

PANDEMIC PREPAREDNESS

Field Work Pre-Planning



PRE-PLANNING FIELD WORK

- **Field work** is defined as any activity that involves going to a destination for work assignments and/or meetings for EHS Support. Office supply runs are permitted while applying social distancing.
- 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 high-risk individuals are permitted to enter field work where there is an increased level of exposure to the virus.



RISK RANKING OF AREAS

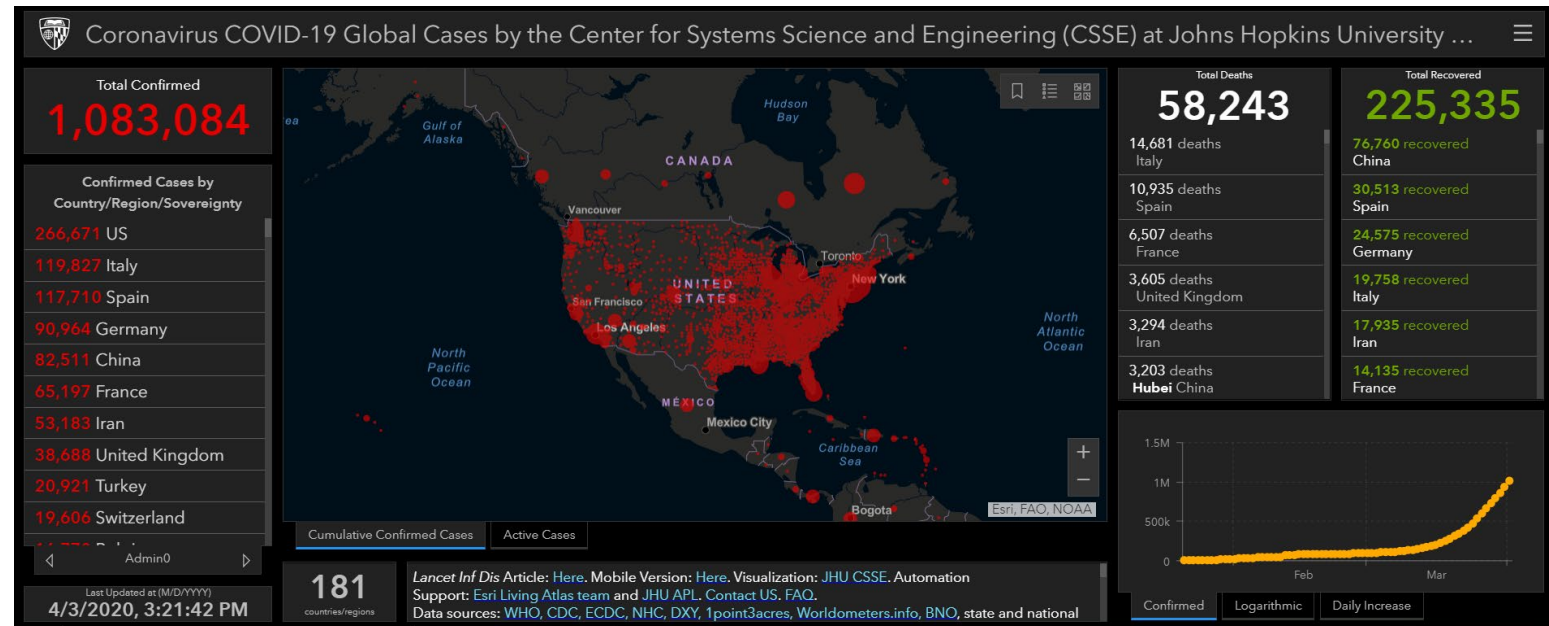
EHS Support will classify areas by risk according to the number of cases of COVID-19 reported, as tracked by Johns Hopkins University. Risk will be determined daily for projects.

(# of active cases/population density of the county)

<0.05 = Low Risk

0.06-0.19 = Medium Risk

0.20 or greater = High Risk



ESSENTIAL WORK

Definition:

- Lack of action on the part of EHS Support will pose an imminent risk to the environment or people.

PRE-PLANNING FIELD WORK

- **High-Risk Field Work**

- If any of the following statements apply to proposed field work, then the work will not be approved.
 - We are not legally permitted to travel to the site.
 - We are not legally permitted to be working (essential).
 - The Site is in a high-risk area as defined by EHS Support.
 - If the Site is active and occupied and activities may be performed in proximity to others the following additional criteria apply:
 - We have no information pertaining to the Site nor the client's COVID-19 prevention protocols.
 - 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 client



PRE-PLANNING FIELD WORK

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



PRE-PLANNING FIELD WORK

- 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.
 - Travel is local, meaning the employee can commute round trip and complete all work in less than 12 hours.
 - The work is in a state NOT under “stay at home orders”.
 - The Site is in a low-risk/no-risk area as defined by EHS Support.
 - The Site is inactive and field work will be conducted by a solo worker or if multiple workers not within proximity to one another (>100 feet).
 - We have detailed information on the Site and no requirement for client’s COVID-19 protocols.
 - 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.

WORK AUTHORIZATION FOR TRAVEL

Once the risk assessment has been completed and the project field work has been APPROVED, Joe Biss (Chris Smitt and Simon Hunt may also issue) will issue a Work Authorization for Travel. This authorization should stay with the employee during all work activities and travel.

REMEMBER, YOU SHOULD NOT DO FIELD WORK IF...?

- You are exhibiting conditions that indicate that you have been infected and could expose others.
- You have underlying conditions that places you in an at-risk category (diabetes, respiratory disease, cancer, kidney disease, asthma, >65 years of age, HIV, or pregnant).
- You have family members living with you that are in an at-risk category.
- You are uncomfortable conducting the field work because you have insufficient information to assess and mitigate the risk.

PRE-PLANNING FIELD WORK

Determine and mitigate risk.

- Review [COVID-19 Guidance](#).
- Complete [Risk Assessment Form for Field Work Go/No Go Determination](#)
 - Where, how, and to what source of an infectious disease might personnel be exposed.
 - Risk factors during travel and in community settings.
 - Classification of field work: High Risk, Medium Risk, or Low Risk
 - On-site exposure mitigation efforts.



PLANNING FIELD WORK

- **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.



PLANNING FIELD WORK

- **Job Safety Analysis**

- 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 Communication**

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