

## 1.1 PURPOSE

- 1.1.1 The purpose of this policy is to provide an overview of infection prevention and environmental control guidelines that will be critical to minimize the transmission of pandemic influenza and outline the precautions and procedures TERRY R PITT CONSTRUCTION has put in place to respond to the threat of disease outbreak.

## 1.2 RESPONSIBILITIES

### 1.2.1 Management

- 1.2.1.1 Activate plan when World Health Organization issues a pandemic alert of 1 or higher or upon alert of the Centers for Disease Control (CDC), state, or local government
- 1.2.1.2 Test the plan and emergency communication strategies periodically to ensure they are effective and workable. TERRY R PITT CONSTRUCTION management will review and test the pandemic preparedness program and emergency communication plan for effectiveness
- 1.2.1.3 Institute a continuous improvement process for the pandemic preparedness program and incorporate lessons learned into plan modifications following a pandemic event

### 1.2.2 Safety department

- 1.2.2.1 Designated as plan coordinator
- 1.2.2.2 Oversee development, maintenance, and implementation of the plan
- 1.2.2.3 Upon being instructed by management to activate the plan, designate and assemble a team, including a backup plan coordinator, and assign duties and responsibilities to the individual team members
- 1.2.2.4 Has the responsibility for the actions taken in the pandemic preparedness program and deals with the issues of pandemic disease and its impacts on the workplace

### 1.2.3 Supervisors

- 1.2.3.1 Oversee implementation of the plan at their respective sites and report any employees with symptoms or suspected exposure to the plan coordinator immediately

### 1.2.4 Employees

- 1.2.4.1 Report any symptoms or suspected exposure to their supervisor or the plan coordinator immediately
- 1.2.4.2 Be aware of the signs and symptoms of an outbreak
- 1.2.4.3 Be aware of protective measures to prevent exposure and spread of disease
- 1.2.4.4 Be aware of the risk level for exposure

1.2.4.5 Be aware of the contents of this plan

## 1.3 GENERAL

- 1.3.1 An outbreak of pandemic proportion poses safety, health, and security concerns no matter the origin - man-made, bioterrorism, or naturally occurring transmission. Events in recent history have shown the vulnerabilities nationally and internationally when individuals are diagnosed with highly contagious and dangerous viruses (ex. SARS, H1N1, COVID-19).
- 1.3.2 A comprehensive infection, prevention, and environmental control program forms the basis of a successful pandemic plan. Adherence to infection prevention and control policies and procedures is imperative to minimize the transmission of influenza and other viral diseases whether or not vaccine and antiviral medications are available.
- 1.3.2.1 A pandemic disease plan or disease containment plan should be developed for the company and a coordinator appointed. A workplace coordinator should be identified who will be responsible for dealing with disease issues and their impacts at the workplace. This may include contacting the local health department and health care providers in advance and developing and implementing protocols for response to ill individuals.
- 1.3.3 A business continuity plan will be prepared so if significant absenteeism or changes in business practices are required, business operations can be effectively maintained.

## 1.4 CONTROLS

- 1.4.1 The best strategy to reduce the risk of becoming infected with influenza and other viral contagions such as COVID-19 during a pandemic is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If it is absolutely necessary to be in a crowded setting, the time spent in a crowd should be as short as possible. Some basic hygiene and social distancing precautions that can be implemented in every workplace are included.
- 1.4.2 Encourage sick employees to stay at home.
- 1.4.3 Encourage employees to wash hands frequently with soap and water or with hand sanitizer if there is no soap or water available. Encourage employees to avoid touching their noses, mouths, and eyes.
- 1.4.4 Clean areas that are likely to have frequent hand contact (doorknobs, faucets, handrails) routinely and when visibly soiled. Work surfaces should also be cleaned frequently using normal cleaning products.
- 1.4.5 Encourage employees to cover their coughs and sneezes with a tissue or to cough and sneeze into their upper sleeves if tissues are not available. All employees should wash their hands or use a hand sanitizer after they cough, sneeze, or blow their noses.
- 1.4.6 TERRY R PITT CONSTRUCTION will provide, at no cost to the employee, hand washing facilities, antiseptic hand cleansers or the like, or other hygiene items.

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- 1.4.7 Avoid close contact with coworkers and customers (maintain separation of at least 6 feet). They should avoid shaking hands and always wash their hands after contact with others. Even if workers wear gloves, they should wash their hands upon removal of the gloves in case their hand(s) became contaminated during the removal process.
- 1.4.8 Reducing or eliminating unnecessary social interactions can be very effective in controlling the spread of infectious diseases. Minimize face-to-face contact between employees and communicate via e-mail, websites, and teleconferences. Encourage flexible work arrangements such as telecommuting or flexible work hours to reduce the number of employees who must be at work at one time or in one specific location.
- 1.4.9 TERRY R PITT CONSTRUCTION will establish flexible work schedules when possible by encouraging workers to stay at home when ill, when caring for others who are ill, or when are under such orders from governmental authorities.
  - 1.4.9.1 A business continuity plan will be developed so that if significant numbers of company employees are sick or absent due to governmental shelter-in-place orders, then business operations can be effectively maintained.
- 1.4.10 Reconsider situations that permit employees, customers, and visitors (including family members) to enter the workplace. Workplaces that permit family visitors on site should consider restricting/eliminating that option during an influenza pandemic.
- 1.4.11 Promote healthy lifestyles, including good nutrition, exercise, and smoking cessation. A person's overall health impacts their body's immune system and can affect their ability to fight off or recover from an infectious disease.
- 1.4.12 During a pandemic, engineering controls may be effective in reducing exposure to some sources of pandemic viruses and not others (ex. installing sneeze guards between customers and employees would provide a barrier to transmission). The use of barrier protections, such as sneeze guards, is common practice for both infection control and industrial hygiene. The installation of sneeze guards may reduce or prevent transmission between customers and employees; however, transmission may still occur between coworkers. Administrative controls and public health measures should be implemented along with engineering controls.
- 1.4.13 Administrative controls include controlling employees' exposure by scheduling their work tasks in ways that minimize their exposure levels.
- 1.4.14 Develop policies that encourage ill employees to stay at home without fear of any reprisals.
- 1.4.15 Discontinue unessential travel to locations with high illness transmission rates.
- 1.4.16 Encourage workers to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine may be considered when vaccines become available.

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- 1.4.17 While administrative and engineering controls and proper work practices are considered to be more effective in minimizing exposure to pandemic viruses, the use of PPE may also be indicated during certain exposures.
- 1.4.18 It is important that personal protective equipment be:
  - 1.4.18.1 Selected based upon the hazard to the employee
  - 1.4.18.2 Properly fitted and some must be periodically refitted (ex. respirators)
  - 1.4.18.3 Conscientiously and properly worn
  - 1.4.18.4 Regularly maintained and replaced, as necessary
  - 1.4.18.5 Properly removed and disposed of to avoid contamination of self, others, or environment.
- 1.4.19 Employers are obligated to provide their employees with protective gear needed to keep them safe while performing their jobs. The types of PPE recommended for pandemic viruses will be based on the risk of contraction while working and the availability of PPE.

## 1.5 PERSONAL PROTECTIVE EQUIPMENT

- 1.5.1 The decision on whether or not to require employees to use either surgical masks or respirators must be based upon a hazard analysis of the employee's specific work environment and the differing protective properties of each type of personal protective equipment. The use of surgical masks or respirators is one component of infection control practice that may reduce transmission between infected and non-infected persons.
- 1.5.2 To offer protection, both surgical masks and respirators must be worn correctly and consistently throughout the time they are being used. Respirators will require medical clearance and qualitative or quantitative fit test prior to use.
- 1.5.3 During an influenza pandemic, surgical masks and respirators should be used in conjunction with interventions that are known to prevent spread of infection, such as respirators, hand hygiene, and avoidance of large gatherings. Surgical masks are used for the following different purposes:
  - 1.5.3.1 Placed on sick people to limit the spread of infectious respiratory secretions to others.
  - 1.5.3.2 Worn by healthcare providers to prevent accidental contamination of patients' wounds by the organisms normally present in mucus and saliva.
  - 1.5.3.3 Worn by employees to protect themselves from splashes or sprays of blood or body fluids - they may also have the effect of keeping contaminated fingers/hands away from the mouth and nose.
- 1.5.4 Respirators are designed to reduce an employee's exposure to airborne contaminants. Employees in the medium risk exposure group and higher will undergo medical evaluation to evaluate their ability to wear a respirator and, once cleared, will be fit tested and issued an N-95 respirator. If the employee's job already requires the use of a respirator, he/she may continue to use the assigned respirator for that task as long

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as it provides the same protection as an N-95 respirator or better. All employees required to wear a respirator will receive additional training required by the respiratory protection plan in compliance with OSHA 29 CFR 1910.134.

- 1.5.5 Upon activation of the plan, TERRY R PITT CONSTRUCTION will pre-stage a two-week supply of surgical masks and respirators at each work location. The number of masks staged at each location will be based upon the calculation of a daily mask per employee for a two-week period of time, as well as two masks for use by family members for a two-week period of time. The plan coordinator will coordinate the distribution of the product. The product will be sent to the attention of the site supervisor. The site supervisor will ensure that the product is properly marked, segregated, and stored in a locked area until the time at which it is needed.
- 1.5.6 When public health officials announce heightened concern about the pandemic, TERRY R PITT CONSTRUCTION may, in an effort to protect the health of its employees, require that anyone assigned to any work location wear the appropriate protection. Prior to implementing this requirement, per OSHA guidelines, employees will be fit tested onsite and will be provided instructions regarding the proper use and care of the product. Information will also be provided to family members relative to the proper fit, use, and care of the product. Every effort will be made to arrange for medical evaluation and fit testing.
- 1.5.7 If medical evaluation and fit testing are not possible due to pandemic conditions, then in the interest of employee health and exposure limitation, safety personnel will instruct employees on the proper method of wearing the product.
- 1.5.8 It is important to note that respirators are not intended for normal use by children or by individuals with medical conditions that might prevent the use of a respirator, such as asthma, emphysema, or a history of heart disease. If a family member has a condition, they should consult their personal physician prior to using the product.
- 1.5.9 For employees, medical evaluation will be provided by a company physician if the use of a respirator is required within the work environment. During pandemic conditions, this may not be possible.
- 1.5.10 Individuals should use the same steps that they normally practice to protect themselves from seasonal outbreaks of influenza. Those steps include:
  - 1.5.10.1 Frequent and thorough hand washing
  - 1.5.10.2 Covering mouth properly when sneezing or coughing
  - 1.5.10.3 Avoiding drinking after other individuals
  - 1.5.10.4 Avoiding close contact with individuals who are ill
  - 1.5.10.5 Seeking medical advice and staying home if the doctor tells them to do so

## 1.6 CONTAINMENT/QUARANTINE

- 1.6.1 Employees experiencing flu-like symptoms and feeling as though there is a possibility that they have been exposed to influenza or other pandemic viral diseases will contact their supervisor and plan coordinator immediately. If the symptoms or exposure has occurred away from work, employee should immediately contact a physician.
- 1.6.2 While awaiting medical confirmation of infection, employees will be required to remain at home and a decision will be made relative to placing an employee's jobsite under quarantine.
- 1.6.3 If a physician confirms through laboratory testing that the employee does have a pandemic contagion such as influenza or COVID-19 virus, that employee or a member of their immediate family must contact the employee's supervisor or the plan coordinator immediately. The employee will remain off work until the physician releases them to return to duty. A return to work slip from the physician will be required before the employee is allowed to return to any office or jobsite. An announcement will then be made regarding the status of the site.
- 1.6.4 If an employee becomes ill at work and a viral infection is suspected, the employee will be issued a surgical mask and will be sent home. If, through observation on the job, it is suspected that an employee is ill and could possibly be infected, then at the discretion of the supervisor, the employee will be issued a surgical mask and sent for medical evaluation and treatment. The employee will not be allowed to return to work until they have received medical clearance. A return to work slip from the physician will be required before the employee is allowed to return to any office or jobsite.
- 1.6.5 First aid providers will follow decontamination procedures outlined in the *Bloodborne Pathogen Exposure Control Plan* for cleaning and disinfecting the employee's work area with a 10:1 ratio of water/bleach. If, due to pandemic conditions, first aid providers are unable to perform this function, an outside contractor will be brought in to complete the decontamination procedure.
- 1.6.6 If necessary, due to internal or external spread of the disease, PPE will be distributed to employees to be worn in the work and home setting. Social distancing strategies will also be implemented to reduce the frequency of contact between personnel. Those strategies include, but are not limited to:
  - 1.6.6.1 Avoiding face-to-face meetings by using telephone, video conferencing (if available), web meetings, and e-mail, even when co-workers are in the same facility. If people must meet, they should wear masks and should remain at least 6 feet away from each other.
  - 1.6.6.2 Avoiding travel to other businesses, meetings, work related gatherings, conferences, and workshops. If employees must travel, they should wear a mask while on the airplane and in other public areas.
  - 1.6.6.3 Splitting crews into subgroups to avoid cross contagion to increase the possibility that one of the teams will remain uninfected.
  - 1.6.6.4 Providing an interval time between shifts to ventilate the facility and minimize face-to-face contact wherever possible, for sites operating multiple shifts.

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- 1.6.6.5 TERRY R PITT CONSTRUCTION will address social distancing to include increasing the space between company employees in work areas and decreasing the possibility of contact by limiting large or close contact gathering when possible.
  - 1.6.6.6 Increasing work from home (under supervisory direction) for those individuals with cell phones and computers.
  - 1.6.6.7 Avoiding public transportation.
  - 1.6.6.8 Avoiding communal lunch periods (bring lunch from home to avoid restaurants), communal coffee breaks, and communal smoke breaks.
  - 1.6.6.9 Utilizing basic hygiene tools, such as washing hands numerous times per day. If it is not possible to do so, use a hand sanitizer.
- 1.6.7 Individuals who are returning from or who are visiting from areas of pandemic outbreaks may be asked to stay at home until they have been medically cleared to be at work. It is the worker’s responsibility to notify their supervisor, who in turn will notify the plan coordinator of their status. It is imperative that individuals who travel abroad maintain regular communication with their home office so that frequent and detailed updates can be provided concerning the pandemic status.
- 1.6.8 Site supervisors will work with the plan coordinator to ensure that core functions, people, and skills have been identified and a plan is in place in the event of an outbreak. The plan should include:
- 1.6.8.1 Services at the site that should be the last to shut down.
  - 1.6.8.2 Identification of employees who can serve as backups in case of absences.
  - 1.6.8.3 Identification of employees who can work from home and those who are required onsite.
  - 1.6.8.4 Information flow relative to the transmission of key information needed to run the operation and who can access this information should key employees become stricken.

## 1.7 SITE CLOSURE

- 1.7.1 If a case of pandemic influenza, COVID-19, or a similar viral pandemic contagion is confirmed at a work location, the infected individual and entire site population may be sent home. Individuals will be asked to contact a central telephone number daily to report on their medical status. The central phone number will be monitored daily by the plan coordinator or designated team member. In this event, it will be strongly suggested that all employees limit contact outside of their homes to prevent possible contamination until the medically approved waiting period (based upon the direction of the local health department) has elapsed.
- 1.7.2 If state or national authorities indicate that the pandemic activity has reached a serious level, TERRY R PITT CONSTRUCTION may, at its discretion, limit access to a specific site or sites or completely close various locations in order to prevent further spread of the flu, COVID-19, or other pandemic viral contagion.

- 1.7.3 Decisions to close a particular work location due to the pandemic will be made by the site supervisor in conjunction with management.
- 1.7.4 If a large-scale decontamination of property or equipment is required, site supervisors will work with management to arrange for an outside service to complete the decontamination process.

## 1.8 CHAIN OF COMMAND/EMERGENCY CONTACT LIST

- 1.8.1 To report a possible emergency evacuation situation, notify a supervisor. The supervisor will contact a senior TERRY R PITT CONSTRUCTION employee who will sound the emergency alarm, if necessary.
- 1.8.2 Procedures provide for overall command and control of an emergency incident. It improves communication between senior personnel and emergency crews who respond to the call for help. It also provides appropriate emergency actions during the first few minutes it takes for them to arrive.
- 1.8.3 This network is part of a larger incident management system that can respond to an emergency and accomplish the following:
  - 1.8.3.1 Identify, locate, and determine the extent of the emergency
  - 1.8.3.2 Determine the resources necessary to manage and control the emergency
  - 1.8.3.3 Coordinate, command, and control responsibilities between police and fire department, medical service providers, government agencies, and onsite responders
  - 1.8.3.4 Establish and maintain communication between onsite emergency responders and other emergency service providers
  - 1.8.3.5 Provide for the safety of victims
- 1.8.4 The chain of command links one person with overall responsibility for managing an emergency to others responsible for carrying out specific emergency responses. It establishes who is in charge and ensures that everyone in the chain responds to emergencies in an organized way.
- 1.8.5 The established chain of command minimizes confusion during an emergency and helps ensure that responders manage an emergency in the most efficient way possible.
- 1.8.6 The senior TERRY R PITT CONSTRUCTION employee (emergency scene commander) is a trained employee who has overall responsibility for managing emergencies.
- 1.8.7 For offsite locations, outside services that can provide assistance in the event of an emergency should be identified and reviewed with workers prior to commencing work activities.
- 1.8.8 A communication protocol must be established with regard to emergency notification protocol, command structure, emergency assembly areas, and evacuation procedures.
- 1.8.9 An emergency response strategy or procedure is a plan that outlines the responsibilities and actions of individuals in the event of an emergency situation occurring.



## 1.9 COMMUNICATION

- 1.9.1 Plan will be communicated in its entirety to employees who have specific responsibilities within it.
- 1.9.2 Sections of the plan will be communicated and reviewed with the general employee population to:
  - 1.9.2.1 Ensure understanding related to key elements of the plan
  - 1.9.2.2 Inform employees of the progress of the pandemic
  - 1.9.2.3 Inform employees how TERRY R PITT CONSTRUCTION is responding to the changing status of the pandemic
  - 1.9.2.4 Ensure understanding related to what changes in the workplace will be required
  - 1.9.2.5 Inform employees who travel of any travel warnings/restrictions related to pandemic affected areas
  - 1.9.2.6 Alleviate employee concerns
  - 1.9.2.7 Notify workers, customers, and/or suppliers when operations resume
- 1.9.3 Travel warnings will be communicated to all personnel via company email and posted warnings at offices and jobsites.
- 1.9.4 Disease fact sheets on the particular strand of virus involved in the pandemic will be obtained from the World Health Organization, CDC, and/or state and local governments and will be posted at each office and jobsite and provided to each employee.
- 1.9.5 Notices will be posted at each office and job site warning employees and visitors not to enter the site if they are experiencing flu-like or COVID-19 symptoms.
- 1.9.6 Suppliers will be informed of TERRY R PITT CONSTRUCTION's plan related to material deliveries.
- 1.9.7 Customers will be contacted as needed if production or product shipments are affected.
- 1.9.8 Media communication will be handled by one designated member of the pandemic response team.
- 1.9.9 An effective internal and external communication plan will be developed with contact information for employees and customers.
- 1.9.10 TERRY R PITT CONSTRUCTION will contact the local health department and health care providers in advance and develop and implement protocols for responding to ill individuals.

## 1.10 INFLUENZA

- 1.10.1 Influenza is spread through large droplets that directly contact the nose, mouth, or eyes. These droplets are produced when infected people cough, sneeze, or talk, sending the relatively large infectious droplets and very small sprays into the nearby air and into contact with other people. Large droplets can only

travel a limited range; therefore, people should limit close contact (within 6 feet) with others when possible.

1.10.2 To a lesser degree, influenza is spread by touching objects contaminated with influenza viruses and then transferring the infected material from the hands to the nose, mouth, or eyes. Influenza may also be spread by very small infectious particles traveling in the air.

1.10.3 Classifying exposure

1.10.3.1 Very high - Employees with potential exposure to high concentrations of known or suspected sources of pandemic influenza during specific procedures.

1.10.3.2 High - High potential for exposure to known or suspected sources of pandemic influenza virus including travel to and from countries with a higher risk of exposure.

1.10.3.3 Medium - Jobs require frequent, close contact (within 6 feet) exposures to known or suspected sources of pandemic influenza virus such as coworkers or the general public.

## 1.11 METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREUS (MRSA)

1.11.1 Staphylococci are very common germs (bacteria). *Staphylococcus aureus*, often referred to simply as *staph*, is a bacterium commonly found on the skin of healthy people. People usually carry staph on their skin, in their nose, or in the rectum. These people are said to be colonized and are also called carriers.

1.11.2 Staph can get into the body and cause an infection. This infection can be minor (pimples, boils, furuncles, and other skin conditions) or serious (such as blood infections or pneumonia).

1.11.3 Methicillin is an antibiotic commonly used to treat staph infections. Although methicillin is very effective in treating most staph infections, some staph bacteria have developed resistance to methicillin and can no longer be killed by this antibiotic. These resistant bacteria are called methicillin-resistant *Staphylococcus aureus*, or MRSA.

1.11.4 MRSA is almost always spread by direct skin-to-skin contact or contact with shared items or surfaces that have come into contact with someone else's infection (towels, bandages, bed linens, etc.) MRSA skin infections can occur anywhere. MRSA is not spread through the air or through the environment. There is no way of knowing who is a carrier of MRSA.

1.11.5 Prevention

1.11.5.1 Wash hands often, shower regularly, and practice good hygiene

1.11.5.2 Keep cuts and scrapes cleaned and covered with bandage until healed

1.11.5.3 Avoid contact with other people's wounds or bandages

1.11.5.4 Avoid sharing personal items such as towels, washcloths, razors, or clothes

1.11.6 Staph and MRSA can survive on some surfaces/items for hours, days, or even months, but it all depends on factors like temperature, humidity, the amount of germs present, and the type of surface/items (ex.

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porous like a sponge, wood, or clothing or nonporous like plastic, countertops, vinyl). It also depends on whether these surfaces/items have nutrients to allow it to survive longer. When surfaces/items are not cleaned and conditions are good for bacterial growth, staph and MRSA are more likely to survive for longer periods. The best way to keep surfaces and items free from contamination of staph and MRSA is to cover infections with bandages and to wash hands often. Regularly clean frequently touched surfaces and items that come into direct contact with infected skin.

- 1.11.7 Routine laundry procedures, detergents, and laundry additives will help make clothes, towels, and linens safe to wear or touch. If surfaces/items have been contaminated by infectious material, these may be laundered separately, but it is not absolutely necessary.

## 1.12 TUBERCULOSIS

- 1.12.1 Tuberculosis disease (TB) is a very contagious disease of the respiratory system. It is a bacterial infection that begins in the lungs and is able to spread by the circulatory system to other parts of the body, such as the meninges (the tissue covering the brain), spine, kidneys, and other abdominal organs and may be fatal.

- 1.12.2 This disease is contagious, but only in the person's respiratory system. A person cannot get TB from touching the person or their bedding or clothing.

- 1.12.3 Respiratory symptoms may include horrible coughing that extends longer than three weeks, chest pains, blood, or sputum when coughing. Other symptoms include extreme fatigue, reduced weight, loss of appetite, high fever, chills, and night sweats.

- 1.12.4 The most important way to stop the spread of tuberculosis is for TB patients to cover the mouth and nose when coughing and to take all the TB medicine exactly as prescribed by the physician.

## 1.13 CORONAVIRUS DISEASE 2019 (COVID-19)

### 1.13.1 Purpose

- 1.13.1.1 The purpose of this policy is to establish corporate wide guidelines for the prevention of the spread of the Coronavirus disease 2019 (COVID-19) within the occupational setting.

### 1.13.2 Prevention

- 1.13.2.1 Understanding of the Coronavirus disease 2019 (COVID-19).

- 1.13.2.2 Management and supervision will communicate this policy throughout TERRY R PITT CONSTRUCTION to all employees

- 1.13.2.3 According to the Centers for Disease Control and Prevention (CDC), there are vaccines available to help prevent the spread of Coronavirus disease 2019 (COVID-19).

- 1.13.2.4 The best method to prevent illness is to avoid being exposed to the virus.

## 1.13.3 Everyday Preventive Actions

- 1.13.3.1 Employees should avoid close contact with people who are sick
- 1.13.3.2 Employees should avoid touching their eyes, nose, and mouth
- 1.13.3.3 When sick or exhibiting symptoms, employees should not report to work
- 1.13.3.4 Employees should cover their mouths when they cough or sneeze, preferably with a tissue, and then throw the tissue into the trash
- 1.13.3.5 Employees should clean and disinfect common work surfaces and objects using a regular household cleaning spray or wipe
- 1.13.3.6 Employees should wash hands often and with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing
- 1.13.3.7 If employees do not have soap and water available, employees should use an alcohol-based hand sanitizer with at least 60% alcohol.

## 1.13.4 Wearing of a facemask, surgical mask, or respirator

- 1.13.4.1 The decision on whether or not to require employees to use either surgical masks or respirators is based on a hazard analysis of the employee's specific work environment and the differing protective properties of each type of personal protective equipment.
- 1.13.4.2 The CDC states that facemasks should be worn by all unvaccinated people to help prevent the spread of the disease to others. At this time, vaccinated people are not required to wear facemasks.
- 1.13.4.3 The use of facemasks or respirators is crucial for health care workers and people who are caring for sick patients in close settings either at home or in a health care facility.

## 1.13.5 Employees Exhibiting Symptoms

- 1.13.5.1 Employees who exhibit symptoms, do not feel well, or are concerned that they may have contracted COVID-19 should not report to work and should consult with their medical provider about appropriate steps.
- 1.13.5.2 This policy establishes minimum expectations in order to mitigate the risk of the spread of the COVID-19 virus within the workplace. It is the expectation of TERRY R PITT CONSTRUCTION that all employees will follow this policy and directions from competent authorities as they may arise.

## 1.14 PLAN UPDATES

- 1.14.1 Due to the uncertain nature of a pandemic, this plan is not designed to be all encompassing. As situations arise, the plan will be re-evaluated and updated, as circumstances require. Updates will be communicated to all affected employees as applicable.

## 1.15 TRAINING

- 1.15.1 Each jobsite should develop and implement an education plan to ensure employees are aware of their roles and responsibilities during a pandemic.
- 1.15.2 TERRY R PITT CONSTRUCTION will provide training, education, and informational material about essential job functions and employee health and safety, including proper hygiene practices and the use of any PPE to be used in the workplace. TERRY R PITT CONSTRUCTION will ensure that informational material is available in a usable format for individuals with sensory disabilities and/or limited English proficiency. Employees will be encouraged to take care of their health by eating right, getting plenty of rest, and getting a seasonal flu vaccination and/or other vaccinations, as needed.
- 1.15.3 TERRY R PITT CONSTRUCTION will provide employees with up-to-date education and training on influenza risk factors, protective behaviors, and instruction on proper behaviors (ex. cough etiquette and care of PPE).
- 1.15.4 TERRY R PITT CONSTRUCTION will provide training to affected company employees on how to prevent illness, how to avoid the spread of disease within the work environment, initial symptoms, and when it is appropriate to return to work.

