



**Wolyniec Construction Inc.**

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## **Novel Coronavirus/COVID-19**

As we continue to face this truly unprecedented situation, please know that Wolyniec Construction, Inc. is dedicated to the health and safety of our employees, families, and our community. This is uncharted territory for us all, but we are committed to making decisions that are best for our employees, customers, and communities. We are here for you, and we believe the best way to get through this is together.

### **What are the Signs and Symptoms of COVID-19 infection?**

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

### **What Should I Do if I Think I Have Been Exposed to or Infected with COVID-19?**

Alert your healthcare provider immediately if you think you may be infected with COVID-19, including if you have been exposed to someone with the virus and have signs/symptoms of infection. If you are experiencing symptoms, you should tell your healthcare provider about any recent travel to areas where COVID-19 is spreading. If you believe you have been exposed on the job, alert your supervisor or occupational health clinic immediately.

### **How is COVID-19 Diagnosed?**

Your healthcare provider can determine if your signs and symptoms are explained by other causes, or if there is reason to suspect you may have COVID-19. If laboratory testing is appropriate, your healthcare provider will work with health officials in your state, who in turn will work with CDC, to collect and test any clinical specimens for diagnosis.

### **How is COVID-19 Treated?**

No vaccine or specific treatment for COVID-19 infection is available. Hospitals can provide supportive care for infected people. There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. The following is from the Centers for Disease Control and Prevention.

### **The virus is thought to spread mainly from person-to-person:**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

**Older adults and people who have severe underlying chronic medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Please consult with your health care provider about additional steps you may be able to take to protect yourself.

### **Take steps to protect yourself**

#### **Clean your hands often**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid close contact**

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

### **Take steps to protect others**

- Stay home if you are sick, except to get medical care.

### **Cover coughs and sneezes**

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **Clean and disinfect**

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs & handles, light switches, countertops, handles, desks, phones, keyboards, toilets/port-a-potties, faucets, sinks, and shared equipment & tools.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
- To disinfect: Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.

### **Recommended Practices for Construction Jobsites**

#### **Personal Responsibilities**

- It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue.
- Individuals should seek medical attention if they develop these symptoms.

#### **Social Distancing**

- Do not host large group meetings. CDC recommends that we avoid gatherings of 10+ people; and when meeting, that we keep a 6 foot distance between people. Perform meetings online or via conference call whenever possible.
- To limit the number of people on a jobsite, allow non-essential personnel to work from home when possible.
- Discourage hand-shaking and other contact greetings.

#### **Working Together**

- When Social Distancing is unavoidable, the use of a facemask is mandatory. A facemask, is to be carried with you at all times so it is readily available. Due to supply shortages, a cloth mask is acceptable with your Supervisor's approval.
- Safety Glasses are to be worn at all times. **Note:** Cleaning Safety Glasses with Shaving Cream helps to keep them from fogging.
- Gloves are to be worn and only removed for specific tasks where they would interfere or become a Safety Hazard.

#### **Jobsite / Office Practices**

- All workers must conduct mandatory temperature checks before they leave home. If a worker has a temperature above 99.6 degrees Fahrenheit, they are prohibited from going to work and must stay at their residence & report it to their supervisor. Temperature checks for all workers must also occur at the construction site before work can begin. If an employee or contractor has a temperature above 99.6 degrees Fahrenheit, they will be sent home immediately.
- Deliveries/Subcontractors on the project site. Supervisors (Foreman, Project Managers) are to coordinate all material deliveries and subcontractors on the project site. A copy of this Notice will be sent to all subcontractors and suppliers. Supervisors to designate an isolated area and place signs, if necessary, to direct incoming deliveries. Do NOT allow delivery drivers to exit the vehicle within the

Project Site, unless OFF-SITE Pre-Screening has occurred. Supervisors to ensure subcontractors follow these guidelines as well. Wolyniec Construction, Inc. is responsible for subcontractor adherence to these guidelines. No individual is to enter the project site without a temperature check and the below Pre-Screening questions being answered.

- Supervisors should ask the following questions to all employees prior to entering the jobsite. If they answer “yes” to any, they should be asked to leave the jobsite immediately. Anyone asked to leave should not return to work until 24-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.
- o Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
- o Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- o Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?
- o Have you been medically directed to self-quarantine due to possible exposure to COVID19?
- o Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained.
- Do not congregate in lunch areas.
- Do not share tools.
- Do not share personal protection equipment (PPE); Sanitize reusable PPE per manufacturer’s recommendation prior to each use; Ensure used PPE is disposed of properly.
- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).
- Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
- Instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.
- Don’t stack trades if possible.
- Utilize disposable hand towels and no-touch trash receptacles.
- Request additional/increased sanitation (disinfecting) of portable toilets.
- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in generation of bioaerosols.

### **Managing Sick Employees**

- Actively encourage sick employees to stay home. Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Separate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- **Positive Test COVID-19. If a sick employee has tested positive for COVID-19, Steven W. Schenck should be contacted immediately at (570) 220-1255. The employee will be ordered to Stay Home and not return to work until the CDC criteria to discontinue home isolation are met. This will be paid Sick Leave at your standard shop rate.**

### **COVID-19 Safety Training**

- All Supervisors will be trained with prior to start of work either in person or by virtual conference by Steven W. Schenck, Safety Officer for Wolyniec Construction to follow the COVID-19 Guidelines set forth in this amendment and will be updated individually with any changes forthcoming.
- Project Enforcement/Training. Trained Supervisors (Foreman, Project Managers) will be responsible for training their workforce prior to any employee entering the project site. Supervisors will also conduct the temperature checks. Unlike Toolbox Talks, this will be an everyday occurrence. Any employee that feels ill, is to go directly to their supervisor to be dismissed.

**• Supervisors are responsible for enforcing the procedures in this document. If any employee deliberately refuses to follow the COVID-19 Guidelines directed in this notice, that employee will be terminated by the Project Supervisor.**

We are continuing to monitor guidance from federal, state and local governments, and we will update our business practices and policies accordingly. If you have any questions or concerns, please don't hesitate to contact us. We wish you safety and prosperity as we navigate these times of uncertainty together. Thank you for your patience and continued loyalty and support.

Steven W. Schenck, Safety Officer  
Wolyniec Construction, Inc.