

# **EVENICH CONSTRUCTION, INC.**



## **COVID-19/Infectious Disease PREPAREDNESS AND RESPONSE PLAN**

Sonoma County

Marin County

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# COVID-19/Infectious Disease: Preparedness and Response Plan

## PURPOSE

The purpose of this Plan is to outline the guidelines for preventing and responding to COVID-19 infections in the workplace. COVID-19 has been classified as a Pandemic.

## SCOPE

The following Plan is based on the recommendations set forth by the Centers for Disease Control and Prevention (CDC) and other governmental entities. This Plan applies to all job sites and workers, vendors and visitors where EVENICH CONSTRUCTION, INC. is the general contractor and/or participates as a subcontractor.

## DEFINITIONS

**COVID-19:** A mild to severe respiratory illness that is caused by a [coronavirus](#) (Severe acute respiratory syndrome coronavirus 2 of the genus Betacoronavirus), is transmitted chiefly by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

**Infectious Disease:** Diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites, or fungi; the diseases can be spread, directly or indirectly, from one person to another.

**Pandemic:** (of a disease) prevalent over a whole country or the world.

## GENERAL INFORMATION

### How COVID-19 Spreads

- Mainly spreads from person-to-person
- When a person sneezes or coughs
- Between persons who are in close contact with one another (within about 6 feet) Droplets from a sneeze or cough may be inhaled.

There is no known cure, and there is currently no vaccine to prevent infection. The best protection is to not be exposed.

### Symptoms of COVID-19

Symptoms of COVID-19 infection include:

- Cough
- Fever
- Tiredness

- Difficulty Breathing (severe cases)

All persons on a job site are required to monitor themselves and immediately leave the job site if they exhibit any of the known symptoms.

If COVID-19 infection is suspected, contact your doctor or healthcare provider to schedule confirmation testing. If you need help finding a doctor or accessing medical care, call 2-1-1, and they can direct you to low- or no-cost providers in your area.

All EVENICH CONSTRUCTION, INC. personnel are required to remove anyone that is seen exhibiting any of these known symptoms.

### Steps to Protect Yourself

**Wash your hands** often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Avoid touching common surfaces with bare hands.

If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

**Avoid touching your eyes, nose, and mouth** with unwashed hands

**Avoid close contact** with people who are sick

**Constantly observe your work distances** in relation to other staff. Maintain the recommended 6 feet at all times when not wearing the necessary PPE for working in close proximity to another person. Do not shake hands or make other direct contact with other staff. Do not carpool with other staff unless they are family members living within your household.

**Do not share** phones. Use of microwaves, water coolers and other similar group equipment for breaks shall be suspended until further notice.

**Clean personal tools** prior to use, as well as group tools.

If your task requires working in close proximity to another person, **review the Job Hazard Analysis (JHA)** (required for each task) to ensure you are equipped with the proper PPE and are trained in and understand the directions for use. Do not start any task until you have been properly equipped and trained on procedures.

Ensure you **clean and maintain your personal PPE** and do not loan any item out to other staff.

**Disposable PPE**, paper towels, and similar waste must be deposited in non-touch waste bins.

**Do not cough or sneeze into your hand**; rather, direct coughs and sneezes into the crook of your arm at your elbow; follow established CDC guidelines.

**Workers should change work clothes and shoes prior to arriving at home.** All clothing should not be shook out. Launder work clothes separate from other laundry.

### Steps to Protect Others

**Stay home** if you are sick, except to obtain medical care.

**Encourage respiratory etiquette** (e.g., cover coughs and sneezes, disinfect surfaces after such coughs and sneezes, etc.).

**Discourage** workers from using another worker's phone, offices, computers, tools, etc

**Maintain enhanced housekeeping practices** (e.g., routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment).

When applicable, **clean and sanitize** trailers, toilets and other enclosed spaces. In such cases, EVENICH CONSTRUCTION, INC. will establish deep cleaning schedules on job sites to address exposed surfaces.

**Establish a cleaning and decontamination protocol** prior to entry and exit of the job site. Establish a similar cleaning protocol within the job site area(s).

**Establish cleaning and/or hand washing stations** within the work areas. They shall be of sufficient quantity to allow staff to remain within the work areas without exiting into break areas. It is critical to adequately maintain sanitization at these stations continuously.

Establish adequate time in the work day to allow for proper cleaning and decontamination including prior to leaving the job site for the day.

## **WHEN YOU SHOULD SELF-QUARANTINE WITHOUT SYMPTOMS**

The Centers for Disease Control and Prevention (CDC) recommends self-quarantining only if you have a high or medium risk of exposure to COVID-19.

You're at high risk of exposure to COVID-19 if you:

- Have recently traveled from Hubei Province, China or another highly infected area
- Live with, are intimate with, or care for someone who has symptomatic laboratory-confirmed COVID-19 infection without using recommended precautions from home care and home isolation

You're at medium risk of exposure to COVID-19 if you:

- Travel from mainland China outside Hubei Province or Iran
- Travel from a country with widespread, sustained transmission, other than China or Iran

- Travel from a country with sustained community transmission (refer to the CDC)
- Come in close contact with a person with symptomatic laboratory-confirmed COVID-19
- Live with, are intimate with, or care for someone who has symptomatic laboratory-confirmed COVID-19 infection while consistently using recommended precautions form home care and home isolation

If you're healthy, don't have any symptoms, and don't fall into one of the risk categories above, you don't need to self-quarantine unless otherwise instructed by an appropriate governmental entity — but you should continue to practice social distancing and monitor yourself for signs and symptoms, like fever and cough (reference attachment

If you feel sick, and/or have been exposed to anyone who is sick, stay at home. You maybe required to provide test result showing a negative result (not infected) before being allowed to return to work. This is critical to preventing spread of the virus.

## WORKPLACE CONTROLS

All EVENICH CONSTRUCTION, INC. Associates shall be trained on the requirements set forth in this Plan.

EVENICH CONSTRUCTION, INC. shall designate a Site Safety Rep (SSR) to monitor and implement all recommended safety practices regarding the COVID-19 virus with all contractor staff members. Supervisors shall have the authority, through consultation with the SSR, to halt all activities that do not adhere to the COVID-19 safety practices. The SSR should have training commensurate with this hazard and all required industrial hygiene practices that may be required on the job site. This person will be responsible to maintain supplies of disinfectants and make sure that workers follow decontamination, hand washing, distancing, and PPE rules.

EVENICH CONSTRUCTION, INC. Superintendents will provide this Plan to all sub-contractors who are working on the project site and require them to train their own Associates per their program and requirements herein.

EVENICH CONSTRUCTION, INC. will establish an assembly point for staff, before the start of work each day, that complies with the recommended social distancing parameters. For all projects, the assembly point will be located at: the entry point of a jobsite's driveway or the parking spaces closest to the entry driveway of a public lot for a commercial or TI project.

EVENICH CONSTRUCTION, INC. will establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the work site. If workers leave and re-enter the work site during the shift, a re-screen shall be conducted prior to re-entry into the work site.

EVENICH CONSTRUCTION, INC. shall provide a **daily** tailgate session reviewing site protocols to mitigate potential spread of the virus. As information is changing continuously regarding COVID-19, these tailgates will occur daily and attendance shall be documented.

Task specific Job Hazard Analysis (JHA) shall be performed with established levels of PPE required for each task.

For work sites where multi-employers share the same workspace, EVENICH CONSTRUCTION, INC. will inform all employers about site-specific COVID-19 site safety guidelines outlined in this plan. Where one contractor enters the space of another contractor, the most stringent guidelines will be followed.

Sub-contractors working on site shall document / track workers (salary and hourly), visitors and low-tiers subs daily through a log and provide to EVENICH CONSTRUCTION, INC. upon request.

Sub-contractors shall create and maintain a COVID-19 plan that addresses steps you will take to minimize the potential for an outbreak of the virus on our project sites as well as mitigation actions once there is a suspected or identified case. The plan should identify the three points of contact within your organization for coordination and action going forward along with contact information for these individuals.

Superintendents will maintain a record of the awareness briefing related to the program for all workers, sub-contractors, vendors and visitors who are working on the project site.

No one will work on the project site without the proper awareness briefing being administered and documented regarding COVID-19.

EVENICH CONSTRUCTION, INC. will keep everyone informed, to the best of our ability, about the latest issues related to COVID-19.

All persons performing work on the project site will practice social distancing per CDC guidelines.

**Definition:** Remaining out of congregate settings, avoiding mass gatherings and maintaining distance (approximately 6 feet) from others when possible.

When applicable, social distancing or appropriate PPE shall be maintained in elevators and lifts. In such cases, a regular cleaning and disinfection schedule for elevators and lifts shall be maintained.

All Associates and sub-contractors of EVENICH CONSTRUCTION, INC. will require sick workers to stay home and will send workers home who exhibit any known symptoms of COVID-19.

All workers shall employ the restrictions of limiting the number of persons within a generally confined area to less than 10.

All Associates, sub-contractors, and workers at the project site will enforce good housekeeping, including the cleaning of surfaces of areas that they have used in the performance of their work.

## **REPORTING PROCEDURE**

EVENICH CONSTRUCTION, INC. Superintendent is tasked with keeping a log of all known instances of exposure of workers to COVID-19, which includes logging the following circumstances:

- Suspected Case of a person who worked onsite for sub-contractor, visitor or vendor.
- Confirmed Case of COVID-19 infection of a worker who has worked at the job site within the last 14 days.
- Any cases of self-quarantine by workers at a job site.

**THIS INFORMATION IS CONFIDENTIAL AND WILL NOT BE SHARED WITH ANYONE WITHOUT THE EXPRESS CONSENT OF AN OFFICER OF EVENICH CONSTRUCTION, INC.**

All EVENICH CONSTRUCTION, INC. associates and sub-contractors need to be aware that there is no exception to the reporting requirements on the OSHA 300 Log related to COVID-19.

Employers must report any instances of COVID-19 on the OSHA 300 log which meet all the following requirements:

- It is a confirmed case of COVID-19.
- The case is work-related, meaning an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness (see 29 CFR 1904.5).
- The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g., medical treatment beyond first-aid, days away from work).

OSHA also requires all employers to report any workplace incident that results in a fatality (within 8 hours) or an in-patient hospitalization (within 24 hours). Only formal admissions to the in-patient service of a hospital or clinic for care or treatment are reportable.

Employers should carefully consider an employee's work duties and environment, and the circumstances surrounding an individual case, in undertaking the fact-specific inquiry of whether to record and report, and consider such an analysis to be guided by their overarching obligations to make good-faith and non-arbitrary determinations consistent with OSHA requirements.



## **REFERENCES**

1. Center for Disease Control and Prevention
2. World Health Organization
3. Occupation Safety and Health Administration (OSHA)

## **PROGRAM & PROCEDURE REVIEW PROCESS**

This program will be reviewed on a periodic basis, not to exceed at least annually. It is the responsibility of the Safety Committee to assign the appropriate personnel to complete the review.

Once the review is complete, the Safety Manager and/or Operations Director will ensure that changes made to this program are relayed to affected employees.

## **SUPPORTING DOCUMENTS – APPENDICES SECTION**

- Attachment A – External memo to Sub-contractors, Trade Partners and Suppliers
- Attachment B - Risk Assessment Screening Forms (COVID-19/Infectious Disease)
- Attachment C – COVID-19 Site Safety Orientation
- Attachment D – Example CDC Toolbox Topics (English/Spanish)
- Attachment E – OSHA Risk Classification Posters (English/Spanish)
- Attachment F – Communication and EVENICH CONSTRUCTION, INC. Key Contacts
- Attachment G—Documentation---COVID-19 Exposure Log
- Attachment H – Documenttion---Essential Business Sample Letter

## REVISION HISTORY

Date	Version	Nature of Revision	Author/Editor	Approval
3.27.20	1	Original Draft		
3.30.20	2	<ul style="list-style-type: none"><li>• Amending Sample Letter to Workforce</li><li>• Selection of Tailgate Topics (Eng/Span) on Covid-19.</li><li>• Adding OSHA Posting (Eng/Span)</li><li>• Adding EVENICH CONSTRUCTION, INC. 3-pt contact list.</li></ul>		
3.31.20	3	<ul style="list-style-type: none"><li>• Adding COVID-19 Exposure Log</li><li>• Adding Essential Business Sample Letter</li></ul>		



## Attachment A - External MEMO

To: All EVENICH CONSTRUCTION, INC. Trade Partners and Suppliers

RE: Coronavirus (COVID-19) Action and Update (March 30, 2020)

Dear Valued Team Member,

EVENICH CONSTRUCTION, INC.'s overriding concern is for the safety, health, and well-being of each and every team member and their family. Anyone who has symptoms of acute respiratory illness are recommended not to come to work until they are free of fever and other symptoms for at least 24 hours, without the use of medication. Employees who are well but have a sick family member at home with COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Precautionary measures should include:

- Site access shall be granted to critical, project essential personnel only! No visitors or sales vendors are allowed on site.
- Clean your hands often. Frequent hand washing is the most effective method to stay well.
- Discourage handshaking – Maintain 6' social distancing.
- Avoid touching your face, nose, eyes, etc.
- Everyone is encouraged to conduct all meetings by phone or videoconference. If face-to-face contact is absolutely necessary, be sure to maintain adequate “social distancing” between participants. (Note: CDC recommends 6 feet distancing as best practice.)

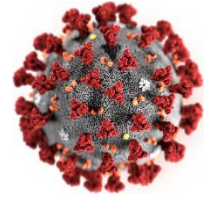
EVENICH CONSTRUCTION, INC. is currently working to identify prudent action items for our project teams that can facilitate the health, safety, and continued progress on our projects. In that effort, we ask your cooperation and participation with the following:

1. **Notification:** Notify the EVENICH CONSTRUCTION, INC. Project Manager on your project immediately if there is an identified or suspected case of COVID-19 within your workforce or any participants on the project.
2. **Worker Tracking:** We ask that you keep accurate daily logs of all employees, both hourly and salary, who are on the project. This flows down to your lower tier subs and any other job visitors as well. Do not send this information to us at this time but maintain it so that it can be sent promptly when needed.
3. **Sub-Contractor Plan:** We ask that you send us your COVID-19 plan that addresses steps you will take to minimize the potential for an outbreak of the virus on our project sites as well as mitigation actions once there is a suspected or identified case per Item 1 above. Your plan should identify the three points of contact within your organization for coordination and action going forward along with contact information for these individuals. (See attached EVENICH CONSTRUCTION, INC. Key Contact List.)
4. **Supply Chain:** In order to mitigate any manufacturing, shipping, customs or any other project delays, EVENICH CONSTRUCTION, INC. is requesting that each trade partner perform a thorough assessment of their outstanding products/materials and services. If there are any products or services you are providing to an EVENICH CONSTRUCTION, INC. project that may be potentially delayed due to causes associated with COVID-19, please notify your EVENICH CONSTRUCTION, INC. Project Team as soon as you suspect

that there could be an impact. In addition, please provide a mitigation strategy as applicable. This may include expedited procurement, alternate manufacturers, substitute materials, or any other opportunity to ensure timely completion of work.

- We ask for your prompt and complete compliance with all the above.
- Our preventative actions onsite will evolve as more information comes in.
- For CDC updates: <https://www.cdc.gov/coronavirus/2019ncov/index.html>
- Feel free to contact your EVENICH CONSTRUCTION, INC. Project Team with any questions and we will supplement this notice with further updates as warranted.

**Attachment B – Risk Assessment Screening Form  
(COVID-19/Respiratory Transmission Related)**



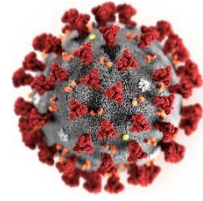
Please indicate accordingly	Yes	No
Have you traveled in the last 14 days - or have a household member who has traveled to an area with an outbreak or sustained transmission of COVID -19? Example: Airline, Cruise ships, travel outside of U.S., even if you are asymptomatic.		
To the best of your knowledge, have you or a member of your family come into contact with another individual that has recently travelled to China, Japan, South Korea, Iran, or Italy in the past 21 days?		
Have you or any member of your family been in close contact with person(s) diagnosed with or person(s) suspected with COVID-19 or person(s) who have been quarantined at home during the last 21 days?		
Have you been experiencing any of the following? If so check “yes”	Yes	No
Fever (100.4° F [37.8° C] or greater using an oral thermometer), or signs of a fever, and any of the following listed below for at least 24 hours, without the use of fever-reducing (e.g., aspirin) or other symptom-altering medicines (e.g. cough suppressants).		
Runny Nose		
Shortness of breath – (e.g. Hold breath 10 seconds, exhale w/ cough)		
Cough – Non-productive		
Sore Throat		

\* If any employee answers “Yes” to any of the above questions isolate them from other Employees/Workers.

\*Employees who answer “Yes” to any of the above questions will not be allowed to work onsite for at least 14 days,

or must have a Doctor’s Release Form to return to work.

# Attachment B – Risk Assessment Screening Form (COVID-19/Respiratory Transmission Related)



## COVID-19 Screening Checklist for Non-Medical Employers

All employees and visitors entering the building should be asked following questions. Screening should be done at the beginning and at the end of the workday.

1. Do you have fever?  
 Yes  
 No
2. Do you have any of the following respiratory symptoms?  
 Cough (productive or dry)  
 Sore throat  
 Runny nose
3. Have you had close, unprotected contact with a suspected or known COVID-19 patient (spent longer than 15 minutes within 6 feet of someone who was sick with a fever and cough)?  
 Yes—Go home immediately and self-isolate for 14 days if asymptomatic  
 No—Continue to next question
4. If they have subjective or documented fever **OR** any of the respiratory symptoms **OR** close contact with COVID-19 patient noted above:  
 They should be asked to go home immediately and self-isolate until they are asymptomatic for 3 days without the use of any medications, and it has been 7 days since the first day of their symptoms (whichever duration is longer)
5. If they say no to #1, #2 and #3, they can work but remind them to the following:  
 Wash their hands with soap and water or alcohol-based sanitizer before they start work and frequently throughout the day  
 Practice social distancing, sit and/or stand at least 6 ft from other people, do not shake hands or hug people, and do not share food or drinks  
 Sanitize their work area before they leave  
 Contact their employer and leave work immediately if they start to feel feverish or have respiratory symptoms



Department of Public Health  
[www.fcdph.org](http://www.fcdph.org)

## Attachment C – COVID 19 Site Safety Orientation



1. Clean your hands often. Frequent hand washing is the most effective method to stay well.
2. No handshaking – Maintain 6’ social distancing
3. Avoid touching your face, nose, eyes, etc.
4. Cover your cough and sneeze with elbow or tissue.
5. Everyone is encouraged to conduct all meetings by phone or videoconference. If face-to-face contact is absolutely necessary, be sure to maintain adequate “social space” between participants.
6. Create separation plans so multiple crews maintain required spacing and eliminate trade stacking of work in same location.
7. Daily safety planning provides employee protection in use of large lifts or other equipment utilized.
8. Provide safe distance where personnel congregate (i.e. restrooms, wash stations, etc.)
9. Practice good hygiene and hand washing
10. Lunch gatherings organized to maintain safe worker distance.
11. Pre-start huddle protocol limited to one representative from each subcontractor (i.e. foreperson) to discuss daily safety plans, work activities, deliveries, etc. This will be done at a safe distance or virtual.
12. When needed, provide and maintain additional jobsite trailers to be used by the Authorities Having Jurisdiction.
13. Daily planning on JHA’s should include crew and personnel safe-spacing/social distancing and hygiene of person and tools/equipment.
14. When possible, ensure multiple points of access are available on each project to limit the proximity of workers as they arrive and leave the site.
15. Use only personal tools if possible. Shared tools should be cleaned per sub-contractor / vendor site-specific COVID-19 cleaning protocol.
16. Personal tools will not be allowed in gang boxes. All Community tools should be stored within the gang boxes and be cleaned per sub-contractor / vendor site-specific COVID-19 cleaning protocol.
17. Community equipment will be checked out daily and cleaned at the end of the shift.
18. All personnel must utilize their own dedicated PPE. Shared/community PPE will not be allowed.

### **CDC Guidelines: Risk Assessment COVID-19 (please refer to Attachment B):**

19. Recommend that individuals who feel they are high-risk, as defined by CDC, not work onsite.
20. Any person with a fever or a positive COVID-19 diagnosis will not be allowed to enter the site until they are free of fever for at least 24-hours without the use of fever-reducing medicines.

21. Any person that has had close contact with a confirmed COVID-19 patient will not be allowed to enter the site for 14-days starting from the day they last interacted with the person with COVID-19.

**Definition: Close Contact** means being within 2m/6ft of a person with a confirmed case of COVID-19 for a prolonged period of time.

22. All personnel requesting access must be compliant with any applicable quarantine requirements for travelers returning from international locations. Please refer to resources/guidance for return travelers provided by national/state/local health authorities. (For example, the CDC website for the U.S.).
23. If you suspect you may have been exposed to any of the items above, you are required to report it right away to your supervisor and EVENICH CONSTRUCTION, INC. followed by self-quarantine.
24. Special hardhat stickers to be provided for all personnel who have been trained to enter the jobsite AND separate sticker for those who have been trained on COVID-19.

## **Jobs Classified at Lower Exposure Risk (Caution): What to Do to Protect Workers**

For workers who do not have frequent contact with the general public, employers should follow the above steps laid out in the Safety Site Orientation as well as implement control measures described in the following section.

### **Engineering Controls**

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

### **Administrative Controls**

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

### **Personal Protective Equipment**

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.



Attachment D: Example Toolbox Topic

CDC: Stop The Spread Of Germs (English)

**COVID 19**  
CORONAVIRUS DISEASE

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.** Illustration shows two people shaking hands and a person coughing into their elbow.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.** Illustration shows a person sneezing into a tissue.
- Avoid touching your eyes, nose, and mouth.** Illustration shows a person's face with a red 'no' symbol over their hand near their face.
- Clean and disinfect frequently touched objects and surfaces.** Illustration shows hands being washed with soap.
- Stay home when you are sick, except to get medical care.** Illustration shows a house with a bed icon inside.
- Wash your hands often with soap and water for at least 20 seconds.** Illustration shows hands being washed with soap and water.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

CS14015-A

Attachment D: Example Toolbox Topic

CDC: Stop The Spread Of Germs (Spanish)

**COVID 19**  
ENFERMEDAD DEL CORONAVIRUS

# DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

**Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.**

- Evite el contacto cercano con las personas enfermas.** (Illustration: Two people shaking hands, with a circular inset showing a person coughing into their elbow and virus particles being released.)
- Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelos a la basura.** (Illustration: A person coughing into a white tissue.)
- Evite tocarse los ojos, la nariz y la boca.** (Illustration: A person's face with a red prohibition sign over their hand touching their face.)
- Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.** (Illustration: Hands being cleaned with white soap suds.)
- Quédese en casa si está enfermo, excepto para buscar atención médica.** (Illustration: A house with a bed icon inside a circle.)
- Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.** (Illustration: Hands being washed under a stream of water with soap bubbles.)




Para obtener más información: [www.cdc.gov/COVID19-es](http://www.cdc.gov/COVID19-es)

CS14915-B

## Attachment D: Example Toolbox Topic

### CDC: What to do if you are sick with COVID-19? (English)



# What to do if you are sick with coronavirus disease 2019 (COVID-19)

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

---

#### Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

#### Separate yourself from other people and animals in your home

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

#### Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

#### Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

#### Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

#### Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

#### Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

#### Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

#### Monitor your symptoms


Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. When working with your local health department check their available hours.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

#### Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



For more information: [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19)

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## Attachment D: Example Toolbox Topic

### CDC: What to do if you are sick with COOVID-19? (Spanish)

# Qué hacer si contrae la enfermedad del coronavirus 2019 (COVID-19)

**Si usted está enfermo con COVID-19 o sospecha que está infectado por el virus que causa el COVID-19, tome las medidas mencionadas a continuación para ayudar a prevenir que la enfermedad se propague a personas en su casa y en la comunidad.**

#### Quédese en casa, excepto para conseguir atención médica

Debe restringir las actividades fuera de su casa, excepto para conseguir atención médica. No vaya al trabajo, la escuela o a áreas públicas. Evite usar el servicio de transporte público, vehículos compartidos o taxis.

#### Manténgase alejado de otras personas y de los animales en su casa

**Personas:** en la medida de lo posible, permanezca en una habitación específica y lejos de las demás personas que estén en su casa. Además, debería usar un baño aparte, de ser posible.

**Animales:** mientras esté enfermo, no mantpule ni toque mascotas ni otros animales. Consulte [El COVID-19 y los animales](#) para obtener más información.

#### Llame antes de ir al médico

Si tiene una cita médica, llame al proveedor de atención médica y dígame que tiene o que podría tener COVID-19. Esto ayudará a que en el consultorio del proveedor de atención médica se tomen medidas para evitar que otras personas se infecten o expongan.

#### Use una mascarilla

Usted debería usar una mascarilla cuando esté cerca de otras personas (p. ej., compartiendo una habitación o un vehículo) o de mascotas y antes de entrar al consultorio de un proveedor de atención médica. Si no puede usar una mascarilla (por ejemplo, porque le causa dificultad para respirar), las personas que vivan con usted no deberían permanecer con usted en la misma habitación, o deberían ponerse una mascarilla si entran a su habitación.

#### Cúbrase la nariz y la boca al toser y estornudar

Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar. Bote los pañuelos desechables usados en un bote de basura con una bolsa de plástico adentro; lávese inmediatamente las manos con agua y jabón por al menos 20 segundos o límpieselas con un desinfectante de manos que contenga al menos 60 % de alcohol, cubra todas las superficies de las manos y fróteselas hasta que sienta que se secaron. Si tiene las manos visiblemente sucias, es preferible usar agua y jabón.

#### Evite compartir artículos del hogar de uso personal

No debe compartir platos, vasos, tazas, cubiertos, toallas o ropa de cama con otras personas o mascotas que estén en su casa. Después de usar estos artículos, se los debe lavar bien con agua y jabón.

#### Límpiese las manos con frecuencia

Lávese frecuentemente las manos con agua y jabón por al menos 20 segundos. Si no hay agua y jabón disponibles, límpieselas con un desinfectante de manos que contenga al menos un 60 % de alcohol, cubra todas las superficies de las manos y fróteselas hasta que sienta que se secaron. Si tiene las manos visiblemente sucias, es preferible usar agua y jabón. Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.

#### Limpie todos los días todas las superficies de contacto frecuente

Las superficies de contacto frecuente incluyen los mesones, las mesas, las mantijas de las puertas, las llaves y grifos del baño, los inodoros, los teléfonos, los teclados, las tabletas y las mesas de cama. Limpie también todas las superficies que puedan tener sangre, heces o líquidos corporales. Use un limpiador de uso doméstico, ya sea un rociador o una toallita, según las instrucciones de la etiqueta. Las etiquetas contienen instrucciones para el uso seguro y eficaz de los productos de limpieza, incluidas las precauciones que debería tomar cuando aplique el producto, como usar guantes y asegurarse de tener buena ventilación mientras lo esté usando.

#### Vigile sus síntomas

Busque atención médica rápidamente si su enfermedad empeora (p. ej., si tiene dificultad para respirar). Antes de hacerlo, llame a su proveedor de atención médica y dígame que tiene COVID-19, o que está siendo evaluado para determinar si lo tiene. Póngase una mascarilla antes de entrar al consultorio. Estas medidas ayudarán a que en el consultorio del proveedor de atención médica se pueda evitar la infección o exposición de las otras personas que estén en el consultorio o la sala de espera.

Pídale a su proveedor de atención médica que llame al departamento de salud local o estatal. Las personas que estén bajo monitoreo activo o automonitoreo facilitado deben seguir las indicaciones provistas por los profesionales de salud ocupacional o de su departamento de salud local, según corresponda.

Si tiene una emergencia médica o necesita llamar al 911, avísele al personal del centro de llamadas que tiene COVID-19 o lo están evaluando para determinarlo. De ser posible, póngase una mascarilla antes de que llegue el servicio médico de emergencias.

#### Interrupción del aislamiento en la casa

Los pacientes con COVID-19 confirmado deben permanecer bajo precauciones de aislamiento en la casa hasta que el riesgo de transmisión secundaria a otras personas se considere bajo. La decisión de interrumpir las precauciones de aislamiento en la casa debe tomarse según cada caso en particular, en consulta con proveedores de atención médica y departamentos de salud estatales y locales.



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Para obtener más información: [www.cdc.gov/COVID19-es](http://www.cdc.gov/COVID19-es)



# Attachment E: OSHA Risk Classification Poster (English)

## Worker Exposure Risk to COVID-19

### Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

OSHA has divided job tasks into four risk exposure levels, as shown below. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

### Occupational Risk Pyramid for COVID-19

#### VERY HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

#### HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

#### MEDIUM EXPOSURE RISK

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

#### LOWER EXPOSURE RISK (CAUTION)

Jobs that do not require contact with people known to be, or suspected of being, infected.

- Workers in this category have minimal occupational contact with the public and other coworkers.

For more information, see the [Guidance on Preparing Workplaces for COVID-19](#).



The four exposure risk levels represent probable distribution of risk.



• [osha.gov/covid-19](https://www.osha.gov/covid-19) • 1-800-321-OSHA (6742) • @OSHA\_DOL

OSHA 3993-03 2020

## Attachment E: OSHA Risk Classification Poster (Spanish)

# Riesgo de Exposición de los Trabajadores a COVID-19

## Clasificando la Exposición de los Trabajadores al SARS-CoV-2

El riesgo de los trabajadores de exposición ocupacional al SARS-CoV-2, el virus que causa COVID-19, durante un brote depende en parte del tipo de industria y la necesidad de contacto a menos de 6 pies de las personas que se conoce o se sospecha que tienen COVID-19.

OSHA ha dividido las tareas de trabajo en cuatro niveles de exposición al riesgo, como se muestra a continuación. La mayoría de los trabajadores estadounidenses probablemente estarán en los niveles de riesgo de exposición más bajo (de precaución) o en los niveles de riesgo de exposición medio.

## Pirámide de Riesgos Laborales para COVID-19

### RIESGO MUY ALTO DE EXPOSICIÓN

Los trabajos con riesgo muy alto de exposición a fuentes conocidas o sospechosas de COVID-19 durante procedimientos médicos específicos, trabajos mortuorios o procedimientos de laboratorio. Los trabajadores en esta categoría incluyen:

- Trabajadores del cuidado de la salud y de morgues que realizan procedimientos generadores de aerosol o recopilando/manipulando especímenes de pacientes potencialmente infecciosos o cuerpos de personas que se conoce o se sospecha que tienen COVID-19 al momento de muerte.

### RIESGO ALTO DE EXPOSICIÓN

Los trabajos con un alto potencial de exposición a fuentes conocidas o sospechosas de COVID-19. Los trabajadores en esta categoría incluyen:

- Personal de apoyo y atención del cuidado de la salud, transportes médicos y trabajadores mortuorios expuestos a pacientes conocidos o sospechosos de COVID-19 o cuerpos de personas que se conoce o se sospecha que tienen COVID-19 en el momento de la muerte.

### RIESGO MEDIO DE EXPOSICIÓN

Los trabajos que requieren contacto frecuente y/o cercano con personas que podrían estar infectadas, pero que no son pacientes conocidos o sospechosos. Los trabajadores en esta categoría incluyen:

- Aquellos que pueden tener contacto con el público en general (por ej. escuelas, ambientes de trabajo de alta densidad poblacional, algunos ambientes de alto volumen comercial), incluyendo las personas que regresan de lugares con transmisión generalizada del COVID-19.

### RIESGO BAJO DE EXPOSICIÓN (DE PRECAUCIÓN)

Los trabajos que no requieren contacto con personas que se conoce o se sospecha que están infectadas.

- Los trabajadores en esta categoría tienen un contacto ocupacional mínimo con el público y otros compañeros de trabajo.

Para obtener más información, consulte la [Guía sobre la Preparación de los Lugares de Trabajo para el virus COVID-19](#).



Los cuatro niveles de exposición al riesgo representan la distribución de riesgo probable.



Administración de Seguridad y Salud Ocupacional

• [osha.gov/covid-19](https://www.osha.gov/covid-19) • 1-800-321-OSHA (6742) • @OSHA\_DOL

## **Attachment F: Communication**

### **EVENICH CONSTRUCTION, INC. Key Contacts**

1. Ty Evenich: Equipment/Maintenance/Demo: 707-529-0710 Cellphone
2. Ron Evenich: On Site Crew Operations: 707-479-8737 Cellphone  
Ty Evenich: On Site Crew Operations: 707-529-0710 Cellphone  
Andy Delgado : On Site Crew Operations (English & Spanish): 707-387-5425 Cellphone
3. Ron Evenich: Estimating Operations: 707-479-8737 Cellphone
4. Becky Evenich: Office Operations: 707-974-3477 Cellphone/707-792-0358 Office

In the event of any situation requiring decision making on COVID-19 related matters, the above information lists the key contacts with EVENICH CONSTRUCTION, INC.. Please contact as soon as possible in the event of any related situation arising.

EVENICH CONSTRUCTION, INC. employees are directed to contact the main office via telephone and/or email and/or their direct site supervisor for any questions, concerns, clarification of procedures, or other information they may have regarding COVID-19 in our operation.

We are committed to providing our employees with up-to-date education and training on COVID-19 risk factors, protective behaviors (e.g., cough etiquette and care of PPE) and other topics as appropriate. If this has not been provided to you or you wish to have a refresher, please contact our main office and/or your site supervisor and it will be provided.

Last, we will also insure our employees are refreshed on don/doff of any PPE or other safety equipment required as part of their work. This will include how to use protective clothing and/or equipment, how to don/doff (e.g., put it on/take it off) safely, including in the context of their current and potential duties. Training material will be provided in a form which is both easy to understand and in the appropriate language and literacy level of our workers.

Ultimately, it is the focus of EVENICH CONSTRUCTION, INC. to ensure the health & safety of our employees on all job sites where we are engaged. As information evolves, we will continue to keep our workforce informed and adjust or otherwise modify our work activity as appropriate or required.

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Proceed to Page 20.**





**Attachment G: Documentation---Essential Business Sample Letter**

[DATE]

**To: State or Local Law Enforcement and Public Health & Safety Officials**

Re: Request for passage of employees performing essential activities

Please be informed that the bearer of this letter is employed at [COMPANY], located at [COMPANY ADDRESS]. [COMPANY] [EXPLAIN WHAT YOU DO THAT IS CONSIDERED ESSENTIAL BUSINESS, SUCH AS "we provide cleaning supplies to grocery stores, such as Walmart"]. These services are especially critical right now to meet the sudden increased consumer demand.

The continued operation of our business is critical to our region's direct response to the pandemic, and we have determined that our operations constitute an "Essential Business" as defined in the State of California Executive Order N-33-20, dated March 19, 2020.

The employee in possession of this letter is essential to the basic operations of our business. All personnel not essential to basic operation have been asked to work remotely.

All employees performing basic operations have been instructed to comply with social distancing requirements, and we can assure you that we are executing complete and rigorous protocols in our business, in order to minimize the risk of infection by COVID-19.

If you have further questions, please contact me directly at [TELEPHONE NUMBER], should you have questions regarding this letter or our operations at [COMPANY].

Sincerely,

[NAME/TITLE]