

# Covid-19 Emergency Action Plan

## Temperature Screening and Response

3-14-2020 Rev-0

### **Purpose:**

With the increase in COVID 19 cases and the concern from our employees and customers, out of the abundance of caution we are implementing a temperature screening protocol where all personnel will have their temperature taken to determine the presence of a fever. If the person is coughing, they shall be escorted to a secure area as to not spread the illness. This screening process is for all employees, visitors or any other personnel on a Wanzek jobsite or in any of our office areas. As this situation evolves, this document may be updated.

**The intent is to limit our employees to an exposure from a COVID 19 positive employee or visitor.** All Wanzek Corporate Office's, Satellite Offices, and jobsite locations will be directed to implement this procedure as soon as possible.

Questions may be directed to your supervisor, HR or safety professional as appropriate.

### **Process:**

To facilitate the protection of our employees that are reporting for work we have developed the procedure below to enable safe operation of our facilities.

#### **Office Protocol**

- Employees that are reporting for work will enter through a designated door at the office.
- Upon entry into the building, employee will have temperature screening of forehead and behind ear with use of an infrared thermometer.
- Note personnel checked with a sign in sheet. Recording temperatures is not necessary unless they are over 100.4 F.
- Employee with a temperature reading above 100.4 F will be escorted to a designated/assigned room for a manual thermometer check.
- Employee will be screened again by assigned personnel to verify first readings. If temperature again reads above 100.4 F, employee will be asked to exit building and return home.
- Employee will also be advised to contact their supervisor for further steps necessary to return to work.

#### **Field Protocol**

- Employees that are reporting for work will be met at the morning meeting area in front of the offices. The designated person will check the forehead of the person and behind ear with use of an infrared thermometer. (Non-contact thermometer).

- Note that the person was checked with a sign in sheet. Recording temperatures is not necessary unless over 100.4 F.
- Employee with a temperature reading above 100.4 F will be escorted to a designated location for a manual thermometer check.
- Employee will be screened again by assigned personnel to verify first readings. If temperature again reads above 100.4 F, employee will be asked to return home.
- Employee will also be advised to contact their supervisor for further steps necessary to return to work.

### **Reporting of temperatures over 100.4F**

- Report any readings over 100.4 F to:
  - The site management team,
  - the employee's supervisor
  - and safety department.

The VP EHSQ will notify Executive Management of any personnel with readings over 100.4 F and their disposition.

### **PPE and Training**

All personnel that are administering tests will be protected and trained on the proper use of PPE prior to use. PPE will include the following:

- Safety Glasses
- Nitrile Gloves or Equiv.
- N-95 Respirator as appropriate
  - Cleared and properly fit tested prior to use

Personnel conducting the tests will be trained (By reading the directions) on the proper use of a thermometer and how to ensure personnel safety using an infrared temperature gauge and manual thermometer.

Employees shall close shield their eyes before the temperature is taken as an additional precaution.

### **Location for second manual temperature check:**

The location of the secondary screen must be in a private location, with as little other furniture as possible. No cloth chairs. Metal, or Plastic is best for easy cleaning. The ideal location will be near an exit so if the person must leave, they can be escorted quickly and discreetly out of the building. They shall not be allowed to walk through the building or use any public spaces.

If the person is coughing, provide them with a simple dust mask (One strap) or surgical mask.

If at a field location, it may be possible to do this outside away from others. Best judgment to protect personal privacy.

Clean the area after each use and any touch points.

**PLEASE: Treat any person over 100.4F with the upmost in privacy.**

### **Additional Equipment required:**

- Sani Wipes
- Hand Sanitizer
- Gloves
- Infrared Thermometer
- Forehead/Ear Thermometer or equivalent

### **What does the employee do if they have a temperature over 100.4F**

- Return home
- Seek medical assistance.

The employee may return to work with written approval from their Personal Physician

The employee should discuss sick leave with their supervisor or take Personal Time Off as appropriate. Please refer to the HR policy on this subject.

If the employee can perform meaningful work at home (Telework), the supervisor may authorize if approved by the department head-See HR Policy Guidelines. If the employee needs their laptop and does not have it, the supervisor shall obtain it for them without them re-entering the building.

### **Other requirements**

Site teams and office managers shall prepare and implement a plan for cleaning and disinfecting of offices/trailers/work areas and touch points. Each project shall maintain a supply of cleaning and disinfecting supplies or contact a cleaning company for this effort. The company has established an account with ServePro and will provide the account number.

If the project chooses to do this internally, all personnel must be trained in how to properly clean work areas, receive updated Hazcom training, and wear necessary PPE including gloves.

Attention to the most frequently used areas such as vehicles and operated equipment, meeting rooms, eating areas and bathrooms. Porta-Johns shall be wiped down daily with disinfectants such as Lysol or equivalent.

Questions on proper cleaning and disinfecting can be obtained through the corporate safety office.

### **Social distancing**

The CDC defines social distancing as it applies COVID-19 as 'remaining out of congregate settings, avoiding mass gathering, and maintaining distance (approximately 3-6 feet) from others when possible.

Safety meetings shall be minimized to where personnel can maintain a minimum of 3 feet separation. Large POD meetings shall be conducted so personnel can maintain 3 feet of separation between each other or consider splitting the meeting up. It may be necessary to write down meeting discussions to ensure effective communication across the project.

Limit the number of personnel in a vehicle to no more than 4 (Four). Ensure vehicles are cleaned/wiped down daily including touch points.

In offices, curtail meetings to ensure at least 3 feet of separation between attendees and ensure the meeting area, table and chairs are wiped down with disinfectant after the meeting.

Please discontinue handshakes and avoid physical contact and maintain distance of at least 3 feet. In addition, discontinue collection of signatures for safety meetings. The meeting record must still be filled out by the supervisor.

## **ACTIONS ON CONFIRMED COVID-19 CASE.**

### **Risk Summary**

In order to provide context to the below recommended action, assessment has occurred to determine risk mitigation strategies. The strategies are based on the following scenarios:

#### **A likely scenario:**

A visitor who has been exposed to COVID-19 and has contracted the virus. The visitor is asymptomatic and attends a series of meetings at a WANZEK office. The visitor shakes hands with several people, gets a coffee from the kitchen, uses the bathrooms a few times and sits in close proximity in a meeting room with several WANZEK professionals. The visitor practices precautionary behaviors and makes use of the hand washing and sanitizing facilities.

#### **Most Dangerous Scenario.**

A company professional or contractor has been exposed to COVID-19 and returns to work on the jobsite. They are asymptomatic and have duties both in the office and on site. The worker exhibits symptoms after five working days, informs their supervisor and self isolates. During the five days of work they have had close personal contact with many professionals and contractors, works in an open plan setting and has used the common areas frequently. Noting the current climate, the worker has taken measures to reduce person to person transfer but, due to the duration of potential exposure, it can be assumed transfer has occurred between multiple professionals.

### **Preliminary actions.**

Depending on the office or site location, different monitoring strategies are in place to ensure the collective welfare of WANZEK professionals. This includes enhanced cleaning strategies, information dissemination, reporting and body temperature checks.

Company professionals have a responsibility to self-quarantine if they feel unwell. If any professional or contractor presents themselves at work with a fever (Temperature over 100.4 F) or shortness of breath, they shall leave the work location and seek medical evaluation.

It is important supervisors do not overreact to situations in the workplace potentially related to COVID-19 in order to prevent panic among the workforce.

### **Actions on COVID-19 Confirmed Case**

In the event a professional or contractor tests positive to COVID 19 after visiting or working at a project site or office the following steps are recommended to reduce the risk of further infection:

Report immediately to the following:

- Group Safety Manager;
- Local Office/Site Manager;

- Supervisor;
- safety@Wanzek.com

A quick assessment shall be conducted by a Site Safety Manager. The confirmed case shall be interviewed via phone call. A proposed template for the interview is enclosed.

All stakeholders who had close contact with the confirmed case be requested to self-quarantine for 14 days (<https://www.cdc.gov/coronavirus/2019-ncov/php/riskassessment.html>). Close contact is defined as:

Being within approximately three to six feet or within a small room of a confirmed COVID-19 case for a prolonged period.

Having direct contact with infectious secretions of a confirmed COVID-19 case while not wearing PPE. Data to inform the definition of close contact is limited; considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19 and is the responsibility of the local WANZEK safety supervisor.

All potential areas of exposure shall be immediately isolated and cleaned.

The crew that the person was working with shall be isolated and depending on the exposure, sent home to self-isolate for up to 14 days. Daily temperature checks should be encouraged.

Once the assessment is complete and recommendations tendered, contact ServePro who the company has a national contract with and have them provide cleaning activities. The following spaces shall be included in the assessment as appropriate:

- All common areas: Meeting spaces and bathrooms,
- kitchens and break areas,
- entry and exit points,
- elevators,
- stairs,
- copy and production spaces.
- the workers immediate work area, and
- the adjacent working areas.
- An enhanced clean shall include the following:
- Other spaces identified as “touch points” throughout the facility.
- Air conditioning systems shall have the filters replaced.

Ensure, where possible, all persons entering Wanzek facilities have access to the appropriate PPE and hand sanitizing stations.

## **Contact**

This is an evolving situation and the guidance provided represents global best practice. This addendum should be considered a live document and may change in line with regional trends.

Any questions may be directed to the corporate EHS department at safety@wanzek.com.

## **INTERVIEW QUESTIONS FOR CONFIRMED COVID-19 CASE**

The following are questions to assist in gathering the relevant facts related to a confirmed COVID-19 case(s) at a Wanzek facility. This includes both at an office or on a jobsite. This interview shall be conducted by phone immediately after the organization has been notified of a confirmed case.

Once communication has been established, introduce yourself and detail the purpose of your phone call. Reassure them that the company will do its utmost to provide the best treatment it can and that you are available 24/7 to be a point of contact throughout their illness.

Q1. What is the name of the person who has the confirmed case?

Q2. What is their job title?

Q3. Where are they based?

Q4. What is their home address?

Q5. Are they a WANZEK professional or Contractor?

Q6. What is their WANZEK employee number?

Q7. Where are they being accommodated (at home or in a hotel?)

Q8. What are the details of that accommodation? Location, room number, etc.

Q9. What facility are they being treated?

Q10. Have you travelled domestically or internationally in the past 14 days?

Q11. Have them confirm their daily movements while they were in the workplace.

Q12. Have them describe approximate times in each location during each day.

Q13. Ask them to detail who they have had close personal contact with and when.