

# COVID-19 Guidance for GHD Field Personnel

As you are aware, the COVID-19 outbreak is affecting our people, our clients, and all organizations across the globe. GHD has implemented a comprehensive business continuity plan to keep our employees safe while we continue to support our clients through this difficult time.

Elements of this plan will need to be monitored and adjusted as new information becomes available. For our part, we will be maintaining regular communication with field staff and clients to gather information and work with our health and safety group to assess and modify our standard operating procedures as needed.

Symptoms of COVID-19 range from mild to severe flu-like symptoms and other common respiratory infections, and can include:

- Fever
- Cough
- Difficulty breathing

GHD is taking steps to minimize any potential impact of COVID-19 on all of its project sites and during the completion of our fieldwork.

The coronavirus is, like any other safety concern, a hazard that needs to be managed. There is no one size fits all approach, however this guidelines provides sufficient information to adequately protect our employees participating in field activities. The hierarchy of controls requires that we attempt to eliminate the hazard, and secondly, engineer out the hazard. Given that these controls are not feasible, we need to rely on administrative controls such as enhanced hand washing/sanitizing, social distancing and eliminating face-to-face meetings. The last resort is wearing Personal Protective Equipment (PPE). By wearing gloves we can further reduce the risk of dermal contact with COVID-19 and other viruses.

Prior to commencing work, field staff must identify all anticipated hazards (i.e., biological, chemical, physical). Before staff begin any task, the project team shall utilize the STAR (Stop, Think, Act, and Review) process. The identified hazards must be evaluated to ensure proper controls are implemented to complete the task safely. When evaluating the risk associated with a hazard, if the appropriate controls are not in place, we must exercise Stop Work Authority (SWA), implement corrective measures, and then proceed.

## Guidance for Field Personnel

Outlined below are guidelines for GHD field staff to implement that will help to mitigate exposure to COVID-19 when engaged in fieldwork in the United States.

For all employee mobilization and project site work, the following mitigation measures shall be implemented:

- Check local area restrictions to determine if work can be initiated or continued.
- Check with our client to determine if work is essential and will continue. Ensure to follow all client guidelines and policies.
- All fieldwork must be approved by the Regional General Manger prior to going into the field.
- Update Job Safety Environment Analysis (JSEA's) and Health and Safety Plans (HASP's) to include COVID-19 precautions.
- It is preferable for staff to travel to project work sites in a company owned vehicle or privately owned vehicle by themselves with Project Manager approval. A maximum of 2 individuals per

vehicle is allowed as long as the individuals have talked with each other confirming that they are COVID-19 symptom-free and are comfortable riding together. If they are not comfortable traveling together then they will need to address this concern with the Project Manager.

- Vehicle surfaces shall be disinfected prior to entering the cab and when exiting the cab.
- In-person meetings should be limited to key individuals who absolutely need to attend. All individuals in attendance shall practice social distancing of 6 feet (ft.) distance from the person next to them.
- When traveling by vehicle, ensure to wear gloves when refueling and sanitize hands once complete.
- Maintain a distance of 6 ft. between on-site workers whether it is in the field or in a meeting setting (video meetings and conference calls are preferable) – also when travelling and in public spaces.
- Avoid social greetings (e.g. shaking hands).
- Carry a supply of facial tissues and properly dispose of them in a receptacle after use.
- Make as few stops as possible during travels to limit exposure to public spaces; and adhere to Journey Management Plan requirements.
- Avoid close contact with anyone experiencing flu-like symptoms.
- If you feel unwell or develop flu-like symptoms, contact your supervisor immediately and your regional HSE Manager (RHSEM). The RHSEM will then conduct a risk assessment and recommend appropriate additional measures.
- If a GHD subcontractor, client or client contractor exhibits flu-like symptoms, confirmed or presumptive to be COVID-19, implement SWA and remove yourself from the area. Notify your project manager/supervisor immediately of the potential exposure. The RHSEM will then conduct a risk assessment and recommend appropriate additional measures.
- The on-site trailer/facilities (at GHD controlled sites) shall be cleaned on a daily basis with surfaces disinfected several times a day on an ongoing basis. Personal sanitation and cleaning supplies shall be made available on site (i.e. hand sanitizer and sanitizing wipes) and used frequently to wipe down surfaces such as handles on doors, desks, fridges, microwaves, light switches, thermostats, surfaces in and on portable bathrooms and other equipment that they come in contact with.
- Mobile and stationary equipment cab surfaces shall be disinfected prior to entering the cab and when exiting the cab.
- GHD employees will wear gloves while on site and wash and or/sanitize their hands upon removing them.
- Tools and equipment shall be disinfected often and at the end of use.
- Bring water, meals and snacks with you to avoid stopping at stores or restaurants. Dine in your vehicle or outside alone. Avoid using the project trailer or site facilities for eating.
- Meals shall be eaten alone or at a minimum distance of approximately 6 ft. and not in groups.
- Practice social distancing when conducting Daily Tailgate Safety Meetings/Pre-Work Assessments.

- The latest information and updates to company operating procedures regarding COVID-19 shall be discussed at all safety meetings and incorporated into the JSEAs and Job Safety Analysis (JSAs) and HASPs.
- To the extent possible, staff should not travel by commercial flight and should mobilize to the site by either car, charter flight, or helicopter, as determined by the project manager and client. Approval by the Regional General Manager is required for domestic air travel.
- Project managers and staff shall avoid independent hotels, alternative accommodations and book rooms at reputable hotel chains. Verify with the hotel that appropriate protocols are in place to limit the potential exposure and spread of the virus.
- If an overnight stay is required in a hotel, disinfected wipes shall be available to clean common touched surfaces in the hotel room (i.e. light switches, remote control, doorknobs, thermostat, toilet handle etc.).
- Avoid touching your face. The mucus membranes in your eyes nose and mouth are the primary pathways for the virus to gain entry into your body.
- Do not circulate sign in sheets but have one person document those in attendance on the sheet. The Supervisor may use the SMART App to submit the daily tailgate meeting and then send the email summary report that is automatically generated to the project files.