



## COVID-19 Infectious Disease Control Plan Revised October 28, 2020

Rockford takes the health and safety of employees and trade contractors very seriously. Please review the following as it pertains to infectious disease control, specifically COVID-19 on our jobsites. This document is incorporated as part of Rockford Construction's COVID-19 preparedness and response plan. It is based on CDC, OSHA and other resources aimed at implementing best practices and slowing the spread of this virus.

### General Overview/Job Site Requirements

- All new trade contractor employees, vendors, suppliers, and visitors must review the Rockford Safety Code of Conduct which includes the COVID-19 Protocol before starting work on the project.
- All trade contractors providing employees or services on a Rockford Construction project must develop a COVID-19 preparedness and response plan consistent with recommendations in "Guidance on Preparing Workplaces for COVID-19," developed by OSHA. A copy of that plan must be turned into the Rockford Superintendent prior to the start of work.
- Rockford Construction will **designate a site-specific supervisor** to monitor and oversee implementation of COVID-19 Protocols and control strategies on each of its projects. A site-specific supervisor will be on site during work.
- Each trade contractor must also **designate a site-specific supervisor** to monitor and implement all recommended safety practices regarding the COVID-19 virus for your employees.
- Rockford's COVID-19 Workplace Coordinator and site-specific supervisors for your site is \_\_\_\_\_ and should be contacted immediately if there are any issues or questions.
- **Daily COVID-19 Health Assessment Screening:** Each trade contractor employee or approved visitor to the jobsite must complete the COVID-19 Health Assessment Form prior to entering the project. If you answer yes to any of the questions, it is recommended that you notify your supervisor but you need to immediately leave the site and follow CDC protocol. This form is available to be filled out and submitted via an online form/app from any electronic device or computer. Posters with the QR code will be on the jobsite and you can also go to the Rockford COVID-19 website to get this document.
- **Temperature Readings:** Each trade contractor is responsible to monitor the temperatures of their own employees as part of the screening process using their own thermometer. Rockford has issued a thermometer to our site Superintendent(s) to monitor Rockford employee

temperatures. If an employee has a temperature (100.4) or greater they need to immediately leave and follow CDC protocol until further notice.

- A **Job Hazard Analysis (JHA)** is to be completed daily, prior to starting work, by the foreman. It is important to make sure all your employees have completed the screening process and also important to **plan and identify best work practices for your employees with a focus on COVID-19 recommended protocol**. The JHA form be uploaded to plan grid and submitted electronically to the Rockford Superintendent. (**See Attached.**)
- Rockford will identify dedicated entry points at each site, whenever possible, for trade contractors to conducting the required daily screenings with their employees. It is recommended that you daily screen in the parking lot or open space meeting CDC social distancing protocol. Stickers or other indicators to screened workers and visitors may be used to show that they were screened before entering the job site each day.
- **Face Coverings:** The use of face coverings is mandatory if a worker cannot consistently maintain six feet of separation from other workers. If a worker is able to maintain six feet of distance from others consistently, face coverings are not required. Other PPE requirements remain in effect. Please refer to CDC guidelines for appropriate face coverings and cleaning requirements.
- **Gloves:** The use of gloves during construction must conform with OSHA requirements and best practices in minimizing cuts, abrasions, chemical or thermal burns and exposure to extreme temperatures that result from construction activities. The use of gloves for the prevention of spread of COVID-19 is discretionary and not mandatory. The type of glove must support the work being completed without impacting overall safety. When gloves are used, they should be washed and/or sanitized regularly to help minimize the spread of COVID-19. Remember the glove is an extension of the hand and should be treated and maintained the same as your hands to help stop the spread. Rockford strongly encourages frequent handwashing and hand sanitizer use and discourages any touching of eyes, nose, mouth or face in accordance with COVID-19 hygiene best practices.
- Observe signage on the project to maintain awareness to the COVID-19 best practices and symptoms, including social distancing and other recommended CDC mitigation tactics whenever possible.
- Do no touch your face and cover coughs or sneezes. Remind your site personnel to adhere to these practices.
- Avoid hand shaking. Other non-contact methods should be used for greetings from a 6' distance.
- Wash and/or sanitize hands frequently, and ensure that there are sufficient hand-washing or hand-sanitizing stations accessible to workers on site. **Hand hygiene** is a primary measure for reducing the risk of transmitting infection. Due to the nature of our work, access to running water for hand washing may be impracticable on some projects. At a minimum, hand and hygiene procedures will include the use of alcohol-based hand rubs (containing 60%–95% alcohol) and where access to running water, hand washing stations equipped with soap and water.
- Clean/disinfect common surfaces in the job office or trailer frequently.
- Eat your lunch away from others.
- No communal food is permitted. Use bottle water vs a water cooler.

- Do not share food items or utensils and disposed of them properly.
- Develop protocols to limit the sharing of tools and equipment and ensure through cleaning of tools, equipment and of common/frequently touched surfaces.
- Provide disinfecting wipes or products for your employees to sanitize equipment and work surfaces as much as possible.
- Only critical deliveries and visitors approved by Rockford are permitted to enter the project.
- Identify **choke points and high-risk areas** where workers may be close one another (such as hallways, hoists, elevators, break areas) and control their access and use to ensure social distancing is maintained. This may include signage and physical barriers as appropriate.
- Communication will be increased to all employees on site to help everyone stay informed on the latest development and best practices.
- Rockford will increase the servicing of portable toilets and sanitization. Rockford will have receptacles for disposal of gloves or masks available at specific locations on the project.

### **Social Distancing**

- Do not host group meetings or any gatherings in which people cannot maintain six feet of distance between one another.
- Limit in-person interaction with coworkers, visitors, and others on the project to the maximum extent possible, and maintaining six feet distances.
- Use available technology to its fullest capacity to avoid face to face meetings. Rockford will conduct meetings by virtual means and methods or host in open environments.
- Limit the number of people on a jobsite, allow only essential personnel to work in an area.
- Avoid personal contact such as hand-shaking and other contact greetings.
- Don't stack multiple trades or contractors in one areas or floor where possible.
- Use your designated site representative to observe employees to ensure they are maintaining social distancing as needed, and that employee safety is not compromised.
- **When a task requires two or more employees and social distancing cannot be accomplished:**
  1. Identify the tasks specifically where social distancing cannot be accomplished and use face covering as appropriate for the activity and how they will be implemented safely.
  2. Address the hazards for the site on a task-by-task basis for the work shift and perform an assessment (JHA) prior to initiating the work.
  3. The task should limit the amount of time of non-social distancing to minimum.
  4. Employees will practice good hygiene including thorough hand washing when going on breaks, after using the restroom, after sneezing or coughing, at the completion of the task and end of the work shift.
  5. Clean and disinfect tools/equipment before sharing with others and before and after use.
  6. Work groups of employees that are in close proximity to each other will be limited and identified on the JHA.
  7. Employees that have been designated to work together shall be limited and maintained throughout the work shift. This may be extended to a day-by-day if feasible and is safe to do so.

8. Employees should bring any concerns to the supervisor.
9. The designated site representatives must enforce these additional guidelines.

### **Job Site Visitors**

- Job site visitors must be approved by Rockford before entering the project and will be limited to only those necessary for the work. Once approved, all visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she will not be permitted to access the jobsite:
  1. Fever of 100.4 or higher
  2. Cough (excluding chronic cough due to medical concern other than COVID-19)
  3. Shortness of breath or difficulty breathing
  4. Sore throat
  5. Diarrhea (excluding diarrhea due to medical concern other than COVID-19)
  6. Chills or repeated shaking with chills
  7. New loss of taste or smell
  8. Have you traveled out of the country in the last 14 days?
  9. Have you had close contact within the last 14 days with someone diagnosed with COVID-19 or who has experienced COVID-19 related symptoms? Close Contact: Individual who has had close contact (< 6 feet) for a prolonged period of time.

### **Jobsite Deliveries**

- Site deliveries will be permitted but should be properly coordinated in line with the minimal contact. Delivery personnel should remain in their vehicles if possible and must follow all protocols for minimizing personal contact.
- All deliveries to the jobsite must be approved by the Rockford Superintendent.

### **Jobsite Exposure and Response**

- All contractors, employees, visitors, or service providers must report immediately any suspected or confirmed COVID-19 cases among workers at the job site to Rockford Construction. Rockford Construction will in turn ensure that the owner and all other contractors, as well as public health officials, are notified as necessary to ensure all appropriate remedial measures are taken as quickly as possible.
- Individuals who are experiencing COVID-19 symptoms or have tested positive for COVID-19 must leave the jobsite immediately and contact the site superintendent for further direction.
- Individuals who have come in close contact with an individual who has tested positive for COVID-19 must notify the site superintendent for further direction. Close Contact is defined as closer than 6 feet for more than fifteen minutes. Such individuals are encouraged to self-monitor per CDC guidelines and seek medical attention if symptoms occur.
- For COVID-19 related incidents, Rockford Construction’s Safety Team will use current CDC guidelines and state regulations at the time of the incident to determine the criteria for a safe

return to work. CDC Guidelines and State of Michigan regulations for safe return as of October 27, 2020 are listed below **for reference only**.

1. Employee Exhibits COVID-19 Symptoms - If a trade contractor employee **exhibits COVID-19 symptoms or reports to work with symptoms**, the employee should return home, follow CDC guidelines and contact their health provider for direction and return to work recommendations.
  
2. Employee Tests Positive for COVID-19 - An employee who **tests positive** for COVID-19 will be directed to self-quarantine away from work. The employee may return to work after all of the following conditions are met:
  - a. 24 hours with no fever without the use of fever-reducing medications; AND
  - b. 10 days have passed since either of the following, whichever is later:
    - i. since symptoms first appeared
    - ii. since the employee was tested for COVID-19
  - c. Other COVID-19 symptoms are improving
  
3. Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19 - Close Contact is defined as an individual who has come within 6 feet of a COVID-positive person for more than 15 minutes and within 48 hours of the onset of the COVID-positive person's symptoms or positive test. The employee must self-quarantine for 14 days from the last date of contact with the COVID-positive individual. The employee may return to work after 14 days if he/she remains asymptomatic.

## **Response**

If Rockford learns that an employee has tested positive on the project, Rockford will:

1. Notify owners and contractors on the project and involve public health officials.
2. Perform an investigation with the affected contractor to determine the extent of the potential exposure including interaction with others (contact tracing), areas of work and access, points of contact, etc.
3. Notify any trade-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee.
4. Implement quarantine protocols established by the CDC and otherwise required.
5. Take appropriate action to shutdown work when necessary
6. Activate cleaning and disinfection protocols, such as those issued by the CDC.
7. Ensure that all appropriate communications are provided and work to ensure that any continued work on the project remains safe.

## **Cleaning and Sanitizing**

In accordance with CDC and OSHA Government guidelines, we are asking all trade contractor personnel to follow proper cleaning and sanitizing protocols with your tools, equipment and common areas.

- It is recommended when disinfecting any surface, use Clorox wipes, alcohol wipes or similar disinfectants that are registered by the EPA as effective against SARS-CoV-2. There are alternative sprayable solutions that can be made as well. Those include:
  - 4 teaspoons of bleach per 1 quart of water. This acts quickly only requiring 1 minute of contact time.
  - 70% isopropyl alcohol to 30% water solution. This is better for electronics.
  - It is important when mixing solutions that you do not mix with any other cleaners or substances as a hazardous chemical reaction could occur.
  - For mixed alcohol or bleach solutions, be sure to follow OSHA's labeling requirements.  
 EX: 70% Isopropyl Alcohol Disinfecting Solution / Contact time is 5 minutes/Eye and Respiratory Irritant / Poison – DON'T DRINK  
 Bleach Disinfecting Solution / Contact time is 1 minute / Corrosive/ Can Burn Eyes and Skin/  
 Poison – DON'T DRINK

### **Confidentiality**

- Except for circumstances in which a company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Working with the affected trade contractor, Rockford reserves the right to inform other trade contractors that an unnamed employee has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health. Nothing in this Plan prevents Rockford Construction from providing information and fully cooperating with appropriate public health officials in mitigating any potential COVID-19 exposure.