



EMPLOYEE REFERENCE GUIDE: COVID-19



**WE COMMIT TO
SAFETY FOR LIFE**



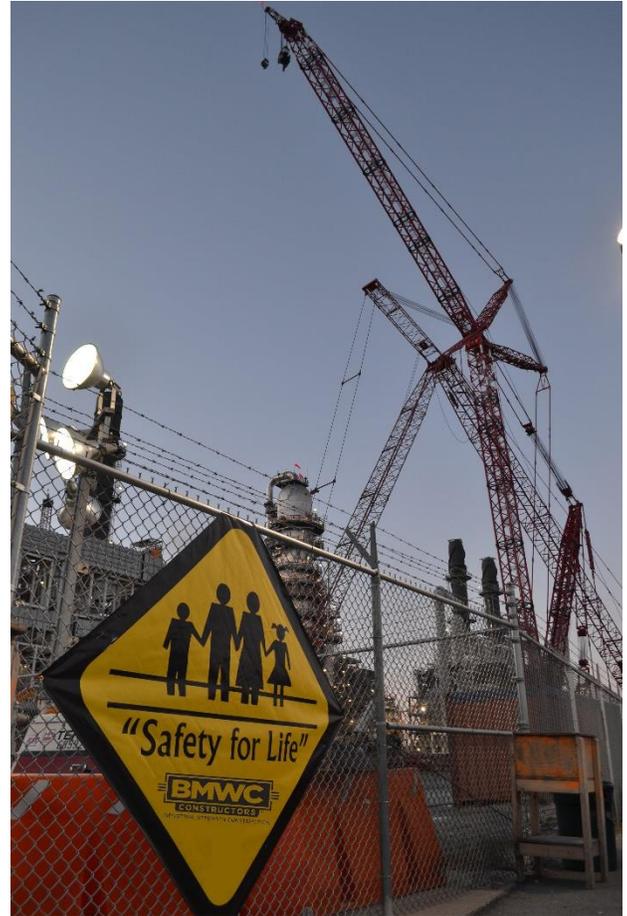
As we continue to monitor the COVID-19 virus across our footprint, we are aware that this will be a trying time for our company and for you and your families and loved ones. We will come through this as we always do in trying times. We will make every effort to maintain as many essential services as normal, so we may carry out our business at the high standards we and our customers are accustomed to. In this ever-changing time, we need to stay focused, and positive.

A. SAFETY FOR LIFE

The health and safety of our employees is of the utmost importance to BMWC. Safety for Life isn't a slogan - it's a core value.

To that end, BMWC's objectives during the outbreak of COVID-19 are to:

- Keep employees and their families safe by reducing transmission.
- Protect people who are at higher risk for adverse health complications.
- Continue to serve clients and owners at professional standards.
- Do our part to slow community spread of the virus.
- Minimize adverse effects to other individuals, companies and supply chains.



What to do to help limit exposure and stay healthy:

- Practice social distancing – do not attend large meetings or gatherings of more than 10 people, avoid use of public pens and other such things, don't go to unnecessary places, go to necessary places off peak times, avoid places like movie theaters, don't shake hands, hug or kiss, and stay home as much as possible.
- Stay home if you are sick.
- Wash your hands frequently and for at least 20 seconds with soap.
- Use a hand sanitizer with at least 60% alcohol if soap and water is not available.
- Cover coughs and sneezes with a tissue, napkin or paper towel and throw it away after use.
- Sanitize frequently touched surfaces at home, at work, in your car: light switches, doorknobs, keyboards, phones, cell phones, remotes, steering wheel, gear shift, door handles, cabinet handles, etc.
- Face coverings should be worn (**See Guidance for Working in Close Proximity**).

B. COVID-19 QUICK REFERENCE GUIDE

BMWC is continuing to monitor the situation with COVID-19 (Coronavirus), and will make regular updates on prevention, meetings, etc. If you have questions or concerns, please contact your supervisor or Kevin Kohart.

What should I do if I am not feeling well?

If you have a fever, cough or difficulty breathing, seek medical care early and stay away from others. Call in advance to enable your health care provider to direct you to the right health facility which will help prevent spread of viruses and other infections.

Notify your supervisor and do not report to work. Someone from BMWC will contact you to assist you and answer any questions you may have.

What should I do if I had close contact with someone who tested positive with COVID-19?

If you had close contact with an individual who has a confirmed positive test result for COVID-19, you should self-quarantine for 14 days from the date you had contact. Please notify your supervisor to advise us of this situation so we can provide you with further guidance and support.

A secondary close contact is a person who has been in close contact with someone who has been in close contact with a COVID-19 positive individual. The CDC recommends that a secondary close contact should closely monitor for any symptoms of COVID-19 but that the secondary close contact does not need to self quarantine unless: (a) the secondary close contact develops symptom or (b) if the person identified as the original close contact develops COVID-19.

Close Contact

Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk as does exposure to a severely ill patient).

The CDC defines close contact as:

- **Being within approximately 6 feet (2 meters) of a COVID-19 case for a cumulative total of 15 minutes (See CDC full definition of Close Contact)**; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case; OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Generally an infected person can spread COVID-19 starting 48 hours before the person has any symptoms or tests positive for COVID-19 so the close contact analysis will focus on contacts 48 hours prior to illness or positive test.

Travel Advisory

BMWC has cancelled all business travel, other than essential travel, as well as meetings or gatherings of more than 10 people. See [current Addendum to Employee Reference Guide](#) for what is considered essential travel. Besides travel that has been deemed essential, any business travel must first be approved by a member of the Executive Leadership Team. We are also instructing employees not to engage in any international travel. Anyone who travels internationally must notify Kevin Kohart before returning to work and may be required to self-quarantine.

Self-quarantine

When people are in self-quarantine, they may have no symptoms, but because there is a possibility that they might have been exposed, they should stay away from others in public settings. People in self-quarantine should not go to work, school, or any public places where they could have close contact with others.

People who are in self-quarantine and are not sick can still have contact with their household members. Should they develop any symptoms, they are asked to isolate from all others, including those in their household, and to contact their medical provider. For additional information see [CDC Quarantine Information](#).

What are the symptoms of Coronavirus (COVID-19)?

Symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Additional information about coronavirus symptoms can be found on the CDC website ([CDC - Symptoms of Coronavirus](#)). The CDC believes at this time that symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure.

How does the Coronavirus spread?

According to the CDC, the virus is thought to spread mainly between people who are in close contact with one another; or 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 also evidence that the virus can survive for lengths of time in the air, and on certain surfaces.

Can someone spread coronavirus without being sick?

According to the CDC, people are thought to be most contagious when they are most symptomatic (the sickest). Some spread might be possible before people show symptoms; there have been reports of this occurring with this COVID-19.

Can the Coronavirus spread from contact with infected surfaces or objects?

According to the CDC, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

What advice do you have for reducing the chance of spreading infection?

Avoid touching your eyes, nose, and mouth with unwashed hands. You should clean your hands often by washing them with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. It is especially important to clean hands after going to the bathroom; before eating; and after coughing, sneezing or blowing your nose. In addition, it is recommended to frequently clean “common area” surfaces with alcohol-based disinfectants.

C. SAFETY & HEALTH GUIDELINES

If anyone in your work location is experiencing flu like symptoms and/or COVID-19 symptoms, **they must stay home**, contact a physician and request testing. They will need a release from a doctor to return to work. All offices and jobsites utilize a screening questionnaire for the start of the workday to assist in determining whether an employee should be at work.

Our offices:

- See **current Addendum to Employee Reference Guide** for status of working in the office and visitors.

Crews:

- Ask each crew member if he/she is experiencing any flu-like symptoms. If so, with care and concern, send home immediately and notify Kevin Kohart at 317.439.2064 (or kohart@bmwc.com), Beth Talbott at 317.289.8228 (or talbott@bmwc.com), the Superintendent and HSE.
- Crew Huddles and Stretch and Flex - Beginning of Shift Huddles and Stretch and Flex are an important part of our daily routine. Adjust your huddle to give crew members enough room to maintain 6 feet of space between people.
- Avoid physical contact – do not shake hands; when possible give yourself 6 feet of space between yourself and coworkers.
- Wash your hands with soap and water, hand sanitizer or disinfectant wipes frequently throughout the day especially before eating or drinking, after using the restroom or after touching surfaces, tools etc.
- Avoid touching your eyes, nose and mouth.
- Discontinue shared use of pens, pencils and electronics, such as iPads. **Supervisors will record THA participation, you do not need to provide your signature on the THA.**

Field Personnel:

- Limit access and personnel from being in the trailer unless it is necessary. Utilize technology for meetings. Attend meetings by phone or other technology available.
- Cleaning – Increase the frequency of cleaning. Contact cleaning services and request knobs and handles on all entry doors, faucets, toilets, coffee machines and water coolers be cleaned daily. Frequent cleaning of all surfaces that are handled by personnel.
- Do not share items, pens, pencils, computers, phones, cups, utensils, etc.
- No community food items and sharing of food. No ordering food from outside vendors, and no food delivery.



INDUSTRIAL-STRENGTH CONSTRUCTION

Inspectors, Subcontractors & Third Parties:

- Limit contact with inspectors, subcontractor employees, and other third parties as much as possible.
- When contact is needed, employees must follow the Social Distancing (6' of space) requirements.
- All third parties must follow BMWC and CDC guidelines, including staying home if sick.

Equipment/Vehicles:

- Minimize or eliminate people traveling in trucks/vehicles together. If this cannot be avoided, consider larger vehicles to accommodate multiple passengers while maintaining 6 feet of physical space (See Guidance for Working in Close Proximity).
- Any controls within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end of the shift.
- Wash hands thoroughly before entering the vehicle. Provide hand sanitizer and/or disinfectant wipes inside the cab of the vehicle.

Shared Food and Delivery of Food:

- Shared food such as cake day, donuts, etc. are temporarily suspended
- Buffet style food is prohibited.
- Any food that is purchased for the office/jobsite must be wrapped individually.
- Additional precautions should be taken for food delivery to minimize contact with the delivery driver (See Food Delivery During COVID-19).



INDUSTRIAL-STRENGTH CONSTRUCTION

D. HEALTH & SAFETY PLAN FOR PROJECT PERSONNEL

The purpose of this program is to define safe work procedures necessary to ensure employee health and safety as it relates to Coronavirus (COVID-19). Additionally, employees are encouraged to use their voice and stop work if they are unsure of their situation or have questions about the procedures outlined within this program. This policy applies to all employees, subcontractors, and suppliers at a BMWC managed project or property. Project personnel will adhere to our clients reasonable requests in responding to COVID-19 including substituting client policies that are equivalent or more stringent than BMWC polices; provided, however, the client policies do not compromise the policies BMWC has put in place such that it would put our employees at additional risk.

1. Sick, Stay Home

- Each employee should complete the COVID-19 Assessment Questionnaire prior to starting work.
- If an employee is sick or experiencing symptoms, they must stay home.
- Ask each crew member if they or anyone in their home is experiencing flu-like symptoms:
 - If so, with care and concern, send home immediately and notify Kevin Kohart at 317.439.2064 (or kohart@bmwc.com) or Beth Talbott at 317.289.8228 (or talbott@bmwc.com).
- A BMWC representative will be in contact with the employee that is sent home to assist and answer any questions they may have.
- All sick employees must seek medical treatment and report back to the BMWC representative they were in contact with on their test results. Employees must obtain clearance from their doctor before returning to work.

2. Wash Your Hands (4 Times Per Shift, Minimum)

- **General**
 - Wash your hands with soap and water for a minimum of 20 seconds, hand sanitizer with at least 60% alcohol, or disinfectant wipes – no less than 4 times throughout the day, especially before eating, drinking, after using the restroom, or after touching surfaces, tools etc.:
 - Pre-shift
 - Before break
 - Before lunch
 - End of shift, before going home
 - Avoid touching your eyes, nose, and mouth.
 - Soap and water shall be provided along with hand sanitizer and/or disinfectant wipes.

- **Hand Washing Stations**

- Hand washing stations shall be provided and available for employees:
 - Supplied with soap, water, and paper towels
- Request that contract-service integrated hand wash stations be attached to portable toilets where possible:
 - If not, provide alternative hand wash station with soap, water, and paper towels
- Non-potable water tanks must be labeled.

- **Portable Toilets**

- Increase the frequency of cleaning:
 - Minimum 4 times per week
- Ensure hand sanitizer and/or hand wash station is available in or within close-proximity to the portable toilet.
- Pre-shift inspection conducted by the Field Manager. If not cleaned, the facility will be tagged out until it is clean.
- Subcontractors are required to have portable toilets for their employees.

3. **Social Distancing – 6 Feet of Space**

- Crew Huddles and Stretch and Flex:
 - Adjust your huddle to give your crew enough room to maintain a safe space – 6 feet of space between people.
 - You may need to have multiple huddles with less members of your crew, so everyone can hear the plan and maintain a safe space.
 - If possible, hold the huddle outside in a safe area with reduced background noise.
- Pre-task planning shall include how to maintain 6 foot spacing.
- Avoid physical contact – do not shake hands; give yourself 6 feet of space between you and coworkers:
 - If 6 feet of space cannot be maintained, PPE must be implemented for protection including the mandatory use of a full face-shield.
- Discontinue shared use of pens, pencils, cups, utensils, computers and other electronics such as iPads. **Supervisors will record THA participation. Employees will not provide a physical signature on THAs.**
- Do not share PPE (earmuffs, safety glasses, gloves, face shields).
- Only use job radios if they have been sanitized or properly cleaned and disinfected. Do not share.
- Limit access and personnel from the project trailer/office, unless it is necessary.
- Utilize technology for meetings.
- No smoking or vaping of any kind near one another.
- No community food items and no sharing of food (See Food Delivery During COVID-19).

4. Wipe Down & Clean All Surfaces

- Increase the frequency of cleaning all common surfaces, commonly used tools, etc.
- Contact cleaning services and request knobs and handles on all entry doors, faucets, toilets, coffee machines and water coolers be cleaned daily if possible.
- Maintain and use cleaning supplies regularly:
 - Project trailers/offices, equipment, vehicles, etc.
 - Use disposable paper towels for wipe-downs, not reusable rags. Dispose of paper towels in the trash immediately after use.
 - Trash shall be safely removed/emptied daily.
- Safety glasses and gloves shall be worn by anyone cleaning common areas.
- Any controls within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end of the shift.

5. One Person Per Cab

- Minimize or eliminate people traveling in trucks/vehicles together:
 - If this cannot be avoided, consider larger vehicles to accommodate multiple passengers while maintaining 6 feet of physical space:
 - Wash hands thoroughly before entering the vehicle.
 - Provide hand sanitizer and/or disinfectant wipes inside the cab of the vehicle.
 - No eating, drinking, smoking, or vaping inside the cab of the vehicle.
 - Trash shall not be allowed to accumulate in cabs. Trash shall be removed immediately.
- Any controls within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end of the shift (**See Guidance for Working in Close Proximity**).

6. Subcontractors

- Subcontractors are required to follow all guidance outlined within this document, CDC guidelines, and all project site requirements, including staying home if sick.
- Limit contact with inspectors, other contractor employees, and other third parties as much as possible.
- When contact is needed, employees must follow the Social Distancing (6' of space) requirements.

E. REMOTE WORK POLICY

At BMWC, the safety and health of our employees has always been our priority, and our commitment to each other matters now more than ever. We continue to monitor COVID-19 (coronavirus) developments and we are taking actions focused on the health and safety of our people. See **current Addendum to Employee Reference Guide**

F. TRAVEL ADVISORY

BMWC has cancelled all business travel, other than essential travel, as well as meetings or gatherings of more than 10 people. See **current Addendum to Employee Reference Guide** for the current status of business travel. We are also instructing employees not to engage in any international travel. Anyone who travels internationally must notify Kevin Kohart before returning to work and may be required to self-quarantine.

G. Personal Time

BMWC encourages all of its employees to practice all of the CDC guidelines while away from work and share the practices with friends and family.



INDUSTRIAL-STRENGTH CONSTRUCTION