

COVID-19: Health & Safety Plan for Business Partners and their Employees

The purpose of this program is to define safe work procedures necessary to ensure employee health and safety as it relates to Coronavirus (COVID-19). Additionally, employees and our business partners are encouraged to use their voice and stop work if they are unsure of their situation or have questions about the procedures outlined within this program. This policy applies to all employees, subcontractors, and suppliers at an Allan Myers managed project or property and is recommended for all business partners on our projects.

1. Sick, Stay Home

- If an employee is sick or experiencing symptoms, they must stay home.
- Ask each crew member if they or anyone in their home is experiencing flu-like symptoms:
 - If so, with care and concern, send home immediately and notify your Allan Myers contact.

2. Wash Your Hands (4 Times Per Shift, Minimum)

- General
 - Wash your hands with soap and water for a minimum of 20 seconds, hand sanitizer with at least 60% alcohol, or disinfectant wipes – no less than 4 times throughout the day, especially before eating, drinking, after using the restroom, or after touching surfaces, tools etc.:
 - Pre-shift
 - Before break
 - Before lunch
 - End of shift, before going home
- Avoid touching your eyes, nose, and mouth.
- Hand Wash Stations
 - Allan Myers supplied Hand wash stations shall be available for the use of Allan Myers employees only.
 - Soap and water shall be provided along with hand sanitizer and/or disinfectant wipes. Trash receptacles available and emptied daily.
 - Partners are required to supply their own wash stations for their employees.
- Portable Toilets (Port-a-Pots)
 - Allan Myers supplied Port-a-Pots shall be available for the use of Allan Myers employees only.
 - Subcontractors are required to have port-a-pots for their employees.
 - Increase the frequency of cleaning, Minimum 3 times per week
 - Ensure hand sanitizer and/or hand wash station is available in or within close-proximity to the Port-a-Pot. Trash receptacles available and emptied daily.

3. Social Distancing – 6 Feet of Space

- Crew Huddles:
 - Adjust your huddle to give your crew enough room to maintain a safe space – 6 feet of space between people.

- If possible, hold the huddle outside in a safe area with reduced background noise.
- Use technology to have crew members listen in and communicate during the huddle from a distance:
 - Ensure technology items are sufficiently charged prior to shift.
- Pre-task planning shall include how to maintain 6 foot spacing.
- Avoid physical contact – do not shake hands; give yourself 6 feet of space between you and coworkers:
 - If 6 feet of space cannot be maintained, PPE must be implemented for protection including the mandatory use of a full face-shield.
- Discontinue shared use of pens, pencils, cups, utensils, computers and other electronics, such as iPads. Supervisors will record toolbox talks. Employees will not provide a physical signature on technology items.
- Do not share PPE (earmuffs, safety glasses, gloves, face shields).
- Only use job radios if they have been sanitized or properly cleaned and disinfected. Do not share.
- Limit access and personnel from the project trailer/office, unless it is necessary.
- Utilize technology for meetings.
- No smoking or vaping of any kind near one another.
- No community food items, no sharing of food, no ordering food from outside vendors, and no food delivery.

4. Wipe Down & Clean All Surfaces

- Increase the frequency of cleaning all common surfaces, commonly used tools, etc.
 - Use disposable paper towels for wipe-downs, not reusable rags. Dispose of paper towels in the trash immediately after use. Trash receptacles available and emptied daily.
- Safety glasses and gloves shall be worn by anyone cleaning surfaces.
- Any controls within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end of the shift.
- Drivers and Equipment Operators shall wear gloves when operating and driving to minimize contact with in-cab controls.

5. One Person Per Cab

- Minimize or eliminate people traveling in trucks/vehicles together:
 - If this cannot be avoided, consider larger vehicles to accommodate multiple passengers while maintaining 6 feet of physical space:
 - Wash hands thoroughly before entering the vehicle.
 - Provide hand sanitizer and/or disinfectant wipes inside the cab of the vehicle.
 - No eating, drinking, smoking, or vaping inside the cab of the vehicle.
 - Trash shall not be allowed to accumulate in cabs. Trash shall be removed immediately.
- Any controls within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end of the shift.