

Coronavirus (“COVID-19”) Guidance

This document is produced by **CONSTRUCTION COMPANY** based on the latest information from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and other local, state and federal government agencies.

This is a rapidly developing situation and this document will be updated and distributed as the situation evolves.

Guidance for **CONSTRUCTION COMPANY** Employees:

If you have any questions about this section of the document, please direct your inquiries to your supervisor and/or Human Resources.

- If you are sick or have been in close contact with someone who is sick, stay home and contact your supervisor immediately. This applies even if the person that is sick has not yet been tested for COVID-19.
- We strongly encourage you to work from home if possible, please coordinate with your supervisor.
- If you are experiencing childcare issues as a result of school closures, please contact your supervisor to discuss your individual situation.
- Take your computer home each night and check your **CONSTRUCTION COMPANY** email each morning prior to reporting to work for any announcements that may impact your work location.
- Avoid large gatherings and unnecessary meetings, hold meetings virtually if possible.
- Enforce social distancing. When it is necessary to work or meet alongside others, create at least 6’ between individuals.
- Don’t shake hands and don’t be embarrassed to keep your distance.
- Wash hands as directed by the CDC.
- Avoid touching unnecessary surfaces, handles, etc.
- Jobsite specific recommendations:
 - o Do not share offices or devices
 - o If you don’t have an office, use your vehicle or create a space outside of the trailer
 - o Conduct subcontractor meetings via phone
 - o Ask subcontractors and vendors not to visit the office
 - o Wipe down handles and other high-touch surfaces as often as practical
 - o Encourage workers to observe the 6’ distance between them
 - o Don’t ride in vehicles together
- Employees returning from travel (personal or business) in a Level 3 region as defined by the CDC (see resources page for link), you will be asked to self-quarantine for 14 days upon your return.

Current guidance for what to do if you think you have been exposed to COVID-19 is included

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in Attachment A. In the event you or someone you have been in close contact with tests positive for COVID-19, notify your direct supervisor immediately and refer to CDC guidance. It is critical that you make this notification so that we can take appropriate action to minimize the risk of the virus spreading to other employees, clients, subcontractors, vendors and the general public.

The CONSTRUCTION COMPANY Paid Time Off (“PTO”) policy provides for paid sick leave. If you are concerned about your PTO balance or are presented with circumstances that will result in a financial hardship as a result of COVID-19, please contact your supervisor and he/she will work with HR on a case-by-case basis.

Guidance for **CONSTRUCTION COMPANY**

Subcontractors and Vendors

We take seriously the challenge to safeguard our collective business interests and to minimize the impacts of this unprecedented event. As our trade partners, you employ thousands of construction workers daily on our jobsites and they depend on us together to keep them safe and employed. Our hope is that you will take all appropriate measures to help us keep jobs running and productive. We have asked that our project teams distribute these notices to you to keep you informed of what measures **CONSTRUCTION COMPANY** has put in place.

It is critical that you immediately notify the **CONSTRUCTION COMPANY** project team if you have a report of someone from your organization being on the job who has experienced flu-like symptoms.

We recognize there may be challenges with getting labor and material as a result of this world-wide situation, and ask that you keep our project teams informed as soon as you become aware of a concern such that we can work together on a solution. Our customers will likely be challenged by the economic impacts of this, and it’s in our collective best interest to help minimize this impact on their current and future projects. General updates will continue to be sent as new information is available, and your project teams will advise you of any project specific developments.

Announcements/Updates

03/24/20: The City and County of Denver issued a stay-at-home order that will be in effect until at least 5pm on April 10, 2020. The order deems construction to be an essential industry, which allows our projects to continue to be built. Although the Denver office personnel support an essential business, it is not essential for those duties to be performed in the office setting. Effective immediately, all non-essential office personnel will need to work from home until the stay-at-home order has been lifted. Non-essential office personnel includes everyone that ordinarily works out of the Denver office, with exceptions for a select group that will need to report on an “as needed” basis to collect mail, handle check runs, deposit checks, conduct IT server management, and/or conduct other essential operations, as directed by management.

03/20/20: The state of Colorado announced that they will be allowing any uninsured individuals to

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enroll in health insurance through a special enrollment period that will end on April 3, 2020. The coverage would be effective on April 1, 2020. This enrollment period only allows you to enroll in individual health plans, it does not apply for employer-sponsored health plans. If you are currently uninsured and interested in enrolling in a health plan, please visit <https://connectforhealthco.com/get-started/covid-19-support/> for more information.

Resources

COVID-19 Prevention:

[CDC Guidance](#)

[Colorado Department of Public Health & Environment \(CDPHE\) Guidance](#)

[CDC Guidance on Travelers Returning from High Risk Countries \(Level 3\)](#)

[CDC Poster: "Stop the Spread of Germs"](#)

[CDC Poster: "Wash Your Hands"](#)

[CDPHE Posters: "Do Not Enter if Sick" and Social Distancing](#)

What to Do If You Think You Have Been Exposed to COVID-19:

[CDC Guidance](#)

[Colorado Department of Public Health & Environment \(CDPHE\) Guidance](#)

What to Do If You Have Symptoms of COVID-19:

[CDC Guidance](#)

[Colorado Department of Public Health & Environment \(CDPHE\) Guidance](#)

For Parents Impacted by School Closures:

[Colorado Department of Public Health & Environment \(CDPHE\) Guidance](#)

[Listing of Colorado School Meal Sites](#)

[Scholastic Book Company - offers online learning at home, by age group](#)

[XO-LP – free printable coloring sheets](#)

For Individuals Impacted by Gym Closures:

Peloton – digital app is free for 90-days. You do not need a Peloton to use this and they offer more than just bike and treadmill classes (outdoor walking/running, strength, yoga, meditation, etc.): <https://www.onepeloton.com/app>

[If you have suggestions for resources to include, please forward those to humanresources@shawconstruction.net]

Isolation and quarantine help protect the public by preventing exposure to people who are sick or have

been exposed to people who are sick. **Isolation or self-isolation applies to people who:**

- Have a positive COVID-19 test.
- Have symptoms of COVID-19 (coughing, shortness of breath and/or fever).
- Are getting ill and think they **might** have COVID-19. Symptoms, especially early on, may be mild and

feel like a common cold. Symptoms could include a combination of cough, body aches, fatigue, and

chest tightness. Some people may not develop fever or fever may not appear until several days into

the illness.

Quarantine or self-quarantine applies to:

- People who are close contacts of a person who either has a positive test or symptoms -- even early symptoms -- of illness.

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Generally, as long as the site is suitable, a person's residence is the preferred setting for quarantine and isolation, according to the CDC.

The difference between isolation and quarantine

ISOLATION AND SELF-ISOLATION

- Separate sick people with a contagious disease from people who are not sick.
- Are for people who are already sick.
- Can be voluntary, but public health agencies have legal authority to issue isolation orders to people who are sick.
- If you have tested positive for COVID-19 **OR** if you develop symptoms of COVID-19, including early or mild symptoms (see above), you should be in isolation (stay away from others) until:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

- At least **7 days** have passed since your symptoms first appeared
- CDC: What to do if you are in isolation:

[cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

COVID-19: Isolation and Quarantine 031920 1

Attachment A

- Health care workers may have to isolate for longer and should do what they are told by the health care facility they work for.

QUARANTINE AND SELF-QUARANTINE

- Separate people and restricts their movement if they were exposed to a contagious disease to see if they become sick. This could include exposure to a person who has tested positive for COVID-19 or a person with the symptoms of COVID-19.
- Are for people who are not sick, but who may have been exposed to (in close contact with) someone who is sick. This could include members of your household, co-workers, or others you spend a great deal of time with (and are within six feet of for 10 minutes or more).
- Can be voluntary, but public health has legal authority to issue quarantine orders to people who were exposed to a contagious disease.
- Quarantined people:
 - Stay at home or in another location **for 14 days** so they don't spread the disease to healthy people.
 - Can seek medical treatment from a health care provider. In the case of COVID-19, they should **CALL** a provider or clinic first to get instructions **BEFORE** going to a health care office, hospital, or urgent care. If they have a medical emergency, they should tell the 911 dispatcher they are under quarantine for COVID-19.

Enforcement of ordered isolation and quarantine

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- State and local public health agencies request that Coloradans and visitors from other states or countries voluntarily cooperate with isolation and quarantine instructions.
- State or local public health agencies may issue isolation and quarantine orders in some high-risk situations or if non-compliance is anticipated.
- If people do not follow the orders, public health agencies can involve law enforcement.
- If enforcement were to become necessary, the entity that issued the order (the state or local public health agency) could file an enforcement action in state district court asking a judge to enforce the order. The court could also levy fines but, on the whole, public health is more interested in compliance with the terms of the order.
- Public health agencies are working hard to make sure the needs of people in isolation/quarantine are being met to help ensure compliance.

LEGAL AUTHORITY IN COLORADO

- [25-1-506: Powers and duties of county and district health departments \(Colorado Revised Statutes\)](#) .
- [25-1.5-102: Epidemic and communicable diseases — powers and duties of the department \(Colorado Revised Statutes\)](#) .