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Click blue links for more detailed plans and additional information!

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

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

Avoid touching your eyes, nose, and mouth.

Frequently sanitize tools, PPE and equipment; avoid sharing.

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

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

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


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 ★

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.

Post this “Feeling Sick?” poster at jobsite entry and enforce it!
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](https://www.cdc.gov)
Prevention // Helpful Tools

Virtual Meeting Tools
- ShoreTel Conference
- Microsoft Teams
- GoTo Meeting
*Open outside of Citrix

Python

Governmental Agencies
- World Health Organization
- Center for Disease Control
- OSHA

Third-Party Temperature Testing
Contact your local temporary staff providers for third-party testing availability.

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

**Stop the Spread Poster**
- 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.
- Wash your hands often for 20 seconds with soap and water or 60% alcohol-based hand sanitizer.
- Frequently sanitize commonly-touched equipment. Sanitize and avoid sharing tools.
- 6 FEET

**Feeling Sick? Poster**
- 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.

**Hand Sanitation Poster**
- Hand Sanitizing stations will be located at designated areas.
- 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.
**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**

  - 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.

    - YES
      - Achieved negative test result?

        - NO
          - STAY HOME OR GO HOME!

        - YES
          - Call your doctor!
Possible Exposure.. What to do?
If you’ve had close contact with someone showing symptoms:

- **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.

**Signs of COVID-19**
- Fever
- Cough
- Shortness of Breath

**Steps to Take**
1. **Notify HR Director, Division Manager & Sr. Manager.**
2. **Has COVID-19 test been conducted?**
   - **NO**
     - **Self-Quarantine for 14 days**
       - **NO**
         - Achieved negative test result?
           - **YES**
             - May return to work if temperature confirmed below 100.4°F and other symptoms have subsided for 72 hours.
           - **NO**
             - STAY HOME OR GO HOME! Call your doctor!
       - **YES**
         - May return to work if temperature confirmed below 100.4°F and other symptoms have subsided for 72 hours.

**Additional Resources**
- See “Return to Work” section for more details.
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

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

Ask ill person to leave immediately.

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

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.

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

Ask Close Contacts to Leave for 14 Days

See full “Workplace Exposure Protocol” document for the specific action plan in the event of a potential case onsite.
If a governmental shut-down occurs, resulting in full demobilization, follow the guidelines in the “Jobsite Demobilization” document.
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.
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.