



SKIS

Quality
Commercial
Painting

COVID-19
POLICIES AND ACTION PLAN
FOR PHASE 2

IN ACCORDANCE WITH:
Washington State Implementation
of Phase 2 - Construction Guidelines

REVISED:
September 9, 2020

SKIS PAINTING COVID-19 PLAN

INTRODUCTION

Restarting Safely, per the Washington State Protocols

During this unprecedented time, it is our priority to support the health and safety of our team members, customers, and vendors as we navigate the effects of COVID-19 on our jobsites and in the community. The resources and guidelines contained in this packet reflect the protocols required by all SKIS' team members who enter a jobsite, for current projects or resuming work after May 1, 2020. This update replaces any previous versions of this document.

In addition to the state protocols, SKIS COVID Task Force has implemented Safe Work Zone refresher trainings, jobsite Health Compliance Monitors, and a Daily Health Questionnaire for all team members. Our Executive Team meets daily to provide updates across departments, keeping the health and well-being of our community of paramount priority. The following plan, based on CDC, OSHA, and state guidelines, is actively in place and will remain so beyond state and federal guidelines for worker safety.

It is our commitment to emerge safer, stronger, and highly focused on the success of the whole commercial construction industry.

Sincerely,

Jesse Ficks
President

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1 – Restarting Projects

Worksite Changes and Jobsite Requirements

There will be several differences in our daily routines as projects restart. The level of responsibility for jobsite health and safety will be higher than ever and require each team member to take on new responsibilities for their health and the health and safety of the jobsite.

This outline presents a summary of new controls, which must be adhered to at all times.

- 1. SKIS will be monitoring health and safety compliance very closely through compliance monitors on all jobsites.**
 - a. A site-specific COVID-19 monitor (Crew Leads) shall be designated at every job site at all times to monitor the health and safety of employees and enforce the COVID-19 job site safety plan.
- 2. A Safe Work Zone training must be conducted on all job sites on the first day of returning to work and weekly thereafter, to explain the protective measures in place for all workers.**
 - a. Social distancing must be maintained at all gatherings.
 - b. Attendance will be communicated verbally, and the trainer will sign in each attendee.
- 3. Site signage for COVID-19 safety requirements shall be visibly posted on each jobsite.**
- 4. CDC guidelines for 6' safe social distancing shall be followed at all times and on all projects.**
 - a. Gatherings of any size must be precluded by taking breaks and lunch in shifts.
 - b. Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained.
- 5. To promote healthy hygiene practices amongst our team members, hand wash stations will be available on jobsites and hand sanitizers will be distributed.**
 - a. Teammates are encouraged to frequently wash their hands for a duration of at least 20 seconds using soap and water. If soap and water are not available to then use an alcohol-based hand sanitizer that contains at least 70% alcohol.
 - b. Wash buckets to provide running water will be made available on sites where washing facilities or wash stations do not exist.
- 6. Eye protection, masks, and task-appropriate gloves must always be worn.**
- 7. Maintain a clean and hygienic workspace by cleaning and disinfecting high-touch areas and tools with the made-available supplies.**
 - a. Avoid sharing tools with co-team members; if unavoidable then disinfect before and after each use begins.
- 8. Protocols for monitoring jobsite visitors will be in effect.**
- 9. SKIS “Zero Tolerance Policy” for any sick team members will also be in effect.**
 - a. If you are exhibiting any cold or flu symptoms, respect your fellow workers and stay home from work. SKIS reserves the authority to send anyone home who is exhibiting symptoms of the cold or flu. In the event that a team member exhibits symptoms of COVID-19 or has been in contact with someone who has either tested positive for COVID-19 or is exhibiting symptoms consistent with COVID-19, you must inform your supervisor immediately, then follow the isolation/quarantine requirements as established by the State Department of Health.
- 10. All team members will be screened at the beginning of each shift by 1) Taking their temperature and 2) Completing the Daily Health Questionnaire (DHQ).**
 - a. A health screening at a jobsite site entrance may occur also but it is not in lieu of a DHQ.
 - b. Thermometers used shall be ‘no touch’ or ‘no contact’ to the greatest extent possible. If a ‘no touch’ or ‘no contact’ thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.

All jobsites should implement the following practices to mitigate exposure risk.

If you cannot maintain any of these recommendations, such as ensuring six feet social distance, the activity should be stopped and reassessed based on the hierarchy of controls.



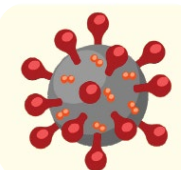
Jobsite Entry

- All employees will be health screened at entry point prior to accessing site.
- If using staggered shifts, each crew will be given a designated arrival time.
- After granted site entry, each worker will be given a daily sticker indicating they passed the health screen.
- Temperatures may be taken randomly or as a secondary health screen.
- Per CDC guidelines, anyone with a temperature of 100.4 or greater will be instructed to follow up with a physician.
- Anyone with a temperature of 100.4 or greater is not allowed on site.

Project Restart Process

This takes into account the CDC’s new COVID-19 protocol. Each project must update its Pre-Task Plan to reflect the new reality of working within the parameters of these protocols and ensure that controls have been met before any work is performed.

We have identified two exposure risk categories to assess before performing work:

<p>Low COVID-19 Exposure Risk (Tasks that <i>allow</i> for social distancing of 6')</p> <ul style="list-style-type: none"> ✓ Practice good personal hygiene ✓ Maintain 6' social distance 		<p>Medium COVID-19 Exposure Risk (Tasks that <i>do not allow</i> 6' of separation)</p> <ul style="list-style-type: none"> ✓ Use PPE when working within 6' ✓ N95 respirators, face shields, Tyvek suits or similar
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Some tasks will proceed as usual since they already allow for workers to be 6' apart [e.g. single occupant scissor lifts]. Other tasks must be modified to allow for distancing, and some tasks will need to be eliminated because they cannot safely occur with crews standing a minimum of 6' apart [e.g. two person activities in a scissor lift].

Once the **LOW** or **MEDIUM** exposure risk has been identified, the following controls are required based on exposure risk.

1. Health & Hygiene

The following preventative measures are strongly encouraged to keep you and your team members healthy and safe. If you experience any flu-like symptoms, *you must stay home and immediately report the symptoms* to the Safety Manager, Dale Sharp.

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 70% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose when you cough or sneeze. Throw the tissue away and wash your hands.
- Clean and disinfect objects and surfaces you touch.
- Avoid close contact with people who are sick.

2. Social Distancing

Six feet (6') of social distancing should be maintained at all times. To facilitate this:

- Staggered project start/arrival and end times, lunch periods, and multiple small stretch and flex sessions to replace one all-crew session.
- Any time two or more persons must meet, ensure minimum 6 feet of separation.
- Minimize interactions when picking up or delivering equipment or materials.
- To the extent practical, allow only one trade/subcontractor at a time on a jobsite and maintain 6-foot separation social distancing for each member of that trade. If more than one trade/subcontractor must be on the job to complete the job then at a minimum all trades and subcontractors must maintain social distancing policies in accordance with this guidance.

Identify “**choke points**” and “**high-risk areas**” on job sites where workers typically congregate and control them so social distancing is always maintained. In instances where social distancing cannot be achieved, such as on boom lifts, utilize the following extra precautions:

- Limit the max number of occupants
- Increase cleaning and disinfecting schedules of lifts
- Provide additional PPE to lift operators and occupants

3. Personal Protective Equipment (PPE)

The following standards for PPE are in effect on all jobsites, or the worksite shall be shutdown.

- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed.

- Masks, in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must always be worn by every employee on the worksite.
- Eye protection must always be worn by every employee while on worksite.
- Gloves must always be worn by every employee while on worksite.
- The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves.
- If appropriate PPE cannot be provided, the worksite must be shut down.

4. Cleaning & Disinfecting

Your help in preventing the spread of illness is critical. Follow the guidelines and checklists for routine cleaning and disinfection on jobsites at the end of this packet.

5. Health/Illness Assessment (before site entry)

A [Daily Health Questionnaire](#) will be required by each team member for each jobsite. Only those who have NO symptoms and are deemed as “No Identifiable Risk” by the health questionnaire will be allowed to perform work that day.

6. Employee Health/Symptoms

Our policy encourages workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. Further:

- If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer
- If they have a sick family member at home with COVID-19 they must inform their supervisor.
- If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
- All workers at the beginning of their shift must take their temperature and answer the Daily Health Questionnaire to assess if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
- Thermometers used shall be ‘no touch’ or ‘no contact’ to the greatest extent possible. If a ‘no touch’ or ‘no contact’ thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
- All workers must report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
- Failure of employees to comply will result in employees being sent home during the emergency actions.
- Employees who do not believe it is safe to work shall be allowed to remove themselves from the worksite and

employers must follow the expanded family and medical leave requirements included in the Families First

- Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.
- Any worker coming to work on a construction site in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work on a job site in Washington.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

7. Job Site Visitors

- A daily attendance log of all workers and visitors must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors.

8. Investigation + Return to Work Protocol

This chart should be consulted as a guideline for assessing team member exposure and return-to-work controls.

INVESTIGATION + RETURN-TO-WORK PROTOCOL				
A	B	C	D	E
Person exhibits symptoms consistent with COVID- 19.	Person recently traveled to a CDC-categorized high-risk country and did not self-quarantine for the CDC-recommended duration after arrival in the United States.	Person came in close contact (defined by the CDC) with <i>someone who is a Potentially Infected Person.</i>	Person came in close contact (defined by the CDC) with <i>someone who tested positive for COVID- 19.</i>	Person tested positive for COVID-19.
PIP – Potentially Infected Person	PIP – Potentially Infected Person	PIP – Potentially Infected Person	PIP – Potentially Infected Person	CIP – Confirmed Infected Person (mild to moderate illness*)
Immediately leave the jobsite	Immediately leave the jobsite	Immediately leave the jobsite	Immediately leave the jobsite	Immediately leave the jobsite Isolate per CDC guidelines
When: They have a negative COVID test OR Their doctor clears them OR They have self-quarantined for 14 days and no longer display symptoms.	When: They have a negative COVID test OR Their doctor clears them OR They have self-quarantined for 14 days and no longer display symptoms.	When: The original PIP has a negative COVID test OR They themselves, after a five-day incubation period, have a negative COVID test OR They have self- quarantined for 14 days and do not display symptoms.	When: They themselves, after a five-day incubation period, have a negative COVID test OR Their doctor clears them, OR They have self- quarantined for 14 days and no longer display symptoms.	When: Persons may discontinue isolation and return to work if all three of the following conditions have been met: At least 10 days have passed since symptoms first appeared; and At least 48 hours have passed since last fever without the use of fever-reducing medications; and All COVID-related symptoms (e.g., cough, shortness of breath) have resolved. (*Persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation and precautions for up to 20 days after symptom onset; consider consultation with infection control experts.)

2 - Exposure/ Potential Exposure Protocol

1. General Illness Defined as:

Individual presents with signs of an illness

- Daily Health Questionnaire conducted
- If affirmative, team member is sent home and asked to contact doctor
- Safety Manager follows up on employee's status as appropriate
- Team member may need to provide a doctor's release prior to return

2. Potential Exposure Defined as:

- Individual ill, not confirmed as COVID-19
- Individual in contact with someone ill, not confirmed as COVID-19

For other impacted team members/on-site personnel:

- Assess level of risk per CDC definition (discreetly), if:
 - **High/Medium:** impacted employees notified, sent home for 14 days
 - **Low/No Risk:** impacted employees notified, sent home, asked to self-monitor and to await confirmation of testing/doctor recommendation
- Notification to Client, Subcontractors, Vendors as appropriate with guidance from Executive Team (no notice for general illness)

3. Laboratory-Confirmed Exposure Defined as:

- Individual ill, laboratory-confirmed as COVID-19
- Individual in contact with someone ill, laboratory- confirmed as COVID-19

For other impacted employees/on-site personnel:

- Assess level of risk per CDC definition (discreetly), if:
 - **High/Medium:** impacted employees notified, sent home for 14 days
 - **Low/No Risk:** impacted employees notified, sent home, asked to self-monitor and to await confirmation of testing/doctor recommendation
- Determine jobsite actions – e.g. temporary partial/ full closure (final determination made by Executive Team and COVID Task Force)
- Notification to Client, Subcontractors, Vendors as appropriate (based on provided templates), should include:
 - Jobsite status
 - Date ill employee was last on site
 - Locations/areas used by employee
 - Confirmation of notification of others per CDC close contact definition
 - Confirmation that affected areas have been cleaned per CDC recommendations (based on Safe Jobsite Checklist)
 - Notification to team member or other outlining actions taken/requirements to return

3 - Resources & Forms

COVID-19 CONFIRMED EXPOSURE RISK ASSESSMENT GUIDE (LABORATORY CONFIRMED)

RISK LEVEL	TRAVEL/INTERACTION EXPOSURES*	EXPOSURES IDENTIFIED THROUGH CONTACT INVESTIGATION
High	International travel	All international travel (beginning 3/6/2020)
	Direct close contact**	Living in the same household as, being an intimate partner of, or providing care in a non- healthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection without using recommended CDC precautions for home care and home isolation
Medium (assumes no exposures in the high-risk category)	North American air travel	On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction
	Close contact**	Close contact with a person with symptomatic laboratory-confirmed COVID-19
	Direct close contact**	Living in the same household as, an intimate partner of, or caring for a person in a non- healthcare setting (such as a home) to a person with symptomatic laboratory-confirmed COVID-19 infection while consistently using recommended CDC precautions for home care and home isolation
Low (assumes no exposures in the high-risk category)	Not applicable	Being in the same indoor environment (e.g. a classroom, a hospital waiting room, building lobby, or general jobsite location) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact
No Identifiable Risk	Not applicable	Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room

*In general, geographic exposure categories do not apply to travelers who only transit through an airport

**CLOSE CONTACT is defined as:

1. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case
– or –
2. Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

(Risk Assessment Guide credit: Swinerton)

RESOURCES

- Centers for Disease Control (CDC) guidelines for social distancing
- Washington State Labor & Industries COVID-19 resources
- OSHA's COVID-19 information
- Environmental Protection Agency COVID-19 information

FURTHER RESOURCES ON ASSESSMENT OF CLOSE CONTACTS

- Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission
- Public Health Recommendations for Community-Related Exposure

GENERAL RECOMMENDATIONS FOR ROUTINE CLEANING & DISINFECTION

SKIS top priority is the health and safety of the whole team. As we continue to responsibly manage the evolving COVID-19 situation, we encourage all team members to support and assist in routine cleaning of frequently touched surfaces on our jobsites with household cleaners and [EPA-registered disinfectants](#) that are appropriate for the surface.

Remember to always follow label instructions and the Safety Data Sheet (SDS) for proper handling and personal protection while using the selected chemicals. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product. **REMEMBER, NEVER MIX CHEMICALS!**

- Soap and running water shall be abundantly provided on all job sites for frequent handwashing. Wash buckets to provide running water will be made available on sites where washing facilities or wash stations do not exist.
- Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
- When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.

REGULARLY CLEAN & DISINFECT HIGH-TOUCH SURFACES SUCH AS:

- Entry gates, doors, handles, interior and exterior doorknobs, locks
- Lunch areas, conference rooms and other tables/chairs (including backs and arms)
- Light switches
- Shared hand/power tools, bucket and brush handles
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas

HOW TO CLEAN AND DISINFECT SURFACES

- Disinfectants shall be available throughout the worksite and cleaning supplies frequently replenished.
- **Frequently clean and disinfect high-touch surfaces on job sites and in offices**, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the jobsite shall be shut down until such measures can be achieved and maintained.
- **When the worksite is an occupied home**, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 ft.
- **Wear disposable gloves when cleaning and disinfecting surfaces.** Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.
- **If surfaces are dirty:** They should be cleaned using a detergent or soap and water prior to disinfection
- **For disinfection:** Diluted household bleach solutions, or alcohol solutions with at least 70% alcohol, or most common EPA- registered household disinfectants should be effective.

[Products with EPA-approved emerging viral pathogens claims](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method, and contact time, etc.).

SAFE JOBSITE CHECKLIST FOR CLEANING AND DISINFECTING

Maintain a clean and hygienic workspace by cleaning and disinfecting high-touch areas and tools. If an ill individual has a laboratory-confirmed or suspected case of COVID-19, please contact the Safety Manager and follow these guidelines as established by the CDC to clean and disinfect your jobsite:

- Handrails in stairways and walkways
- Entry gates
- Doors
- Handles
- Interior and exterior doorknobs
- Locks
- Lunch areas
- Conference rooms
- Tables/chairs (including backs and arms)
- Call boxes for elevators/personnel hoists
- Lift equipment
- Light switches
- Shared hand/power tools, bucket and brush handles
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas

In addition to the above preventative cleaning and disinfecting measures, in the event of a suspected or laboratory-confirmed case of COVID-19 on the project, please follow these guidelines as established by the CDC to clean and disinfect your jobsite:

- Temporarily close off areas used by the ill individual
- Use appropriate PPE – disposable gloves and gowns
- Wait as long as practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets
- Open outside doors and windows to increase air circulation in the area
- Clean and disinfect all areas used by the ill individual, focusing on frequently touched surfaces