



Hudson Companies Pandemic Preparedness Plan

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Project: Warren County Career Center

***Pandemic
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Overview: This plan has been designed to steer the safety, health, and welfare of our employees and Company through the current COVID-19 virus, with guidance from the CDC, Department of Health, and Governing Agencies. The implementation of health safety objectives within the plan will navigate safe and efficient health of our employees by designating job access requirements, hand wash protocol, tool and equipment sanitization, PPE requirements, and heightened social distancing and employee sequencing requirements.



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1 INTRODUCTION

This Hudson Companies Pandemic Preparedness Plan has been developed to minimize overall exposure of our Employees and Company Team Members to COVID-19 by identifying specific exposure risks, sources of exposure, routes of transmission and implementing proper controls and procedures, to reduce the risk of exposure. As always, Hudson Companies strives for the highest safety and health standards.

2 RESPONSIBILITY AND PPE

PROJECT MANAGERS, SUPERVISORS, AND SUPERINTENDENTS/FORMEN

- Monitor procedures for protecting safety and wellness of the employees.
- Enforce proper PPE, Hand Washing, and Sanitization of Equipment/Tools.
- Stay informed with guidance from federal, state, and local health agencies to incorporate additional recommendations that may arise.
- Inform and encourage employees to self-monitor for signs and symptoms of COVID-19 and require sick employees to stay home.
- Provide clear communication that promotes confidence in the employer's ability to protect workers.
- Notify key contacts in the event an outbreak has impacted the company's ability to perform services and notification when operations resume.
- Prepare the site by ensuring all worker's safety through the pandemic preparedness plan and reviewing subcontractors back-to-work plans.
- Control entry points and communicate protocol through proper signage.
- Clearly establish communication and expectations for employees making sure they feel secure.
- Enforce no gathering and social distancing of employees during breaks.
- Enforce no admission to the supervisor's job trailer or job office.

EMPLOYEES

- Limit person-to-person contact by maintaining at least a 6 feet distance. (Social Distancing)
- Maintain regular housekeeping practices of all surfaces, equipment, and other elements of the work environment.
- Always wear required PPE when reporting to the job site, including a mask, protective eyewear or shields, and gloves.
- Self-quarantine for at least 14 days if you are returning from an area with heightened levels of coronavirus activity or have been directly exposed to a person who has tested positive for coronavirus.
- Review guidance from federal, state, and local health agencies.

- Prepare our workforce by educating employees through developing and executing a detailed plan on returning to work.
- Will be introduced to a social distancing plan and will self-monitor their space between one another.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Our workplace will provide the appropriate PPE to protect employees from potential exposure. PPE for workers will vary by work task and the types of exposures workers have on the job. Employees are trained on what PPE is available, how to wear, use, clean, and store it properly. PPE at a minimum will always be required to wear masks, eye protection, and gloves.

3 PANDEMIC PREPAREDNESS OVERVIEW

The purpose of a pandemic preparedness plan is to drive clear communications to ensure we are addressing COVID-19 related issues appropriately and within a timely matter. As every situation is different, each will be viewed on a case-by-case basis and will bring recommendations to management pertaining to office closures, internal/external communications, interacting with local governments, legal compliance, working from home arrangements, and leave requests, to name a few. It is important to require additional hand washing practices and the use of hand sanitizers, as available. Additional hand washing facilities, hand sanitizers, tissues, hand soap, and disposable towels may be provided by the employer when appropriate.

4 COVID- 19 OVERVIEW

Coronaviruses are a variety of viruses that may cause respiratory illness in animals or humans. Transmission can occur through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of the people who are nearby and can be inhaled into the lungs. Additionally, COVID-19 can also be transmitted from a surface or object that has the virus on it and then by touching their own mouth, nose, or possibly their eyes. According to the Centers for Disease Control and Prevention, symptoms of COVID-19 may appear as few as 2 days or as long as 14 days after initial exposure. Symptoms can vary between everyone affected.

Symptoms may include but not limited to:

- Fever
- Body Aches
- Fatigue
- Cough

- Shortness of Breath or Difficulty Breathing
- Vomiting and Diarrhea

5 JOBSITE PROTECTIVE MEASURES

- When employees perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID- 19.
- During this work, work areas must be sanitized by owner before arrival, Hudson will sanitize throughout the workday, and immediately before departure.
- Employees should ask other occupants to vacate while we are working. Workers should wash or sanitize hands immediately before starting and after completing the work.
- Commonly used tools and areas will be identified and cleaned throughout the workday.
- Employees are required to practice social distancing unless the tasks require 2+ employees to complete.
- Employees are required to wear proper PPE gear, and disinfect immediately before and after completing tasks that require 2+ employees.
- Virtual job meetings will be held whenever possible.

JOB SITE VISITORS AND DELIVERIES

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.
- Anyone entering the project site including all outside vendors and truck drivers are to practice social distancing.
- Subcontractors are to submit their own COVID-19 Safety Plan or follow the prime contractor's COVID-19 Safety Plan.

6 JOBSITE CLEANING AND DISINFECTING

- Jobsite trailers areas will be cleaned at least once per day. Jobsite trailers will be restricted use and posted with only limited use by the onsite management staff. The pandemic representative is responsible for cleaning Hudson job trailers.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in user. Users will be required to disinfect and clean the tools vehicles and equipment.

- All work surfaces, doorknobs, light switches and commonly accessed surfaces should be disinfected multiple times throughout the workday.
- The pandemic representative is required to oversee that the daily jobsite cleaning is taking place and confirm proper disinfectants and cleaning materials are being used.

7 PROCEDURES FOR IDENTIFICATION & ISOLATION OF POTENTIALLY INFECTIOUS EMPLOYEES

EMPLOYEES SELF SCREENING FOR POTENTIAL COVID-19 EXPOSURE

Employees will self-screen prior to entering the workplace. If the employees answer “yes” to any of the bulleted questions below, they should not report to work and notify their supervisor. Anyone asked to leave should not return to work until they have approval from their supervisor and are free from a fever or signs of a fever without the use of fever-reducing medication. Employees must contact the site management prior to arriving to verify that they are authorized to return to work.

In an event where exposure to COVID-19 may occur, prompt identification and isolation is the critical first step in protecting other employees. Employees are to self-monitor for signs and symptoms and are to communicate any potential exposure to COVID-19 and/or if they are experiencing current symptoms to the Site Supervisor and Safety Department. If they have symptoms, they must leave the site immediately.

Employees to self-assess daily as follows:

- Have you, or anyone in your family or any one you have been in close contact with, been in contact with a person that has tested positive for COVID-19?
- Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, or shortness of breath?

8 CDC, DEPARTMENT OF HEALTH, AND OSHA COVID-19 PANDEMIC GUIDANCE

Management and Employees should familiarize themselves with the local, state, and federal guidance, not limited to, but as listed below:

- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- <https://www.hhs.gov/coronavirus/news/index.html>
- <https://www.osha.gov/Publications/OSHA3990.pdf>

9 EMPLOYEE ACKNOWLEDGEMENT

The Hudson Companies Pandemic Preparedness Plan contains important key policies, goals, benefits, and expectations of The Hudson Group, Inc. as well as other information that you will need. By signing below, you acknowledge the following:

I understand that this Hudson Companies Pandemic Preparedness Plan cannot contemplate every possible situation that I may encounter at The Hudson Group, Inc. Accordingly, I will contact my Supervisor and Pandemic Representatives if I have any questions about the policies or procedures contained in this Hudson Companies Pandemic Preparedness Plan.

I understand that the Hudson Companies Pandemic Preparedness Plan is not a contract or legal document, nor is it an invitation to contract.

I understand and acknowledge that there may be changes to the policies, goals, benefits, preparedness, planning and expectations in the Hudson Companies Pandemic Preparedness Plan. There also may be additions to these policies, procedures, and COVID-19 Guidance, therefore, I will continue to communicate and use best safety efforts as defined in order to maintain a safe workplace.

Employee's Name (printed) _____

Employee Signature _____

Date _____