1. **Purpose**

This plan establishes the Branscome, Inc. COVID-19 crisis response plan specifically outlining the requirements applicable to all Branscome, Inc. locations, facilities, and projects.

1. **Scope**

This plan includes best practices designed to protect Branscome, Inc. employees, subcontractors, vendors, suppliers, and clients working at any our facilities and projects during the COVID-19 Pandemic Outbreak. This program encompasses guidance from the Virginia Department of Labor, Center for Disease Control, the Occupational Safety and Health Administration, and specifically the OSHA document on Guidance for Preparing Workplaces for COVID-19.

1. **CORPORATE CRISIS TEAM**

The Corporate Crisis Team is comprised of leaders throughout the organization that have the authority to implement this plan. As changes and updates are available, it will be the responsibility of the Corporate Crisis Team to ensure all responsibilities are carried out within their respective area of the company.

1. **RESPONSIBILITIES**

Safety

* Manage all aspects of this program.
* Identify employees that have travelled to affected areas or exposed to viruses.
* Supervise employee training programs for virus transmission countermeasures to COVID-19.
* Coordinate and supervise recordkeeping as required by company policy and public health agencies.

Management

* Monitor and ensure employees are following procedures and protocols in affected areas.
* Follow all guidelines as required in this plan.
* Wear and maintain PPE in all posted areas.
* Ensure workers attend safety meetings/talks on pandemic/illness transmission.
* Ensure any worker showing signs or symptoms of COVID-19 are assessed and if needed, sent home and advised to seek medical attention.
* Notify the Safety Department if any exposure or transmission is suspected.

Employees

* Follow all guidelines as required in this plan.
* Wear and maintain PPE in all posted areas.
* Attend safety meetings/talks on pandemic/illness transmission.
* Ensure he/she notifies their immediate supervisor if symptoms or signs of virus is suspected.
* Report to their supervisor any changing conditions which may impact virus exposures.

1. **COVID - 19**

Symptoms

The virus can cause illness ranging from mild to severe and, in rare cases can be fatal. Symptoms typically include fever, cough, and shortness of breath. Other affected people have reported other non-respiratory symptoms. Many cases are referred to as asymptomatic, which means that individuals report no symptoms at all. According to the CDC, symptoms may appear in as few as 2 days or as long as 14 days after exposure.

How the Virus Spreads

The virus is spread mainly from person-to-person including the following:

* Between people who are in close proximity, generally less than 6 feet, with other people that are infected.
* Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
* There is a possibility, however not likely, that the virus can be transmitted by touching a surface or object that has COVID-19 on it and then touching one’s own mouth, nose, or possibly the eyes.
* People are most contagious when they are symptomatic, for example, experiencing fever, cough, and/or shortness of breath.
* Additionally it is thought that asymptomatic and mildly symptomatic individuals can and do spread COVID-19.

1. **SOCIAL DISTANCING- GENERAL GUIDELINES**

Company social distancing guidelines are a key strategy to protect staff by minimizing their contact with other people. These guidelines are not all-inclusive, are a minimum, and may become more stringent based on criteria set forth by the company and or governing authorities.

* Avoid crowded places and large gatherings, both internal and external to business operations.
* Maintain a distance of at least 6 feet between individuals wherever it is practical. Greater distances are more effective in reducing the spread of COVID-19.
* Avoid contact with those who are ill.
* Avoid face-to-face (in-person) meetings. Use the phone, video conferencing, and the Internet to conduct business as much as possible, even when participants are in the same building.
* Limit travel to routine work place areas only.
* Cancel or postpone non-essential meetings, gatherings, workshops, and training sessions or provide a remote access option.
* Gatherings must be limited to a maximum of 10 individuals with distance guidelines above met.
* Employees not critical to production are to work from home or work staggered hours to avoid large numbers and stacking of employees.
* Practice “ghost shift” changes when multiple shifts are working, this means one shift is off duty and gone prior to the next shift coming in.
* Avoid public transportation; walk, cycle, drive a car by yourself, or travel early or late, to avoid rush hour crowding on public transportation when necessary.
* Bring lunch and eat at your desk or away from others. Stagger lunchtime if employees need to eat in break or lunch rooms, or eat outside.
* Do not congregate in common areas where employees tend to socialize.
* If face-to-face meetings are necessary, use the 6 feet guideline away from each other for distancing.
* Do not shake hands, fist-bump, elbow bump, hug each other, etc.
* Where possible holding meetings in the open air, for example, outside on a nice day.
* Encourage employees to avoid recreational or other leisure activities, where they may come in close contact with infectious people.
* Supervision will determine further distancing measures as appropriate for specific locations.

1. **SOCIAL DISTANCING- FIELD OPERATIONS**

These minimum guidelines are intended for production operations, such as shop operations, plants, quarries, construction projects, etc.

* Do not share pens/pencils.
* Drivers should continue to drive the same truck.
* Frequently sanitize the cab of equipment and vehicles. Provide time for employees to perform these tasks.
* Drivers should not exit their vehicles for any reason other than an emergency or to use a restroom during the work shift.
* No congregating in job offices or break areas.
* Ensure that social distancing of 6 feet is in place when required to have face-to-face meetings with inspectors. Meet with inspectors via phone or on-line if possible.
* Do not share tools if possible. Use disinfecting methods to clean shared tools.
* Restrict all non-essential employees and visitors from coming to facilities and job-sites (i.e. sales calls).
* When deliveries are being made, ensure social distancing measures are in place. This may include a segregation box for delivery tickets.
* Third party haulers must remain in their vehicles. When not possible, implement additional cleaning and disinfecting procedures as determined necessary.
* Ride sharing is prohibited unless 6 feet of person to person contact is achievable.
* Management should work with closed doors where there are job offices.
* All written tickets, requisitions, etc… should be done electronically if possible. Segregation boxes may be required.
* On-site supervision will determine further distancing measures as appropriate for the location.

1. **HYGIENE MEASURES**

All company locations must have adequate hand washing facilities/hand sanitizing products, and disinfecting products as long as they are available. It is the responsibility of the on-site supervision to direct employees and third parties to use prudent hygiene measures as outlines in this program. It is also the responsibility of the on-site supervision to ensure common areas and restrooms are disinfected routinely. Disinfecting and cleaning products are to be identified with EPA disinfecting labels for emerging viral pathogens.

Basic Hygiene Measures- Hygiene measures must be reinforced and employees should be encouraged to practice them to minimize potential transmission of COVID-19.

Hand Cleaning - Wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer, and industrial hand cleaning products per the manufacturer’s instructions. Wash your hands often, especially: before, during, and after you prepare food; before you eat; after you use the restroom; when your hands are dirty; more frequently when someone at home is sick; and in particular after coughing, sneezing, or using tissues.

Sneezing and Coughing - Cover nose and mouth when sneezing or coughing, cough or sneeze into your elbow or a single use tissue. Dispose of used tissues immediately.

Face and Eyes - Keep hands away from the mucous membranes of the eyes, mouth, and nose. Do not touch your face.

Hygiene Information - Communicate personal hand hygiene information to employees and third parties (visitors, subcontractors, inspectors, etc…).

Colas Provided Literature and Directives - Use Colas provided literature, posters, pamphlets, memos, and letters to inform employees of the importance of hand hygiene and environmental cleaning.

Housekeeping, Environment Cleaning, and Disinfecting - Ensure that all surfaces and common shared surfaces are disinfected daily, for example, table tops, desktops, door handles, copy machine buttons, phone receivers, key boards, hand and power tools, and construction equipment.

1. **PERSONAL RESPONSIBILITY AND RESTRICTING WORK ENTRY**

It is critical and mandatory that individuals call in and not report to work while they are experiencing illness symptoms such as fever, cough, and shortness of breath, sore throat, runny/stuffy nose, body aches, chills, fatigue, or other flu-like symptoms. Individuals should seek medical attention if they develop these symptoms and be tested for COVID-19 if testing is available. If tested, employees are not to report to work until results are reported back and the employee is negative. The employee must submit a physician’s note (electronic or visually seen) that he/she is cleared for return to work after a positive test. This may include completing a required quarantine. It is important to note that infected employees having recovered are unlikely to be re-infected and should be encouraged to return to work as soon as they are well with appropriate clearance.

Screening Tools - Screening tools may be deployed as determined by the Crisis Management Team, or owners/clients we are working for. An example of a screening tool is a Temporal No-Touch Thermometer. If screening tool are employed, a temperature > 100.4 degrees Fahrenheit will be considered an elevated temperature. An individual with an elevated temperature will be requested to go home and seek medical attention and follow the criteria above.

It is understood that during Pandemic outbreak screening tools may become unavailable, and if this occurs, we will rely on Personal Responsibility and Self-Reporting.

1. **PROCESS FOR CONTACTS WITH INDIVIDUALS HAVING COVID-19**

Once the company has determined that an employee has COVID-19 or potentially has COVID-19, we must determine who may have been a contact with the person. Follow the procedures outlined below, and follow Sections 10.0, 11.0, and 12.0 of this program.

* Identify the contacts. This is someone who has been in contact with the person.
* Advise contacts in person that they have been in contact with a person having or suspected of having COVID-19.
* Check on the person during his/her absence from work (will be required by governing agencies) as determined by the public health department. This will facilitate treatment, contact tracing, and other information if a contact becomes ill. The public health department will more than likely require this.
* Follow the process for ensuring both the suspected and contact person are healthy before allowing them to return to work and that they are encouraged to return to work once they are well.

1. **CONTACT MANAGEMENT**

* In order to reduce the risk of further infection, contacts will be expected to stay at home and avoid contact with others for a recommended period. Health officials will determine this.
* The role of contact tracing may vary according to the phase of the pandemic. At an early phase, when efforts are directed at keeping the pandemic out of an area or in managing small clusters, contact tracing and quarantining cases and contacts might be vigorous. However, if the pandemic affects larger numbers of people across the country, it will not be an effective strategy and contact tracing may be discontinued.
* In any circumstance, the company will require sick employees with flu-like symptoms to go home immediately and contact a health professional in the manner advised by the local health authorities. This may involve calling the person’s doctor or nurse, or a specially designated center to seek further advice, rather than the patient calling in without prior notification. If the health professional identifies the patient calling as being a suspected confirmed case, then the health professional will most likely trace contacts, according to the current protocols set by the local health authorities. This is likely to involve contacting the patient’s workplace.

1. **COVID-19 RISK ASSESSMENT FOR WORK ENTRY**

The COVID-19 Risk Assessment as outlined in Appendix A of this program shall be utilized effective immediately for all site visitors.

When this form is initiated, it will be completed by all visitors, subcontractors, and third parties prior to working at any facility, project, and office. We may also be required to provide to owners, customers, and clients.

It is understood that temporal thermometers (and similar products) may become unavailable, and we will have to utilize the form without a temperature reading and simply ask individuals to self-report their current health status with respect to the Risk Assessment.

1. **BEST PRACTICES**

To reduce the risk of exposure to yourself or others, please apply these COVID-19 best practices:

* Listen to and follow the directions of your state and local authorities.
* If you feel sick, stay home. Do not go to work. Contact your medical provider.
* If your children are sick, keep them at home. Contact your medical provider.
* If someone in your household has tested positive for the Coronavirus, keep the entire household at home.
* If you are an older American, stay home and away from other people.
* If you are a person with a serious underlying health condition—such as a significant heart or lung problem—stay home and away from other people.
* Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical you do your part to stop the spread of the coronavirus.
* Work or engage in schooling from home whenever possible.
* If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceuticals and food supply, you have a special responsibility to maintain your normal work schedule. You and your employer should follow CDC guidance to protect your health at work.
* Avoid social gatherings in groups of more than 10 people.
* Avoid eating and drinking at bars, restaurants and food courts – use drive thru, pickup or delivery options.
* Avoid discretionary travel, shopping trips, and social visits.
* Do not visit nursing homes or retirement or long-term care facilities unless to provide critical assistance.
* Practice good hygiene.
* Wash your hands especially after touching any frequently used item or surface.
* Avoid touching your face.
* Sneeze or cough into a tissue, or the inside of your elbow.
* Disinfect frequently used items and surfaces as much as possible.

**APPENDIX A COVID-19 ASSESSMENT FORM**

In efforts to protect our employees from exposure to the recent outbreak of the Corona Virus (COVID-19) in the United States, please fill out the following assessment before entering our facility.

|  |  |
| --- | --- |
| Visitor Name: | Phone Number: |
| Visitor Company/Organization: | Branscome Host Employee: |
| Date of Visit: | Site name: |
| Purpose of Visit: | |

|  |  |  |
| --- | --- | --- |
| **QUESTION** | **YES** | **NO** |
| Have you or a family member traveled outside of the  United States in the last 30 days? |  |  |
| Have you had contact with or cared for anyone diagnosed with COVID-19 in the last 21 days? |  |  |
| Have you experienced or are you currently experiencing  any flu-like symptoms in the last 14 days? |  |  |
| Are you experiencing any of these symptoms? (check all that apply)  □ cough  □ fever (greater than 100.4 F)  □ difficulty breathing (shortness of breath) |  |  |

If you indicated “yes” on any of the above questions, please contact the site/facility leader for further instructions.

If at any time while on site you experience flu-like symptoms, you shall notify your Branscome Host Employee immediately via phone and leave site immediately.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Phone (Cell)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company

**COVID-19 CRISIS RESPONSE PLAN TRAINING DOCUMENT**

**Name (Print) Signature Date**

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**I have read, understood and agree to comply with all requirements of the COVID-19 crisis plan. I understand that failure to comply with this policy may result in disciplinary action.**