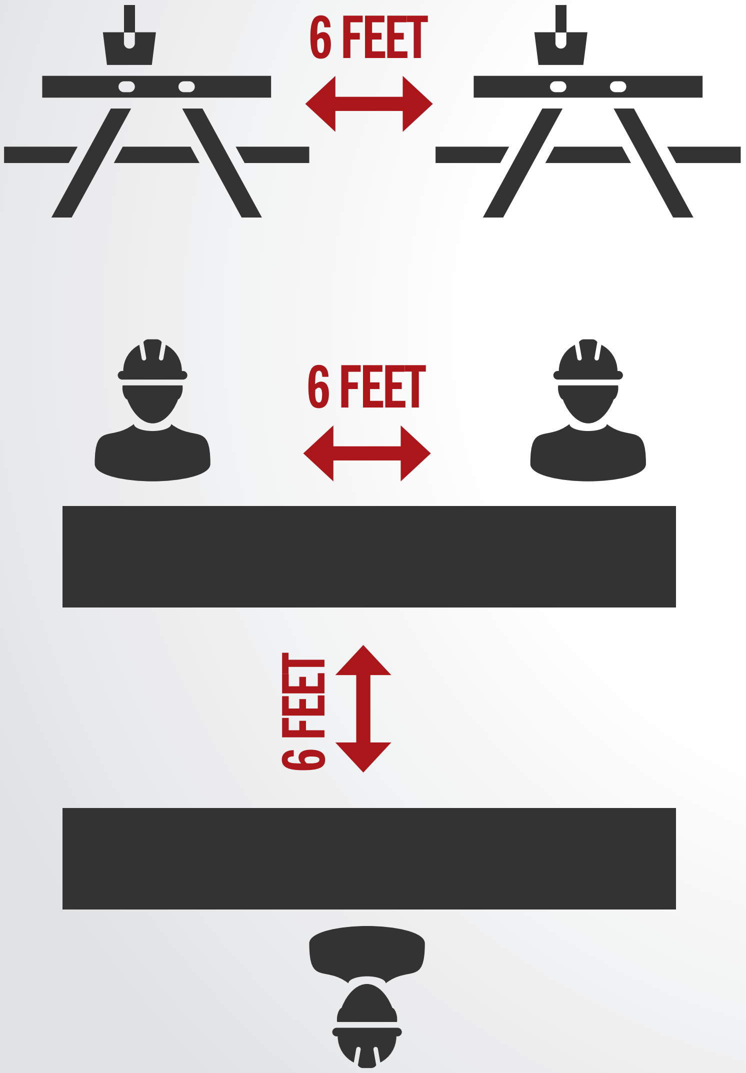
Prevention // Social Distancing



You may take a break at lunch, but the 6-Foot Rule doesn't.

» Reconfigure meetings and lunchroom seating to ensure the 6-Foot Rule is accommodated.

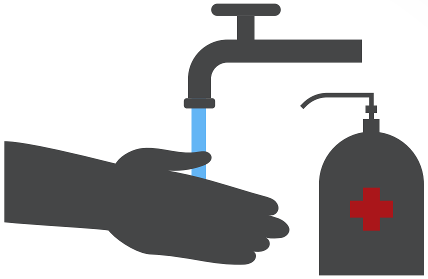
» Consider additional satellite eating areas outside of the work area(s) onsite.

» Sit adjacent to each other rather than directly across.

...And while we're eating, don't forget to review the Personal Hygiene section, up next!

Prevention // Personal Hygiene

Steps we can all take to ensure we're not transmitting germs:



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

Cover coughs and sneezes with a tissue or elbow; throw the tissue in the trash.

Utilize alcohol-based hand sanitizer with 60+% alcohol.

Avoid touching your eyes, nose, and mouth.

Frequently sanitize tools, PPE and equipment; avoid sharing.

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Prevention // Enhanced Jobsite Cleaning

Trailers, worker welfare areas, and offices must be cleaned on a regular basis (several times per week).

Professional services or Choate forces, pay special attention to:

- Door handles – inside/outside
- Light switches
- Office / trailer furniture & fixtures
- Restroom – dispensers, flush handles, door locks, faucets & handles
- Kitchen/break/welfare area handles
- Copy machines and other equipment
- Picnic tables
- Microwaves and coffee pots
- Communal tools, equipment steering wheels and levers
- Disinfect all portlets with a bug sprayer filled with bleach and disinfectant/ degreaser
- Stair and wall handrails

Hand washing stations are required on all sites. At a minimum, must include:

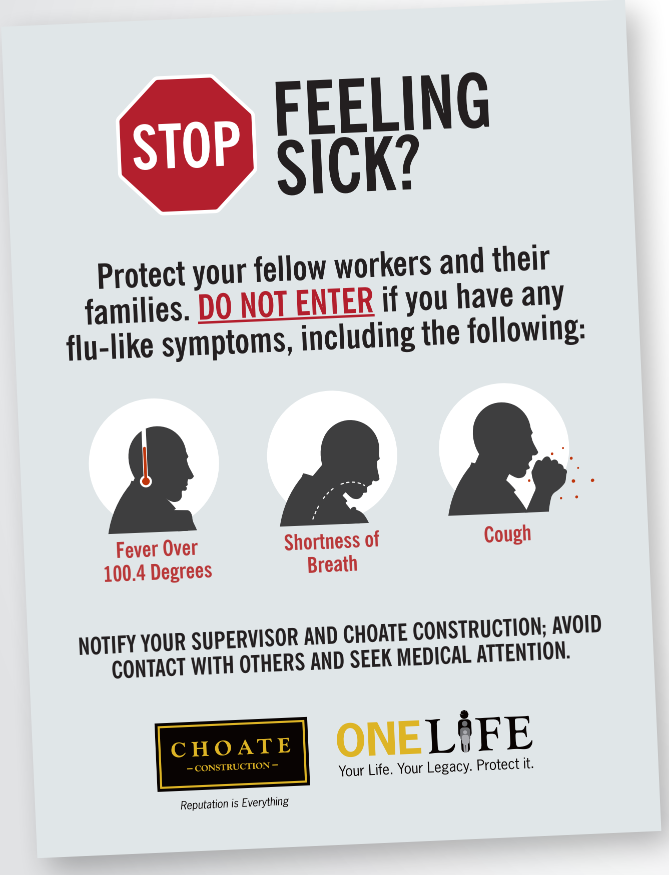
- Soap
- Towels
- Clean water source

**Cleaning material recommendations found on page 9.*

Bottom line: Clean all commonly-touched items and surfaces!

Prevention // Jobsite Entry

What's this? Click blue links for more detailed plans and additional information!



STOP

FEELING SICK?

Protect your fellow workers and their families. DO NOT ENTER if you have any flu-like symptoms, including the following:

- Fever Over 100.4 Degrees
- Shortness of Breath
- Cough

NOTIFY YOUR SUPERVISOR AND CHOATE CONSTRUCTION; AVOID CONTACT WITH OTHERS AND SEEK MEDICAL ATTENTION.

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+ Post this "Feeling Sick?" poster at jobsite entry and enforce it!

Jobsite entry is the first line of defense to keeping your workforce healthy.

Conduct temperature checks (optional). +
See full "Temperature Check Procedure and Log" document.

If you choose to administer temperature checks on your site, you must utilize:

» Full face shield (Office-provided to project teams upon request)

» Infrared touchless digital thermometer (Office-provided to project teams upon request)

» Disposable gloves; preferably Nitrile (Office-provided to project teams upon request)

» Soap / hand sanitizer (Project-sourced)

★ All personnel with a temperature over 100.4° must be logged and sent to HR daily ★

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Prevention // Travel Restrictions

Avoid Unnecessary Travel

Contact your manager if you have work-related travel that cannot be accomplished by meeting virtually.

If you travel for personal, non-essential reasons as dictated by your local jurisdiction:

- » Notify your Division Manager, HR, and Senior Manager
- » Follow current CDC guidelines

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Prevention // Helpful Tools

Virtual Meeting Tools

ShoreTel Conference
**Open outside of Citrix*

Microsoft Teams

GoTo Meeting

Third-Party Temperature Testing

Contact your local temporary staff providers for third-party testing availability.

Governmental Agencies

World Health Organization

Center for Disease Control

OSHA

Sample Cleaning Products

Bleach & Water

Lysol Neutra Air 2 in 1

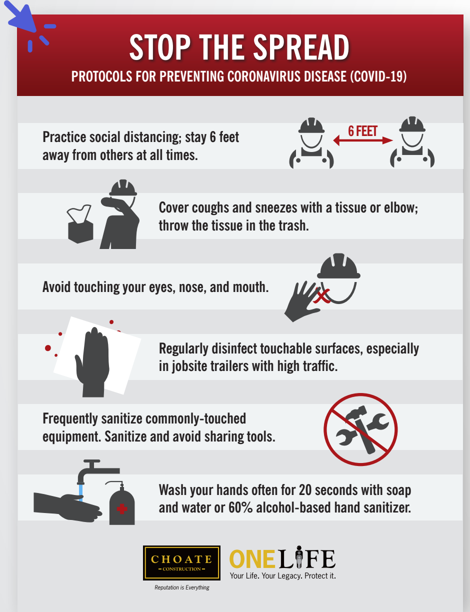
Lysol All Purpose Cleaner

**Ensure cleaners will not damage surfaces/finishes. Do an inconspicuous spot test.*

Prevention // Helpful Tools

Posters & Downloads

Click posters to print



STOP THE SPREAD

PROTOCOLS FOR PREVENTING CORONAVIRUS DISEASE (COVID-19)

- Practice social distancing; stay 6 feet away from others at all times.
- Cover coughs and sneezes with a tissue or elbow; throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Regularly disinfect touchable surfaces, especially in jobsite trailers with high traffic.
- Frequently sanitize commonly-touched equipment. Sanitize and avoid sharing tools.
- Wash your hands often for 20 seconds with soap and water or 60% alcohol-based hand sanitizer.

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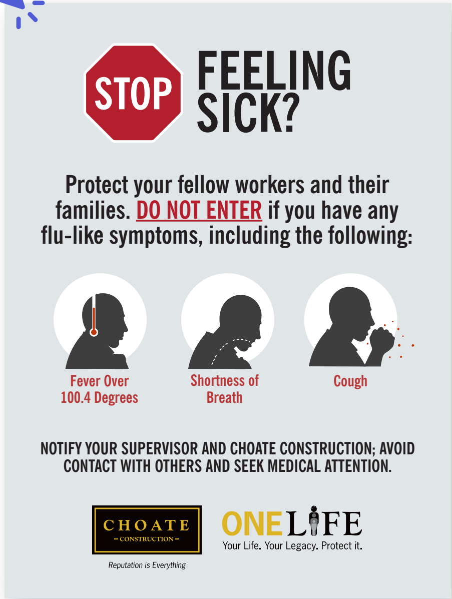
Stop the Spread Poster



STOP FEELING SICK?

Protect your fellow workers and their families. DO NOT ENTER if you have any flu-like symptoms, including the following:

- Fever Over 100.4 Degrees
- Shortness of Breath
- Cough

NOTIFY YOUR SUPERVISOR AND CHOATE CONSTRUCTION; AVOID CONTACT WITH OTHERS AND SEEK MEDICAL ATTENTION.

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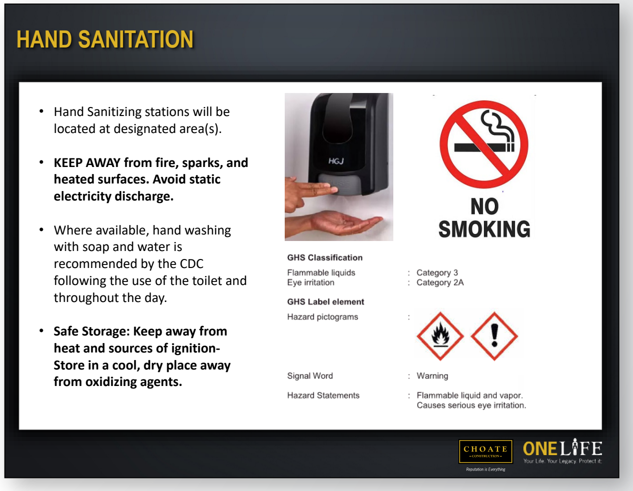
Feeling Sick? Poster



HAND SANITATION

- Hand Sanitizing stations will be located at designated area(s).
- **KEEP AWAY from fire, sparks, and heated surfaces. Avoid static electricity discharge.**
- Where available, hand washing with soap and water is recommended by the CDC following the use of the toilet and throughout the day.
- **Safe Storage: Keep away from heat and sources of ignition- Store in a cool, dry place away from oxidizing agents.**

GHS Classification
Flammable liquids : Category 3
Eye irritation : Category 2A

GHS Label element
Hazard pictograms :
Signal Word : Warning
Hazard Statements : Flammable liquid and vapor. Causes serious eye irritation.

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Hand Sanitation Poster

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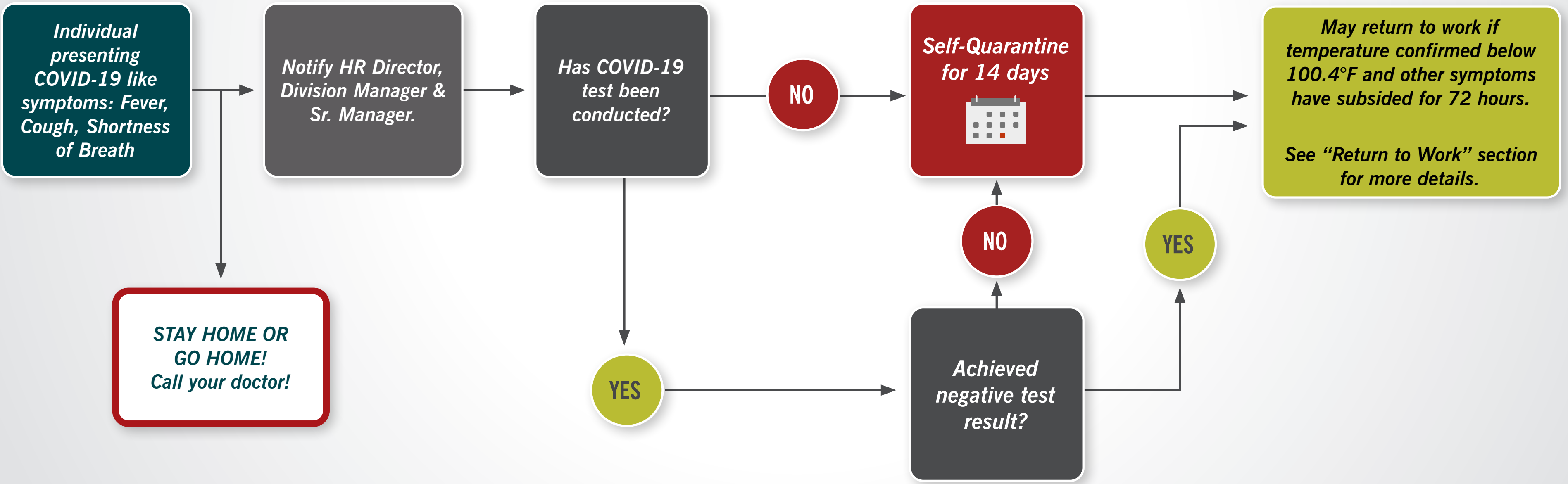
Exposure & Confirmed Cases // Exposure Scenarios

Possible Exposure... What to do?

If you have COVID-19 or flu-like symptoms:



Individual presenting COVID-19 like symptoms: Fever, Cough, Shortness of Breath

STAY HOME OR GO HOME! Call your doctor!

Notify HR Director, Division Manager & Sr. Manager.

Has COVID-19 test been conducted?

NO

Self-Quarantine for 14 days

YES

Achieved negative test result?

NO

YES

May return to work if temperature confirmed below 100.4°F and other symptoms have subsided for 72 hours.

See "Return to Work" section for more details.

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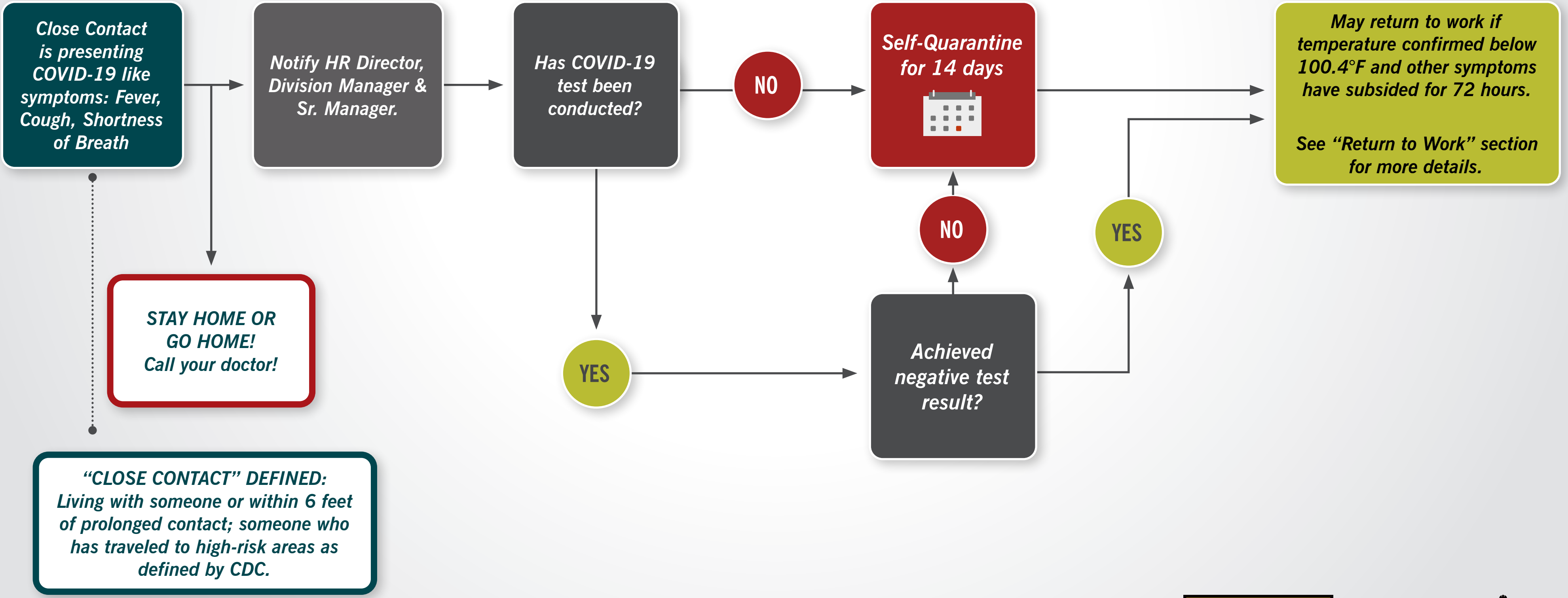
Exposure & Confirmed Cases // Exposure Scenarios

Possible Exposure.. What to do?

If you've had close contact with someone showing symptoms:


Close Contact is presenting COVID-19 like symptoms: Fever, Cough, Shortness of Breath
Notify HR Director, Division Manager & Sr. Manager.
Has COVID-19 test been conducted?
NO
Self-Quarantine for 14 days
May return to work if temperature confirmed below 100.4°F and other symptoms have subsided for 72 hours.
See "Return to Work" section for more details.
STAY HOME OR GO HOME! Call your doctor!
YES
Achieved negative test result?
NO
YES
"CLOSE CONTACT" DEFINED: Living with someone or within 6 feet of prolonged contact; someone who has traveled to high-risk areas as defined by CDC.

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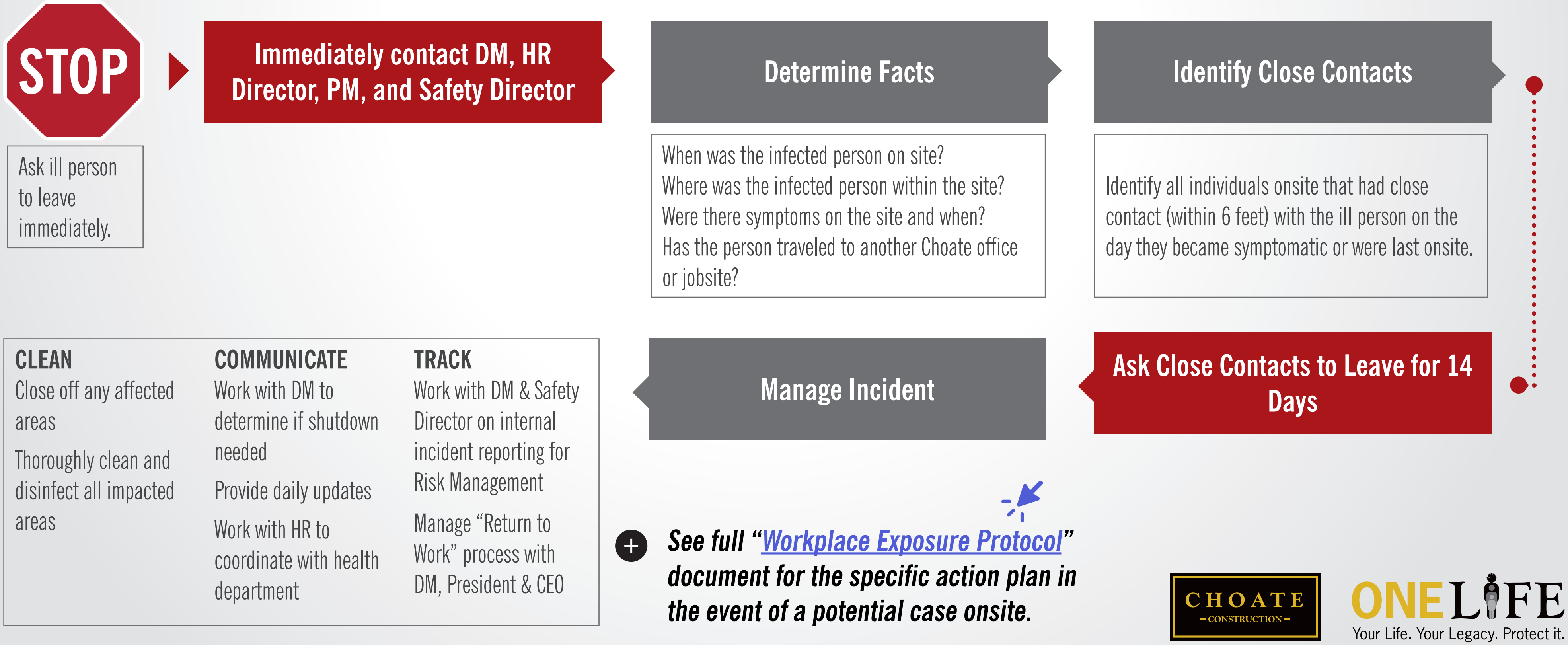
Exposure & Confirmed Cases // Highly Suspected or Confirmed Case Protocol

Use the process below for someone who...

- Tests positive for the COVID-19 virus
- Has a test pending for the COVID-19 virus due to close contact in any form
- Is informed by a medical professional that they likely have the COVID-19 virus
- Has been exposed to someone with a confirmed or highly-suspected case of COVID-19



STOP

Ask ill person to leave immediately.

Immediately contact DM, HR Director, PM, and Safety Director

Determine Facts

When was the infected person on site?
Where was the infected person within the site?
Were there symptoms on the site and when?
Has the person traveled to another Choate office or jobsite?

Identify Close Contacts

Identify all individuals onsite that had close contact (within 6 feet) with the ill person on the day they became symptomatic or were last onsite.

Ask Close Contacts to Leave for 14 Days

Manage Incident

CLEAN

Close off any affected areas

Thoroughly clean and disinfect all impacted areas

COMMUNICATE

Work with DM to determine if shutdown needed

Provide daily updates

Work with HR to coordinate with health department

TRACK

Work with DM & Safety Director on internal incident reporting for Risk Management

Manage "Return to Work" process with DM, President & CEO

See full "Workplace Exposure Protocol" document for the specific action plan in the event of a potential case onsite.

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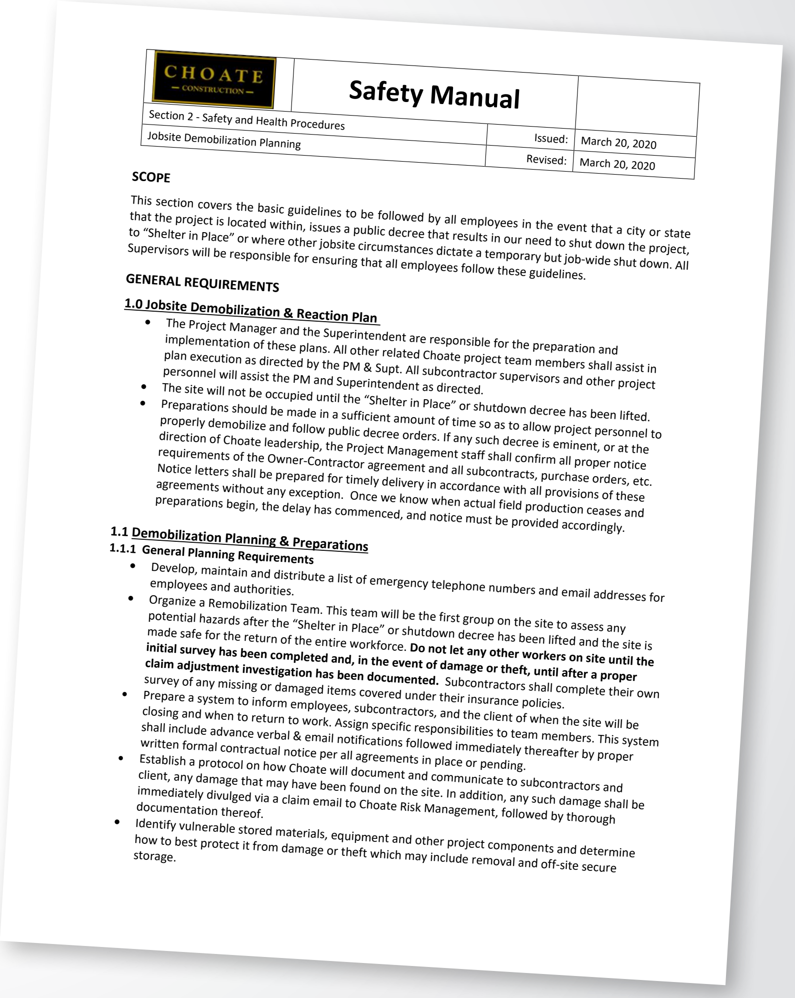
Other Things to Know // Jobsite Demobilization

If a governmental shut-down occurs, resulting in full demobilization, follow the guidelines in the "Jobsite Demobilization" document.



CHOATE – CONSTRUCTION –	Safety Manual	
Section 2 - Safety and Health Procedures		
Jobsite Demobilization Planning	Issued:	March 20, 2020
	Revised:	March 20, 2020

SCOPE

This section covers the basic guidelines to be followed by all employees in the event that a city or state that the project is located within, issues a public decree that results in our need to shut down the project, to "Shelter in Place" or where other jobsite circumstances dictate a temporary but job-wide shut down. All Supervisors will be responsible for ensuring that all employees follow these guidelines.

GENERAL REQUIREMENTS

1.0 Jobsite Demobilization & Reaction Plan

- The Project Manager and the Superintendent are responsible for the preparation and implementation of these plans. All other related Choate project team members shall assist in plan execution as directed by the PM & Supt. All subcontractor supervisors and other project personnel will assist the PM and Superintendent as directed.
- The site will not be occupied until the "Shelter in Place" or shutdown decree has been lifted.
- Preparations should be made in a sufficient amount of time so as to allow project personnel to properly demobilize and follow public decree orders. If any such decree is eminent, or at the direction of Choate leadership, the Project Management staff shall confirm all proper notice requirements of the Owner-Contractor agreement and all subcontracts, purchase orders, etc. Notice letters shall be prepared for timely delivery in accordance with all provisions of these agreements without any exception. Once we know when actual field production ceases and preparations begin, the delay has commenced, and notice must be provided accordingly.

1.1 Demobilization Planning & Preparations

1.1.1 General Planning Requirements

- Develop, maintain and distribute a list of emergency telephone numbers and email addresses for employees and authorities.
- Organize a Remobilization Team. This team will be the first group on the site to assess any potential hazards after the "Shelter in Place" or shutdown decree has been lifted and the site is made safe for the return of the entire workforce. **Do not let any other workers on site until the initial survey has been completed and, in the event of damage or theft, until after a proper claim adjustment investigation has been documented.** Subcontractors shall complete their own survey of any missing or damaged items covered under their insurance policies.
- Prepare a system to inform employees, subcontractors, and the client of when the site will be closing and when to return to work. Assign specific responsibilities to team members. This system shall include advance verbal & email notifications followed immediately thereafter by proper written formal contractual notice per all agreements in place or pending.
- Establish a protocol on how Choate will document and communicate to subcontractors and client, any damage that may have been found on the site. In addition, any such damage shall be immediately divulged via a claim email to Choate Risk Management, followed by thorough documentation thereof.
- Identify vulnerable stored materials, equipment and other project components and determine how to best protect it from damage or theft which may include removal and off-site secure storage.

Other Things to Know // Returning to Work

What's the protocol for returning to work?

If you were...

Tele-Working

Tele-working is offered until April 13, or as otherwise amended. No paperwork needed to return to work.

Potentially Exposed

Return to work after 14 days with no symptoms, or your direct contact has a COVID-19 test that has come back negative. No paperwork required.

Diagnosed with COVID-19

Return to work when free of symptoms for 72 hours with no fever-reducing medication, as per CDC guidelines. No paperwork required.

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Other Things to Know // Social Media & IT

Social Media Policy

Please refrain from discussing company or client business, including suspected or confirmed cases of COVID-19 infection, on social media channels.

IT Protocols

Please see the "Emergency Technology Access Plan" on inSight for full details on all IT Protocols.

Remember...

You can find all of the linked documents on the inSight mobile app and SharePoint.

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