COVID-19 (Coronavirus) JOBSITE PROTOCOL

March 18, 2020

According to the U.S. Centers for Disease Control and Prevention (CDC), Chinese authorities identified the new coronavirus, which has resulted in confirmed human infections in China and a growing number of other countries including the United States. Without sustained human-to-human transmission, most American workers are not at significant risk of infection.

There is much more to learn about the transmissibility, severity and other features associated with COVID-19 as the outbreak investigation continues. According to the CDC, spread from person-to-person is most likely among close contacts. The CDC and MN Department of Health are recommending the implementation of social distancing (keeping a safe distance of at least 6 feet) and reduced close contact with others to help reduce the spread of infection.

As a result of these concerns and the guidance from the CDC and MN Department of Health, the following jobsite protocols should be put in place if and when possible:

• Communication of COVID-19 to all on-site workers, shall be by posting the two KA Safety News and Alerts - Overview and Jobsite Protocol. These can be posted throughout the jobsite including offices, breakrooms, common hallways, main entry ways and doors, etc.
• Other communication to onsite workers will be through notices through KA site supervision to trade foremen to review with their crews.
• Avoid jobsite meetings – foreman, owner / architect, pre-construction, etc.
• Conference calls are highly encouraged for any meetings that may be needed for essential function / coordination of the jobsite.
• No group award lunches such as topping off celebration, safety, etc.
• No buffet style food such as pizza or pot luck – individual or box lunches only.
• No group lunch or break rooms – spread out where possible.
• Avoid close contact with fellow coworkers and tradespeople.
• Stagger multiple lunch hours to reduce large groups and promote social distancing.
• Attempt to coordinate construction activities apart from each other.
• Minimize external visitors to the jobsite.
• No jobsite tours.
• No OSHA Consultation / MNCHASE / etc.
• Avoid group trainings / discussions.
• No group daily huddles.
• No group stretch and flex.
• Do not share tools.
• Do not share personal protective equipment (PPE).
• Ensure PPE is disposed of properly.
• Sanitize reusable PPE and tools when shared; such as power tools, mobile lifts, pallet jacks, face shields, etc.
• Utilize disposable gloves where appropriate. Wash hands after removing gloves.
• Portable restrooms shall provide hand sanitizer in each unit and additional cleanings when available.
• Additional hand sanitizer and cleaning products may be acquired through the KA Yard.
• Rent additional hand washing stations from the portable restroom supplier, if available.
• Coordinate with on-site facilities to utilize existing washrooms for hand washing.
• All on-site workers shall complete the COVID-19 Screening Questionaire prior to beginning work and everyday after until further notice. If answering "Yes" to any question, access to the jobsite will be denied.
• All on-site workers are encouraged to self-report any COVID-19 symptoms to their immediate supervisor for immediate reporting to KA on-site supervision.
• Immediately communicate with Brian Hook if you become aware of any positive COVID-19 diagnosis for an on-site worker.
• Elevator use for material delivery should involve the operator and person assisting the delivery. All other workers shall use stairs / ladders to maintain social distancing. Special considerations will be made for employee use, if necessary.
• Regular disinfection of common areas in the KA field office; such as tables, chairs, door knobs, computers, phones, water jugs, etc.

Meeting Attended By: (Print full name): __________________________________________________________________________
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Comments: _______________________________________________________________________________________

Supervisor's Signature: ______________________________________________________________________________

PRACTICE GOOD HYGIENE!!