

# **COVID-19 COMPANY POLICY**

RM COCHRAN INC 10 DRAPER STREET #33, WOBURN, MA 01801

In the wake of the COVID-19 pandemic and Orders implemented by the Massachusetts Governor's Office, RM Cochran, Inc. is instituting the following workplace safety standards. This amendment is effective immediately and lasting until such time as COVID-19 is no longer considered a public health and safety crisis.

Safety is our top concern. If any employee is sick, they should stay home. If they feel sick while at work, they should go home. If you notice someone who is sick, send them home.

If you are exhibiting any of the symptoms below, you are to report it to your supervisor (via phone, text or email) right away, and head home from the job site or stay home, if already there, while maintaining social distancing.

If you notice a co-worker showing signs of, or complaining about, such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately.

## **COVID-19 Typical Symptoms:**

1. Fever
2. Cough
3. Shortness of Breath or Difficulty Breathing
4. Sore Throat

## **Self-certify prior to shift**

Prior to starting a shift, each employee will self-certify to an assigned COVID officer that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

The assigned COVID officer's responsibilities include:

- Verifying that all individuals who entire the worksite have signed in and self-certified that they have not experienced symptoms of COVID-19 and have not been exposed to individuals diagnosed with COVID-19

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- Taking and recording touchless temperature measurements of all individuals entering the site, provided that such measurements are taken out of public view to respect privacy; said temperature recordings are to be kept private as well
- Cleaning high-touch surfaces (writing utensils, buttons, switches, handles, seats, counter-tops, phones), cleaning high-traffic areas (hallways, elevators, stairwells, seating areas), and restocking the various sanitization stations throughout the worksite and recording when such actions are carried out

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

## **Daily Checklist for COVID Officer**

- Self-Certify and Sign-in Sheet
- Daily Temperature and Cleaning Log
- Bottles of 75% Ethanol Hand Sanitizer
- Alcohol Sanitization Wipes
- Protective Gloves
- Eye Protection (Safety Goggles)

## **General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus**

1. No handshaking
2. Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
3. A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
4. Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
5. Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
6. All individual work crew meetings/tailgate talks should be held outside and follow social distancing
7. Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination
8. At each job briefing/toolbox talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
9. Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions. All restroom facilities/porta-potties that are made available by RM Cochran, Inc. should be cleaned, and handwashing stations must be provided with soap and water, hand sanitizer, and paper towels

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10. All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
11. Be sure to use your own water bottle, and do not share
12. To avoid external contamination, we recommend everyone bring food from home
13. Please maintain Social Distancing separation during breaks and lunch.
14. Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
15. Avoid touching eyes, nose, and mouth with your hands
16. To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
17. If you or a family member is feeling ill, stay home!

## Work Site Risk Prevention Practices

1. At the start of each shift, confirm with all employees that they are healthy.
2. Employees shall be supplied PPE including as appropriate a standard face mask, gloves, and/or eye protection.
3. Use of eye protection (safety goggles/face shields) is recommended
4. Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
5. When possible, employees shall drive to work site/parking area in a single occupant vehicle. Contractors / State staff shall not ride together in the same vehicle
6. When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry
7. In instances where it is possible, workers should maintain separation of 6' from each other per CDC guidelines.
8. Multi person activities will be limited where feasible (two person lifting activities)
9. Large gathering places on the site such as shacks and break areas will be eliminated and instead small break areas will be used with seating limited to ensure social distancing.
10. Contact the cleaning person for your office trailer or office space and ensure they have proper COVID- 19 sanitation processes. Increase their cleaning visits to daily
11. Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles

## Wash Stations

All site-specific projects with outside construction sites without ready access to an indoor bathroom MUST install Wash Stations.

Install hand wash stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees

1. All onsite workers must help to maintain and keep stations clean
2. If a worker notices soap or towels are running low or out, immediately notify supervisors

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3. Garbage barrels will be placed next to the hand wash station for disposal of tissues/towels

Do all you can to maintain your good health by getting adequate sleep, eating a balanced, healthy diet, avoiding alcohol, and consuming plenty of fluids.

Please Note: This document is not intended to replace any formalized procedures currently in place with the client/owner.

Where these guidance does not meet or exceed the standards put forth by the client/owner, everyone shall abide by the most stringent procedure available.

A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site.

The approved project Health and Safety Plan (HASP) shall be modified to require that the Contractor's site-specific project COVID-19 Officer submit a written daily report to the Owner's Representative. The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with these guidelines.

Any issue of non-compliance with these guidelines shall be a basis for the suspension of work. The contractor will be required to submit a corrective action plan detailing each issue of non-conformance and a plan to rectify the issue(s). The contractor will not be allowed to resume work until the plan is approved by the Owner. Any additional issues of non-conformance may be subject to action against the contractor's prequalification and certification status.

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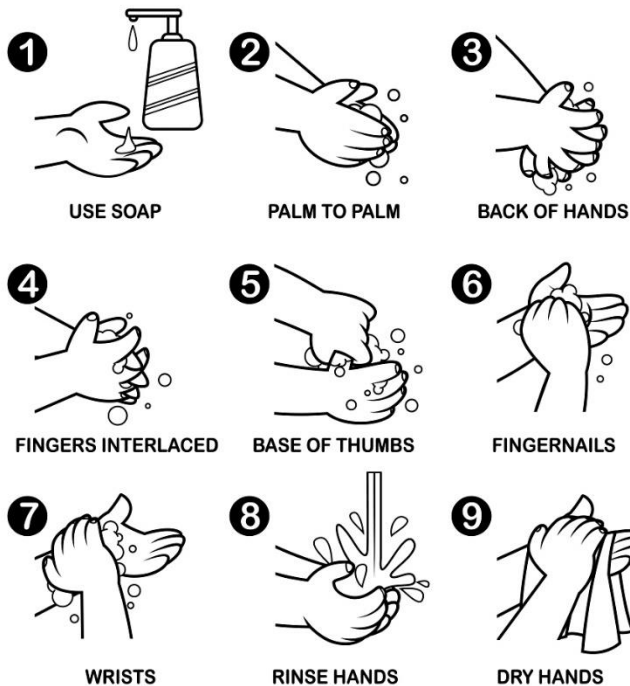
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## STAYING SAFE AT WORK



## PROPER HANDWASHING TIPS



### PROPER HANDWASHING TIPS

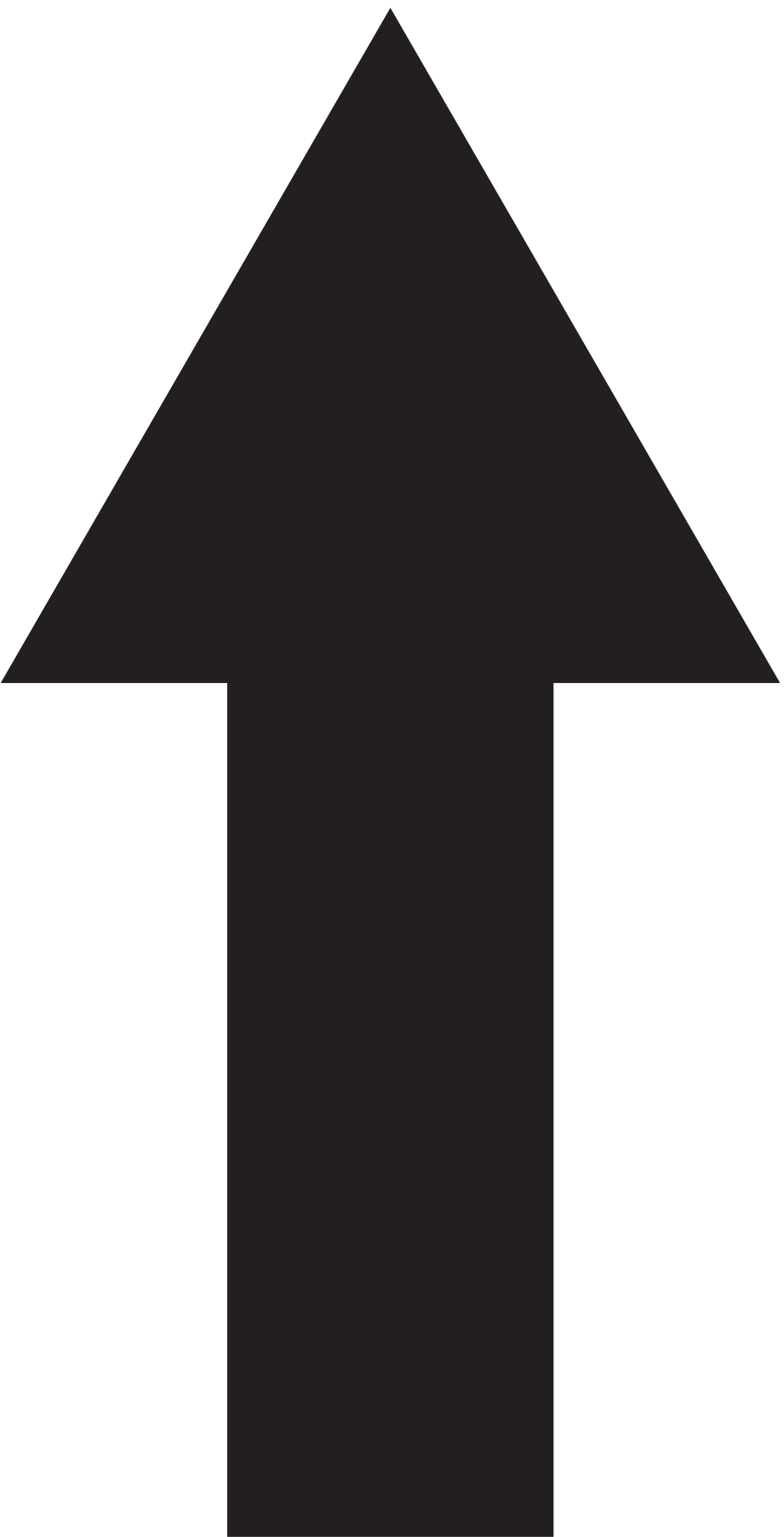
- Wash hands thoroughly with soap + warm water.
- Wash for 20-30 seconds or sing "Happy Birthday" two times through.
- Soap and warm water are the best way to clean your hands, but if they aren't available, use an alcohol-based hand sanitizer, that contains at least 60% alcohol.

### HOW TO USE HAND SANITIZERS

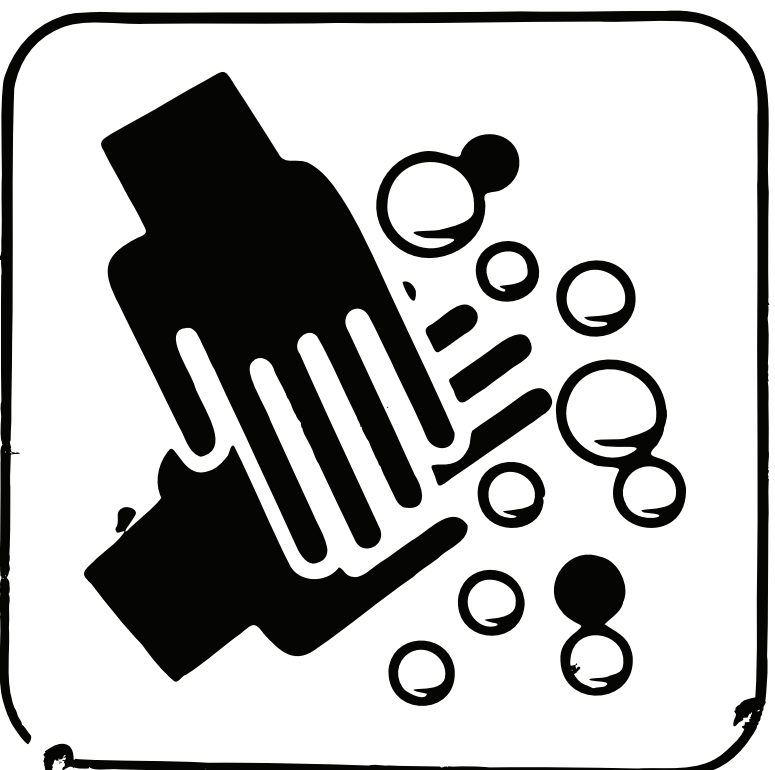
- Apply the sanitizer to the palm of **one hand** (follow label directions on how much to use).
- Rub hands together.
- Rub the sanitizer over **all the surfaces** of your hands + fingers until your hands are dry.

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**ONE WAY**



# HANDWASH STATION



**SIGN-IN**

**STATIONS**



					<p>By signing this document, you certify that you have not experienced any of the symptoms associated with COVID-19 (listed below), that you have not been asked to self-isolate or quarantine by your doctor or a public health official, that you have not been in close contact with (living with, caring for, or, for more than 15 minutes, being within 6 ft. of) an individual that has been diagnosed with COVID-19, and have not been in direct contact with secretions (saliva from utensils, being sneezed or coughed on) from an individual diagnosed with COVID-19 while the individual was symptomatic.</p> <p>The symptoms of COVID-19 include excessive coughing, fever, shortness of breath or trouble breathing, sore throat, or measured temperatures of 100.3° F or greater.</p>

R. M. Cochran Company, Inc.

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R.M. Cochran Daily Sign-in and Certification

Name\Date																			

R.M. Cochran Daily COVID Cleaning Time Log

Date																			
Sanitization Station Restock																			
3 Times per Day																			
High-Touch Surface Clean																			
3 Times per Day																			
High Traffic Area Clean																			
3 Times per Day																			