

BEST PRACTICE RECOMMENDATIONS FOR COVID-19 MITIGATION ON JOBSITES AND IN OFFICES

GENERAL RECOMMENDATIONS FOR ALL LOCATIONS

1. Designate a COVID-19 Supervisor per jobsite responsible for monitoring and enforcing Plan
2. Establish a regular cleaning schedule for work location
3. Discourage carpooling where possible unless workers are coming from the same household
4. Discourage workers from sharing tools and equipment
5. Discourage workers from using other's desks, phones, tablets, computers, pens, etc.
6. Re-evaluate work processes to eliminate multiple people working within 6 feet of one another, where possible
7. Focus on truly Critical Work and consider, when possible, delaying non-essential work activities
8. Ensure desks and other workstations are separated by at least 6 feet
9. Eliminate handshaking and other unnecessary person-to-person contact in the workplace
10. If an in-person meeting is truly essential, ensure that all participants remain separated by at least 6 feet, including when entering and exiting meeting space
11. Always demonstrate leadership to team members and business partners by following all mitigation recommendations and recognizing others who also follow these guidelines

TRAINING

1. Ensure all Swinerton employees have been trained and are familiar with the Plan
2. Provide training on Prevention Protocols including:
 - Sanitation, hand washing and proper hygiene
 - Social Distancing requirements and compliance expectations
 - The various administrative controls and tools being used
 - Signs and symptoms to be aware of and how to report signs of illness
 - If You are Sick – Stay at Home Policy
 - Stop Work Authority

SOCIAL DISTANCING ON THE JOBSITE

1. Coordinate deliveries to ensure workers on site are not exposed to delivery personnel
2. Where possible, require delivery drivers to remain in their vehicles
3. Eliminate all unessential visitors to jobsite and project offices
4. Adjust entrance to jobsite to ensure a minimum of 6 feet between those exiting and entering
5. Reduce the size of work crews where possible
6. Stagger start times to help decrease number of workers arriving and departing site at same time where possible
7. Minimize interaction between work crews
8. Eliminate or minimize worker exposure to public and visitors to work areas
9. Install physical barriers where possible to limit worker exposure to general public or others in a shared facility
10. Eliminate access to shared lunch areas with the general public (where applicable)
11. Remove large seating areas for lunch and break periods on site; ensure workers take their breaks and lunch periods while maintaining appropriate social distance
12. Ensure personnel hoist capacity is restricted to accommodate distancing recommendations
13. Establish "one-way" traffic if necessary, in areas that cannot accommodate the recommended 6 feet between workers (for example in stairways – dedicate one stairway for travel up and the other for down)
14. Eliminate community water coolers, microwaves, and other shared food related items from site

SIGNAGE

1. Increase Signage
 - At Gates and Job Office Doors – No Public Access
 - Social Distancing Signage
2. Post hand washing and social distancing reminder signage on/near temporary toilet facilities
3. Post COVID-19 hotline information