



# COVID-19 Exposure Prevention, Preparedness, and Response Plan

*Amended May 25<sup>th</sup>, 2021*

The purpose of this plan is to outline the steps that every Ritsema Associates employee can take to reduce the risk of exposure to COVID-19. This plan describes how to prevent exposure to corona virus, protective measures to be taken on the jobsite, personal protective equipment, and work practice controls to be used, cleaning and disinfecting procedures, and what to do if you become sick.

## **CONFIDENTIALITY WILL BE OF THE UPMOST IMPORTANCE**

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Ritsema Associates takes the health and safety of our employees very seriously. With the spread of the corona virus or “COVID-19”, we all must remain vigilant in minimizing the spread. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the company and at all of our jobsites.

We have also identified **Bryan Edwards, our Safety Director**, who will monitor available CDC, OSHA and local sources for guidance on the virus, in conjunction with Susie Olivarez, HR Director

This plan is subject to change based on further information provided by the CDC, OSHA, and other public officials. The company may also amend this plan based on operational needs.

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### Definitions

**Face Covering** – *A washable/reusable cloth or surgical style mask that covers the wearers nose and mouth.*

**Direct contact** - *Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.*

**Fully Vaccinated** - *at least 2 weeks after the second dose of the Pfizer or Moderna vaccine; or at least 2 weeks after the first dose of the Johnson & Johnson vaccine.*

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## I. Responsibilities of Managers and Superintendents, and Foreman

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All managers and superintendents must be familiar with this plan and be ready to answer questions from employees. Managers and superintendents must set a good example by following this plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and superintendents must encourage this same behavior from all employees.

Foreman shall be designated to monitor and oversee the compliance of this plan on their jobsite.

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## II. Responsibilities of All Employees and Subcontractors

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We are asking all employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites and offices, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees MUST follow these. In addition, employees are expected to report to the company's HR Representative or Safety Director if they are experiencing signs or symptoms of COVID-19, as described below.

If you have a specific question about this plan or COVID-19, please ask your manager/superintendent. If they cannot answer the question, please contact, Bryan Edwards, Safety Manager or Susie Olivarez, HR.

**Below are the basic ways to control and prevent exposure:**

- Temperature should be taken daily; prior to coming into work if you feel you have signs or symptoms of a fever.
- Frequently wash your hands with soap and hot water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands. Known as the T-Zone.
- Avoid all hand shaking. Use other noncontact methods for greeting.
- Follow appropriate respiratory etiquette, which includes covering your coughs and sneezes into your shoulder or crook of your arm.
- Avoid close contact with people who are sick. Maintain a six (6) feet social distance from others.
- Food items, food utensils and drinks should not be shared.
- Communal food is not allowed.
- Clean and disinfect frequently touched surfaces and tools daily.

**In addition, employees must familiarize themselves with the symptoms of COVID-19:**

- Coughing
- Fever
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, *DO NOT GO TO WORK* and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

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### III. Construction Job Site Protective Measures

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All jobsite protective measures will be set forth by the controlling General Contractor. In the instance Ritsema Associates is taking on the role of General Contractor; each employee and subcontractor will abide by the following protective measures at all job sites.

**A. General Safety Policies and Rules**

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home, contact their medical care provider for further direction, and notify Ritsema Associates Safety Director or Human Resource Director as soon as possible.
- During in-person site meetings, excluding fully vaccinated individuals, avoid gathering in groups of more than 10 people and, participants must remain at least six (6) feet apart. To the fullest extent feasible, meetings shall be conducted via internet or telephone.
- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible.
- Employees will be encouraged to take lunch separately away from one another, unless fully vaccinated. Do not share food, food utensils or drinks.
- Employees are encouraged to use individual water bottles for drinking water.
- Employees must wear a face covering when working indoors with other individuals unless fully vaccinated.
- Disposable gloves will be provided by Ritsema Associates and can be worn under your cut resistant gloves if you choose. Wearing of disposable gloves is optional.
- Do not share any PPE. Ex. Safety glasses, hard hats, masks, gloves, etc.
- Employees needing to ride-share shall wear a face covering when together in a vehicle unless all occupants are fully vaccinated.

**B. Jobsites**

- Health screening questionnaire to be completed on all jobsites at the beginning of each day to assess information regarding workers' health and exposure. Workers will be asked if they have experienced fever, cough, sore throat, body aches, or non-allergy nasal congestion.
- To the fullest extent feasible, only individuals that have been fully vaccinated shall be assigned to tasks that require two or more individuals to work within six (6) feet of each other to complete.
- Site deliveries will be permitted but should be properly coordinated in line with the supplier and cleaning protocols. Delivery personnel should remain in their vehicles unless fully vaccinated.
- Where work trailers are used, only necessary employees should enter the trailers and all employees, excluding fully vaccinated individuals, should maintain social distancing while inside the trailers.
- The company understands that due to the nature of our work, access to running water for hand washing may not be available. In these situations, Ritsema Associates will provide alcohol-based hand sanitizers and/or wipes.
- Employees should not use co-workers' tools and equipment. To the extent tools must be shared, Ritsema Associates will provide disinfectant cleaner to clean tools before and after use.
- All tools, ladders, scissor lifts, power tools etc., are to be wiped down at the start of the work day and at the end of the work day. Do not allow other trades to use our equipment.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
  - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
  - Limit exposure time to the extent practicable.
  - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
  - Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

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## IV. Performing Work in Occupied Buildings

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The company has instituted the following protective measures for all Occupied Buildings.

### A. *General Safety Policies and Rules*

- Workers must wash or sanitize hands immediately before starting and after completing the work. Hand Sanitizer along with disposable gloves will be provided by Ritsema Associates for your use.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. Ritsema Associates will provide alcohol-based spray/wipes for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum.
- If a customer requires a mask to be worn at their facility, you will abide by their request and wear a mask, regardless of vaccination status.

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## V. Office Staff Protective Measures

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The company has instituted the following protective measures for all Office Practices.

### A. *General Safety Policies and Rules*

- Six (6) feet social distancing shall be adhered to at all times while in the office unless fully vaccinated.
- Clean and disinfect frequently touched surfaces, workstations, shared spaces such as conference rooms, copiers, bathrooms, and objects such as keyboards, telephones, handrails, postage machines, microwaves, refrigerators, coffee makers, and doorknobs at least once per day. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Common areas such as break rooms and training rooms shall have limited occupancy to maintain at least six (6) feet social distancing, excluding occupants that are fully vaccinated.
- Office staff and visitors, excluding fully vaccinated individuals, shall be required to wear a face covering while in the office. Face coverings will be provided by Ritsema Associates.
- Avoid sharing food, food utensils and drinks.
- Avoid hand shaking.

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## VI. Exposure Situations to Report to HR

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### **Employee Exhibiting COVID-19 Symptoms**

If an employee or subcontractor exhibits COVID-19 symptoms, the employee or subcontractor must remain at home and contact their primary care physician. Recommendations prescribed by your medical care provider must be reported to either the company Safety Director or Human Resources. Any work restrictions must be followed until cleared by a physician.

### **Employee Tests Positive for COVID-19**

An employee or subcontractor that tests positive for COVID-19 will be directed to self-quarantine away from work. Recommendations and restrictions prescribed by your medical care provider must be reported to either the company Safety Director or Human Resources. Employees that test positive may only return to work when directed to do so by their medical care provider. Ritsema Associates will require an employee to provide documentation clearing them to return to work.

### **Employee Has Direct Contact with a Tested Positive COVID-19 Individual**

#### **Non-Vaccinated Individuals**

Employees or subcontractors who have come into direct contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), shall alert the Safety Director or Human Resource and will be immediately directed to stay/go home and contact their medical care provider.

If Ritsema Associates learns that an employee has tested positive, the company will conduct an investigation into co-workers that may have had direct contact with the confirmed-positive employee in the prior 48 hours and direct those individuals that have had direct contact with the confirmed-positive employee to contact their medical care provider immediately.

Non-vaccinated individuals who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.

#### **Fully Vaccinated Individuals**

Fully vaccinated employees who have come into direct contact with a confirmed-positive COVID-19 individual will not be required to quarantine unless the employee starts to develop symptoms of COVID-19

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## VII. OSHA Recordkeeping Requirements

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If a confirmed case of COVID-19 is reported, Ritsema Associates will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, Ritsema Associates will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

Ritsema Associates' assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread.

Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

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## **VIII. Confidentiality/HIPAA Privacy**

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Except for circumstances in which the company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase.

Ritsema Associates reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

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## **IX. General Questions**

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Given the fast-developing nature of the COVID-19 outbreak, Ritsema Associates may modify this plan on a case by case basis. If you have any questions concerning this plan, please contact Bryan Edwards –Safety Director or Susie Olivarez – HR.