

PANDEMIC SUPPORT TO EMPLOYEES

The goal of the Company is to provide a safe and secure environment for all employees and visitors. The best strategy to reduce the risk of becoming ill with pandemic influenza is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If you must be in a crowded setting, minimize your time there. Some basic hygiene and social distancing precautions that can be used in every workplace include the following:

- Stay home if sick or if family members are known or suspected to have the infectious virus.
- Wash hands frequently with soap and water for 20 seconds or with a hand sanitizer if soap and water are not available.
- Avoid touching nose, mouth and eyes.
- Cover coughs and sneezes with a tissue, or cough and sneeze into upper sleeve. Dispose of tissues in no-touch trash receptacles.
- Wash hands or use a hand sanitizer after coughing, sneezing, or blowing nose.
- Avoid close contact (within 6 feet) with coworkers and customers.
- Avoid shaking hands and always wash hands after physical contact with others.
- If wearing gloves, always wash hands after removing them.
- Keep frequently touched common surfaces (for example, telephones, computer equipment, etc.) clean.
- Try not to use other workers' phones, desks, offices, or other work tools and equipment.
- Limit unnecessary visitors to the workplace.
- Maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.

EXPOSURE TO COVID-19 GUIDELINES

- Employees exposed to a confirmed COVID-19 positive but NOT experiencing any symptoms may be allowed to continue working provide they wear a mask for the duration of the incubation period. If employee remains symptom free for the entire incubation period, reconsider Respiratory PPE
- Employees exposed to a confirmed COVID-19 positive and experiencing any symptoms of illness must don a mask and be isolated from all other employees immediately. Request that employee leave the worksite and go home. If symptoms are severe, request that the employee make arrangements for someone to pick them up from work or arrange emergency transport.

PREVENTATIVE MEASURES

- The most senior manager on site or his designee is responsible for all issues that arise concerning the COVID-19 event. This person will be the single point of contact for employees, vendors and subcontractors reporting incidents. Additional duties include ensuring the workplace is properly segregated to avoid large gatherings and conducting and controlling all internal and external communications about the COVID event.
- Non-Touch Medical Thermometers (optional) shall be used to check employee temperatures and the results included in the daily logs.
- Do not conduct meetings in enclosed office spaces. Use open areas and insist on 6' of separation between employees. Minimize group meetings, use e-mails, phones and text messaging. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.
- If common equipment is used by several employees during the day such as telephones, computers, hand tools, etc., they should be cleaned using a disinfectant, soap and water or a 10:1 mixture of water and bleach.

Note: Company will provide written communication to all First-Tier Subcontractors as well as Project Ownership of any known and confirmed COVID-19 case reported on the project site as soon as we are made aware.

RETURNING EMPLOYEES

Employees returning after illness or time away must be interviewed by the Superintendent or designee. Employees should be interviewed to determine their existing condition and fitness to return to work. The following questions, at a minimum, should be asked.

- Has the employee been in contact with anyone diagnosed with the pandemic virus or disease?
- Has the employee been in contact with anyone who demonstrated flu like symptoms but were never checked at a medical facility?
- Has the employee attended any events in the past 2 weeks where anyone was diagnosed with the pandemic virus or disease?
- Is the employee experiencing now or have they experienced flu like symptoms in the past 2 weeks?

If the answer to any of the above questions is “yes”, protective measures to protect the employees shall be implemented.

I have reviewed this policy and agree to comply.

Employee Signature

Date

Supervisor Signature

Date

Got questions? Visit us at stmooreinsurance.com or contact us:

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