



MONTHLY SAFETY BRIEF: COVID-19 – CORONAVIRUS AWARENESS Hygieneering Field Operations – COVID-19 Field Operating Procedure

Hygieneering management has provided several informational pieces and updates on our firm's response to the COVID-19 pandemic. This document serves as a summary Field Operating Procedure to our field team members for projects away from the office. As always, please contact your Project Manager with any questions and do not conduct any task that you feel does not address all safety and health issues properly.

The following are key elements of Hygieneering's COVID-19 Risk Reduction process:

COVID-19 Risk Mitigation Measures for Field Operations

The Hygieneering management team is keeping up with authorities such as CDC, OSHA and States in which we operate regarding current pandemic guidelines and updating staff by issuing safety briefs and other updates, as necessary. In line with direction from Federal health authorities and our commitment to Safety and Health, we require the following precautionary measures:

Prevention

- You must practice social distancing and don, at minimum, a face covering when working near (within 6 feet) of other individuals. For some jobsites, based on your project Job Safety Analysis or client requirements, you may be required to don an N95 or cartridge respirator. If you are running low on face masks provided or need other PPE, please contact your Project Manager.
- Frequently wash your hands by using alcohol-based hand sanitizers or soap and water. If you do not have access to washrooms and sinks at your jobsite, you will be provided with wet cleaning towelettes and hand sanitizer. Please coordinate with your Project Manager.
- Avoiding touching your eyes, mouth, or nose
- Use your own personal protective equipment (e.g., hard hat, coveralls, etc.) and keep it clean.
- Avoid handshakes. Use alternatives to a handshake, such as a courteous nod.
- Identify where and how employees might be exposed to COVID-19 at work
 - For Hygieneering employees, exposure potential is present when working within 6' of an individual with an unknown case of COVID-19 without protective equipment.
 - i. To mitigate this, Hygieneering employees are required to wear PPE, including a face mask at minimum, when working within 6' of any individual.
- For some jobsites, you may be required to be temperature screened before entering.
- Some of us may be involved with fieldwork regarding specific COVID-19 response actions in commercial office buildings or schools. As always, a risk assessment of your activities will be conducted and appropriate PPE and safe work practices will be defined to address your project.
- For jobsites where Hygieneering has engaged a subcontractor, a daily pre-job safety review and temperature screening will be conducted.

Employee Illness Response Plan

- If you have any symptoms of COVID-19, do not report to the jobsite. Stay home and call your Project Manager to discuss your situation.
- Symptoms of COVID-19 are as follows:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of these symptoms:
 - Fever (above 104)
 - Chills



- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Separate Sick Employees
 - Employees who have symptoms during the shift should immediately be separated from other employees, or visitors.
 - If an employee has a known or suspected case of COVID-19, notify other employees that were working with the individual that they may have been exposed to COVID-19, and maintain confidentiality.
- Employees should notify their supervisor if symptoms occur
- Employees should notify their supervisor if family members are sick
- Sick employees should not return to work until CDC isolation steps are met, in consultation with a healthcare provider.

Other Safety Measures and Considerations

- When visiting client locations, you may be asked to fill out paperwork regarding your current health status and recent travel outside the country. Please comply with these client requests.
- Avoid public transportation if possible. If you must travel on an airplane or other mode of public transportation, consider wearing gloves and wiping down all surfaces with a disinfectant wipe (arm rest, table, seat belt connector, etc.)

Business Operations & Response Plans

Hygieneering will comply with clients' sick employee/guest response and reporting plans in the case of an employee becoming sick at work testing positive for COVID-19 and has visited your facility. In the case that it arises, Hygieneering will develop its own sick employee guest response and reporting plan. The plan will be in accordance with CDC guidelines, and may include cleaning and disinfecting, and fresh air ventilation.

Reference Documents

The following are updated links with information and guidance on COVID-19.

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the latest information about COVID-19 and the global outbreak:

www.cdc.gov/coronavirus/2019-ncov/index.html

The OSHA COVID-19 webpage offers information specifically for workers and employers:

<https://www.osha.gov/SLTC/covid-19/>



COVID-19 Field Operating Procedure Quiz

No Quiz! – Just please sign below that you acknowledge and will adhere to the guidance set forth in this awareness document. Please send back to Jeanine as soon as possible.

Instructor(s) – John Feller, CIH, CSP

Employee Signature



Supervisor Signature

Date