



## Policy Description

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Wilbert Precast, Inc. will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the company during any such period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The company is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

## Preventing the Spread of Infection

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Wilbert Precast, Inc. will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles, and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate with taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious – frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough with a tissue and discarding used tissues in wastebaskets or using a sleeve when a tissue is unavailable. We will also distribute alcohol-based hand sanitizers throughout the workplace and in common areas when supplies are available.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or an alternative work schedule.

### LIMITING TRAVEL

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.

Employees should avoid crowded public transportation when possible.

### TELECOMMUTING

Telework requests will be handled on a case-by-case basis. While not all positions are eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

### STAYING HOME WHEN ILL

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time or paid time off to compensate employees who are unable to work due to illness.

*See Paid Sick Leave and Paid Time Off Policy in the Employee Handbook (p. 17) or check with Human Resources for available programs.*

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Fever, Cough, Sore Throat, Runny or Stuffy nose, Body aches, Headache, Chills, and illness related to Fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medication. Employees who report to work will be sent home in accordance with these health guidelines.



## REQUESTS FOR MEDICAL INFORMATION AND/OR DOCUMENTATION (COVID-19)

Employees are directed to use the COVID-19 Monitoring Plan and contact their healthcare provider to determine when to return to work. Please let your manager know if you would like a copy of the Monitoring Plan.

Employees tested for COVID-19 are requested to provide a note from their healthcare provider, granting permission to return to work.

## CONFIDENTIALITY OF MEDICAL INFORMATION

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, and disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

## Social Distancing Guidelines

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In the event of an infectious disease outbreak, Wilbert Precast, Inc. may implement these social distancing guidelines to minimize the spread of the disease among staff.

During the Workday, Employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 6 feet from each other; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
- Do not congregate in workrooms, pantries, copier rooms, or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage employees and others to request information and orders via phone and email to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.

## OUTSIDE ACTIVITIES

Employees might be encouraged to the extent possible to:

- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.



## COVID-19 Risk Evaluation

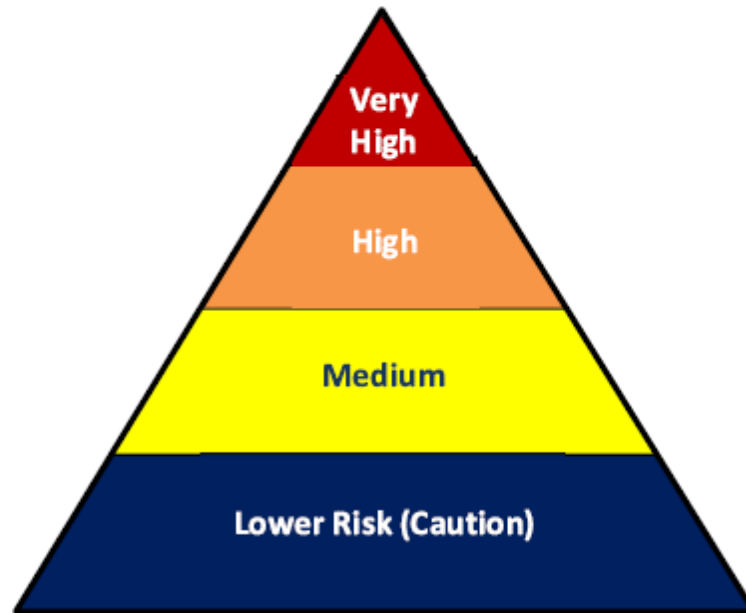
Occupational exposure to SARS-Co V-2, the virus that causes COVID-19, will vary from very high level of risk to a lower (caution) risk. The level of risk depends in part on the industry type, proximity to other workers, and other factors.

To help employers determine appropriate precautions, in guidance 3990, OSHA has divided occupational risk into four levels: Very High, High, Medium, and Lower Risk. The OSHA Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk.

Most construction work is expected to fall in the Lower Risk (caution) or Medium exposure risk levels.

**Chart 1: Occupational Risk Pyramid**

### Occupational Risk Pyramid for COVID-19



OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

Source: Fulcrum Environmental Consulting, Inc. COVID-19 General Construction HSP, Rev. 1.2



Most construction work is expected to fall in the Lower Risk (caution) or Medium exposure risk levels.

Wilbert Precast, Inc is here

Chart 2: OSHA Risk Matrix

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Lower Exposure Risk (Caution)</b></p> <p><i>OSHA Guidance:</i> These jobs do not require contact with people known to be, or suspected of being, infected with COVID-19 or frequent close contact with (i.e., within 6 feet for 10 minutes or more) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.</p> <p><i>Fulcrum</i> anticipates that exterior construction work or work conducted within construction firm offices that comply with social distancing and other generalized practices as outlined in Section 3 of this document will be best characterized as low risk.</p> | <p><b>Medium (Moderate) Exposure Risk</b></p> <p><i>OSHA Guidance:</i> These jobs include those that require frequent and/or close contact with the general public or other site workers (e.g., in schools, high-population-density) but who are not known or suspected to be COVID-19 patients.</p> <p><i>Fulcrum</i> advises that construction projects that require frequent close contact (within 6 feet) with co-workers, are conducted inside buildings not occupied exclusively by the Contractor's workers, or that involve interactions with groups of more than three people at a time be identified as medium exposure risk.</p> |
| <p><b>High Exposure Risk</b></p> <p><i>OSHA Guidance:</i> These jobs require close contact with people known or suspected to be infected with COVID-19.</p> <p>Although Construction workers engaged in healthcare facility projects with known or suspect COVID-19 patients but with no work conducted within 6-feet of patients in critical care or isolation would not be considered High Exposure Risk by OSHA,</p> <p><i>Fulcrum</i> recommends that the Contractor categorize the work as High Exposure Risk due to both exposure risk to workers and, to site building occupants or patients.</p>                                                    | <p><b>Very High Exposure Risk (Medical)</b></p> <p><i>OSHA Guidance:</i> These jobs have a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include health care workers performing aerosol-generating procedures on known or suspect COVID-19 patients.</p> <p>This HSP does not anticipated that any General Construction related work will characterize as Very High Risk.</p>                                                                                                                                               |
| <p><b>Medical Facilities:</b> Work in medical facilities should be documented by the facility under an Infection Control Risk Assessment (ICRA) and reviewed as part of a pre-work discussion by contractor, facility and infection prevention staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Source: Fulcrum Environmental Consulting, Inc. COVID-19 General Construction HSP, Rev. 1.2

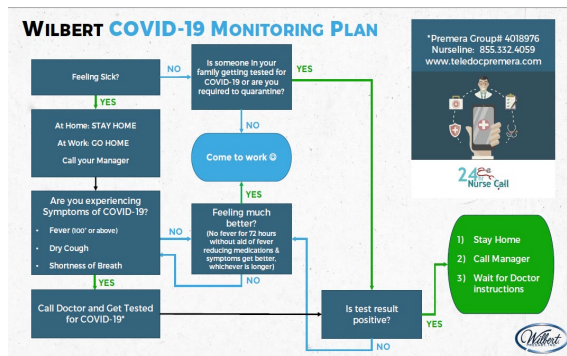
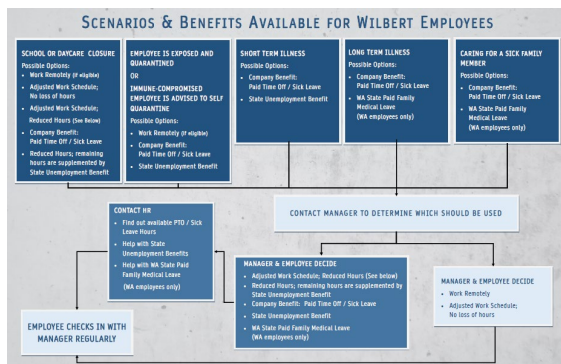


## COVID-19 Prevention Plan

Wilbert Precast, Inc. is committed to protecting our employees. The following adjustments were made to our operations:

- Established a COVID-19 Safety Committee to carry out best practice safety procedures
- Reduced Office Occupancy by 70% by implementing a telecommuting policy
- Closed our offices to public access
- Will Call and Shipping/Receiving are now Curbside services
- Limited travel between offices to essential travel only
- Mandated all employees follow a 6ft social distancing Rule
- Meetings held by phone or teleconferencing (Small Groups)
- Meetings held in large spaces to allow for social distancing when necessary (Large Groups)
- Company-wide Toolbox Talks (see example, p.6)
- Closed break rooms in Spokane and Yakima
- Staggered breaks - Employees are asked to eat in their vehicle, at their desk, or observe social distancing
- Limited the sharing of Tools
- PPE - Production is required to wear gloves & safety glasses
- Supply Hand Sanitizer (when supplies are available)
- Face masks will be provided as soon as supplies are available
- Housekeeping Measures; cleaning doorknobs, surfaces of common spaces, etc.
- Recommending frequent hand washing with for two minutes with soap and warm water.
- Implemented a strict stay at home policy for anyone feeling sick, showing symptoms, or if anyone if their household is sick.
- Purchased infra-red thermometers to screen employees if needed.
- A note is required from a medical provider to return to work if an employee or anyone in their household has been tested for COVID-19.
- Posted posters and informative guides in public spaces for employees to reference.

Examples:







Toolbox Talk Example:

## COVID-19 TOOLBOX TALK #1

Stop the Spread – Protecting Yourself and Others



### What is COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. It is a newly discovered coronavirus and it is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

### How does COVID-19 spread?

COVID-19 is thought to spread mainly from person to person. This can happen between people who are in close contact with one another (within about 6 feet). Droplets that are produced when an infected person coughs, sneezes, or talks may land in the mouths or noses of people who are nearby, or possibly be inhaled into their lungs. COVID-19 can also spread from contact with infected surfaces or objects when a person touches a surface or object that has the virus on it and then touches their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of fever, cough, and/or shortness of breath. Symptoms usually appear 2-14 days after exposure.

### Who is at higher risk for severe illness from COVID-19?

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low. Older adults<sup>1</sup> and people of any age who have serious underlying medical conditions<sup>2</sup> might be at higher risk for severe illness from COVID-19.

### How can I protect myself and others?

There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to this virus.

- Stay home when you are sick.
- Practice proper social distancing. Limit in-person gatherings to 10 or less people and keep a minimum of 6 feet distance between persons.
- Wear cloth face coverings in settings where other social distancing measures are difficult to maintain. Cloth face coverings should be made according to CDC guidelines.<sup>3</sup> **Cloth face coverings are NOT a substitute for social distancing.**
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
- In the absence of soap and water, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover coughs and sneezes with a tissue or elbow; throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces, including tools, PPE and other equipment.

<sup>1</sup> People 65 years and older, and people who live in a nursing home or long-term care facility

<sup>2</sup> For example, people with chronic lung disease or moderate to severe asthma; people who have serious heart conditions; people who are immunocompromised; people with severe obesity; people with diabetes; people with chronic kidney disease undergoing dialysis; and people with liver disease.

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Content Source: [Centers for Disease Control and Prevention \(CDC\)](#)

04/06/2020

## Summary

We have a team assembled that continuously researches and investigates possible resources, circumstances, and new information regarding COVID-19. We are dedicated to keeping our employees as current as possible and will share updates as they become available. These updates will be presented by management to their teams, posted and emailed to employees. Please contact Human Resources if you are not receiving these updates via email to verify your information.