

SAFETY OPERATING PROCEDURE

COVID-19 PLAN

SOP NO:
P-22

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* Denotes Current Revision of Procedure

A. **PURPOSE:** The purpose of this program is to ensure the safety of all ROG'S INC. employees as well as all sub-contractors by using proper personal procedures during work activities to protect against the spread of Covid-19

Using CDC and OSHA recommended guidelines during work is instrumental when helping the spread of Covid-19 and is required by ROG'S INC. throughout the remainder of the statewide shutdown.

B. **SCOPE:** This program applies to all ROG'S INC. employees along with all sub-contractors on the job. Rick Bliley shall be the administrator of this program and ensure employees adhere to this program.

C. **GENERAL REQUIREMENTS:**

1. **Site Screening**

- a) Prior to entry into the site, the Supervisor shall screen each ROG'S INC. employee.
- b) The screen shall consist of taking & documenting each employees body temperature and asking each employee the following 3 questions prior to each shift. If the employee has a fever or answers yes to any question, the employee shall remain home for 72 hours and may only return if not symptoms occur.
 - 1. Have you, or anyone in your family or any one you have been in close contact with, been in contact with a person that has tested positive for COVID-19?
 - 2. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
 - 3. Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, or shortness of breath?

2. **Hygiene**

- a) Each employee is required to wear gloves during the course of work to refrain from coming into direct contact with potentially infected surfaces.
- b) Hand washing stations or hand sanitizer shall be used after gloves are removed prior to any breaks, eating, smoking or other uses of tobacco or phones.
- c) Throughout the day, door handles or knobs, tools, and other handled items shall be disinfected.
- d) Equipment used by ROG'S INC. during the course of work shall be disinfected throughout the day and at the end of each day. This includes Forklift, cranes, rigging materials, and any tools needed
- e) Handshaking shall not occur.
- f) Refrain from touching your face and coughs and sneezing must be into the elbow then immediate hand washing and disinfection of the arm/sleeve and anything in the surrounding area.
- g) Ensure fans are operating and windows are open to create good ventilation.

- h) Do not share food.
- i) Wipe down bathrooms and portable toilets areas where you may contact them. (Seat, door handle, locking mechanism)

3. Worker Numbers

- a) No workplace shall exceed 10 employees.
- b) Employees shall be split up & work, at most in pairs. If work area is large enough to be safe, employees shall work together while maintaining 6' distancing from each other, while wearing a N-95 or equivalent respirator.
- c) If a work task requires two people, wear a N-95 or equivalent respirator during the task. (Do not share respirators)
- d) Do not take breaks in a small room together. Ensure you are spread out 6' and break outside if possible.
- e) Do not share tools.
- f) Refrain from leaving the work site for convenience stores or restaurants.
- g) Do not allow visitors on the site.
- h) If you are feeling ill, STAY HOME!

4. Office Practices

- a) Employees shall refrain from entering jobsite trailers or offices unless of an emergency.
- b) Employees shall remove gloves and sanitize hands prior entering the jobsite trailer.
- c) Employees shall don an N95 or equivalent mask prior to entering the trailer.
- d) Prior to entering a ROG'S INC. office area, employees shall remove gloves, sanitize hands and don a N95 or equivalent mask.
- e) Door handles, desks, arms of chairs, and anything the employee contacts shall be sanitized.
- f) If transmission of paper must occur, gloves shall be worn and disposed of after handling the necessary paper.

5. Home Practices

- a) Disinfect your vehicle.
- b) Wash your clothes immediately when you return home and shower.
- c) Disinfect areas of your home you came in contact with.
- d) Do not handle children, provide aid to elders, or contact your spouse until you have removed your work clothing and cleaned yourself.
- e) Disinfect your lunch box or coffee container or anything else you may have used at work, including your cell phone.
- f) Do not travel to unnecessary places. You could pick up the virus and bring it to work. If you must go somewhere, disinfect yourself prior to entering your home.
- g) If you wake up and do not feel well, STAY HOME!

6. Managing potentially sick employees

- a) If an employee develops shortness of breath, dizziness, cough, or flu like symptoms while on the job, the following shall take place:
 - 1. The employee shall immediately be sent home and call their primary care physician.

2. All areas and tools the employee made contact with on the site shall be cleaned and sanitized. (Employees doing the cleaning and sanitizing shall wear a N95 or equivalent respirator, gloves, and long sleeves.)
- b) If an employee on the jobsite tests positive for Covid-19, the following shall occur:
 1. ROG'S INC. will pull out of the job for at least 24-hours.
 2. Without violating HIPPA, ROG'S INC. will alert project management an employee has tested positive.
 3. Rick Bliley will conduct contact tracing and alert project management.

7. Material Deliveries and Visitors

- a) Visitors shall be kept as minimum as possible. Anyone wanting to visit the jobsite shall have an essential need to come onsite.
- b) Visitors shall practice social distancing of 6' from any employee.
- c) Electronic transmission of paperwork shall be done when at all practical.
- d) The supervisor shall be the designated person to collect paper.
- e) Any paper such as delivery tickets shall be put in a sealable plastic bag and remain for 24 hours prior to removing it from the bag for filing.

D. Training

1. Any employee that works during this time shall be made aware of this program and receive a copy of the COVID-19 toolbox talk.