

COVID-19
Jobsite Policies & Procedures
Issued: April 14, 2020

Introduction:

The Covid-19 Pandemic poses significant challenges for the functioning of construction sites that have been considered essential by the State of Maryland, and therefore allowed to remain active. This document is provided in an effort to provide guidance to KasCon employees, its Subcontractors and their employees. Signature acknowledges that the individual has read and understands the information contained herein and will act accordingly to the best of their ability. The document contains basic information intended to be presented in a simple manner that is applicable to KasCon jobsites. It provides additional references should the reader desire more in-depth source information on the subject.

Personal Decision:

The risk and likelihood of virus transmission are not fully known. CDC guidelines are changing regularly as they learn more about the virus. The decision of KasCon employees, its Subcontractors and their employees to report to work is their own. No entity or individual is being compelled to work and any decision to not work will not have adverse impacts.

Responsibility

We each have a responsibility to ourselves, our fellow workers and our society to reduce the likelihood of infection and spread of the virus:

- KasCon's Site Supervisor – Oversee and direct activities at the site and use his/her best efforts to adhere to the policies and procedures related to this unique safety risk
- KasCon Subcontractor (organization and Employees) – Acknowledge KasCon Policies and Procedures and agree to support and adhere to them.
- KasCon Organization – Support the decisions of its Supervisors and make its best effort to provide equipment and supplies needed. Note: Certain materials are in short supply and may not be available in the quantities needed. This should improve over time.
- KasCon Organization – Avoid "stacking" of trades and relax schedules as needed to reduce jobsite personnel congestion.

Precautions

There are a number of precautions to help combat the spread of the virus. They fall into categories. To help organize and remember these actions think of the **5 S's** of protection:

- Social Distance
- Sanitization
- Shielding
- Screening
- Scheduling

Social Distance

- Workers should maintain a minimum of 6 feet of separation at all times. This may not always be possible as many tasks on a construction site require the cooperation of two or more individuals and materials may need to be handed from one to another. When the 6-foot distance must be breached, take extra precaution to **Shield**. Avoid direct physical contact and facing, exhaling or coughing in the direction of your work associate(s).
- Maintain **Social Distance** during break time and lunch. If necessary, take breaks in shifts.
- Limit the occupancy of lifts, hoists and freight elevators such that the **Social distance** guideline can be maintained. This could mean 3, 2 or even 1 occupant per lift. Take stairs where practical.
- Avoid unnecessary meetings and when required hold them in open well-ventilated areas.
- Do not share electronic devices (phones, tablets, computers).
- Do not share drawings. Obtain a personal copy, label it as your own and isolate its use from others.
- Avoid congregating in the site office area maintained by the Supervisor. Admittance to enclosed site offices or construction trailers should be by invitation only.

Sanitization

- Wash hands frequently and thoroughly with soap, water and CDC recommended 20 second guidelines. If running water is not available at the site, utilize hand sanitizer with a greater than 60% alcohol content or utilize an “Igloo” type water cooler with water labeled “For Hand Washing Only”. Refer to the CDC Guideline at the link: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Sanitize frequently contacted surfaces with alcohol-based cleaners and wipes. These should include phones, keyboards, counter and table surfaces, door knobs, handles, hand rails, elevator buttons, tape measures and other frequently handled tools as well as the exposed surface of reusable gloves. Refer to the CDC Guideline at the link: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>
- Place food trash directly into provided rubbish containers so it does not need to be double handled.
- Sanitize cabs of equipment and restrict access to the assigned operator. If multiple operators are to be utilized the cab should be thoroughly sanitized and filters changed.

Shielding

- Gloves should be worn at all times at the site. They provide protection from direct skin contact and may reduce the likelihood of workers touching their mouth, nose and eyes; areas that have been identified as vulnerable to transmission.
- Eye protection should be worn at all times while in range of others at the site.
- Masks or “Cloth Face Coverings” are a requirement. These are intended to “slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others” Refer to the CDC Guideline at the link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Screening

- All workers should be screened in advance by their direct employer. If the worker answers “yes” to any of the following questions the worker **should not** be sent to the jobsite
 - Have you been asked to self-quarantine since December 2019?
 - Have you been in close contact with any person(s) who has been asked to self-quarantine since December 2019?

- Have you experienced a recent onset of any illness-related symptoms, such as fever, cough, or shortness of breath?
- Have you traveled outside of North America in the past 14 days?

- The KasCon Site Supervisor has full authority to pose the questions above at any time, and restrict access or dismiss any worker from the site for answering yes or exhibiting signs of illness. The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.

Scheduling

- Fast Track commercial construction projects routinely schedule multiple trades to work on a site simultaneously. At times trades overlap, creating personnel congestion in certain areas. Jobsites of varying sizes provide different challenges where larger sites allow personnel to spread out and maintain proper social distance, while smaller sites may not offer that option. In all cases, the “stacking” and “negative lagging” of tasks will be avoided to minimize congestion. The impact to the schedule shall be communicated to Owners and completion dates adjusted to relieve pressures and allow worker safety and reduction in infection transmission to be the priority.
- The Site Supervisor will plan each work day and work week with the Social Distancing requirements in mind. Subcontractors will be asked to commit to a maximum crew size to assist in the planning process. The one and two-week look ahead will factor in minimizing congestion. Daily reports will be supplemented with site mapping that is to help identify where trades will be working and confirm that Social Distancing can be maintained.

There is an extensive amount of information available on the subject of Corona Virus prevention of transmission. You may want to visit the CDC site at: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> Information is updated regularly.

I have read and familiarized myself with the policies and procedures and agree to share this information with my employees and encourage them to use their best efforts to adhere to them. I understand that this document will be posted on all KasCon jobsites and agree to share it electronically with all associated employees of the firm I represent.

Company Name: _____

Signature: _____

Representative Name: _____

Title: _____

Date: _____

KasCon, Inc.


Jeffrey A. Kassman
President