Excell
CONSTRUCTORS

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COVID-19 Mitigation Plan

Introduction

To reduce the impact of COVID-19 outbreak it is important that we implement this COVID-19 mitigation plan. This plan will address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of this virus.

Program changes may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

Symptoms of COVID-19

Infection with COVID-19, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

Symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. 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.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread COVID-19 to other people.

The virus is thought to spread mainly from person- to-person, including:

- Between people who are in close contact with one another (see Guidance on the Contact of a Close Contact of a Confirmed or Suspected Case of COVID-19).
- 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.

It may be possible that a person can get COVID-19 by touching a surface or object that has COVID-19 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Implement Basic Infection Prevention Measures

All employers should implement good hygiene and infection control practices, including:

- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Employees who have symptoms of acute respiratory illness should stay home and not come to work if they have fever of (100.4° F [37.8° 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. If an employee calls in sick the supervisor needs to inform the Project Manager. All employees that calls in sick with symptoms related to COVID-19 shall only be accepted to report back to work after providing clearance from a medical facility.
- Encourage respiratory etiquette, including covering coughs and sneezes.

Prompt Identification and Isolation of Sick People

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.

- 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. All employees should maintain covering on their noses and mouths with a mask, face shield, PPE N95 or a respiratory mask.
- AIC International, Inc. supervisors will inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- AIC International, Inc. supervisors will inform their employees to report when they are sick or experiencing symptoms of COVID-19 by calling their supervisors, they should not report to their work location they should report by calling their supervisor.
- If an employee reports in person that they have signs and/or symptoms of COVID-19, the supervisor must immediately move the potentially infectious employee to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated open areas with sufficient distance from other employees shall serve as an isolation area until potentially sick people can be removed from the worksite.
- <u>What to do if your employee calls in sick:</u>
    - We would not typically ask for managers to ask any questions when an employee calls in sick, but given the severity of the virus, managers need to ask the questions and share the information they gather ONLY with his upper management and head office manager. The information is highly confidential and should not be shared among the team or manager groups. No employee should be told to come into the office if they call out sick.
        - Ask the following questions:
        - Do you have a fever?
        - Do you have a cough?
        - Do you have shortness of breath?
        - You may ask them if they are exhibiting any symptoms of COVID-19, or if the symptoms they are experiencing are expected or normal – for example someone with seasonal allergies may have itchy eyes during allergy season; this may be a typical or expected symptom.
        - Again, please report this information immediately to head office manager. Head office manager will be keeping a list of all employees who call in sick and what their symptoms are.

- Take steps to limit the spread of the respiratory secretions of a person who may have COVID-19. Provide a N-95 face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).

Jobsite with confirmed COVID-19 infected workers

When an employee reported to his supervisor that he/she is a confirmed COVID-19 infected person. The jobsite will immediately suspend all work for that specific jobsite. An assessment and interview for all employees on that jobsite will commence to determine employees with close contact to the identified COVID-19 infected person. All employees identified to have been in close contact shall be directed to home quarantine for 14 days and/or have a COVID19 swab test 2-5 days upon his close contact or as advised by a medical professional. Similar procedure will apply when an individual who is in close contact with the identified COVID-19 infected person has resulted to positive on his swab test. Individuals who tested negative will have to adhere to DPHSS guidelines until cleared to report back to work by DPHSS or a medical professional. Jobsite operations will only resume after completion of assessment and all close contact individuals has been remove or has been tested and issued with clearance to report back to work.

For guidance below is the DPHSS Nurse Triage Hotline

687-7321, 480-6763, 685-0358, 480-6760, 480-7859, 480-7883, 998-4442, 998-4474, 998-4460, 998-4480

For COVID-19 related inquiries dial 311

Implement Workplace Controls

Excell Constructors . will use multiple ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure.

During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are: engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. In most cases, a combination of control measures will be necessary to protect workers from exposure to COVID-19.

Engineering Controls

Engineering controls involve isolating employees from work- related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for COVID-19 include:

- Increasing ventilation rates in the tank, buildings concrete vaults and manholes.

Administrative Controls

Administrative controls require action by the worker or AIC International, Inc. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

Examples of administrative controls for COVID-19 include:

- Directing sick workers to stay at home, to include encouraging workers with household members being sick or suspected to have been contracted with COVID-19 to stay home.

- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Providing employees with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for COVID-19 include:

- Temperature scanning before entering the site premises that includes a COVID-19 questionnaire.
- Maintain 6-feet distance between co-workers.
- Wear mask or mouth/nose coverings or PPE properly all the time.
- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs.
- 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. Workers should always wash hands after removing any PPE.
- Post handwashing signs in restrooms and around the site.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the OSHA and CDC websites regularly for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.