

# COVID-19 ACTION PLAN



This guidance is based on what we currently know about COVID-19 as provided by the Centers for Disease Control and Prevention.

## SYMPTOMS

Symptoms include fever, cough, and shortness of breath – similar to influenza or a bad cold.

## PREVENTION

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol if soap and water is not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough into the inside of your elbow, covering your mouth and nose.
- Clean and disinfect frequently touched objects and surfaces.
- CDC Guidance online provides information how to protect yourself.

## JOBSITE PROTOCOL

- Limit all person to person contact by maintaining OSHA's six-foot rule
- Avoid eating lunch in groups
- Avoid in-person meetings if possible. In the case that an in-person meeting is unavoidable, make sure to have it in a well-ventilated area with sufficient space for attendees to distance themselves from one another. For meetings such as toolbox talks, consider breaking them up into smaller group meetings versus one large meeting.
- Limit elevator usage when occupied with multiple people. Use stairs when possible.
- No visitors should be at the jobsites, unless fundamental to the execution of the work.
- If the jobsite closes, take the necessary steps to secure your jobsite, tools and Marek equipment.

## TRAVEL PROTOCOL

All employees are advised to discuss any travel plans with their supervisor prior to making any reservations. Employees will also need to consider the following restrictions on their ability to return to work should they travel for personal or business purposes.

## IF YOU BECOME SICK

If you are sick, we ask that you stay home. For the safety of all our employees and clients - Please immediately communicate with your manager or supervisor if you have fever, cough or difficulty breathing. In addition, if you have a Coworker or employee displaying these symptoms, please alert your superintendent and safety manager.

Supervisors should immediately separate an employee displaying fever, cough or difficulty breathing from other employees, and then send that employee home.

- Employee must take his/her tools to avoid them getting lost or stolen, the company would not be responsible for any loss or stolen tool.
- The affected person should seek medical care as appropriate and stay away from others.
- Employees will not return to our jobsites or offices until they show no signs of illness or fever, without the use of a fever reducing medicine, for 48 hours.
- If an employee has had close contact with an individual that has confirmed COVID-19, that employee will not be allowed to return to the office or jobsite until they have been symptom free for 14 days.

**By signing below, you certify that you have been trained and understand the safety talk that was given.**

Title:	Date:
Company Name:	Foreman/Sup:
Location:	Given by:

Employee Name Printed	Signature
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