



## MY HEALTH

# COVID-19 GUIDELINES AND GENERAL INFORMATION

As the new coronavirus, COVID-19, continues to spread across the country, we want to keep you informed of the steps the Companies (PJ Dick, Trumbull, Lindy, Gulisek) are taking to prepare should an outbreak occur and impact our business operations. Please know that your safety and wellbeing is important to us, and we will take all appropriate steps to ensure a safe and healthy workplace.



# COVID-19 EMPLOYEE RESPONSE PLAN

## IDENTIFY if in the past (14) days you have:

Traveled to an area of widespread transmission.

(i.e., China, Italy, South Korea, Iran, Washington State, New York City Area, etc.)

OR

Have had close contact with a person known to have COVID-19.

OR

Are under quarantine by a recognized health authority or have a sick family member with COVID-19 in your home.

AND

You have symptoms of acute respiratory illness (cough, shortness of breath, fever of 100.4° F [37.8° C] or greater using an oral thermometer,) then:

## REPORT

You ("Reporting Employee") should stay home and notify your supervisor and the HR COVID-19 helpline (724-336-1560) of your potential COVID-19 illness.

You should identify for HR all employees with whom you have had close contact (defined by the CDC as "being within 6 feet of a person for a prolonged period of time") within the previous 5 days (the "Affected Employees").

You should not return to work until you:

- Are symptom-free for 7 days without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants); or
- Have a negative COVID-19 test result; or
- Have a release from your treating physician that it is safe for you to return to work; or
- If applicable, complete the quarantine requirements.

## INFORM

HR Department should notify all Affected Employees of their potential exposure to COVID-19 while keeping confidential the Reporting Employee's personally identifiable information in compliance with the ADA and HIPAA.

Affected Employees should consult with their physician and follow the CDC's guidance for how to conduct a risk assessment of their potential exposure.

### PREVENTION GUIDELINES

- Avoid close contact with people who are sick.
- Stay home when sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects/surfaces using household cleaning spray/wipes.
- Wash your hands often with soap and water for at least 20 seconds, after using the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use alcohol-based hand sanitizer with at least 60% alcohol.
- Refer to CDC website [www.cdc.gov](http://www.cdc.gov) for specific travel advisory guidelines.
- **Don't share drinks, utensils, or other personal items.**

# RESPIRATORY VIRUSES – WHAT YOU SHOULD KNOW

## PREVENTION

The best way to prevent illness is to avoid being exposed to respiratory viruses such as Influenza (Flu) & Coronavirus (COVID-19). Following everyday preventive actions recommended by Centers for Disease Control and Prevention (CDC) will help prevent the spread of respiratory viruses.

### DO:

- Get a yearly flu vaccine to protect against influenza. There is no current vaccine for COVID-19.
- Avoid close contact with people who are sick.
- Stay home when sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects/surfaces using household cleaning spray/wipes.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use alcohol-based hand sanitizer with at least 60% alcohol.
- Refer to CDC website ([www.cdc.gov](http://www.cdc.gov)) for specific travel advisory guidelines.
- The CDC recommends that people wear a face cloth to cover their nose and mouth in the community setting.

### DON'T:

- Share drinks, utensils, or other personal items.
- Touch your eyes, nose, or mouth.

## SYMPTOMS

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

*Or at least two of these symptoms:*

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Children have similar symptoms to adults and generally have mild illness.

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

## TREATMENT

If you are sick with the flu, taking antiviral drugs prescribed by your doctor can be used to treat your illness. Currently there is no specific antiviral treatment recommendations for COVID-19.

If you feel ill or are concerned about your health, contact your healthcare provider.



# WORKERS PROTECTING WORKERS – PROCEDURES & GUIDELINES

## COVID-19 SCREENING QUESTIONS FOR DAILY SAFETY PLANNING MEETINGS

The Supervisor or person in charge should review the following questions and document as part of their Daily Safety Planning Meeting.



### Social Distancing Check

- Are there 10 or less employees in attendance?
- Are employees spaced out a minimum of 6 feet?

**I am going to ask you a series of questions. If your answer to any of the following questions is YES, please come see me privately after this meeting.**

- Are you sick?
- Have you traveled to an area of widespread COVID-19 transmission (i.e., Washington State, New York City area, international travel or cruise)?
- Have you had close contact with a person known to have COVID-19?
- Are you under quarantine by your doctor or other recognized health authority?
- Do you have a sick family member with COVID-19 in your home?

**If anyone answered YES to any of the previous questions:**

➔ **If you are an employee**, speak to your supervisor and contact the HR COVID-19 helpline (724-336-1560) of your potential COVID-19 illness. Follow the COVID-19 Employee Response Plan.

➔ **If you are a subcontractor/supplier**, speak to your supervisor for further direction.

## SOCIAL DISTANCING GUIDELINES AT WORK

The CDC has recommended that people implement certain social distancing practices to slow the spread of the new Coronavirus, COVID-19. The Companies (PJ Dick, Trumbull, Lindy, Gulisek) have identified the following guidelines to help maintain a safe and healthy workplace.



Minimize in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building. Limit meeting participants to essential personnel.

Keep in-person meetings short, in a large meeting room where people can sit at a comfortable distance, and avoid shaking hands.



Cancel or postpone non-essential business travel, meetings, gatherings, workshops and training sessions.

Practice good hygiene and refer to the MY HEALTH RESPIRATORY VIRUSES: WHAT YOU SHOULD KNOW safety guidance.



# COVID-19 | MY SAFETY Takes Me Home



## COVID-19 FACTS

### DO:

- Stay at home when sick
- Avoid contact with people who are sick
- Clean your hands often
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces

### DON'T:

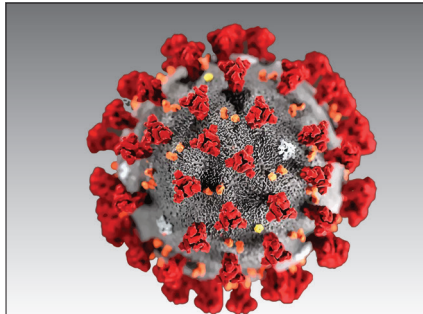
- Share drinks, utensils, or other personal items
- Touch your eyes, nose, or mouth
- Work or congregate closer than necessary to others
- Shake hands

### SYMPTOMS:

- Fever - 100.4°F or greater
- Cough
- Shortness of breath

### RETURNING TO WORK:

- Symptom free for 7 days; or
- Have a negative COVID-19 test result; or
- Obtained a release from your treating physician; or
- Completed applicable quarantine requirements



**TRANSFER OF COVID-19** – Best way to prevent illness is to prevent exposure to the virus. COVID-19 is spread from person to person through respiratory droplets expelled when an infected person coughs or sneezes.



**HAND WASHING** – Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.



**CONTACT RISK PREVENTION** – Practice social distancing (6 ft. or more from others). Eliminate or reduce size of in-person meetings. Prohibit communal eating and drinking. Do not share papers, pens, etc.



**CLEAN & DISINFECT** – Clean and disinfect frequently touched surfaces daily; door knobs, switches, handles, faucets, cabs, etc. Disinfect shared tools or equipment after use. Do not share PPE.

**STOP**

- Are you sick?
- Have you traveled to an area of widespread COVID-19 transmission (i.e., Washington State, New York City area, international travel or cruise)?
- Have you had close contact with a person known to have COVID-19?
- Are you under quarantine by your doctor or other recognized health authority?
- Do you have a sick family member with COVID-19 in your home?

**If you answered YES to ANY of these questions, DO NOT come on-site. PLEASE GO HOME.**

If you are an employee, notify your supervisor and contact the HR COVID-19 Helpline.  
If you are a subcontractor/supplier, contact your supervisor for further direction.

**IDENTIFY** – Have you traveled to an area of widespread transmission, had close contact with a person known to have COVID-19, are you under quarantine, or have a family member in your home with COVID-19? If so stay home and follow reporting protocol!

**MY HEALTH COVID-19 EMPLOYEE RESPONSE PLAN**

**IDENTIFY** If in the past 14 days you have:

<ul style="list-style-type: none"> <li>Traveled to an area of widespread transmission (i.e., China, Italy, South Korea, Iran, Washington State, New York City Area, etc.)</li> </ul>	OR	<ul style="list-style-type: none"> <li>Have had close contact with a person known to have COVID-19.</li> </ul>	OR	<ul style="list-style-type: none"> <li>Are under quarantine by a recognized health authority or have a sick family member with COVID-19 in your home.</li> </ul>
AND				
<ul style="list-style-type: none"> <li>You have symptoms of acute respiratory illness (cough, shortness of breath, fever of 100.4°F/37.8°C) or greater risk of an oral thermometer fever.</li> </ul>				

**REPORT**

<p>1</p> <p>Your "Reporting Employee" should stay home and notify your supervisor and the HR COVID-19 Helpline (724-336-1560) of your potential COVID-19 illness.</p>	<p>2</p> <p>You should identify for HR all employees with whom you have had close contact (defined by the CDC as "being within 6 feet of a person for a prolonged period of time" within the previous 14 days (the "Affected Employee").</p>	<p>3</p> <p>You should not return to work until you:</p> <ul style="list-style-type: none"> <li>the symptoms have for 7 days without the use of fever reducing or other symptom altering medicines (e.g. cough suppressants, etc.)</li> <li>are cleared by a health care provider.</li> <li>have a release from your treating physician that is safe for you to return to work, or</li> <li>if applicable, complete the quarantine requirements.</li> </ul>
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**INFORM**

<p>HR Department should notify all Affected Employees of their potential exposure to COVID-19 and being recommended to Report Employee personally identifiable information in compliance with the ADA and HIPAA.</p>	<p>Affected Employees should consult with their physician and follow the CDC guidance for how to conduct a risk assessment of their potential exposure.</p>
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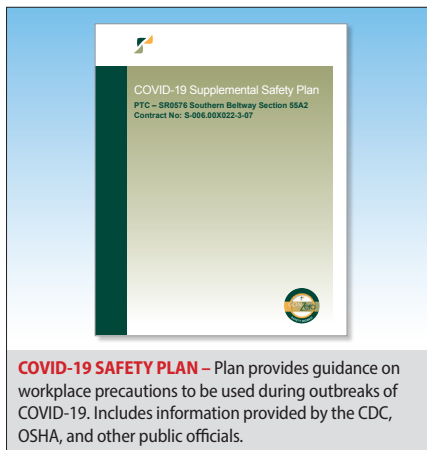
**REPORT** – Contact your supervisor and the HR COVID-19 helpline (724-336-1560). Compile a list of employees you have had close contact with (6') in the last 5 days and provide to Human Resources.



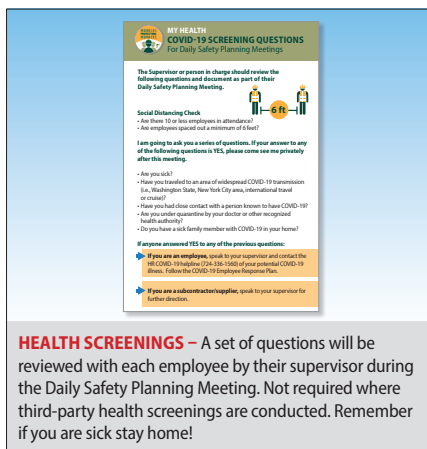
## THINGS TO REMEMBER

- Don't report to work if sick
- Limit non-essential personnel on job sites
- Limit group meeting to ≤ 10 attendees
- Wash hands often
- Clean and disinfect surfaces
- Maintain social distancing
- If ≤ 6 feet use COVID-19 PPE
- Minimize operators switching equipment and tool sharing
- Disinfect equipment and vehicles
- Don't share PPE
- No communal snacks/meals
- No group lunches
- Bring your own drinks
- Review and follow all COVID-19 signs & postings

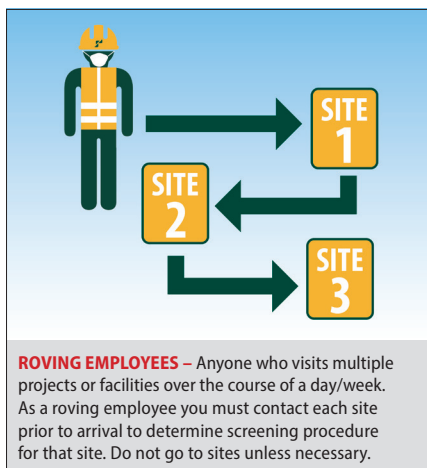
A face mask or a face covering must be used in accordance with State or local requirements of the jurisdiction in which work is performed.



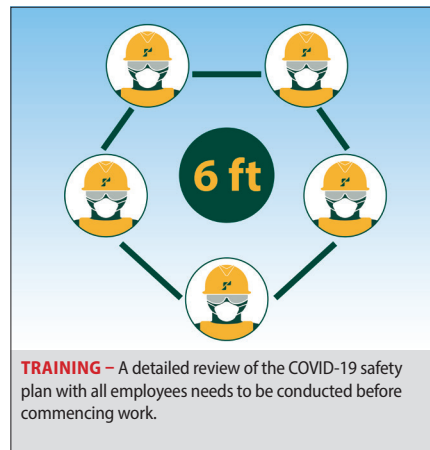
**COVID-19 SAFETY PLAN** – Plan provides guidance on workplace precautions to be used during outbreaks of COVID-19. Includes information provided by the CDC, OSHA, and other public officials.



**HEALTH SCREENINGS** – A set of questions will be reviewed with each employee by their supervisor during the Daily Safety Planning Meeting. Not required where third-party health screenings are conducted. Remember if you are sick stay home!



**ROVING EMPLOYEES** – Anyone who visits multiple projects or facilities over the course of a day/week. As a roving employee you must contact each site prior to arrival to determine screening procedure for that site. Do not go to sites unless necessary.



**TRAINING** – A detailed review of the COVID-19 safety plan with all employees needs to be conducted before commencing work.



**THIRD-PARTY HEALTH SCREENINGS** – Certain projects will require screenings to be conducted by a third-party medical provider. These screenings will also include temperature checks of each employee.



**COVID-19 PPE** – When working within 6 feet of someone for more than 3 minutes; N95 or equivalent respirator (preferred) or face covering, goggles or foam back glasses, or face shield with safety glasses, and latex or nitrile gloves under work gloves.

# COVID-19 FREQUENTLY ASKED QUESTIONS

## GENERAL QUESTIONS

### **Q How does COVID-19 spread?**

**A** According to the CDC, COVID-19 is spread mainly from person-to-person, between people who are in close contact with one another (defined by the CDC as 6 feet), and through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Additionally, it can spread from contact with infected surfaces or objects. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

### **Q What are symptoms of COVID-19?**

**A** Symptoms may appear 2 – 14 days after exposure and can vary in severity. Primary symptoms include fever, cough, and shortness of breath. The CDC recommends contacting your healthcare provider if you develop symptoms and have been in close contact with a person infected with COVID-19.

### **Q What should I do to keep from getting the virus?**

**A** We encourage you to practice the following everyday preventative actions to help prevent the spread of respiratory virus: avoid close contact with people who are sick; avoid touching your eyes, nose, and mouth; stay home when you are sick; cover your cough or sneeze with a tissue and then throw the tissue in the trash; clean and disinfect frequently touched objects and surfaces using a household cleaning spray or wipe; wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing; if soap and water are not readily available, use an alcohol-based hand sanitizer.

### **Q How long can an infected person spread the virus to others?**

**A** How long someone is actively sick can vary. People with a respiratory virus infection should be considered potentially contagious if they are symptomatic.

### **Q Can the virus spread from contact with infected surfaces or objects?**

**A** The coronavirus can live for hours to days on surfaces like counter tops and doorknobs. How long it survives depends on the material the surface is made from.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub. Also, routinely clean frequently touched surfaces.

### **Q What is the best way to keep from spreading the virus though coughing or sneezing?**

**A** If you are sick, limit your contact with other people as much as possible. Do not go to work if ill. Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick. Dispose of your used tissue in the waste basket immediately, then wash your hands. Wash your hands every time you cough or sneeze. Clean all “high-touch” surfaces daily.

### **Q How do I identify my level of risk?**

**A** Refer to the CDC risk assessment guidelines to understand the various risk levels. Levels range from no risk to high depending on your exposure, proximity, and length of time in contact with someone diagnosed with the virus. It is worth noting that the CDC identifies as low risk the condition of “being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact”.

## MANAGER/SUPERVISOR QUESTIONS

### **Q What should I do if I get sick?**

**A** You should contact your healthcare provider immediately if you develop a fever and symptoms of respiratory illness, including a cough or difficulty breathing, have been in close contact with a person known to have COVID-19, or if you live in or have recently traveled to an area with ongoing spread. Your healthcare provider will offer guidance and determine next steps.

### **Q What should I do if I am sick but am scheduled to work?**

**A** Contact your Supervisor and the HR COVID-19 helpline (724-336-1560) immediately. If you are sick, stay home. Avoiding contact with fellow employees and site visitors will keep you from spreading your illness to others.

(Continued)

For more information from the  
U.S. Centers for Disease Control  
and Prevention (CDC) visit:  
**www.cdc.gov**



## COVID-19 FREQUENTLY ASKED QUESTIONS (Continued)

**Q What should I do if I am sick and need to stay home but do not have any sick days left?**

**A** If you're sick, stay home. Notify your Supervisor and the HR COVID-19 helpline (724-336-1560). HR will be in contact with you regarding your eligible time off and pay.

**Q Do the Companies require a doctor's note before returning to work?**

**A** You should not return to work until you are symptom free for 7 days without the use of fever reducing or other symptoms altering medicines (e.g. Cough suppressants); or have a negative COVID-19 test result; or have a release from your treating physician that is safe for you to return to work.

**Q Can I wear a mask to protect myself?**

**A** In light of new data about how COVID-19 spreads, along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a face cloth to cover their nose and mouth in the community setting. This is to protect people around you if you are infected but do not have symptoms. Facemasks should not be used by employees if they are sick in lieu of staying home.

### FIELD QUESTIONS

**Q What cleaning supplies will the Companies supply to prevent the spread of germs?**

**A** Sites/Facilities will maintain cleaning and sanitizing supplies at all high traffic areas, including, but not limited to, reception desks, meeting rooms, break areas, and change shacks.

**Q Will the site/facility open for business if several employees have been infected with the virus?**

**A** Our goal is to maintain normal business operations. Site/facility closures will be determined on a case by case basis. The length of the closure will depend on guidance from the appropriate government agency and the decontamination process.

**Q Am I at risk for contracting COVID-19 from a package or products shipping from China?**

**A** According to the CDC, in general, because of poor survivability on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures. COVID-19 is thought to be spread most often by respiratory droplets.

**Q Will the home office be able to support field operations if several home office employees have been infected with the virus?**

**A** Yes. The home office has a plan to support the field operations should the need occur. The home office will work with the appropriate business partners to execute support as needed.

**Q Who should be notified if an employee is diagnosed with the virus?**

**A** You are responsible for notifying your supervisor and the HR COVID-19 helpline (724-336-1560) if you have been diagnosed with or exposed to COVID-19 and are experiencing symptoms or if you are under quarantine by order of the appropriate health agency or have a family member with COVID-19 in your home ("Reporting Employee"). In such event, you will be asked to identify all employees with whom you have had close contact ("within 6 feet for a prolonged period of time") in the previous five (5) days ("Affected Employees"). The HR Department is responsible for notifying all Affected Employees of their potential exposure to COVID-19 while keeping confidential the Reporting Employee's personally identifiable information in compliance with the ADA and HIPAA. Affected Employees should consult with their Physician and follow CDC's guidance for how to conduct a risk assessment of their potential exposure.

**Q Who should be notified if the site/facility is operating with limited staff or needs to temporarily change their hours of operation?**

**A** The Supervisor must notify their Manager with any staffing issue. It is the responsibility of the Manager to work with Executive Management to determine any necessary operational changes or additional support needed.

**Q How will I know if my workplace is closed?**

**A** Your Supervisor will be in contact with you regarding any closures. Management will continue communicating the next steps and provide all updates as needed.

