



## COVID-19 RECOMMENDED PRACTICES FOR CONSTRUCTION JOBSITES

Updated: February 11, 2021

### Personal Responsibility

Hinkle is **requiring** employees to self-assess at home before coming to work. Following the guidelines below each morning reduces the risk of bringing the virus into the workplace:

- Employees are **required** to self-assess each morning for signs of COVID-19 infection (e.g., fever, coughing, difficulty breathing, shaking chills, etc.). If you experience any of these symptoms contact your supervisor, safety manager, or HR department before coming to work.
- Hinkle **requires** employees to take their temperature each morning at home.
  - Any temperature of 100.4° or higher should be considered a potential symptom and reported to your supervisor, safety manager, or HR department before coming to work.
- Please take personal responsibility to wear masks. Masks are the most important line of defense against coronavirus when around other people.
  - **Reminder:** Masks that fit loosely may be dangerous. Ensure that if you are wearing a mask that it fit snugly around your face and does not get near moving parts or machinery that could increase risk of injury.
  - **New guidelines even suggest the use of double masks when in public and social distancing is not possible.** A surgical mask and a cloth mask combined can reduce the chances of you acquiring COVID by almost 97%.
- Maintain social distancing **of at least 6 feet** throughout the workplace (and at home).
- Suggestions to reduce the risk of COVID-19 transmission when physical distancing cannot be maintained:
  - Work **should not** be completed by workers who are at higher risk of complications due to COVID-19. This includes:
    - Workers over the age of 60;
    - Workers with chronic health conditions including diabetes, heart disease and lung disease;
    - Workers who are immunocompromised;
  - If you have any of the above restrictions and feel uncomfortable in the workplace, please contact your HR department for guidance.
- Follow state and local guidelines regarding travel and social gatherings. **There is currently no ban on out of state travel.** However, do not travel if possible. If you have emergency travel, please contact your supervisor, safety manager, or HR department. Do not participate in crowds of any size, **especially without a mask.**
- If you have potentially been exposed, (EVEN IF NOT EXPERIENCING SYMPTOMS), contact your supervisor, safety manager, or HR department before coming to work.

Please contact your supervisor, safety manager, or HR department with any questions.



## Jobsite / Office Practices

- Communicate key CDC recommendations to all crew members.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home if you are sick.
- Cover your mouth and nose with tissue when you cough or sneeze OR use the inside of your elbow. Throw used tissues in the trash.
  - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.
- At the start of each shift supervisors should ask their employees if they are experiencing any symptoms, or if they have had any exposure to someone who has tested positive for COVID-19. If they answer “yes” to any, they should be asked to leave the jobsite immediately. Supervisors will contact the company Safety and HR Departments for further instructions.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations.
- Do not congregate during lunch or breaks. **Hinkle employees have been asked to not eat lunch together. Eating lunch requires the removal of masks and is therefore considered a potential spreading event.**
- Do not share tools unless they have been sanitized / wiped down.
- Do not share pens, pencils, markers, mobile phones, etc.
- Do not share personal protection equipment (PPE).
- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- Ensure routine cleaning of all high touch surface areas, such as doorknobs, handles, grab bars, steering wheels, buttons, levers, etc.
- Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
- Instruct workers to wash clothes after each shift in hot water with laundry detergent.
- Utilize disposable hand towels and no-touch trash receptacles.
- Request additional/increased sanitation (disinfecting) of portable toilets.
- Require all subcontractors and vendors to follow these same protocols.



## Social Distancing

- Be obsessive about Hinkle guidelines. Assume everyone HAS the virus. This level of precaution will help you stay focused.
- Do not host large group meetings. **Avoid gatherings when possible**. Perform meetings online, by phone, or via videoconference call whenever possible.
- Use a mask in situations where social distancing guidelines have a potential to be breached.
- The virus can be transmitted by:
  - Breathing in droplets in the air that are generated when people cough or sneeze.
  - Close contact with other people (e.g., shaking hands or hugging).
- Touching contaminated surfaces and then touching your face, mouth, nose, or food.
- Touching a contaminated surface and then touching another surface may cause the virus to transfer from one surface to another.

## Jobsite / Office Practices when Social Distancing Is Not Possible

If physical distancing is not possible while doing work tasks, you must control the potential exposure to COVID-19 by doing the following:

- First, consider whether the task is truly essential:
  - Can the task be delayed?
  - Can it be safely done another way?
  - Can the number of workers involved be reduced?
- Only workers who are at a lower risk of transmitting COVID-19 should complete this work. It is recommended that any work that breaches physical distancing requirements be monitored by a designated observer, ideally with health and safety training or experience.
  - This person would ensure that:
    - Best practices are followed including the use of a mask.
    - Physical distancing breaches are as brief and as rare as possible.
    - Other safety considerations are not overlooked during physical distancing breaches.



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## Ridesharing

- Do not rideshare if possible.
- If ridesharing is necessary, please follow these guidelines:
  - Conduct a **Safe Plan of Action** (SPA) before you enter the vehicle.
  - Ensure routine cleaning of entire cabin area before and after use.
  - Employees **must wear a mask in the cab of truck while ridesharing**. No exceptions.
  - Disinfect tools as appropriate.
  - Ensure that everyone riding together has been asymptomatic (free of typical coronavirus symptoms such as fever, cough, and shortness of breath) and that everyone is comfortable riding together.