



Worker Exposure Control to the Novel Coronavirus (COVID-19)

Field Reference Guide 050

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This Worker Exposure Control to Novel Coronavirus (COVID-19) Guidelines for Pond office and Field Projects will be reviewed annually and updated as appropriate to reflect any changes that may impact Pond's compliance status.

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Title

Worker Exposure Control to the Novel Coronavirus (COVID-19)

Scope

To provide worker exposure control guidance to Pond employees who may be potentially exposed to the COVID-19 disease in the workplace.

Purpose

To provide company specific guidelines and health procedures to help prevent the spread of the COVID-19 disease.

Introduction

Coronaviruses comprise a large family of viruses, seven of which are known to infect people and make them sick. Human coronaviruses usually cause respiratory illnesses that resolve on their own. However, at least twice previously, coronaviruses emerged to infect people and cause severe sickness and death – severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS). The 2019 novel (new) coronavirus (COVID-19) cases reported in December 2019 and January 2020 in Wuhan, China, have tested negative for SARS and MERS.

The 2019 novel coronavirus has caused an outbreak of a pneumonia-like illness in the city of Wuhan, Hubei Province, China, and has spread to other parts of the world. According to the Center for Disease Control (CDC), the first case in the U.S. was reported January 21, 2020, where a man who had traveled to Wuhan, China developed symptoms after he returned to Seattle, Washington, and continues to present decreased viral activity.

On January 31, 2020, the United States Health and Human Services Secretary, Alex M. Azar II, declared a public health emergency (PHE) for the United States to aid the nation's healthcare community in responding to COVID-19.

On March 12, 2020, the World Health Organization (WHO) declared the spreading coronavirus outbreak a pandemic, with 114 countries currently reporting COVID-19 cases.

The human to human transmission of the novel coronavirus worldwide will continue to evolve, requiring this Field Reference Guide to be revised as conditions change.

Industrial Hygiene Management Practices

Pond's Industrial Hygiene Field Reference Guide 009 provides Pond employees with relevant health information for anticipating, recognizing, evaluating and preventing workplace health risks to include controlling environmental workplace hazards to help prevent potential employee sickness, impaired health and well-being, or significant discomfort.

It is Pond's policy to use the hierarchy of controls in order of priority - elimination, substitution, engineering, administrative, and personal protective equipment (PPE) - supplemented by work practices whenever possible to control and/or eliminate Pond employee's exposure to workplace hazards (physical, chemical, biological, and radiological). Pond management utilizes safety controls and work practices to maintain potential employee exposures below applicable permissible or published exposure limits. It is also Pond's policy to control employee exposures, following the most stringent of either the OSHA PEL or current ACGIH TLVs. If no PEL or TLV is available, the NIOSH recommended exposure limits (RELs) or other consensus standard exposure limits may be used.

Signs and Symptoms

The novel coronavirus virus continues to spread globally, most likely person to person, through close contact and exposure to respiratory secretions, but other mechanisms may explain new and recent cases. The coronavirus does not survive long outside the body, so infection from inanimate objects is highly unlikely. Signs and symptoms of the novel coronavirus and resulting COVID-19 disease infection may include:

- Fever above 100.4 F
- Headache
- Cough
- Shortness of breath
- Chest pain
- Diarrhea
- Body aches
- Fatigue

Travel

Pond has developed specific travel guidelines to help limit the potential negative health impacts and further spread of the COVID-19 disease to our employees. All non-essential travel should be rescheduled after the COVID-19 disease has begun to decline. Essential and/or client mandated travel should be approved by the responsible Pond Officer in Charge.

Pond Employees and subconsultants returning from any country shall follow the CDC post travel restrictions and quarantine requirements which can be located at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>. Pond requires all international travelers returning to the United States to self-quarantine for at least three days followed by the receipt of a negative COVID-19 test, prior to returning to work.

Air travel within the US may be allowed by the responsible Pond OIC only when the risk of potential exposure to the coronavirus is higher than when driving (stopping to eat, hotel stays, refueling, etc.).

General Prevention Methods

General preventive measures that all employees working on Pond controlled sites are required to implement to help stop the spread of the COVID-19 disease include:

- Stay at home when sick or exhibiting any of the symptoms identified above and seek appropriate medical care from your personal physician. **Do not come to work if you are sick.**
- Washing hands often with soap and water for at least 20 seconds or using a minimum of 60% alcohol-based hand sanitizer if soap and water are not available.
- Staying healthy by getting enough sleep, eating nutritious foods, drinking fluids to stay hydrated and being physically active.
- Providing adequate work-space ventilation and disinfecting surfaces often to include shared equipment, keyboards, and phones.
- Avoiding touching your eyes, nose, and mouth with unwashed hands.
- Maintain a social distance of 6' from others where possible.

- Wear a cloth face covering, N95 respirator, or equivalent when working within 6' of others or when in public places. Eye protection is also recommended to be worn at all times.
- Avoiding close contact with people who are sick.
- Covering a cough or sneeze with a tissue, then throwing the tissue in the trash.
- Cleaning and disinfecting commonly touched objects and surfaces.
- Avoid handshaking and consider using a fist bump, slight bow, elbow bump, etc.
- Develop and implement a Site-Specific Health and Safety Plan (SSHASP) that includes requirements for social distancing, hygiene practices, and personal protective equipment contained within this FRG 050.
- Follow client and/or location specific exposure control requirements, ensuring that the most conservative requirements apply.

Construction and Recurring Maintenance and Minor Repair (RMMR) Site Specific Control and Prevention Methods

The following Pond COVID-19 Construction and RMM site preventive measures remain in effect:

- Follow established general prevention methods stated above.
- Follow client and/or location specific exposure control requirements, ensuring that the most conservative requirements apply.
- Stay at home when sick or exhibiting any of the symptoms identified above and seek appropriate medical care from your personal physician. **Do not come to work if you are sick.**
- Establish a site entrance and control access to each site. Consider using gates, wooden barricades, or other means to restrict access.
- Erect signs at the site entrance that require all site personnel to complete health monitoring.
- All personnel entering each site will be monitored by a Pond designated employee. Monitoring will include body temperature and other visible signs of COVID-19 infection. The Pond designated monitor will wear respiratory protection, nitrile gloves, or equivalent.
- Any personnel who exhibit a fever above 100 F and/or other signs of being sick will not be allowed to enter the project site. All personnel denied site access will be documented by the Pond designated monitor to include employee name, time monitored, and company represented.
- Common drinking containers are prohibited.
- Site office trailer access is limited to Pond personnel.
- While Pond field sites are encouraged to follow the COVID-19 documented daily screening criteria listed below, this daily questionnaire is *required* for all work performed on Department of Defense (DoD) installations. Completed daily questionnaires are required to be maintained on each site with the results documented within the Pond daily reports.
- Personnel working on J&J construction projects are required to implement and complete Attachment B form FRM 56639 and attach to the daily JSA documents. In addition, project personnel are directed to use the coronavirus/COVID-19 shutdown & start up controls document in Appendix C, when appropriate.

Any personnel who exhibit a fever above 100 F and/or other signs of being sick will not be allowed to enter the project site. All personnel who are denied site access will be documented by the Pond designated site safety and health officer by developing a Pond Notice of Incident report that the

employee's name, time monitored, and company represented for each occurrence. Employees who have been denied site access are required to provide medical clearance with the consent of the company they represent, as well as successfully complete site access monitoring prior to returning to the site.

Any employee who has been denied site access are required to follow their company specific COVID-19 response plan and provide medical clearance documentation with the consent of the company they represent on their company letterhead and signed by an authorized company representative, as well as successfully complete site access monitoring prior to returning to the site.

All subcontractors are required to submit their company specific COVID-19 prevention guides as an attachment to their site-specific health and safety plan for review and acceptance by the Pond SSHO prior to initiating field efforts.

Pond Return to Work (RTW) Guidelines

To help prevent the spread of the novel coronavirus and the resulting COVID-19 disease, Pond has instituted specific transmission-based precautions. Transmission-based precautions include guidelines for working remotely, self-quarantine when potentially exposed to the COVID-19 disease, and isolation if tested positive for the disease. Personnel who have symptoms of acute respiratory illness should notify their immediate supervisor and work remotely. Personnel who have a high-risk exposure to COVID-19 or who have traveled to high risk locations as defined by the Centers of Disease Control (CDC) with ongoing community transmission of COVID-19 should work remotely. Personnel living in high risk locations per the CDC should follow state, local, client guidance on restriction of movement. Personnel who have tested positive for COVID-19 should be placed under isolation at a healthcare facility, home, or another designated isolation facility as directed by the treating physician.

The CDC has updated their guidance for how long employees should be quarantined at home after testing positive for COVID-19, reducing the time from 14 to 10 days <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

According to the CDC, the new timeline reflects evolving information about the coronavirus and its infectious period. "Researchers have reported that people with mild to moderate COVID-19 remain infectious no longer than 10 days after their symptoms began, and those with more severe illness or those who are severely immunocompromised remain infectious no longer than 20 days after their symptoms began."

Deciding when to end home isolation should be based on symptoms rather than testing, the updated guidance advised, listing this timeline:

- Those who tested positive but never develop symptoms can end isolation after 10 days
- Those who tested positive and have moderate to mild symptoms can end isolation after 10 days if at least 24 hours have passed without a fever and other symptoms have improved
- Those who tested positive and have severe illness may need to continue isolation for a full 20 days

The decision to discontinue transmission-based precautions and allow personnel to return to work is based on the previously identified circumstances and documented release from the employee's health care professional.

Pond Employee Positive Test Results

If a Pond employee or subconsultant tests positive for COVID-19 or if they are suspected to have COVID-19 by a treating physician, according to the CDC, personnel may RTW using one of the following clearance criteria:

1) Symptom-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved

2) Test-based strategy

Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever **without** the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens). See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 \(COVID-19\)](#). Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

Contact Tracing

If a Pond employee or subconsultant tests positive for COVID-19 or if they are suspected to have COVID-19 by a treating physician, according to the CDC, the following actions are required to be taken:

- Identify all Pond employees, client personnel, and others who may have been in close contact with the affected person(s), and confidentially notify each of the potential COVID-19 exposure
- Confidentially notify building management of the new case or potential case, and request deep cleaning of the person's office to be completed the same day, to include common touch points and common areas
- Complete and submit to the CEHS Director a Pond Notice of Incident report
- Make notification to any client representative that may have been in close contact with the infected employee/person
- Follow the most recent CDC published return to work guidelines

Note: All Pond personnel to include independent contractors must provide documentation from their treating physician and or testing facility that the person has been tested in accordance with CDC guidelines and is confirmed negative for COVID-19. Testing documentation shall include the employees name, unique identification number, testing date, reviewing physician's name and contact information, and testing results.

Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Department of Defense Directive

According to the US Secretary of Defense, “Effective immediately, to the extent practical, all individuals on DoD property, installations, and facilities will wear cloth face coverings when they cannot maintain six feet of social distance in public areas or work centers (this does not include in a Service member’s or Service family member’s personal residence on a military installation).” In addition, all employees entering a Pond controlled worksite on DoD property will implement the daily screening questionnaire contained within in Attachment A, which is required to be completed and reviewed by Pond site management prior to allowing site entry.

Table 1 – Health Protection Condition Levels

HPCON Health Protection Condition Levels
Coronavirus Disease (COVID-19)

Level	Description	Actions
ZERO ROUTINE	No community transmission	Take everyday actions to stop the spread of germs: Avoid close contact with people who are sick. Wash your hands often and for at least 20 seconds with soap and water. Cover your cough/sneeze with a tissue, then throw it in the trash; cough/sneeze into your elbow if tissues are unavailable. Avoid touching your eyes, nose, and mouth. Ensure all immunizations are up to date, including your seasonal flu shot. Stay home if you are sick, and avoid close contact with family members and pets. Create an emergency preparedness kit.
ALPHA LIMITED	Community transmission beginning	Continue all previous actions and: Routinely clean and disinfect frequently touched objects and surfaces. If you are sick, call your medical provider for instructions on receiving care before going to the clinic. Stay informed by routinely checking reliable sources of information such as the Centers for Disease Control and Prevention (CDC) and your local public health agencies.
BRAVO MODERATE	Increased community transmission	Continue all previous actions and: Avoid unnecessary contact with others, such as shaking hands and hugging. Avoid unnecessary travel, especially to areas known to be experiencing active disease transmission. Ensure supplies of food, medication, and other items needed for babies and pets are available to last at least 14 days. Prepare for travel restrictions and cancellation of public gatherings, such as school, religious, and other community activities; make alternative arrangements for childcare. Observe local guidance on movement restrictions and access requirements for military installations. Seek guidance from employers and unit leaders about changes to work practices (e.g., telework) and training events. Comply with medical orders for self-isolation or quarantine.
CHARLIE SUBSTANTIAL	Sustained community transmission	Continue taking all previous actions and: Expect cancellation of in-person gatherings (e.g., schools, daycare, all community activities) and restricted ability to travel. Plan activities for family members, especially children, in case you are restricted to your home for prolonged periods of time. Prepare for the potential of limited access to supplies and services, including severely restricted access to military installations. Implement remote work procedures as directed by your employer. If outside the United States, authorized or ordered departure actions may be implemented.
DELTA SEVERE	Widespread community transmission	Continue taking all previous actions and: Expect to remain at home for extended periods of time as movement in the community may be restricted, and at-home isolation or quarantine may be directed. Follow all directives and guidance from local, state and Federal authorities; these actions are to protect the health and safety of you and your family.

Emergency Kit Checklist for Families:
<https://www.cdc.gov/childrenanddisasters/checklists/kids-and-families.html>

The Military Health System Nurse Advice Line is available 24/7 by phone, web chat, and video chat.
<https://www.health.mil/I-Am-A/Media/Media-Center/NAL-Day-at-a-glance> for more information.

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Version 1

COVID 19
CORONAVIRUS
DISEASE

The following are suggested guidelines to further help prevent the spread of the coronavirus when not at work:

- Follow established State and Local Stay at home directives.
- Use your knuckle to touch light switches, elevator buttons, and other common touchpoints when in public.
- Lift the gasoline dispenser with a paper towel or use a disposable glove.
- Open doors with your closed fist or hip - do not grasp the handle with your hand unless there is no other way to open the door.

- Use disinfectant wipes at the stores when they are available, including wiping the handle and child seat in grocery carts.
- Keep a bottle of sanitizer available at each of your home's entrances and in your car for use after getting gas or touching other contaminated objects when you cannot immediately wash your hands.
- Avoiding large gatherings/events/meetings.
- Wear cloth face coverings when in public places.

Summary

Many people with coronavirus experience only minor symptoms, and some of the first patients in the United States have already recovered and returned to daily life. Ultimately, the number of people that are affected by the novel coronavirus will depend on how widely it spreads, how prepared we are, and the overall health of the effected individual(s). All employees are encouraged to follow this guideline to help protect their health and the health of others.

Attachment A – COVID-19 Daily Screening Questionnaire

COVID-19 Daily Screening Questionnaire

1. Are you currently experiencing any of the following symptom?
- | | | |
|------------------------|-----|----|
| a. Fever | YES | NO |
| b. Cough | YES | NO |
| c. Sore Throat | YES | NO |
| d. Shortness of Breath | YES | NO |

If YES, **Entry Denied**. Employee is directed to follow their company specific COVID-19 Worker Exposure Control Program. Company provided health clearance documentation is required to be provided to Pond management for review prior to returning to work.

2. Have you traveled internationally in the past 14 days? YES NO

If YES, **Entry Denied**. Employee is directed to follow their company specific COVID-19 Worker Control Program. Company provided health clearance documentation is required to be provided to Pond management for review prior to returning to work.

3. Have you traveled domestically (U.S.) outside of your local area within the past 14 days?
YES NO

If YES, self-monitor for the symptoms previously identified. If symptoms develop, immediately notify your Site Safety and Health Officer, and leave the site. Employee is directed to follow their company specific COVID-19 Worker Control Program. Company provided health clearance documentation is required to be provided to Pond management for review prior to returning to work.

4. Have you had close personal contact, with anyone who has been diagnosed with COVID-19 in the past 14 days? YES NO

Employee is directed to follow their company specific COVID-19 Worker Control Program. Company provided health clearance documentation is required to be provided to Pond management for review prior to returning to work.

5. All personnel are required to be monitored for elevated temperature prior to site entry.
- a. If temperature is less than 100.4°F (37.8°C), allow access.
 - b. If temperature is equal to or higher than 100.4°F (37.8°C), **Entry Denied**.

Employee is directed to follow their company specific COVID-19 Worker Control Program. Company provided health clearance documentation is required to be provided to Pond management for review prior to returning to work.

6. Any site personnel who exhibits any of the previously identified symptoms will be documented using the Pond Notice of Incident form.

Employee (Print Name)

Employee Signature

Supervisor (Print Name)

Supervisor Signature

Attachment B – Johnson & Johnson

COVID-19 Documented Risk Control Measures, FRM 56639

Number: TV-FRM-56639 Version: 1.0 Status: Effective Effective Date: 27 May 2020 (EST)

In case of emergency call:	COVID-19 Documented Risk Control Measures Form TV-FRM-56639	ENVIRONMENTAL HEALTH, SAFETY & SUSTAINABILITY
<ul style="list-style-type: none"> • Note: This form is to be used as a tool in conjunction with Permit to Work and attached to the Permit. It is required to be used to identify controls being implemented to manage the spread of COVID-19 to support Social Distancing requirements. • Local regulatory requirements will govern if more stringent than those spelled out in this doc. The work governed by this must stop if the conditions are no longer met. This form is only valid when all appropriate sections are completed and signed by the appropriate individuals up to and including Authorisation/Acceptance (Section 4). 		
Section 1 General Information		
This doc. is linked to: A General Work Permit		No:
Work description:		
Section 2 Potential Hazards & Mitigations		
Can you maintain social distancing? YES <input type="checkbox"/> NO <input type="checkbox"/> Where social distancing controls cannot be followed for your planned work task you must follow the Hierarchy of Control to identify alternative control measures. The control measures for this work task are 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		
Section 3 COVID -19 Required Personal Protective Equipment (PPE)		
1. Tick the PPE which is required to be worn where Social Distancing cannot be maintained. 2. Ensure all other PPE required to be worn as part of the work task is identified and worn by the work team.		
Section 4 Authorization and Acceptance		
Person in Charge		
I confirm that Person(s) Carrying Out the Work are aware of the sites COVID -19 requirements and work task control measures.		
Name & Company:	Phone:	Signature: Date & Time:
.....
Person Carrying Out the Work o Person in Charge is sole Person Carrying Out the Work (no extra signature required)		
I acknowledge that the permit conditions have been explained to me regarding the sites COVID -19 requirements and work task control measures.		
Name & Company:	Signature:	Name & Company: Signature:
.....
.....

Nothing in this document shall cause the Owner (Johnson & Johnson Affiliate) to assume responsibility for any of the legal obligations of the Contractor performing the work under applicable laws or the requirements of the Agreement governing the work.

This document must be attached to the Work Permit which is posted in the work area.

**Attachment C – Coronavirus/COVID-19 Shutdown & Start Up Controls on
Construction Projects**

(See Attached)

Guidance

The Project Team can use this checklist to help them managing the impact of coronavirus / COVID-19 on their construction project. Depending on the current status of the project and COVID-19, the Project Team may decide to use the appropriate section of the checklist, including **pre-shutdown**; **shutdown**; **pre-start-up**; and **start-up**.

The Project Team should review the competence, capability and resource availability on the project, for the completion of the assigned tasks. This will be specific to the site.

Include the names of the persons responsible to complete each of the tasks that the Project Team has identified as required.

q PROJECT DETAILS

J&J Responds

OneCSS COVID-19 Guide

Items	Details
Project name	Ethicon – Johnson & Johnson Company, Fugitive Emissions Upgrade Project
Site location (include contact details for key Facility personnel)	3348 Pulliam Street, San Angelo, Texas ,79605
Project Leader (include contact details)	Matthew Wilson - 513-633-3769
Safety DRI (include contact details)	Stan Williams - 713-539-9734
Contractor (include contact details for key Contractor personnel)	Pond Constructors, Inc. (PCM)

q PRE-SHUTDOWN: WORKS IN PROGRESS WITH COVID-19 CONTROLS

Add new activity / task

Nr.	Req.	Done	Control Measure	Recommended Actions and/or Comments (include responsible person, contact details and due date)
1.1	◆	☑	Review the existing access & egress arrangements in place and improve where necessary	See PCM site specific health and safety plan (SSHASP) for COVID monitoring during site access and egress.
1.2	◆	☑	Check that physical distancing signage in place and 2m distancing monitored and enforced	See PCM SSHASP requirements for COVID social distancing requirements.
1.3	◆	☑	Ensure COVID-19 welfare facilities in place, including soap & water and hand sanitiser at site entrance/exit and in food preparation & eating areas	See PCM SSHASP requirements for required hygiene practices.
1.4	◆	☑	Contractor to prepare a COVID-19 Management Plan, in line with government guidance and Facility Operations' protocols, including guidance to workers to stay at home if feeling unwell and temperature screening	See PCM SSHASP for worker exposure control for COVID 19 in accordance with current CDC requirements.
1.5	◆	☑	Maintain site access logs for contact tracing in the event of a COVID-19 suspected case	See PCM site specific health and safety plan (SSHASP) for COVID monitoring during site access and egress.

Nr.	Req.	Done	Control Measure	Recommended Actions and/or Comments (include responsible person, contact details and due date)
1.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Establish protocols for managing / responding to a suspected COVID-19 case, including liaison with Facility Operations / Crisis Management Team	See PCM SSHASP Field Reference Guide 050 for positive COVID 19 response actions and management notification.
1.7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Review risk assessment & method statements /job safety analysis for COVID-19 controls	See PCM SSHASP for daily JSA requirements that include COVID 19 communications.
1.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stagger worker arrival times and deliveries, so as to minimise large volumes of people moving at the same time	See PCM work plan details.
1.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Continue conducting whiteboard meetings, but with smaller crews and staggered	See PCM work plan details
1.10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Divide into distinct work zones and avoid overleading with workers. Limit the number of people in hoists and MEWPs	See PCM SSHASP new employee EHS indoctrination.
1.11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Determine what works / support can be undertaken remotely, for example, Submittals, Bidding, Design, Design Reviews, Design Coordination and Offsite Fabrication	Action completed
1.12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Minimise encounters between people, reducing the number & size of meetings and hold in larger spaces (or use Zoom/Skype)	Action completed
1.13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Be aware that workers may be concerned, distracted and not focused on hazards. Have clear communications and monitor behaviours on site	See PCM SSHASP for daily behavior monitoring
1.14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Increase housekeeping / cleaning frequency and make it more visible (to allay fears)	See PCM SSHASP for daily housekeeping requirements
1.15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Increase waste facilities / bins for the disposal of used masks, gloves and hand wipes (to be treated and disposed off as hazardous waste)	See PCM SSHASP for daily housekeeping requirements
1.16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In the event of a suspected COVID-19 case identified, contact the Facility Operations / Crisis Management Team and advise the individual to leave site and seek medical assistance. Organise a deep clean of the areas	See PCM SSHASP Field Reference Guide 050 for positive COVID 19 response actions and management notification.
1.67	<input type="checkbox"/>	<input type="checkbox"/>		

M

SHUTDOWN: STEPS TO TAKE WHEN SHUTTING DOWN THE CONSTRUCTION PROJECT DUE TO COVID-19

[Add new activity / task](#)

Nr.	Req.	Done	Control Measure	Recommended Actions and/or Comments (include responsible person, contact details and due date)
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i Please note that items may have tool tips that provide additional guidance. Please mark tasks as Required where applicable (RED status). Required tasks will have a GREEN status when marked Done.

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Nr.	Req.	Done	Control Measure	Recommended Actions and/or Comments (include responsible person, contact details and due date)
2.1	◆	☑	Review contract and understand contract terms and conditions for each of your contract(s) / Contractor(s) (consult with Legal if necessary)	Action completed
2.2	◆	☑	Review notification process under the contract and follow when engaging with Contractor(s)	Action completed
2.3	◆	☑	Prepare a Shutdown & Demobilisation Plan for the construction project, engaging with Contractors and Facility Operations (include a two-weekly review period)	Action completed
2.4	◆	☑	Agree a Communications Plan to maintain contact with Facility Operations and Contractors during the shutdown, in particular to review the status during the shut down and to respond to emergencies	Action completed
2.5	◆	☑	Agree a Monitoring Plan, for periodic monitoring of the shut down / demobilised construction site (security, public safety, leaks)	Action completed
2.6	◆	☐	Identify permanent & temporary services, utilities and/or processes that may need to be de-energised / isolated during shut down and implement LOTO. Record the status and isolation points for all isolated services. NOTE: isolations and LOTO can only be undertaken by competent & authorised persons	Action to be reviewed upon occurrence of COVID 19
2.7	◆	☐	Walk-down the site to ensure that the site is in a safe condition, in particular the following hazards:	Action to be reviewed upon occurrence of COVID 19
2.8	◆	☐	- edge protection	Action to be reviewed upon occurrence of COVID 19
2.9	◆	☐	- openings to be covered / secured	Action to be reviewed upon occurrence of COVID 19
2.10	◆	☐	- loose materials to be secured / tied down (wind-borne materials)	Action to be reviewed upon occurrence of COVID 19
2.11	◆	☐	- works that are in progress / unstable need to be made safe	Action to be reviewed upon occurrence of COVID 19
2.12	◆	☐	- scaffolds secured and access restricted	Action to be reviewed upon occurrence of COVID 19
2.13	◆	☐	- chemicals and hazardous substances stored correctly	Action to be reviewed upon occurrence of COVID 19
2.14	◆	☐	- flammable liquids / gases stored correctly	Action to be reviewed upon occurrence of COVID 19
2.15	◆	☐	- plant & equipment demobilised off site or secured stored	Action to be reviewed upon occurrence of COVID 19

i Please note that items may have tool tips that provide additional guidance. Please mark tasks as Required where applicable (RED status). Required tasks will have a GREEN status when marked Done.

Nr.	Req.	Done	Control Measure	Recommended Actions and/or Comments (include responsible person, contact details and due date)
2.16	◆	<input type="checkbox"/>	- crane is secure/safe and tower crane left in non-fixed mode & lights on	Action to be reviewed upon occurrence of COVID 19
2.17	◆	<input type="checkbox"/>	Ensure that hazardous areas are protected by hard barriers and hazard signage displayed	Action to be reviewed upon occurrence of COVID 19
2.18	◆	<input type="checkbox"/>	Undertake a review and photograph the condition and status of all key equipment & assets that have been installed	Action to be reviewed upon occurrence of COVID 19
2.19	◆	<input type="checkbox"/>	Ensure that the Contractor has cancelled / postponed all scheduled deliveries and advised the supply chain of the site shut down	Action to be reviewed upon occurrence of COVID 19
2.20	◆	<input type="checkbox"/>	Ensure that site access points are secured, to prevent unauthorised access, and key holders agreed with the Contractors and Facility Operations	Action to be reviewed upon occurrence of COVID 19
2.21	◆	<input type="checkbox"/>	Ensure that site access routes on the site and in the compound are clear of obstructions so that in the event of an emergency, response vehicles have clear access	Action to be reviewed upon occurrence of COVID 19
2.22	◆	<input type="checkbox"/>	Arrange for all waste bins, skips (in particular food waste) are emptied and removed off site before the site is shut down	Action to be reviewed upon occurrence of COVID 19
2.23	<input type="checkbox"/>	<input type="checkbox"/>	Agree how the construction site will be monitored during the shutdown period and procedures for emergency response	
2.24	◆	<input type="checkbox"/>	Ensure that Project Team and Contractor emergency contact details are provided to Facility Operations and Security	Action to be reviewed upon occurrence of COVID 19
2.25	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that keys for the site compound and site offices are left with Facility Operations and/or Security, in the event of an emergency	
2.26	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that life safety systems (for example, fire detection) are returned to active / available status and advise Facility Operations and insurers	
2.27	<input type="checkbox"/>	<input type="checkbox"/>	Formally communicate the current status of life safety systems with Facility Operations, including fire detection and fire fighting services	
2.28	◆	<input type="checkbox"/>	If handing back the construction site to Facility Operations, undertake a joint walk-down of the area and formally hand back to Operations	Action to be reviewed upon occurrence of COVID 19

i Please note that items may have tool tips that provide additional guidance. Please mark tasks as Required where applicable (RED status). Required tasks will have a GREEN status when marked Done.

Nr.	Req.	Done	Control Measure	Recommended Actions and/or Comments (include responsible person, contact details and due date)
2.29	◆	<input type="checkbox"/>	Record the current status of the project (cost and schedule) at the time of shutdown	Action to be reviewed upon occurrence of COVID 19
2.30	◆	<input type="checkbox"/>	Establish a tracker for monitoring impacts on schedule and costs (including design team and construction management) during shutdown	Action to be reviewed upon occurrence of COVID 19
2.67	<input type="checkbox"/>	<input type="checkbox"/>		

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q PRE-START-UP: PLANNING FOR RECOMMENCEMENT OF CONSTRUCTION ACTIVITIES

Add new activity / task

Nr.	Req.	Done	Control Measure	Recommended Actions and/or Comments (include responsible person, contact details and due date)
3.1	◆	<input type="checkbox"/>	Review contract terms & conditions with Legal, to ensure correct communications for remobilisation of Contractor	Action to be reviewed upon occurrence of COVID 19
3.2	◆	<input type="checkbox"/>	Receive a formal sign-off from Facility Operations GM on approval to remobilise to site	The Project Team cannot proceed to remobilise the Contractor to site, without this approval. Action to be reviewed upon occurrence of COVID 19
3.3	◆	<input type="checkbox"/>	Agree mobilisation protocols and timelines with Contractors and Facility Operations	Action to be reviewed upon occurrence of COVID 19
3.4	◆	<input type="checkbox"/>	Review that appropriate / full insurance cover has been re-established for the recommencement of works	Action to be reviewed upon occurrence of COVID 19
3.5	◆	<input type="checkbox"/>	Arrange for the Contractor's management team and Supervisors to return to site before main workforce, for risk assessment reviews and controls	Action to be reviewed upon occurrence of COVID 19
3.6	◆	<input type="checkbox"/>	Review the current coronavirus / COVID-19 status and take account of government and corporate guidance & control measures	Action to be reviewed upon occurrence of COVID 19
3.7	◆	<input type="checkbox"/>	Review mandatory or recommended COVID-19 controls, including physical distancing and hygiene	Action to be reviewed upon occurrence of COVID 19
3.8	◆	<input type="checkbox"/>	Undertake a joint walk-down of the construction area with the Contractors and Facility Operations. NOTE: the full workforce cannot be remobilised until this walk-down is completed and agreed actions implemented	Action to be reviewed upon occurrence of COVID 19
3.9	◆	<input type="checkbox"/>	Review risk assessments & method statements / job safety analysis for construction activities and update as necessary	Action to be reviewed upon occurrence of COVID 19
3.10	◆	<input type="checkbox"/>	Review Permit to Work protocols and availability of Authorised Persons	Action to be reviewed upon occurrence of COVID 19
3.11	◆	<input type="checkbox"/>	Plan for increased number of inductions, taking account of potential changes in personnel	Action to be reviewed upon occurrence of COVID 19

i Please note that items may have tool tips that provide additional guidance. Please mark tasks as Required where applicable (RED status). Required tasks will have a GREEN status when marked Done.

Nr.	Req.	Done	Control Measure	Recommended Actions and/or Comments (include responsible person, contact details and due date)
3.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Formally hand the area back to the Contractor	Action to be reviewed upon occurrence of COVID 19
3.67	<input type="checkbox"/>	<input type="checkbox"/>		

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q **START-UP: RECOMMENCEMENT OF CONSTRUCTION ACTIVITIES**

Add new activity / task

Nr.	Req.	Done	Control Measure	Recommended Actions and/or Comments (include responsible person, contact details and due date)
4.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prepare a Start-up Plan, taking account of re-energising temporary and permanent services. NOTE: energisations, isolations and LOTO can only be undertaken by competent & authorised persons	Action to be reviewed upon occurrence of COVID 19
4.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan for a Town Hall event to brief construction workers on the return to work and re-align on attitudes, expectations and behaviours for a safe startup	Action to be reviewed upon occurrence of COVID 19
4.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Re-establish security protocols for worker & vehicular access to the construction site	Action to be reviewed upon occurrence of COVID 19
4.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review COVID-19 controls that are in place and update if there are any deviations from guidance	Action to be reviewed upon occurrence of COVID 19
4.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspect work equipment, in particular scaffolds before putting back into service	Action to be reviewed upon occurrence of COVID 19
4.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Re-establish daily whiteboard meetings and site impact meeting with Contractors' supervisors and workers. NOTE: work cannot commence on site until all workforce have attended a whiteboard meeting (stagger times if necessary for social distancing)	Action to be reviewed upon occurrence of COVID 19
4.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Focus on worker engagement, rather than formal audits (for example, Immediate Corrective Action walk-downs)	Action to be reviewed upon occurrence of COVID 19
4.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continue to maintain high standards of housekeeping and cleaning regimes, and make them more visible as a reassuring mechanism	Action to be reviewed upon occurrence of COVID 19
4.67	<input type="checkbox"/>	<input type="checkbox"/>		

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i Please note that items may have tool tips that provide additional guidance. Please mark tasks as Required where applicable (RED status). Required tasks will have a GREEN status when marked Done.