



The Building Envelope
Built Better



COVID-19 PREPAREDNESS PLAN:

Given the evolving and rapidly changing condition of COVID-19 across our country and around the globe, the following document summarizes current actions taken by the Seedorff Companies. *Our primary objective is the safety, health and well-being of our team members, their families, and our personal and professional community partners.*

GENERAL GUIDELINES

PRACTICE SELF-AWARENESS

- Wash your hands frequently with soap and water. Hand sanitizer is an acceptable option.
- Cover your mouth with your elbow or tissue when coughing or sneezing.
- Social Distancing – avoid close contact (6' or less) and do not assemble in a group of 10 or more.
- Do not come to work if you do not feel well. Fever, cough and shortness of breath are symptoms of COVID-19.

CLEAN EQUIPMENT, FACILITIES, AND COMMON AREAS

- Use hospital grade disinfectants to clean high-traffic or high contact common areas/surfaces.
- Vehicles – wipe down steering wheels, arm rests, console, handles, etc. prior to and following each use.
- Break areas – wipe down and clean all common surfaces (table tops, appliances, door handles, etc).
- Equipment and electronics – controls, touchpads, buttons, etc. should be cleaned regularly after use.

RESTRICT NON-ESSENTIAL FACE-TO-FACE INTERACTION AND TRAVEL

- International – business. No international travel until further notice.
- International – personal. Self-quarantine for a minimum of 14 days upon return.
- Domestic – business. Essential business travel only. Self-quarantine may be warranted based on risk.
- Domestic – personal. No restriction. Self-quarantine may be required as the situation changes.

JOBSITES AND FIELD OFFICES

PREVENTATIVE MEASURES

- Perform job trailer, gang box and break area cleaning consistent, to the greatest degree practical, with the CDC guidelines: <https://www.cdc.gov/coronavirus/>
- Post job site signage at all break areas / job trailers advising team members to do the following:
 - Avoid handshakes and direct physical contact with others.
 - Frequently wash their hands with soap for at least 20 seconds; hand sanitizer is an option.
 - Cough or sneeze into the crook of their elbow; or a tissue and dispose of properly.
 - Maintain a 6-foot distance from others whenever possible.
 - Avoid touching your face, particularly your eyes, nose and mouth.
- Post job site signage at all jobsite trailers in English and Spanish (if appropriate) that state as follows:
 - HELP KEEP US ALL HEALTHY! If you can answer yes to any of the following questions, please do not enter the site and consult with medical personnel:
 1. Do you have a fever, cough or shortness of breath?
 2. Have you been in close contact with someone known to have coronavirus (COVID-19)?
 3. Within the past 14 days have you traveled with an area that the CDC has designated as having widespread concern for COVID-19?
- Revise A.M. huddles, breaks, and other procedures to ensure people remain 6 feet from others.
- Discuss COVID-19 symptoms during a Toolbox Talk.

- Disinfect break areas, common surfaces, door knobs, microwave buttons, and exterior/interior entrance door handles twice a day.
- All non-essential site visits and tours will be canceled and/or rescheduled.
- Daily Check-in: Foreman shall note if any CDC-determined symptoms of COVID-19 are present in any employee:
 - Fever, Cough, Exhaustion, Fatigue, Weakness, Shortness of breath
- International Travelers are prohibited to be on project sites for a period of 14 days after return to the US. Hawaii and Alaska are the only exceptions to this. Domestic travelers are subject to self-quarantine based on location.

SOCIAL DISTANCING

- Maintain a minimum of 6' of separation, practice self-awareness, and clean equipment and common areas.
- Scope of Work and installation methods will dictate crew and sub-crew logistics on site.
- AWS unitized systems promote 2-person teams on two levels. Where unitized systems are installed, maintain 6' of social distance between team members during work shifts, and during breaks/lunch.
- Rigging crews create natural separation on the ground based on unit sizes. Maintain 6' of separation.
- SMI crews have flexibility in the number of bricklayers on a given length of wall. Assign no more than 1 bricklayer and laborer per 10' lineal feet of wall. Where stone crews are present, maintain 6' of separation.

IN THE EVENT A TEAM MEMBER REPORTS TESTING POSITIVE OR IS IN PROXIMITY TO A PERSON HAVING COVID-19

- Seedorff will follow the guidelines established by the CDC, found here: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- Notification of one of our team member's reporting testing positive for or coming into close contact with a person having COVID-19 should immediately be given to jobsite foreman.
- Investigation of the report should include the following: (this information is *confidential*)
 1. Confirm the worker's identity (name, address, cell phone, additional contact info)
 2. Contact our Corporate Office and initiate AWS/SMI response plan
 3. Investigate who was within range of team member that may have higher levels of exposure
 4. Find out what area he/she was assigned to and what other contractors had people in that area?
 5. Which crew did he/she work in? Where did he/she eat lunch?
 6. Car pool companions?
- During the first 24 hours after notice of a site worker reporting testing positive for, or coming into close contact with, COVID-19 AWS/SMI will utilize the CDC risk assessment protocols. Management will determine what additional steps need to be taken.
- Reopening of the site (if closed) will be at the discretion of the general contractor or construction manager.

IN THE EVENT OF A MANDATED JOB SITE SHUTDOWN

- Confirm shutdown direction with general contractor.
- Notify management/senior leadership, initiate shutdown communication protocol for employees and share the anticipated length of shut down.
- Ensure all trailers, toolboxes, and equipment are locked.
- Where possible, move materials inside the building or to a secure area.
- Inspect break areas and food storage areas including refrigerators and lunch boxes in trailer offices, removing all perishable items.
- Secure all equipment and verify on-site fuel storage.
- Remove trash from the site.
- Coordinate access where needed.
- Ensure all personal vehicles are removed from site.



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