



# CRH Americas COVID-19 Back to Work Readiness Guide

May 1, 2020



# Introduction

This document contains guidelines and points to consider for our sites, locations and various facilities when preparing for “**Back to Work Readiness**”.








We recognize that certain **risk mitigation efforts** – disinfecting, social distancing, wearing specific protective equipment, employee health certification, etc. – are, and will continue to be, required for the foreseeable future.

The information included as part of these guidelines can be applied in whole, in part or in different ways to any operating facility regardless of its size or **Maximum Occupancy Number (MON)**. This “**new norm**” for our operating environment will continue to evolve as we progress through the pandemic.

<sup>1</sup> **Note:** As guidelines and best practices evolve and change, this document will be subject to future revisions.



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**Note:** The sequence of this document's sections are organized to reflect the order in which steps should be implemented before back to work takes place

# Section 1: Remote Working





# Remote Work

Employees should continue to work remotely (i.e. from home) in the immediate term as feasible/possible and determined by local management, HR, line manager, etc.



When attendance is essential, the safe working protocols detailed in this document must be strictly adhered to.

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## Keep a Routine

**Starting the Workday**

Having a workday routine can be helpful to ensure you don't end up in a mode of working all the time with no parameters. You should strive for a defined start and finish to your day. Some useful tips for getting your day started in a regular way:

- Just like going to the office, take a shower and get dressed when you get up.
- Have breakfast, or coffee. Read the news, or whatever else you like to do before starting work. "Open your morning."
- Where possible keep your work-area and personal space within your home separate. Keep work-related activities in a dedicated area (room/office/bedroom) in your home, and if you need to work, go there. Avoid the temptation to take your laptop out to the personal spaces. If you can't set up a permanent work area, consider having a routine for getting things set up and down in a particular place.

**During the Workday**

During your working hours, it's important to have some discipline but to also break up your day. When you think about being in the office, remember that you spend a good bit of time moving between meetings, getting a coffee etc. When you are remote, it can be easy to drift towards one extreme - getting distracted by all the non-work things at home - or the other - working non-stop and burning yourself out.

- Make sure you take a break for lunch.
- Take regular breaks through your day to get up and stretch, walk around, interact with someone else (not just home).
- Be present via email, Teams etc during most of the work hours. If you're going to step out for a little bit, for example to run an errand, let your team know in advance. This helps with the expectation that remote workers are always at their computer.
- Set aside time to focus on project work. When you're on email or Teams all day, it's easy to have all your time disappear. Add some blocks of time where you turn it off.

**Ending the Workday**

Maintaining a strict "home time," even though your laptop is just in the other room, is just as important as getting your work done. It can be tempting to let work continue to drift into the evenings where that might not be normal for you in the office. If you have a separate space for work, commit to keeping your laptop in that space in the evenings unless there is something urgent you need to attend to.

**Keep in Touch**

Communicating with your colleagues can be a little more challenging when working remotely. Be sure to leverage the technology available to keep in touch. Teams can be used just as easily for chat and messaging as it can for meetings and video conferencing.

**Working Remote Resources**

You can also find a range of instructional resources and training documents to help you leverage the various technologies available for collaboration and virtual meetings when working remotely on the dedicated Intranet page. If you found here: <https://onlinetraining.com/teams/remote/Technology/SharePages/WorkFromHome.aspx>

**Tips for Working Remotely**

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## Garder une routine

**Commencer la journée de travail**

Avoir une routine de travail quotidienne peut vous aider à définir de travailler sans cesse sans aucune structure établie. Essayez-vous de commencer et de terminer votre journée par des activités régulières. Voici quelques conseils utiles pour vous aider à commencer votre journée de manière habituelle :

- Comme lorsque vous travaillez au bureau, assurez-vous de prendre une douche et habillez-vous avant de commencer à travailler. Ouvrez votre matinée.
- Dans la mesure du possible, séparez votre espace de travail du reste de votre domicile. Il est préférable de travailler dans une pièce dédiée (salle/office/chambre) dans votre domicile. Si vous devez travailler, utilisez toujours un espace dédié. Évitez la tentation de prendre votre ordinateur portable dans les espaces personnels. Si vous ne pouvez pas aménager un espace de travail permanent, envisagez de mettre en place une routine pour installer et déinstaller votre matériel à un endroit particulier.

**Pendant la journée de travail**

Pendant vos heures de travail, il est important d'avoir une certaine discipline, mais aussi de prendre des pauses. Comme vous travaillez de chez vous, il est facile de penser que vous avez beaucoup de temps à votre disposition entre les réunions, à aller chercher un café, etc. À distance, il peut être facile de faire preuve d'un comportement extrême : soit travailler sans arrêt jusqu'à l'épuisement, soit encore travailler sans arrêt jusqu'à l'épuisement.

- Prenez des pauses régulières tout au long de la journée pour vous lever et aller étirer, vous promener et interagir avec les autres personnes à la maison.
- Soyez présent par courriel, sur Teams, etc. pendant la plus grande partie des heures de travail. Si vous devez sortir pour une errande pour faire une course, prévenez votre équipe. Cela permet au reste de l'équipe de continuer à travailler sans interruption de leur part.
- Réservez du temps pour vous concentrer sur des projets. Lorsque vous consultez vos courriels ou Teams toute la journée, tout votre temps libre risque de disparaître. Prenez des périodes durant lesquelles vous terminez votre bloc de messages sur Teams.

**Terminer la journée de travail**

Maintenir un temps strict "à domicile", même si votre ordinateur portable est juste dans une autre pièce, est tout aussi important que de bien finir votre travail. Il peut être tentant de laisser le travail entrer dans vos soirées, alors que ce ne serait pas le cas si vous travailliez au bureau. Si vous disposez d'un espace de travail dédié, engagez-vous à garder votre ordinateur portable dans cet espace à l'heure de votre coucher.

**Garder le contact**

La communication avec vos collègues peut être un peu plus difficile lorsque vous travaillez à distance. Assurez-vous de tirer parti de la technologie disponible pour votre espace de travail. Teams peut être utilisé aussi facilement pour le développement et le message que pour les réunions et les webconférences.

**Ressources sur le travail à distance**

Vous trouverez également sur la page Web Intranet une page sur les outils de collaboration et les documents de formation pour aider à tirer parti de la technologie disponible pour la collaboration et les réunions effectuées lorsque vous travaillez à distance. <https://onlinetraining.com/teams/remote/Technology/SharePages/WorkFromHome.aspx>

**Conseils pour travailler à distance**

# Section 2: Prepare the Site/Location





# Maximum Occupancy Number

- Based on a facility's size, determine the Maximum Occupancy Number (MON) that can work safely and maintain COVID-19 risk mitigation
- A MON should be determined for each facility, room, and shared spaces to ensure social distancing can be practiced in all areas including workstations, office, common areas, and hallways for pedestrian traffic
- A MON is based upon the ability to practice and maintain social distancing (determined site-by-site) and the use of face coverings
- Where possible, the number of occupants should be appropriately adjusted to comply with the MON (i.e. one person leaves a room to allow another to enter)
- When MON and social distancing cannot be adhered to, the use of a face covering is required
- Use signage to post the MON at the entrance to the location and as applicable in places and spaces within the facility (i.e. offices, meeting rooms, breakrooms, etc.)



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# Site/Location Maintenance

## Site/Location Inspection

Since locations may have been shut down with little warning and preparation, a best practice is to thoroughly inspect for any damage or issues caused by the vacancy. The physical condition and operation of equipment and services supporting the building also should be assessed including:

- Mechanical Systems
- Utilities
- Potable Water: Flush Faucets
- Fire Life Safety Systems
- Security concerns

## Facility Maintenance

Facility maintenance and upgrades are required prior to employees' returning back to work. This includes, but is not limited to, the following considerations:

- Restrict entry points
- Disinfect and provide disinfection kits (to be utilized on a regular schedule at workstations, common areas, etc.)
- Change HVAC air conditioning filters and increase ventilation



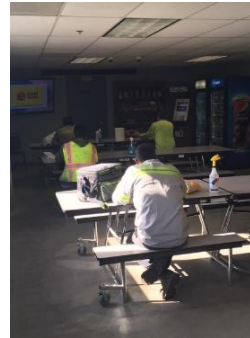
- Define a “Maximum Occupancy Number” (MON) for each facility, rooms and shared spaces to ensure social distancing can be practiced in all areas including workstations, offices, common areas, and hallways for pedestrian traffic
- Spread out and/or modify available desks, workstations, seating, etc. to achieve social distancing requirements, consider introducing partitions and/or plexiglass barriers
- If open concept office, utilize all available meeting rooms as offices if possible
- Identify foot traffic flow patterns – consider one-way traffic through specific areas using barriers/signage
- Introduce mirrors in hallways or blind spot turns to prevent close contact

7 **Note:** In the long-term, consider size of facility and resource needs with a different layout to provide employee protection



Common Areas are considered Reception, Meeting Rooms, Kitchens, Breakrooms, Restrooms, Stairs, Elevators, Labs, Control Rooms, etc.

- Consider closing some non-essential areas
- Post signage regarding visitors, social distancing, Maximum Occupancy Number (MON)
- Add signage for social distancing and disinfection requirements to common use equipment (copiers, refrigerators, etc.)
- Face covering usage is required whenever there is the potential for the MON to be exceeded or social distancing to be compromised
- Create a Food and Kitchen plan that addresses new protocol



# Section 3: Prepare the Workforce





Ensure Communication in advance to inform employees of expectations and protocols prior to back to work, such as:

- Email/letter from management regarding the action being taken by the company on behalf of their health and safety and that of their co-workers
- Orientation upon arrival detailing new processes for disinfecting, required protective equipment, social distancing, etc. (see Orientation section)
- Senior managers/leaders meet with site personnel (deploying social distancing in small groups) to have an open discussion about what we have done and what additional actions we can all take at the site to remain healthy



# Employee Orientation/Expectations

The graphic features a blue background with a pattern of white virus-like particles. In the top left corner is the CRH logo. The main heading is "eLearning & Video" in white, followed by the subtitle "Working together safely during COVID-19". On the left, a white smartphone displays the eLearning course interface, which includes a "WELCOME" button and a "Start Course" button. To the right of the phone are two QR codes, each with a "SCAN ME" label below it. Text between the QR codes reads "Take a look at the eLearning site... amaturl.com/COVIDsafety". Text below the second QR code reads "Take a look at the video here... amaturl.com/COVIDsafetyvideo".

## Employee Orientation/Expectations

- Employee Re-Orientation to be completed prior to coming on-site including but not limited to COVID-19 safe-working eLearning course, safety video, other best practice materials, etc.
  - COVID video ([amaturl.com/COVIDsafetyvideo](https://amaturl.com/COVIDsafetyvideo)) and eLearning site ([amaturl.com/COVIDsafety](https://amaturl.com/COVIDsafety))
  - [Infrastructure eLearning](#)
  - [APG COVID-19 Video](#)
- Review other instructional materials (CDC guidance, best practices, etc.)
- Does the employee feel comfortable with their work area/conditions?
- What are the alternative options?

- Local operations should provide the required protective equipment and disinfection supplies for all employees, specific tasks, common areas, etc.
- Explanation and training as to what, when, where and why this is needed, should also be provided prior to use



**Cloth Face Covering Do's & Don'ts:**

**DO:**

- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

**DON'T:**

- ✗ Use on children under age 2
- ✗ Use surgical masks or other personal protective equipment (PPE) intended for healthcare workers

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Section 4: Restrict Access





- Introduce a check-in/check-out process to monitor the arrivals and departures at each location
- Complete health checks/evaluation (pre-shift/work) in accordance with CDC, state and local requirements
- Health screening (internal or by third party)
- Temperature Certification (see Next Slide)
- Acknowledgement of expectations (stay at home if feeling ill or have a fever)

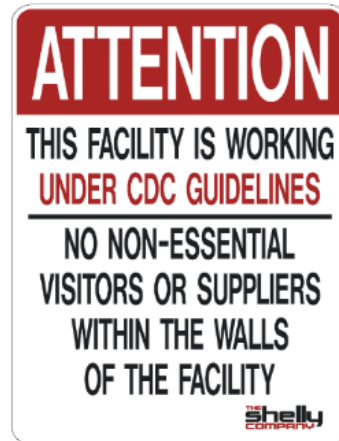
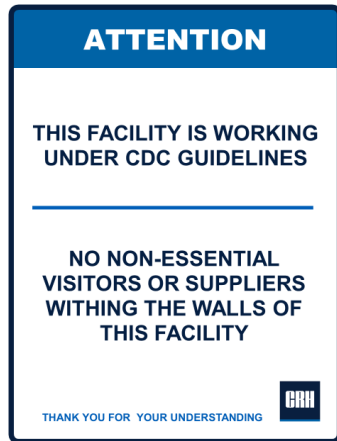
## Employee Health Screening

1. Have you travelled outside of the country in the last 14 days?
2. Have you been in contact with anyone that has travelled out of the country in the last 14 days?
3. Are you experiencing any symptoms of COVID-19? These include cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell.
4. Have you been in close contact with anyone confirmed positive with COVID-19?



# Contractor/Visitor Access

- Prior approval of essential visitors and contractors (agency inspectors, scheduled maintenance work, etc.)



## Pre-Work Screening Questionnaire for Visitors/Contractors

All visitors/contractors should be screened in advance. If the visitors/contractors can answer "yes" to any of the following questions (without identifying which question applies), the visitors/contractors will not be permitted to access the facility or jobsite.

- Have you been asked to self-quarantine since March 1, 2020?
- Have you been in close contact with any person(s) who has been asked to self-quarantine since March 1, 2020?
- Have you experienced a recent onset of any illness-related symptoms, such as fever, cough, or shortness of breath?
- Have you traveled outside of North America in the past 14 days?
- Have you been in close contact with any person(s) who have traveled outside of North America in the last 14 days?
- Have you been in close contact with any person(s) who has been diagnosed with COVID-19?



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# Temperature Certification

- Determine if temperature screening should be implemented at the operating site
- Establish a safe location to conduct temperature screening
- Ensure all safety measures are taken for those individuals involved
- Provide adequate cleaning supplies and/or PPE for individuals involved
- Utilize thermal and/or contactless thermometers (automated or manual) to be determined by the business considering factors such as:
  - Interior/external environment
  - Size of facility/number of occupants to be evaluated at any one time
- Temperature certification may be accomplished by (depending on local and state requirements):
  - Self-certification
  - Employer (initiated) certification
  - Third party certification
- An elevated temperature requires an additional screening process: (see Temperature Measurement Procedures in Appendix)



# Section 5: Prepare for Social Distancing





# Social Distancing

## The Importance of Social Distancing

*Keep a minimum of 6 feet (2 meters) distance between yourself and others*

It is critical to maintain a minimum of 6 feet (2 meters) distance between yourself and others to slow the spread of the virus.

Our focus is to maintain at least 6 feet (2 meters) of social distance when performing our work activities at every location we operate in.

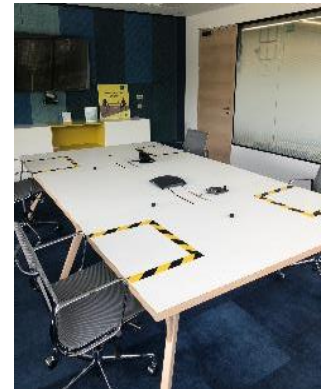
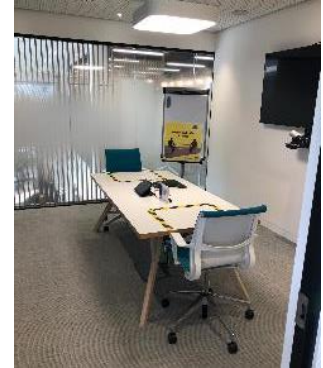


 Social Distancing logo files.zip

- Determine if technology can be leveraged in lieu of a face-to-face meeting
- On entry, exit and during a meeting of any size, social distancing must be practiced and observed
- Meeting Rooms and their permitted Maximum Occupancy Number (MON) should be reviewed and assigned designated COVID-19 capacity signage outside each room
- On arrival to a Meeting Room, chairs seated around the table may be occupied in the position they are found/placed which adheres to social distancing (when leaving a Meeting Room, please ensure chairs are left in the position found on arrival)
- The Meeting Room table in your direct proximity, chairs, telephone and any switches etc. should be disinfected and wiped down upon arrival and on leaving the Meeting Room (cleaning supplies should be placed in each room to facilitate this requirement)



Microsoft  
PowerPoint





# When Social Distancing Cannot Be Maintained

If social distancing and/or MON cannot be maintained due to size of facility (small structures, office trailers, labs, maintenance facilities, control rooms, etc.):

- The use of protective equipment is required (face coverings)
- Restrict access to certain areas
- Rotate team members' schedules with percentage practicing remote work or alternative work
- Stagger or introduce flexible work schedules
- Inform and train workers on required PPE use – face coverings, gloves, face shields, etc.
- Ensure frequent disinfection when close contact is imminent



# Section 6: Reduce Common Touch Points





# Common Touch Points



- Consider removing certain items that have common touch points such as magazines and staplers
- Where practical, consider leaving some frequently used doors open that are commonly opened to prevent touching by multiple people
- Where practical, install touchless systems for lights and other operations
- Create a Food and Kitchen Plan that addresses new protocol to address refrigerator, coffee pots, water coolers, microwave ovens, etc.
- Consider providing gloves and/or disinfectant/hand sanitizers for use before/after touching common sources (doorknobs, stair railings, copiers, computers, tools, coffee pots, refrigerators, desks, light switches, etc.)
- Provide disinfection stations

# Section 7: Engagement







In order to improve our mitigation of the spread of the COVID-19 virus, it is important that those closest to the risk have the most to say about it.

As a result, a process should be established to encourage ongoing communication and feedback from the occupants as to what improvements/best practices should be implemented and use current CDC guidance to make improvements .



# COVID-19 Risk Mitigation Certification

To demonstrate compliance with risk mitigation efforts, consider an evaluation/certification by a third party:

- Work Steps
- Fit for Work
- Other third parties (independent medical providers i.e. local clinic)

**COVID-19 FACILITY AUDIT CHECKLIST**

**BASIC INFECTION PREVENTION MEASURES**

- Personnel are maintaining 6-foot distance, common areas (break rooms, etc) temporarily closed, and no sharing of workplaces
- Personnel are practicing good personal hygiene and wash your hands regularly and thoroughly, as instructed
- Facility practices routine cleaning and disinfecting surfaces and equipment using EPA approved disinfectants for emerging viral pathogens
- Personnel use personal protective equipment, as instructed
- Personnel are practicing safe cough and sneezing etiquette – Cover your cough/sneeze, as instructed
- Employer practices prompt identification and isolation of potentially sick people with encouragement of symptomatic workers to stay home
- Employees self-monitor for signs and symptoms of COVID-19 and are supported by policies and procedures of screening, sick leave, and return to work.
- Sick personnel do not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- If an employee is confirmed to have COVID-19 infection, employers inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees identified as exposed through contact tracing are immediately sent home to follow guidelines established by CDC.

**SCREENING PROGRAM**

- Personnel administering a screening questionnaire to employees and guests
  - Have you had any of the following symptoms?
    - o Fever (temperature greater than 100 degrees) or do you feel as if you have a fever
    - o Cough that is unusual for you
    - o Shortness of breath (difficulty breathing)
  - Have you had contact with anyone with these symptoms in the past 14 days?

The CDC defines close contact as (a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case – or (b) having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)

**COVID-19 FACILITY AUDIT  
CERTIFICATION STATEMENT**


This facility has been observed and is in compliance with the Centers for Disease Control and Prevention and Occupational Safety and Health Administration guidance regarding COVID-19.

I hereby certify that this facility meets the above observed standards.

Signature of Auditor \_\_\_\_\_ Facility \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_





# Employee Assistance Program

EAP – The Employee Assistance Program through Anthem offers access to confidential counselling and referral services to help employees 24/7.

**Lean on us – 24/7.** We're here to help you with everyday problems and questions, big or small. No need to fill out paperwork or make an appointment to speak with your EAP staff member. Just call 800-841-5144 or visit [anthemEAP.com](http://anthemEAP.com). You'll be connected in an instant. We're available day and night to help you get the support you need – at no cost.

**Put your mind at ease.** Need some help getting your hands on legal forms like wills, or tips on buying or selling a home? Looking for information on emotional well-being? New to town and looking for a daycare center? Need pet care? Help for these and many more of life's demands can be found at [anthemEAP.com](http://anthemEAP.com).



**It is easy to reach us.** Call the toll-free number and a representative will help you find resources near you with complete confidentiality.\* Sometimes it's better to meet face to face with a professional. That's where your EAP counseling comes in. You have up to 4 free counseling visits per issue. Ask us about online visits with LiveHealth Online.

Maybe you just need to ask a quick question about something. Call us. And, if you or a member of your household is in crisis, don't wait; call. We can help with that, too.

**Get to know your EAP better at [anthemEAP.com](http://anthemEAP.com)**

You'll find articles, checklists, quizzes and other helpful tools online. You can browse resources, attend a webinar or take an online class – right at your own computer. Here are some topics covered:

- Meeting the needs of work and family
- Finding child and elder care
- Giving and receiving feedback
- Handling grief and loss
- Parenting a child with special needs
- Living within a realistic budget
- Addressing addiction and recovery
- Dealing with identity theft
- Managing stress

**Your privacy matters.** Remember, EAP is here for you 24/7, so you can call from wherever or whenever it's convenient for you. Your privacy is important to us. No one will know you've contacted EAP unless you give permission in writing.\* When you need answers, let EAP give you a helping hand. Just call 800-841-5144 or go to [anthemEAP.com](http://anthemEAP.com) and enter Oldcastle.

\*In accordance with federal and state law, and professional ethical standards.



**myStrength.** Emotional health is a key component of your overall well-being. And that's why the EAP website offers myStrength, "the health club for your mind." This online and mobile tool gives you unlimited access to evidenced-based resources that promote emotional health.

This document is for general informational purposes. Check with your employer for specific information about benefits, limitations and exclusions.

## Employee Assistance Program (EAP) Information



Adobe Acrobat Document

## EAP Coping with Stress During Infectious Disease Outbreaks



Adobe Acrobat Document

## Resiliency EAP Presentation



Adobe Acrobat Document

# Conclusion

The intention of this resource document is to establish the foundation of ideas and recommendations upon which we can build an increasingly useful guide. We are certain the coming weeks and months will teach us new things, and we look forward to sharing more ideas and updates to help us collectively navigate these new ways of working.

Finally, during this time our focus may tend to drift away from what matters most, our safety. We must always remember to address the immediate hazards of the task at hand. You are asked to continue to follow the CRH Life Saving Rules and conduct risk assessments every day for every task.

# Appendix





## Employee & Visitor Screening Process

Temperature Measurement Procedures

### EMPLOYEE & VISITOR SCREENING PROCESS - TEMPERATURE MEASUREMENT PROCEDURES

In order to provide a safe workplace and comply with the regulations related to the COVID-19 pandemic, CRH Americas, Inc. and its affiliates ("Company") has implemented the following requirements:

- (1) Employees and authorized visitors must measure their temperature before traveling to any Company facility, customer location, or project. Any employee or authorized visitor with an elevated temperature, which is defined of a temperature of 100.4°F/38.1°C or higher, must remain at home and is encouraged to seek medical attention per the guidelines established by the CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC). The CDC guidelines are available at: <https://www.cdc.gov>.
- (2) Employees and authorized visitors must disclose whether they have recently developed or experienced a worsening of the following CDC-recognized symptoms of COVID-19: a cough and/or difficulty breathing. The employees and authorized visitors must also disclose whether they have recently developed or experienced a worsening of 2 or more of the following CDC-recognized symptoms of COVID-19: a fever, chills/shaking, muscle pain, a headache, a sore throat, and/or a recent loss of taste or smell. If so, the employee or authorized visitor must be sent home and advised to consult a medical provider.
- (3) The Company may require all employees and authorized visitors to have their temperature measured upon arrival at a facility, customer location, or project. In such case, any individual with an elevated temperature, which is defined of a temperature of 100.4°F/38.1°C or higher, will be sent home and advised to consult a medical provider. The basic temperature measurement procedures are outlined below.
- (4) If an individual begins to experience the above-noted symptoms or an elevated temperature after entering a Company facility, customer location, or project, the individual will be sent home and advised to consult a medical provider. Further, Company will disinfect/clean the areas visited by that individual and provide notice of the potential exposure to any employees or authorized visitors who had contact within 6 feet of the symptomatic individual during the 2-day period prior to the onset of the symptoms.
- (5) Employees and authorized visitors with symptoms of COVID-19, including an elevated temperature, may return to a Company facility, customer location, or project if the individual provides a note from a medical professional indicating that it is safe for that individual to work OR if the individual has had no fever for at least 72 hours without the use of medicine that reduces fevers AND other symptoms have improved AND at least 7 days have passed since the first appearance of the symptoms.
- (6) Employees and authorized visitors with a confirmed case of COVID-19 may return to a Company facility, customer location, or project if the individual provides a written notice from a medical professional indicating that it is safe for that individual to work.

(7) Employees and authorized visitors must also disclose whether they have had a potential exposure to someone diagnosed with COVID-19. A potential exposure means living in a household with or having contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with the individual includes the period 48 hours before the individual became symptomatic. If such case, the employee or authorized visitor must wear a face mask while in the workplace for 14 days after the last exposure.

The Company is limiting access to its facilities, customer locations, and projects to individuals performing Essential Business. All employees and authorized visitors must comply with the CDC's recommendations regarding social distancing. At minimum, the social distancing requirements include maintaining a 6-foot social distance from other individuals, washing hands with soap/water for at least 20 seconds or using hand sanitizer as frequently as possible, covering coughs/sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, not hugging or shaking hands, and wearing facemasks in areas where other social distancing measures are difficult to maintain.



## Employee & Visitor Screening Process

Temperature Measurement Procedures

### TEMPERATURE MEASUREMENT PROCEDURES

1. The **EMPLOYEE & VISITOR SCREENING PROCESS – TEMPERATURE MEASUREMENT PROCEDURES** will be posted or otherwise made available to employees and authorized visitors at each facility, customer location, or project.
2. Employees will be paid for the time required to complete the screening process, including any waiting time.
3. All employees and authorized visitors at each facility, customer location, or project shall respond to the screening disclosures ~~on a daily basis~~.
4. The Company will use non-contact thermometers to obtain temperature readings.
5. The individual obtaining the temperature readings will wear appropriate Personal Protective Equipment ("PPE") and the Company shall establish a procedure to disinfect the thermometer after each use.
6. The Company will not record any temperatures. Instead, the Company will solely determine if the employee or authorized visitor has an elevated temperature, which is defined of a temperature of 100.4°F/38.1°C or higher.
7. The Company shall establish an appropriate area to conduct the temperature measurements and establish a procedure to communicate the results of the temperature readings in a confidential manner.
8. Any individual that refuses to cooperate with the temperature measurement procedures shall not be permitted to enter the applicable facility, customer location, or project.
9. The Company will allow up to 3 temperature measurements in order to obtain an accurate result. If an individual has 2 elevated temperature readings, the Company shall isolate the individual for at least 5 minutes prior to conducting a 3<sup>rd</sup> measurement.
10. Any individual with an elevated temperature, which is defined of a temperature of 100.4°F/38.1°C or higher, will be sent home and is encouraged to seek medical attention per the CDC guidelines.
11. The Company's Human Resources Department will be notified if any employee is sent home because of an elevated temperature or sent home for refusing to cooperate with the temperature measurement procedures.



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# THE SAFE SEVEN: BACK TO WORK READINESS ESSENTIALS

Risk mitigation efforts in preparation for “Back to Work” will look different for every location, site, facility, office, etc. and will continue to evolve as we progress through the pandemic. The below list are key considerations to support the “new norm” and ways of working for our operating environments.



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1



### REMOTE WORKING

When possible and practical, continue to work remotely

2



### PREPARE THE SITE/LOCATION

Cleaning and disinfection plans, MON designations, HVAC considerations, identify foot traffic patterns, barriers were practical common area/item considerations

3



### PREPARE THE WORKFORCE

Employee communications, employee orientation/expectations, provide facial coverings and disinfectant products

4



### RESTRICT ACCESS

Protocols for safety and health checks, building reception, shipping/receiving, elevators, contractor/visitor policies

5



### PREPARE FOR SOCIAL DISTANCING

Meeting room, rotate teams, stagger work schedules, break room and bathroom considerations

6



### REDUCE COMMON TOUCH POINTS

Maintain an enhanced cleaning and disinfection schedule, remove common area items and install contactless systems

7



### ENGAGEMENT

Upon return communicate transparently and establish two-way communication

## MOST IMPORTANTLY

Constantly reinforce hand washing, practicing social distancing, staying home when ill and follow CDC guidance.



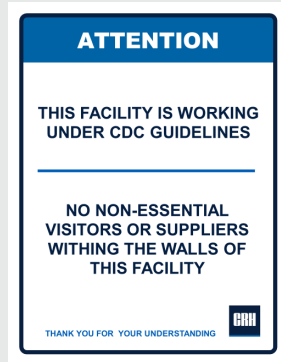
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