COVID 19 – Maintaining a healthy project work site

First:
1 We must all be diligent. If one of us becomes infected and infects others it will severely affect our ability to earn a living. **You must take this seriously.**
2 If you are sick, **stay home.** Text or call to let us know.
3 If you have been exposed to a known sick person, **stay home.** Text or call to let us know.
4 The only way to end this is for all of us to be diligent. We must wash or sanitize our hands and avoid touching our face with unwashed or un-sanitized hands.
5 Going to a public place or to work after being exposed is not an option.
6 If you are not comfortable with the safeguards set forth, **stay home.** Text or call to let us know.

Our policy is evolving. Action for Tuesday 3/17/20
1 All jobsites and pit locations will be provided with handwashing and drying materials as well as sanitizing supplies by Tuesday morning.
2 Each vehicle or piece of equipment should be wiped down with disinfectant after each use.
3 **All employees should observe 6’ separation from others at all times possible.**
4 Break time and lunch should be no exception, **6’ separation from others at all times possible.**
5 If possible, employees should bring lunch and snacks to avoid public exposure at convenience stores.
6 If you do have to cough or sneeze, Be very aware of others. Cough or Sneeze into a tissue or your elbow.
7 Do not attend any meeting of more than 25 people. At meetings of less than 25 people maintain the 6’ separation.
8 The office and garage will be open. Personnel assigned to these locations should plan to work if able.
9 **Drivers** should not congregate in the morning, please arrive, start
your truck (you may remain in your personal vehicle until the truck is warmed up. Expect a call on the radio for your first load assignment.

Those that have recently traveled outside of the US may be at a higher risk. Those that have recently traveled outside of Maine may also be at a higher risk. If you or someone in your household has traveled outside of the US with the last 2 weeks, please let us know. (We will address this risk on an individual basis).

**Anybody not following these protocols will be sent home.**

Any questions can be directed to Mark Curtis 838-6275, Jeff Abbott 632-9015, or Gene Fadrigon 838-7397.

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**FOR IMMEDIATE DISTRIBUTION**
The world health community continues to closely monitor COVID-19. As you have seen in the media, the spread of this new coronavirus has become a significant public health concern. That’s why we are taking precautions to protect employees, the public around our projects and the many third parties we interact with each day. This means demonstrating healthy hygiene practices, maintaining a safe work environment, and safeguarding the continuity of business operations. Healthy personal hygiene practices, such as handwashing, social distancing, and staying home when sick, are some of the most important steps employees can take to prevent the spread of infectious diseases like the flu and COVID-19. Maintaining a healthy work site is just as important, so project managers should take the
following steps to help reduce the risk of transmitting communicable diseases. An element of judgement is required in applying this guidance, so carefully inspect each location and operation to observe how people work there:

WASH OR SANITIZE YOUR HANDS WHEN YOU ARRIVE ON SITE!

1. Appropriately clean your offices, trailers, conex boxes, shops and other facilities. How often you clean each work area and work surface depends on how many people use the area, for how long, and what things people might touch with bare hands. Equipment cabinets, planning boards, remote controls, battery chargers and shared tools are the types of surfaces that should be cleaned daily. “High-contact” surfaces should be cleaned every shift, followed by a disinfectant. Examples of high-contact surfaces include, but are not limited to:
   · Door pulls and push pads
   · Coffee machines and water fountains
   · Shared radios and phones
   · Handrails
   · Toilet handles
   · Porta-pottys; we are working to add wash stations or at least hand sanitizers outside the door
   · Refrigerator handles
   · Conference or meeting room surfaces (e.g., table tops, chairs, PC cables, magic markers) and phones
   · Copy and fax machines

Personal assigned desks and keyboards, heavy equipment controls, cell phones and small personal tools might only be used by one or two people so they might be cleaned less often.
2. Because of our glove policies (*more important now than ever*), materials like wood, rebar and pipe, temporary structures such as formwork and bracing, and even shared tools such as drills, prybars and chop saws, are rarely touched by bare hands, so they might need occasional cleaning but probably not require any disinfecting. However, gloves only protect while wearing them and taking them off and putting them on risks cross-contamination. Think about how to clean gloves, store them or replace them.

3. For basic cleaning, most name-brand products that remove dirt, oils, wax and grime are the right first step – but they don’t disinfect. The attached document, “EPA’s Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the Cause of COVID-19,” lists cleaning and disinfection products known to be effective against the COVID-19 virus, as well as cold and flu germs. These products can be an important second step for surfaces many people might touch. Some of these products are meant to both clean and disinfect – but one has to read the label and follow instructions exactly. These products are for workplace hygiene, not personal hygiene. These do not replace hand soaps or hand sanitizers for personal use.

4. Place handwashing signs near restrooms and breakrooms.

5. Perform a daily check of soap dispensers, paper towel dispensers, hand dryers and hand sanitizer stations. Place additional temporary soap dispensers where supplies frequently run low or the fixed dispensers function poorly.

6. Add wash stations or hand sanitizer locations at porta-johns and near break rooms, meeting and orientation rooms, and kitchen locations.
7. Place a trash can near restroom exit doors to encourage towel-touch exiting. Provide separate towels near the exit door, if necessary.

If someone at your project is believed to have been exposed to COVID-19, that location must follow a special deep-cleaning process. Please notify Gene Fadrigon or Mark Curtis, we initiate and assist the process.

Thank you for your continued dedication with helping ensure our sites are safe working areas for everyone who enters them. If you have any questions regarding this memo, please contact Mark Curtis or Gene Fadrigon.