



## COVID-19 Jobsite Protocols

2020

Handcrafted Homes, Inc. (hereafter referred to as “The Company”) takes the health and safety of our clients, employees, and subtrades very seriously. With the spread of the coronavirus or “COVID-19,” we all must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed these Jobsite Protocols.

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### I. Responsibilities of Employees

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Handcrafted Homes Inc. has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below.

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash their hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching their eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;

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- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If an employee develops a fever and symptoms of respiratory illness, such as cough or shortness of breath, they will not be permitted to work until they have been seen by a medical professional.

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## II. Responsibilities of Homeowners

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We ask that clients who are showing COVID-19 symptoms to let us know before attempting to schedule any work to be performed on their property. Additionally, please let us know if you or anyone in your household have been exposed to someone with a confirmed COVID-19 case.

Until the completion of your project, it is important to let us know if you or anyone in your household has shown COVID-19 symptoms as soon as possible, so that we may postpone our work.

The Company also expects homeowners to follow CDC guidelines by wearing a mask and practicing social distancing while within the work zone.

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## III. Job Site Protective Measures

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The Company has instituted the following protective measures at all jobsites:

*A. General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.

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- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by teleconferencing.
- The Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide-based hand sanitizers and/or wipes. They will be available at the entry point of clients' homes.
- Employees should use individual water bottles.

*B. Workers entering Occupied Building and Homes*

- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based wipes for this purpose.
- Workers should wash or sanitize hands immediately before starting and after completing the work.
- Employees and subtrades should wear a mask whenever they are on a job site.
- All employees and subtrades will be screened in advance of entering the job site with a daily COVID-19 screening log. If the employee or subtrade answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
  - Have you been confirmed positive for COVID-19?
  - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - Have you been in close contact with any persons who has been confirmed positive for COVID-19?

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- Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

C. *Personal Protective Equipment and Work Practice Controls*

- In addition to regular PPE for workers engaged in various tasks, employers will also provide:
  - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
  - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.

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#### IV. Job Site Cleaning and Disinfecting

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The Company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside.
- The Company will ensure that hand sanitizer dispensers are always filled or that employees are provided personal hand sanitizer bottles. Frequently touched items (i.e. door pulls) will be disinfected frequently.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees and subtrades can access that workspace again.

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- The Company will ensure that any disinfection shall be conducted using one of the following:
    - Common EPA-registered household disinfectant;
    - Alcohol solution with at least 60% alcohol; or
    - Diluted household bleach solutions (these can be used if appropriate for the surface).
  - The Company will maintain Safety Data Sheets of all disinfectants used on site.
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Handcrafted Homes, Inc. will have an Employee Responsibility Checklist posted at all job sites.

The health and safety of our community, particularly our employees, clients, and subtrades is of the utmost importance. We present these protection guidelines as a minimum standard.

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