

R&H Construction COVID-19 PLAN **Rev. 2**

ISSUED ON: 12/7/2020

(Replaces Worksite Plan issued on 4/10/2020)



INTRODUCTION

The health and safety of all workers, their family members and our community is R&H Construction's #1 value. As COVID-19 continues to evolve, the R&H Construction COVID-19 Task Force is monitoring the situation daily, including CDC, OHA, OSHA and State guidance to ensure we are taking the right precautions to keep everyone healthy and safe.

While making these decisions, we put the safety and health of our team members, business partners and community first, and second, sustaining construction operations which support the livelihoods of our team and building partners.

COVID-19 PROTOCOLS

This document outlines R&H Construction's COVID-19 strategies to minimize exposure at worksites:

01 | SICK WORKERS

Help us protect yourself and those around you by staying home if you are sick.

KNOW THE SYMPTOMS OF COVID-19 WHICH INCLUDE:

- » Fever or chills
- » Cough
- » Shortness of breath or difficulty breathing
- » Fatigue
- » Muscle or body aches
- » Headache
- » New loss of taste or smell
- » Sore throat
- » Congestion or runny nose
- » Nausea or vomiting
- » Diarrhea

- Notify your supervisor and stay home if you develop any symptoms of COVID-19 or if you have tested positive for COVID-19.
- If you test positive for COVID-19, please contact HR immediately and be prepared to assist us by answering questions regarding any close contacts you may have had, when symptoms first began, date of test, etc. to assist with contact tracing.
- Stay home if you have been in close contact (defined as 6 feet or less for 15 minutes or more cumulative in a 24 hour period) with someone who tests positive for COVID-19. You must quarantine based on CDC/OHA guidance after any direct exposure to a potentially infected person. Contact HR to discuss the quarantine.
- If a worker becomes symptomatic while on the jobsite, they must leave the site immediately and stay home until they can respond "no" to the four

health screening questions. (See Section 2 : Daily Health Screening below)

- Onsite Manager should notify HR so HR can follow-up with the worker.
- Sick employees should contact their health care provider.

02 | DAILY HEALTH SCREENING

For all worksites with less than 20 personnel arriving daily, R&H shall designate a social distancing officer from R&H to interview all R&H team members, subcontractors and visitors to the jobsite daily, before crews enter the jobsite.

On jobsites with greater than 20 craftspeople arriving daily, R&H will screen R&H employees entering the site and subcontractors will be required to submit a daily signed document prior to start of each shift, which at a minimum must include:

A list of all employees on site for the day:

- » Confirmation that each employee has read and understands these guidelines and agrees to adhere to them.
- » Confirmation that all employees have properly answered the screening questions set forth below.
- » The name and contact information for the designated on-site social distancing officer who is responsible to ensure and enforce social distancing on the jobsite.
- » The name and contact information for the designated representative assigned to the site to monitor for signs of illness in the workplace. If anyone is symptomatic, this person will immediately ask them to go home.
- » Confirmation that workers who repeatedly fail to follow required distancing will be removed from the jobsite.
- » Confirmation that workers have been requested to travel to work in an isolated

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manner to the extent possible, if not possible, require that it is limited to half its legal passenger capacity or two individuals total, whichever is higher.

All workers and visitors shall be asked the following screening questions and any “yes” or affirmative response shall result in the individual being sent away from the worksite:

1. Have you, or anyone in your household, had any of the following symptoms in the last 72 hours: (YES OR NO)

- » Fever or chills
- » Cough
- » Shortness of breath or difficulty breathing
- » Fatigue
- » Muscle or body aches
- » Headache
- » New loss of taste or smell
- » Sore throat
- » Congestion or runny nose
- » Nausea or vomiting
- » Diarrhea

2. Within the past 10 days (or 7 days with a negative test), have you been in close physical contact (6 feet or closer for at least 15 minutes in a 24-hour period) with a person who is known to have confirmed COVID-19?

3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried you may be sick?

4. Are you currently waiting on the results of a COVID-19 test?

03 | PERSONAL HYGIENE

Wash hands frequently, including before lunch/breaks.

- R&H will provide (a) hand wash station(s) or hand sterilization stations onsite.
- Avoid touching face, especially eyes, nose and mouth.
- Use a disposable tissue, not your hands.

04 | PHYSICAL DISTANCING

Both the work activities and the workplace must be designed to eliminate the need for any worker to be within 6-feet of another individual in order to fulfill their job duties. Any work in which it is not possible to maintain a 6-foot interval shall require submission of a written pre-task plan demonstrating that all other options to do the work have been explored, including engineering out the hazard, physical barriers, etc.

- Phase lunch/break shifts if not able to maintain distance
- Maintain separate eating areas:
 - » Eat lunch in your car, or
 - » Provide different areas of the project (weather permitting).
- Phase work locations to minimize crew size.
- If feasible, use directional signage to limit stairway/hallway passing.
- Visitors are limited to essential services and must check-in at site offices upon arrival.
- In-person meetings should be limited as much as possible and six-feet of physical distance must be maintained. Utilize technology, conference calling or e-mail groups to conduct meetings or planning sessions whenever possible.
- A vehicle carrying individuals who are not in the same household is limited to half its legal passenger capacity or two individuals total, whichever is higher. All occupants must also wear a mask, face covering, or face shield.

05 | FACE COVERINGS

- All persons entering an R&H worksite must wear a face covering, mask or face shield per R&H's

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Face Covering Policy (see Resources). It is strongly recommended, but not required that individuals wear a mask or face covering as source control rather than using a face shield alone.

- Each employer/subcontractor must provide masks, face coverings, or face shields for their own employees at no cost to the worker. Employees may choose to wear their own mask, face shield, or face covering instead of those provided by the employer.



- Follow [CDC guidelines](#) for cleaning and disinfection.

07 | SOCIAL DISTANCING OFFICER

R&H will assign a Social Distancing Officer to each jobsite/work location with their primary duties as:

- Disinfect common areas*, shared equipment* and high-touch* surfaces at least once every 24-hours.
- Monitor and enforce proper physical distancing.
- Ensure the worksite is supplied with all cleaning/disinfection products needed, including sanitization or wash station is supplied with soap, hand sanitizer stations are full, and any cleaning/disinfection products are available for employee use.
- Monitor the use of masks, face coverings and/or face shields.
- Ensure face coverings are available at the work location.

06 | CLEANING / DISINFECTION

- R&H will provide (a) hand wash station(s) or hand sterilization stations onsite, iPads and mobile devices should be limited to single users and sanitized regularly.
- R&H will provide time for employees to clean, sanitize and perform hand hygiene before using shared equipment and reasonable time to clean and sanitize more frequently if the worker chooses to do so.
- R&H's Social Distancing Officer will disinfect common areas,* shared equipment* and high-touch surfaces* at least once every 24-hours.
- After a confirmed COVID-19 case, R&H will coordinate cleaning/disinfection of any common areas, high-touch surfaces, and any shared equipment that the known individual came into contact with. The requirement does not apply to areas, surfaces, or equipment that has been unoccupied or otherwise unused for seven days or more.

DEFINITIONS*

OR-OSHA's COVID-19 Temporary Standard defines:

"Common Areas" as building lobbies, reception areas, waiting rooms, bathrooms, break rooms, eating areas, smoking areas, locker rooms, bathing areas, transit lounges, conference rooms, or other locations indoors or outdoors that multiple individuals may use or congregate.

"Shared Equipment" is defined as devices or tools that are used by multiple employees or non-employees including, but not limited to, elevators, computer keyboards, and work vehicles.

"High-touch surface" means equipment or surfaces that are handled frequently throughout the day by multiple individuals. High touch surfaces can include, but are not limited to: countertops, door knobs, copy machines, light switches, handrails, elevator control panels, steering wheels.

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08 | VENTILATION

At each worksite consider if there is additional ventilation possible (ex. open windows/doors).

09 | POSTING REQUIREMENTS

The R&H Superintendent/On-site Supervisor confirm the following items are posted in conspicuous areas on site where workers can be expected to see them:

- OR-OSHA Covid-19 Hazards Poster
- Face Covering Poster
- Personal Hygiene Poster
- Physical Distancing Poster

10 | RESPONSE TO A POSITIVE/

Oregon OSHA's COVID-19 Temporary Standard for all workplaces

Physical distancing
Workers must be separated from one another and other individuals by at least 6 feet.

Facial covering
In most indoor environments, as well as outdoor situations where 6 feet of physical distance from others cannot be maintained, a proper face covering that covers the nose and mouth is required.

Workplace risk assessment
Talk to your employer about COVID-19 risks in the workplace and how to address them.

Notify your employer when you feel sick
Cough, shortness of breath, fever, etc.

Wash your hands often

Workers: If you have been quarantined due to COVID-19, contact your employer about available leave options.

You have the right to notify your employer or Oregon OSHA about workplace hazards. Oregon OSHA will keep your name confidential if you ask.

You have the right to report a work-related injury or illness, without being retaliated or discriminated against.

You can file a complaint with the Oregon Bureau of Labor and Industries within 90 days, or with federal OSHA within 30 days, of discrimination by your employer for making safety and health complaints or for exercising your rights under the Oregon Safe Employment Act.

English 1-800-922-2689 | osha.oregon.gov | Español 1-800-843-8086

The rule and other resources

PRESUMPTIVE COVID-19 CASE

In the event a person who was on jobsite is diagnosed with COVID-19, an investigation will occur. The R&H Superintendent/Project Supervisor or subcontractor

should follow the steps outlined below:

- If you have reason to believe that someone on the jobsite is exhibiting symptoms of COVID-19 or you are informed that a worker on the job site has tested positive for COVID-19 the R&H Superintendent/Project Supervisor shall notify HR immediately at 503-866-5993 (Jennifer Bianchini) if not available call Karen Sidlo at 971-570-5398. HR will notify EHS staff.
- The project supervisor shall complete the R&H Covid-19 Notification Form if an R&H employee is involved, if the employee is employed by a subcontractor then the subcontractor's supervisor should complete the form.
- The EHS Director will organize a call with the site superintendent, site project manager, HR, EHS and subcontractor supervisor (if the it is a subcontractor case) once the notification is received to discuss next steps, including:

- » **Contact Tracing per [CDC Guidelines](#)**
- » **Cleaning/Disinfection Protocols per [CDC Guidelines](#)**
- » **Return to Work Protocols**
 - * **End Isolation per [CDC Guidelines](#)**
 - * **Quarantine Guidelines for Close Contacts per [CDC Guidelines](#)**
- » **Project Team Notification** – must occur within 24-hours; R&H Template Notification Form

11 | TRAINING

Provide training to crew members on the protocols above, including:

- Stay home if you are sick
- Signs / symptoms of COVID-19 and how to report illness
- Locations of handwashing/hand sterilization units
- Sanitation, hand washing and proper hygiene
- Face Covering requirements
- Physical distancing requirements

Note: It is R&H's intention to follow all local, state and OSHA guidelines pertaining to COVID-19. If there is updated guidance from one of those jurisdictions that guidance will supersede this plan.

**SUBCONTRACTOR
COVID-19 PROTOCOLS**

SUBCONTRACTOR COVID-19 PROTOCOLS ▶▶

01 | SICK WORKERS

Help us protect our jobsites by telling your employees to stay home if they are sick. Train your employees to recognize the symptoms of COVID-19:

- » Fever or chills
- » Cough
- » Shortness of breath or difficulty breathing
- » Fatigue
- » Muscle or body aches
- » Headache
- » New loss of taste or smell
- » Sore throat
- » Congestion or runny nose
- » Nausea or vomiting
- » Diarrhea

02 | DAILY HEALTH SCREENING

- For all worksites with less than 20 personnel arriving daily, R&H shall designate a social distancing officer from R&H to interview all R&H Team members, subcontractors and visitors to the jobsite daily, before crews enter the jobsite.
- On jobsites with greater than 20 craftspeople arriving daily, a signed document is required to be submitted daily by each subcontractor prior to start of each shift. It must, at a minimum include:

A list of all employees on site for the day:

- » Confirmation that each employee has read and understands these guidelines and agrees to adhere to them
- » Confirmation that all employees have properly answered the screening questions set forth below.
- » the name and contact information for the designated on-site social distancing officer who is responsible to ensure and enforce social distancing on the jobsite.
- » the name and contact information for the

designated representative assigned to the site to monitor for signs of illness in the workplace. If anyone is symptomatic, this person will immediately ask them to go home.

- » Confirmation that workers who repeatedly fail to follow required distancing will be removed from the jobsite.
- » Confirmation that workers have been requested to travel to work in an isolated manner to the extent possible, if not possible, require that it is limited to half its legal passenger capacity or two individuals total, whichever is higher.
- All workers and visitors shall be asked the following screening questions and any "yes" or affirmative response shall result in the individual being sent away from the worksite:

1. Have you, or anyone in your household, had any of the following symptoms in the last 72 hours: (YES OR NO)

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- » Headache
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- » Diarrhea

(Continued)

2. Within the past 10 days (or 7 days with a negative test), have you been in close physical contact (6 feet or closer for at least 15 minutes in a 24-hour period) with a person who is known to have confirmed COVID-19?

3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried you may be sick?

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03 | PHYSICAL DISTANCING

- Both the work activities and the workplace must be designed to eliminate the need for any worker to be within 6-feet of another individual in order to fulfill their job duties. Any work in which it is not possible to maintain a 6-foot interval shall require submission of a written pre-task plan demonstrating that all other options to do the work have been explored, including engineering out the hazard, physical barriers, etc.
- Subcontractors are responsible for monitoring physical distancing of their employees/subcontractors.

04 | FACE COVERINGS

- All persons entering an R&H worksite must wear a face covering, mask or face shield per R&H's Face Covering Policy (see Resources). It is strongly recommended, but not required that individuals wear a mask or face covering as source control rather than using a face shield alone.
- Each employer/subcontractor must provide masks, face coverings, or face shields for their

own employees at no cost to the worker. Employees may choose to wear their own mask, face shield, or face covering instead of those provided by the employer.



05 | CLEANING / DISINFECTION

- R&H will provide (a) hand wash station(s) or hand sterilization stations onsite.
- R&H will provide cleaning and disinfecting in common areas of the project and on high touch surfaces.
- Subcontractors will be responsible for cleaning/sanitizing their own tools, equipment, jobsite trailers, break areas, gang boxes, etc.
- Follow [CDC guidelines](#) for cleaning and disinfection.

06 | RESPONSE TO A POSITIVE/PRE-SUMPTIVE COVID-19 CASE

In the event an employee of yours is working on a R&H jobsite and is diagnosed with COVID-19, an investigation will occur. The Subcontractor should follow the steps outlined below:

- If you have reason to believe that someone on the jobsite is exhibiting symptoms of COVID-19 or you

are informed that a worker on the job site has tested positive for COVID-19 the subcontractor supervisor should notify the R&H Superintendent/Project Supervisor.

- The R&H Superintendent/Project Supervisor will ask you to complete the R&H Construction COVID-19 Notification form. This form should be completed and returned within an hour.
- The R&H Superintendent/Project Supervisor shall notify R&H HR immediately. HR will notify EHS staff.
- The EHS Director will organize a call with the site superintendent, site project manager, HR, EHS and subcontractor supervisor once the notification is received to discuss next steps, including:
 - » **Contact Tracing per [CDC Guidelines](#)**
 - » **Cleaning/Disinfection Protocols per [CDC Guidelines](#)**
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- Sanitation, hand washing and proper hygiene
- Face Covering requirements
- Physical distancing requirements

Note: It is R&H's intention to follow all local, state and OSHA guidelines pertaining to COVID-19. If there is updated guidance from one of those jurisdictions that guidance will supersede this plan.



ADDITIONAL RESOURCES ►►

ATTACHMENTS:

- [R&H Face Covering Policy \(Rev. 4\)](#)
- [R&H Health Screening Questionnaire \(Rev. 3\)](#)
- [R&H Social Distancing Officer Checklist](#)

For more information visit:

RHCONST.COM/COVID-19