



**Blackhawk ♦ Neff**

I N C O R P O R A T E D

# SAFETY PROTOCOL

COVID-19



## Management Commitment

### **Mission Statement**

**Blackhawk Neff, Inc. is committed to creating a workplace that is safe, healthy, and injury-free. Our employees are our most valuable assets, and their safety and health are our first priority.**

**As we navigate this new normal, we are focused on processes and strategies to keep our employees, families, subcontractors, etc. safe.**

**The following pages will outline what this process will entail and what will be expected. These new processes are not optional. They are mandatory and must be followed.**

## **Commitment**

**TO ALL:**

**EMPLOYEES, SUBCONTRACTORS, SUPPLIERS, AND CUSTOMERS OF BLACKHAWK NEFF, INC.**

Safety In all Blackhawk Neff Inc. operations is not just a corporate goal, it is a requirement. To this end, we have formulated this written policy to govern all the operations of Blackhawk Neff, Inc. as they pertain to the COVID-19 pandemic.

It is a condition of employment with Blackhawk Neff, Inc. that all employees adhere faithfully to the requirements of this policy, as well as safety rules, instructions, and procedures issued in conjunction with it. Failure to do so will result in disciplinary action.

It is a condition of all subcontracts and purchase order issued by Blackhawk Neff, Inc. that this policy and the safety rules, instructions, and procedures issued in conjunction with it, as well as all applicable state, federal, and local codes and regulations be adhered to. Failure to comply is a breach of contract terms.

All visitors to Blackhawk Neff, Inc. operations including, but not limited to, suppliers, owner representatives, agents of the architect or engineer, regulatory authorities, and insurance company representatives shall be required to follow all safety rules and regulations in effect during their visit.

Blackhawk Neff, Inc. will make an effort to ensure that the operations of other contractors not under our control do not endanger the safety of our employees. To this end, all employees are required to report hazardous activities of other employees to appropriate Blackhawk Neff, Inc. officials.

The Safety Coordinator, General Superintendent, Job Superintendents, Foremen, and all Field Employees have the full support of management in enforcing the provisions of this policy as it relates to the responsibilities assigned to them.

It is very important that all trades/employees understand the safety requirements, protocols, and expectation to ensure everyone and their communities stay safe and prevent the spread of COVID-19.

Recommendations:

1. Whenever possible, work sequences/processes should be arranged to allow for 6 ft of separation.
2. Workers are strongly encouraged to disinfect their work equipment, i.e. tools, ladders, scaffolding, etc. multiple times per shift.
3. Avid touching your face and wash or sanitize your hands several times per shift to reduce risk and prevent person-to-person potential infections.
4. Be courteous and aware of others and their project needs, we are all in this together with the same common goal.
5. Stagger trade start times so all trades are not trying to enter the building/site at the same time.
6. Stagger trade break/lunch times to provide social distancing and proper hygiene as necessary.
7. Post capacity of break or lunch areas to ensure distancing.
8. Wipe down break/lunch area upon leaving with disinfectant spray.
9. Change your clothes immediately upon returning home, prior to entering your residence.
10. Wash clothes in hot water and dry completely.

We will:

1. Wear masks at all times (except when eating or drinking). This is not an option. No one will be permitted on-site without a mask.
2. Practice social distancing to the best of our ability, 6 feet of separation. If the required process can not be completed requiring this standard, other means will be taken, such as: use of face shields, body orientation, use of equipment, etc. General discussion needs to take place prior to proceeding with operations. This includes spaces such as hoists, elevators, stairs, and meeting areas.
3. Limit site access to discourage people coming into the site without the site Foreman having proper notification. The number and placement of site access will be determined on a site by site basis.
4. Hand washing is required often.
5. Provide spray sanitizer/disinfectant for cleaning of surfaces as deemed necessary.

We will not:

1. Gather in a manner that does not allow for the required 6 feet of separation.
2. Enter the site without a mask, as well as all other PPE that is required, i.e. safety glasses and hard hats.
3. Leave personal trash of any kind for other to pick up, i.e. lunch/food wrappers, beverage containers, used masks, paper towels, etc.
4. Allow those who are not following the protocol procedures to enter or visit the site.
5. Share phones, pencils, hand tools, etc.

### Site Protocol

1. Each day, all employees will be required to complete and sign a daily self-screening check-list.
2. Signage will be posted through the job site as a reminder to all.
3. Employees are asked to stay in the vehicles upon arrival until such time the site has been opened. Leave yourself ample time to complete your daily checklist prior to beginning your shift.
4. Employees will not gather socially for break or lunch unless 6 feet of separation can be maintained.
5. Tools being shared between workers or trades will need to be wiped down with disinfectant before passing to the next tradesperson.
6. No unauthorized visitors will be allowed on site.
7. Lunch/food deliveries will be accepted by the person ordering at the vehicle of the delivery driver.
8. Each trade will be required to place their own construction debris in the dumpsters.
9. All of the site access requirements also apply to delivery drivers, subcontractors, etc. It is the responsibility of the employing contractor to monitor those who are working for them.
10. Site foremen/superintendents from all trades will meet regularly, following distancing protocols, to discuss the processes and any alterations that must be made to ensure the safety and progress of the project.
11. All OSHA guidelines are still in place.

### Self Awareness/Observation

This is critical for the safety of yourself, your family, your co-workers, and your community.

We must be diligent and self-aware.

### We reserve the right to deny access if:

1. An employee does not accept or complete the daily screening.
2. Are demonstrating any of the symptoms listed on the daily sheet identified as COVID-19 indicators.
3. If your temperature exceeds 100.4° F. A thermal thermometer is available on site.
4. An employee is known to have been exposed or tested positive for COVID-19.

### Protocol for returning to the site:

1. Workers can not return to the site until at least 3 days (72 hours) have passed since full recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms, e.g. cough, shortness of breath **AND**
2. At least 7 days have passed since symptoms first appeared **OR**
3. A written verification from a medical doctor stating that you have tested negative for COVID-19 in the past 7 days.



**Blackhawk & Neff**  
I N C O R P O R A T E D

Daily symptom checklist

☐ Visitor

☐ Employee

☐ Contractor

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Worksite: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

In the past 24 hours, have you experienced (Y for Yes/N for No):

	Monday	Tuesday	Wednesday	Thursday	Friday
Fever					
Fatigue					
Cough					
Sneezing					
Aches & Pains					
Runny/stuffy nose					
Sore Throat					
Diarrhea					
Headaches					
Shortness of breath					

Have you recently been in close contact who has exhibited any symptoms?

☐ Yes

☐ No

Have you recently been in contact with anyone who has tested positive for COVID-19?

☐ Yes

☐ No

Have you recently traveled to a restricted area that is under a Level 2, 3, or 4 Travel Advisory according to the U. S. State Department? Including: China, Italy, Iran, and most countries in Europe?

☐ Yes

☐ No

If an employee's body temperature is at or above 100.4° F, the employee must be sent home immediately, and the following completed.

Date: \_\_\_\_\_

Recorded temperature: \_\_\_\_\_

Report taken by: \_\_\_\_\_ Date: \_\_\_\_\_



**Please place all paper  
towels and lunch trash in  
this container.**



**Blackhawk ♦ Neff**  
INCORPORATED





# Visitors Temporarily Not Allowed

Thank you for understanding

# Personal Hygiene Tips



Wash your hands frequently with soap and water for at least 20 seconds



If you are unable to wash your hands with soap and water, use antibacterial gel with 70% alcohol



When sneezing or Coughing, cover your nose and mouth with the inner angle of your arm or with Disposable hanker chief



Don't touch your face including your mouth, ears, eyes and nose



**Blackhawk ♦ Neff**  
INCORPORATED



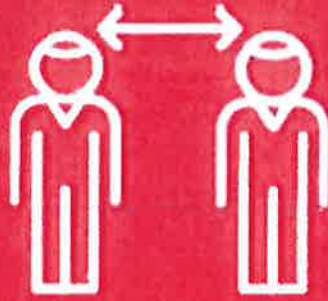


**Thank You  
For Working  
Safely Today**

**Please continue to social distancing,  
personal hygiene, and frequent disinfection**



**Blackhawk & Neff**  
INCORPORATED



# Please Practice Social Distancing

Remember to stand 6 feet apart