

Survey, Engineering, Planning, HDS, Site Visit Protocols for COVID-19

Stay Safe, Stay Healthy

Awareness:

If you exhibit any of the following symptoms do not leave your home for work. Contact your team lead/manager/director/HR for further instructions. If there are individuals around you which exhibit any of the following symptoms maintain a social distance of 6 feet and wear a face-covering:

- Coughing, fever, shortness of breath, difficulty breathing, loss of taste or smell
- Chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and congestion/runny nose, fatigue.

Diligence:

- Employees and visitors will be asked to leave if they are showing symptoms.
- If you were knowingly exposed to COVID-19 do not leave your home for work. Contact your team lead/manager/director/HR for further instruction. Please take appropriate steps to sanitize necessary items, including but not limited to your personal belongings, yourself, and company property.
- Employees should maintain a safe social distance of 6-feet between each other and customers. Masks should be worn in common areas indoors or whenever unable to maintain a social distance of 6 feet.
- Limit your access to confined buildings or work trailers on a job site where social distancing may be challenging to achieve.
- Employees will forego the customary handshake.
- Employees will wear appropriate PPE as necessary if the situation requires it.
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- Hand sanitizer and other disinfectants are provided in the offices and company vehicles.

Mitigation:

- Clean and disinfect frequently used tools and equipment on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Areas of the office have cleaning schedules posted in an effort to regularly maintain more common areas. Employees should regularly do the same in their assigned work areas, including company vehicles.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.
- Employees will carry water, soap, and antibacterial wipes with them and will wash prior to and after each visit when appropriate.
- Our team will dispose of all single use PPE with appropriate practices before entering vehicle to leave site.
- Our team will wipe clean all multi-use PPE after each site visit before entering vehicle to leave site.
- If our team suspects their clothing may have been compromised by airborne bacteria, they will change their clothes or use a Tyvek suit for further site visits during that day.
- Our team will temporarily place any potentially compromised clothing into plastic bags.