



COVID-19 Job Site Control Protocol

1. Purpose

The purpose of this procedure is to mitigate and minimize the spread of COVID-19 throughout ENGIE jobsites. We are all working together in this difficult time reduce the spread of this virus. ENGIE remains committed to ensuring that its employees, contractors and their families are kept safe while on the jobsite.

This protocol is broken into sections covering the various aspects of a construction jobsite. EPC's on the jobsite will have equal or greater requirements than the requirements set forth in this protocol and will adhere to this protocol at minimum.

2. Responsibilities

- a) The EPC shall appoint a Lead COVID 19 Coordinators to train and support staff to minimize risk and maintain proper communication throughout the jobsite
- b) Subcontractors shall appoint COVID Coordinators to communicate with their teams and the Lead COVID Coordinator
- c) The EPC shall evaluate the need for additional staff to support COVID Coordinator based on the level of staffing and nature of preventative measures required
- d) The EPC and Subcontractor Leaders shall inform all employees of COVID 19 status and provide updates on the implementation of prevention and control measures on a daily basis
- e) Managers and employees shall inform internal and external guests about the local COVID-19 control measures prior to their arrival to site
- f) **Project/Construction Managers, at each ENGIE site**, shall, as soon as is practical, implement measures to increase opportunity for social distancing and shall carefully consider the implementation of other measures including but not limited to:
 - i) Implementation of the ENGIE COVID 19 Screening Tool
 - ii) Staggered shifts
 - iii) Deep cleaning and disinfecting of equipment and common use areas (radios, paperwork, busses, lunchrooms and restrooms, etc.)
 - iv) Deep cleaning tools and equipment between shifts.
- g) Project Management shall be responsible for assuring sufficient hand/tool cleaning and disinfection supplies and assure they are immediately available at the work site at all times.
- h) Project Leadership will shall implement an Emergency Response Plan to assign and train specific individuals in the implementation of response actions in case of the identification of a potentially infected person on the jobsite
- i) Project Management is responsible for posting signage around job trailers and work areas to state the following information:
 - i) HELP KEEP US ALL HEALTHY! If you answer yes to the following questions, please do not enter site and consult with medical personnel
 - ii) Do you have a fever, cough or shortness of breath?
 - iii) Have you been in close contact with someone known to have novel coronavirus (2019-nCoV or COVID-19)?
 - iv) Within the past 14 days have you traveled with an area that the CDC has designated as having widespread concern for COVID-19?
- j) All employees are responsible for using the following preventative measures:

- i) ENGIE cannot over emphasize the imperative that individual employees demonstrate accountability to each other by being responsible and remaining at home when they are ill. Even if they do so out of an abundance of caution.
- ii) ENGIE requests that individual employees remain vigilant and do not hesitate to intervene if a fellow employee or contractor employee demonstrate symptoms of illness at work. The intervention must be done respectfully, with our Values in mind, and out of an extraordinary abundance of caution given this unprecedented time. We want to avoid ‘witch hunts’ and instead encourage collective responsibility, accountability, and care. Direct, individual intervention or reporting to your Supervisor or COVID-19 Coordinators are appropriate
- iii) Avoid close contact (within 6 feet) with other site workers or visitors to the extent possible
- iv) Use good sanitary methods including frequent hand washing and use of disinfectants
- v) Avoid face touching
- vi) Avoid shaking hands, kissing or hugging while greeting visitors
- vii) Cough/sneeze into the crook of your elbow and wash or sanitize your hands immediately

3. Pre-Entry Screening

- a) The ENGIE COVID-19 Screening Tool (Attachment A) shall be used to screen all persons assigned to site
- b) The following people are required to complete the ENGIE COVID-19 Screening Tool:
 - i) All visitors
 - ii) Site personnel returning from holiday/rotation
 - iii) Site personnel feeling unwell or having missed time from work
 - iv) All non-construction personnel (e.g. Security, Cleaning Staff, etc.)
- c) Avoid shaking hands, kissing or hugging while greeting visitors
- d) Cough/sneeze into the crook of your elbow and wash or sanitize your hands immediately afterwards
- e) The COVID-19 Coordinator shall approve/deny the screening based on the answers provided.
- f) Subcontractors shall review cases with the Lead COVID 19 Coordinator to evaluate return to work conditions. The confidentiality of the subject worker shall be protected.
- g) A visitor is defined as a person that is not regularly on the jobsite.
- h) Individuals shall avoid post work socializing at, e.g., restaurants, bars, movie theaters and other places and avoid close contact with other workers outside of work hours minimize risk of infection.

4. Emergency Response

- a) Each jobsite shall define their critical teams for business continuity and set up contingency measures to ensure these teams have minimal risk for simultaneous infection
- b) Each jobsite shall have a defined and isolated temporary observation room for all personnel on the jobsite who have symptoms like cold, fever, fatigue, etc.
- c) Goggles, surgical gloves, suits, and half mask respirators with HEPA filters for at least 3 persons who are properly trained shall be accessible in case of identification of symptomatic personnel on the jobsite
- d) In the event that someone is presenting symptoms, this information must be reported to their supervisor and the Lead COVID-19 Coordinator. The individual’s temperature shall be measured using a non-invasive device and shall be removed from site and directed to call local public health authorities prior to traveling to the hospital or urgent care center.
- e) In order to be readmitted to site following symptoms, a negative COVID-19 test result must be supplied
- f) In the positive case of symptoms, the observation room, public places, and work location where the affected person was working shall be disinfected in accordance with CDC protocols

- i) An investigation shall be conducted by the Lead COVID-19 coordinator to determine who was in close contact with the affected individual.
- ii) Personnel that have come into direct contact with the affected employee shall be sent home for self-observation until the affected person is confirmed negative for COVID-19. Should the affected person come back positive the personnel that have come into direct contact with the affected employee will remain in self-observation for a total of 14 days
- f) In the event that the jobsite is forced to be shutdown, follow site specific procedures as well as local and federal requirements. Proper communication is critical during the shutdown to ensure that the jobsite is shutdown safely and effectively

5. Cleaning / Decontamination Schedule

- a) Public facilities such as job trailers, toilets, door handles, sinks, kitchen equipment, desks, keyboards, and mice shall undergo a deep cleaning at least daily
- b) All portable toilets located throughout jobsite shall be cleaned at least daily
- c) All common use (used by more than one employee per day) tools and other equipment (buggies, radios, etc.) shall undergo cleaning prior to use, or after each shift.
- d) Workers will be encouraged to use disinfectant wipes to clean tools handles prior to each use and at the end of the day

6. Preparation of Daily Restart of Work

- a) Each jobsite shall establish a plan to provide for social distancing including the level of staffing and assigned times for breaks.
- b) Stretch and bend, Plan-of-Day (POD) and other group activities shall be modified to minimize group sizes and maintain the 6 ft minimum distance between people
- c) COVID prevention measures, signs and symptoms, and applicable elements of this protocol shall be discussed during daily Pre-Task Planning meetings
- d) Higher risk groups (crews working in trenches/towers) shall understand the risks of working with proximity to one another and emphasize caution and care for fellow crew members
- e) The Lead COVID-19 Coordinator shall ensure that there is supply of protective equipment, filled up soap/sanitizing stations and accurate checklists of the personnel onsite

7. Communication During Work

- a) Teams should be organized with the minimum reasonable number of personnel to minimize the number of people potentially infected
- a. If communication is required between teams, it shall be done by the team lead via radio/phone or at the minimum distance of 6 ft.
- b. Where very small/critical teams exist, they should be broken into managed sub-teams so that continuity can be maintained
- c. Workers who must be at the jobsite shall maintain strict spacing and not collect in shared spaces.

8. Face-to-Face Meetings

- a) Minimize face-to-face meetings and conversations. Use online tools such as Microsoft Teams, Skype or phone calls

- b) If meeting in person with visitors, complete the ENGIE Screening Tool and follow the instructions defined in this protocol
- c) No more than 10 people in any in-person gatherings
- d) Use only your personal belongings (computer, phone notebook, etc.) and do not share them with others
- e) Do not sit next-to or across-from other people if the 6 ft. approach distance cannot be maintained
- f) Remove seats from meeting rooms to force distances greater than 6 ft.
- g) If catering is provided, it shall only be packaged food and drinks in closed bottles
- h) Avoid the use of non-disposable cutlery, plates, cups and other dishware. Do not share cutlery, plates, cups, and other dishware
- i) Avoid eating with your hands.
- j) Wash hands frequently and properly with soap throughout the day
- k) Follow general hygienic rules prescribed by ENGIE Health and Safety and the applicable governmental organizations (CDC, W.H.O, etc.)

9. Goods Reception

- a) Personnel receiving goods shall have the proper protective equipment (surgical gloves) available to them
- b) Protective equipment and offload equipment shall be cleaned after each delivery
- c) Park trucks in the designated place, wait for offload personnel to arrive, and keep at least 6 ft away from the offload personnel. The truck driver shall not walk around the jobsite

10. Commuting

- a) ENGIE recommends commuting using your own vehicle or sharing only with people you know to be healthy
- b) We do not recommend using public transportation unless absolutely necessary
- c) If using public transportation avoid touching public surfaces as well as your face, nose or mouth

11. Control of Smoking Areas

- a) All smokers should maintain the 6 ft. clearance between one another and avoid talking to minimize infection risk
- b) Smoking breaks shall be coordinated in advance to minimize the number of personnel gathered together at once

12. Waste Disposal

- a) Food wastes, masks, gloves, suits, and other trash that could have biological residue shall be disposed of only in defined containers marked clearly with the sign of biohazard.

13. Attachments

Attachment A: ENGIE COVID-19 Screening Tool



ENGIE COVID-19 Screening Tool

The safety of our employees, customers, families and visitors remains ENGIE's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, ENGIE management is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Center for Disease Control and the World Health Organization.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's/Employee Name:	Personal Phone Number (mobile/home):
Company/Organization:	ENGIE Office/Project Location:

If the answer is "yes" to any of the following questions, access to the facility may be denied.

Self-Declaration by Visitor/Employee	
1	Have you traveled outside of the United States within the last 14 days? If YES, please list all countries below.
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have you been in close contact with anyone who has traveled to/from any countries outside of the United States? If YES, please list all countries below.
4	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? <input type="checkbox"/> Yes <input type="checkbox"/> No

Signature: _____

Date: _____

Note: If you plan to be onsite for consecutive days, please immediately advise your manager if any of your responses change.

Access to facility (circle one): Approved Denied