

# **COVID-19 Preparedness Plan for Sui Generis Design & Construction LLC**

Sui Generis Design & Construction LLC is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Mitigation Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Sui Generis Design & Construction LLC managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Sui Generis Design & Construction LLC. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by having morning meetings to address worker concerns and provide suggestions and feedback. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Department of Public Health & Social Services (DPHSS) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Any worker with a cough, fever, or other COVID-19 symptoms shall be asked how they are feeling and if such symptoms are confirmed, they will immediately be asked to visit a clinic for testing. Continuous communication shall be maintained to verify the condition of the worker to ensure the rest of the staff has not been potentially exposed. Out of an abundance of caution, it will be recommended to all workers to self-isolate from family until there is confirmation of a negative test result.

Sui Generis Design & Construction LLC has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Sui Generis Design & Construction LLC has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of

time. Direct phone call and text messages will be sent to all workers immediately upon learning of a potential spread from the workplace or jobsite.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day or with an alcohol based disinfectant if soap and water are not readily available, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering any project jobsite. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## **Respiratory etiquette: Cover your cough or sneeze**

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Furthermore, all workers are required to wear masks at all times while at work.

## **Social distancing**

Social distancing is being implemented in the workplace through separation of work and tasks as much as possible if the work being done does not jeopardize a worker if they are performing said work alone. Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Everyday, tools and equipment shall be wiped down and sanitized, as well as prior to a day's work.

## **Communications and training**

This Preparedness Plan was communicated verbally to all workers and necessary training was provided. Additional communication and training will be ongoing verbally each week and provided to all workers who did not receive the initial training. Management and workers are to work through this new program together and update the training as necessary.