

Jason Mechanical Corp.

Coronavirus Disease 2019 Policy Statement

The health of our employees is of utmost importance, as they are our most valuable asset. The following policy has been implemented to protect our employees to the greatest of our ability from the spread of Coronavirus Disease 2019 (COVID-19).

COVID-19 is a respiratory disease that has spread from China to many other countries around the world, including the United States. Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal.

Regardless of potential occupational exposures, the following Pandemic Response Plan will be implemented in order to limit the risk to our employees.

Prevention and Precautions

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

Our employees' current risk of exposure will be assessed and evaluated. If appropriate, controls to prevent exposure will be selected and implemented, and workers will be required to use them.

These could include physical barriers to control the spread of the virus; no large meetings or gatherings, social distancing; and appropriate personal protective equipment, hygiene, and cleaning supplies.

- a. Policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), will be explored if state and local health authorities recommend the use of social distancing strategies to increase the physical distance among employees and between employees and others.
- b. Workers will be discouraged from using other workers' phones, desks, offices, and other work tools and equipment, when possible.
- c. Employees will be encouraged to self-monitor and report when they are sick or experiencing symptoms of COVID-19. Workers will be required to stay home if they are sick.

- d. Any employee exhibiting signs and symptoms of COVID-19 will be sent home immediately.
- e. Employees are restricted to only essential travel to known COVID-19 high risk countries and employees who have recently visited restricted countries must follow quarantine protocols.

Signs and Symptoms

Symptoms of COVID-19 typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. The virus is thought to spread mainly from person-to-person, including:

- a. Between people who are in close contact with one another (within about 6 feet).
- b. Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Procedures for a Confirmed Case

If an employee is confirmed to have COVID-19, fellow employees will be informed of their possible exposure to COVID-19 in the workplace, but confidentiality will be maintained as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 will be referred to [CDC guidance](#) for how to conduct a risk assessment of their potential exposure.

Communication/Notification Procedure

Important COVID-19 information will be communicated to our employees by small safety meetings, email, text, and/or telephone.

- a. A suspected employee illness will be communicated internally by the most effective, safe means possible using emails and/or phone messages.
- b. As the event evolves, we will communicate any necessary changes with our employees through workplace postings, emails, and/or phone messages.

- c. We will provide information on workforce readiness and precautionary measures for personnel reporting to 3rd party sites and projects via email and phone messages.

Team Member Hygiene

Frequent and thorough hand washing will be promoted, including by providing workers, customers, and worksite visitors with a place to wash their hands.

- a. If soap and running water are not immediately available, alcohol-based hand rubs containing at least 60% alcohol will be provided.
- b. Respiratory etiquette, including covering coughs and sneezes, will be required.

Facility Hygiene

Regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment, will be maintained.

- a. Cleaning products with EPA-approved emerging viral pathogens claims will be used where necessary ([click here](#) for a list of qualified disinfectants).
- b. Manufacturer's instructions for the use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE) will be followed.

Sanitation Procedures

Sanitation and disinfection will need to happen after persons suspected/confirmed to have COVID-19 have been at the workplace. Areas visited by the ill persons will be closed off to all but those responsible for sanitation and disinfection.

- a. Outside doors and windows will be opened where possible and ventilating fans will be used to increase air circulation in the area. Cleaning and disinfection will begin at least 24 hours after appropriate ventilation.
- b. Cleaning staff should sanitize and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and anything else used by the ill persons, focusing especially on frequently touched surfaces.

Return to Work

Employees with COVID-19 who have stayed home (home isolated) can stop home isolation under one of the following two conditions:

If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:

- a. You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers).

AND

- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved).

AND

- c. At least 7 days have passed since your symptoms first appeared.

If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:

- a. You no longer have a fever (without the use medicine that reduces fevers).

AND

- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

- c. You received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

We will continue to monitor public health communications about COVID-19 recommendations by frequently checking the [CDC COVID-19 website](#).

This Policy Statement will be conspicuously posted.

Brenda R Wheeler
Safety Director