

COVID-19 GUIDANCE

EHS Support is diligently staying apprised of and adhering to the facts presented from the US CDC, AUS CDC, Ministry of Health NZ, WHO, and local sources. The health and safety of our personnel and their families are our number one concern and we are committed to establishing safe work environments for your office and during field work. We can successfully implement the required social distancing strategy and accomplish targeted field activities safely with strategic pre-planning.

EHS Support COVID-19 H&S Response Team*:

- Aaron Leff, ASP – Lead and US Response (aaron.leff@ehs-support.com)
- Chris Smitt – AUS Response (chris.smitt@ehs-support.com)
- Simon Hunt – NZ Response (simon.hunt@ehs-support.com)

*Response team roles may transition to others as situation evolves.

Definitions

At-Risk Individual	A person aged 65, or older; people with chronic lung disease or moderate to severe asthma; people who have serious heart conditions; people who are immunocompromised including cancer treatment, and people of any age with severe obesity (BMI >40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease , people who are pregnant should be monitored since they are known to be at risk with severe viral illness.
Contaminated	Presence or the reasonably anticipated presence of infectious materials on an item or surface.
Coronavirus	Any of a group of RNA viruses that cause a variety of diseases in humans and other animals.
COVID-19	An infectious disease caused by a newly discovered coronavirus.
Decontamination	Use of physical or chemical means to remove, inactivate, or destroy infectious disease on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
Essential Work	Lack of action on the part of EHS Support will pose an imminent risk to the environment or people.
Field Work	Any activity that involves going to a destination for work assignments and/or meeting for EHS Support. Office supply runs are permitted while applying social distancing.
Hand Washing Facilities	Facility providing an adequate supply of running potable water, soap and single use towels or hot airdrying machines.
Infectious Diseases	Caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. Infectious diseases do not include tick or insect borne diseases.
Personal Protective Equipment (PPE)	Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (for example, uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be PPE.
Respiratory Etiquette	Covering coughs and sneezes (or coughing or sneezing into tissue, NOT into hands) and washing hands: <ul style="list-style-type: none"> • After blowing one’s nose. • Before and after providing routine care for another person who needs assistance.



Risk Exposure Areas	<p>Risk ranking (high, medium, low) will be assigned to each project and will be determined by EHS Support in order to approve field work.</p> <ul style="list-style-type: none">• The areal risk is assigned based on the number of active cases in the proposed area of work (city or county), as referenced at coronavirus.jhu.edu/map.html, divided by the population density of the city/county.• A resulting score of 0-0.05 is classified as Low Risk.• A resulting score of 0.5-0.19 is classified as Medium Risk• A resulting score above 0.19 is classified as High Risk
Risk Exposure Categories	<p>Worker risk of occupational exposure to infectious disease during an outbreak may vary from high, medium, or lower (caution) risk:</p> <p>High Exposure Risk - High exposure risk jobs are those with high potential for exposure to known or suspected sources of infectious disease. Workers in this category include:</p> <ul style="list-style-type: none">• Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected infectious disease patients. (Note: when such employees perform aerosol-generating procedures, their exposure risk level becomes very high.)• Medical transport employees (e.g., ambulance vehicle operators) moving known or suspected infectious disease patients in enclosed vehicles.• Mortuary employees involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, infectious disease at the time of their death. <p>Medium Exposure Risk - Medium exposure risk include:</p> <ul style="list-style-type: none">• Frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with an infectious disease.• In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread infectious disease transmission.• In areas where there is ongoing community transmission, workers in this category may have contact with the general public. <p>Lower Exposure Risk (Caution) - Lower exposure risk (caution) jobs are those that:</p> <ul style="list-style-type: none">• Do not require contact with people known to be, or suspected of being, infected with infectious disease nor frequent close contact with (i.e., within 6 feet of) the general public.• Employees in this category have minimal occupational contact with the public and other employees.
Social Distancing	<p>Remaining out of congregate settings, not shaking hands, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.</p>

Identification of Sickness or Signs of Illness

If you have any symptoms or any kind of illness, regardless of the ailment, stay at home and stay away from others as much as possible. If you cannot work due to sickness or need a modified work schedule, please notify your PM and Sarah Kitchen, Human Resources.

According to the CDC, the symptoms of COVID-19 may include:



- Recurrent dry cough.
- Shortness of breath.
- A current fever of 100.4 degrees F [37.8 degrees C] or greater using your personal oral thermometer.

If you develop emerging warning signs for COVID-19 get medical attention immediately. Emerging warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to awake
- Bluish lips or face

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

If you test positive for COVID-19, please notify **Sarah Kitchen, Human Resources**, immediately.

Practice Proper Hygiene and Housekeeping

The best way to prevent illness is to avoid exposure to the virus. Experts recommend adhering to the following preventive measures, including:

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- Apply respiratory etiquette by **covering coughs and sneezes (coughing or sneezing into a tissue, NOT into hands)**.

Throughout the day you will likely touch surfaces that may have been touched by others. Wipe down surfaces with a disinfectant daily, including frequently touched hard surfaces, such as countertops, doorknobs, and faucets. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method, contact time, PPE).

Practice Social Distancing

Minimizing exposure can be accomplished by remaining out of congregate settings, not shaking hands, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible. Field work situations where social distancing must be practiced are tailgate and safety briefing meetings, work activities occurring inside and outside, travel, and breaks.



Field Work Pre-Planning

Approval for Field Work

Until travel bans are lifted and a de-escalation plan is released from government officials, all field work must be completed in compliance with all legal requirements and approved by the Leadership Team. No at-risk individuals are permitted to enter field work where there is an increased level of exposure to the virus.

Field work is defined as any activity that involves going to a destination for work assignments and/or meeting for EHS Support. Office supply runs are permitted while applying social distancing.

Essential work is defined as a lack of action on the part of EHS Support will pose an imminent risk to the environment or people.

To determine and mitigate risk, we have implemented a **Risk Assessment Form for Field Work Go/No Go Determination**. Prior to completing the form, please send the site location (City, State) to the H&S Team for an initial geographic risk evaluation. The form will enable us to classify the field work by risk and strategically pre-plan for safe execution of field work activities and travel. Such considerations may include:

- Where, how, and to what sources of an infectious disease might personnel be exposed to from the general public, site personnel, and other employees.
- Risk factors during travel and in community settings.
- Classification of field work: High Risk, Medium Risk or Low Risk Areas
- On-site exposure mitigation efforts.

High-risk field work – If any of the following statements apply to proposed field work, the work will not be approved:

1. We are not legally permitted to travel to the Site.
2. We are not legally permitted to be working (essential).
3. The Site is in a high-risk area as defined by EHS Support.
4. If the Site is active and occupied and activities may be performed in proximity to others, additional criteria apply:
 - a. We have no information pertaining to the Site nor the client's COVID-19 prevention protocols.
 - b. Client had employee(s) test positive for COVID-19 and no further details on quarantine and decontamination procedures for others working in proximity to infected employee(s).

Note: Leadership Team and Client Manager need to be notified if work cannot be done so they can communicate to the client.

Medium-risk field work - if any of the following statements apply to proposed field work, a risk assessment shall be completed, along with a detailed review with the H&S Team, and H&S Team approval.



1. Field work that lasts for more than one day and includes stayover.
2. The Site is in a moderate-risk area as defined by EHS Support.
3. The Site is active and occupied and activities may be performed in proximity of others.
4. The client had employee(s) test positive for COVID-19, however, unlike High-Risk Field Work:
 - a. We have detailed information on the Site and client's COVID-19 prevention protocols.
 - b. Client has enacted a robust response plan (quarantine, decontamination, and testing procedures) for personnel exposed to persons testing positive for COVID-19.
 - c. The client response has been reviewed by EHS Support's H&S Team and found to be robust and appropriate.
 - d. Opportunities exist for control of exposures through collaboration with the client.

Low-risk field work – if the following statements apply to proposed field work, conduct a detailed review with the Project Manager and Technical Advisor, and send notification to the H&S Team.

1. Travel is local, meaning the employee can commute round trip and complete all work in less than 12 hours.
2. The Site is in a low-risk/no-risk area as defined by EHS Support.
3. The Site is inactive and field work will be conducted by a solo worker or if multiple workers are not within proximity to one another (<100 feet).
4. We have detailed information on the Site and there is no requirement for client's COVID-19 protocols.
5. Public access to the Site can be limited and/or is unlikely.

Pre-plan with the client PM in advance of any ongoing or proposed field work to address details surrounding preparedness and prevention measures. Communicate with EHS Support administrative personnel on timeliness of information needed to be printed or shipped. If printing and shipping can be arranged remotely, it is encouraged. If not, and printing and shipping must entail administrative personnel going into storefronts, exercise social distancing and proper hygiene practices.

Once field work has been approved, Joe Biss will sign a work authorization letter for travel. This letter shall be kept with the travelling employee at all times of travel and work.

On-Site Field Work

You should not do field work if:

- You have conditions that indicate that you have been infected and could expose others.
- You have pre-existing conditions that places you in an at-risk category
- You have family members living with you that are in an at-risk category.
- You are uncomfortable with the conducting the field work or you have insufficient information to assess and mitigate the risk.

During field work, personnel may execute Stop Work Authority immediately if suspecting another field team member or person exhibits physical symptoms of illness (such as a recurrent dry cough or shortness of breath), or if displaying improper respiratory etiquette.



Prompt identification and isolation of potentially infectious individuals is a critical step in protecting our personnel and others at a worksite. If our personnel or another person at the worksite feels sick or experiences signs and/or symptoms of COVID-19:

- Treat them as potentially infectious.
- Move the potentially infectious person to a location away from others. If the person refuses to be voluntarily isolated, stop work and distance yourself.
- Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on the sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Restrict personnel from entering the isolation area or maintain at least 6 feet of distance from the potentially infectious person.
- Potentially infectious person should leave Site and travel to home or hotel. If illness is significant and they cannot drive, call for emergency services.
- Notify the H&S Team and the client project PM.

Travel Considerations

Travel restrictions and considerations will be closely monitored by the H&S Team. A **Pandemic Travel Protocol** has been developed to minimize exposure and shall be followed during a pandemic crisis.

Health and Safety Plan (HASP)

All HASPs covering projects where EHS Support personnel are conducting field work will be reviewed by the H&S Team to allow for an addendum covering pandemic preparedness and travel and on-site preventive measures.

Remote Kick-Off Meeting

The PM (or designee) will schedule a remote kick-off meetings/calls will be held with all key parties (EHS Support on-site personnel, H&S Team member, subcontractor(s), client representative(s)), to allow for open discussion on details pertaining to client and subcontractor pandemic preparedness and on-site preventive measures. The Risk Assessment Form for Field Work Go/No Go Determination can be used to guide the conversation.

Job Safety Analysis (JSA)

JSAs will be updated by the field personnel to include mitigation strategies for project-specific tasks such as: care and disposal of PPE, waste disposal, decontamination of tools and equipment, segregated work areas, hand-over of work/tools/documents, and social distancing.



Client Communications

Project schedules and budgets should be reviewed to take into account COVID-19 H&S precautions and new operating procedures. If the schedule or budget requires adjustments to address budget increase approval or travel (driving instead of flying) or implementation of H&S procedures, ensure the PM, TA, and Client Manager have discussed and reached out to the client to discuss and gain schedule and budget modification approval.

Training

All EHS Support personnel will receive training conducive to pandemic preparedness. Training will cover the most current information provided by CDC and EHS Support, as well as field work risk factors and protective behaviors (e.g., isolated work areas, hand-over procedures, PPE, waste disposal). Personnel will be assigned the following trainings based upon position:

- Intro to COVID-19
- Field Work Pre-Planning During Pandemic
- Field Work During Pandemic

On-site training and updates will be accomplished via daily toolbox talks. The [Daily Tailgate Safety Form](#) has been revised to include COVID-19 information.

