



Updated October 5, 2020

SHAMES COVID-19 Preparedness Plan



Shames COVID-19 Preparedness Plan

Purpose

To protect Shames team members, customers, sub-contractors and guests to Shames offices and job-sites from COVID-19 exposure.

Method

Establish phased plan that will address the potential exposure and prevention of spread. The plan will include:

- **Awareness and Prevention**
- **Enhanced Surveillance of “High Risk” or Possible Exposure**
- **Exposure Reporting Responsibilities**
- **Remote Work**

Plan

Phase One – Awareness and Prevention

Phase Two – Risk Mitigation

Phase Three – Exposure, Illness, and Quarantine

If there is any concern or potential exposure to COVID-19 at any Shames office or jobsite, you are required to notify **your direct project manager** or Ron Mhoon at rmhoon@shames.com / (925) 695-4801 or **Carolyn Shames** at cshames@shames.com / (925) 337-1968.

PHASE ONE: AWARENESS AND PREVENTION

COVID-19, HOW DOES IT SPREAD

Person-to-person spread

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

[Wash your hands](#) often with soap and water. If soap and water are not available, use an alcohol-based hand rub. Also, [routinely clean](#) frequently touched surfaces

Awareness and Prevention

Slow the Spread

THE PRESIDENT'S CORONAVIRUS GUIDELINES FOR AMERICA

DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

AVOID SOCIAL GATHERINGS in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts—**USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

AVOID DISCRETIONARY TRAVEL, shopping trips, and social visits.

DO NOT VISIT nursing homes or retirement or long-term care facilities unless to provide critical assistance.

PRACTICE GOOD HYGIENE:

- Wash your hands, especially after touching any frequently used item or surface.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.

CORONAVIRUS.GOV

School operations can accelerate the spread of the coronavirus. Governors of states with evidence of community transmission should close schools in affected and surrounding areas. Governors should close schools in communities that are near areas of community transmission, even if those areas are in neighboring states. In addition, state and local officials should close schools where coronavirus has been identified in the population associated with the school. States and localities that close schools need to address childcare needs of critical responders, as well as the nutritional needs of children.

Older people are particularly at risk from the coronavirus. All states should follow Federal guidance and halt social visits to nursing homes and retirement and long-term care facilities.

In states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.

AWARENESS AND PREVENTION

Awareness

Shames is actively monitoring the spread of the Coronavirus (COVID-19). As case numbers increase globally and across the United States, we would like to urge everyone to exercise caution and be vigilant in practicing social distancing, good hygiene, and taking precautions recommended by the Centers for Disease Control and Prevention (CDC) and The U.S. Department of State.

Prevention

The CDC does anticipate the virus to spread but have stressed there is no need to panic. The practice of standard sanitation and hygiene regimens remain a top priority:

- Always practice proper sterilization and infection control measures
- Utilize frequent and thorough hand washing with soap and water for at least 20 seconds
- Hand sanitizer, with at least 60% alcohol content, is a secondary option
 - *Additional hand sanitizer will be made available in all Shames Construction offices and jobsites*
- Please practice proper etiquette when coughing or sneezing. (<https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>)
- Avoid touching your eyes, nose and mouth areas, and broken cuticle, torn skin at fingernails
- Everyone who has not yet had a flu shot should get one as soon as possible (recommended) – any preventive measures that will keep you from needing to visit medical facilities will help prevent the spread of COVID-19
- Routinely clean frequently touched surfaces such as workstations, countertops and doorknobs
 - Additional disinfectant spray and cleaning wipes will be made available in all Shames Construction offices and jobsites. The external cleaning crews will handle daily cleaning of offices and common areas, but team members are also encouraged to clean work areas.*

Sick Team Members

If you are sick, **please stay home**, avoid contact with others and notify your manager. If you have symptoms of acute respiratory illness, or any concerns about COVID-19, please contact a doctor for evaluation. The CDC recommends calling the doctor first for further instruction. If you have been sick, please ensure you are fully recovered and not contagious before returning to work. “Fully recovered” means you are fever free for **72 hours** without the use of fever-reducing medications.



AWARENESS AND PREVENTION

Shames Customers

We have sent an internal plan in an update to all Shames team members, and our COVID-19 task force is continuously updating our preparedness plan to address the health and safety of Shames team members, our customers, subcontractors and supply chain partners. We continue to monitor and evaluate risks related to business continuity in our supply chain and impacts on our project sites. Our number one priority is the safety of the people working on our projects.

AWARENESS AND PREVENTION

Questions for Visitors and Guests

To prevent the spread and reduce risk of exposure of COVID-19, we are conducting a screening questionnaire for all visitors prior to scheduling a visit. If a potential visit is essential to business, we will send a questionnaire to visitors to disclose recent travel history to assess risk. When considering meetings, please **lean toward technology – conference calls and video calls** to limit the number of visitors to our locations.

1. Have you, or anyone in your household traveled to – or have you been in close proximity to – anyone who has traveled to a CDC defined outbreak area in the past 14 days?
2. Have you, or anyone in your household returned from a cruise in the last 14 days?
3. Do you have a new, or worsening cough, shortness of breath, or fever?
4. Have you been exposed to anyone known to have been diagnosed with COVID-19?

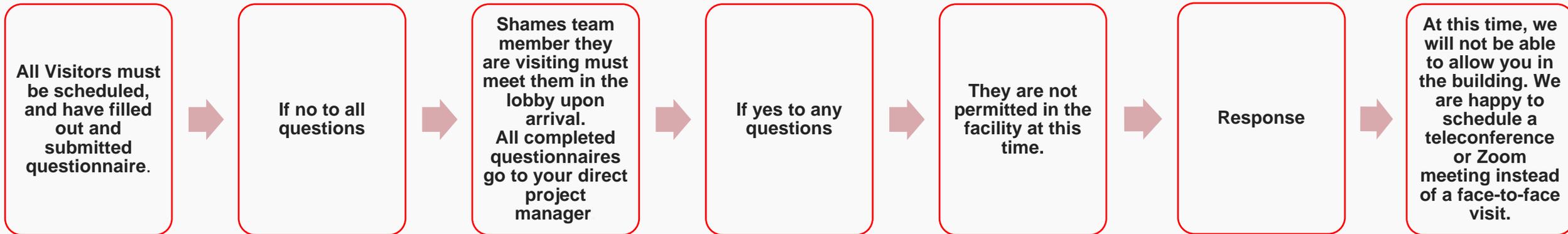
State, County or City “Shelter in Place” Orders

States, counties, or cities issuing orders more stringent than in the preparedness plan must be followed. Carefully assess any order issued. Many orders are exempting construction as an essential infrastructure sector, allowing work to continue on job sites.

Check the State, county and city website where your project is located to assure compliance with all orders. If uncertain, please contact the Shames Leadership Team for direction.

All other parts of this preparedness plan must continue to be utilized when continuing work in geographies allowing construction operations.

Office Visitor Process



**If an unscheduled visitor arrives, they must call the Shames team member they are visiting. That team member will meet the visitor in the lobby and ask them to fill out the questionnaire. If they answer “yes” to any questions, the visitor will be asked to leave the facility.

Jobsite Visitor Process



If an unscheduled visitor arrives on site, they will be required to fill out a questionnaire on site. If they answer “yes**” to any questions, they will **NOT** be permitted to stay on site.

AWARENESS AND PREVENTION

JOBSITE COMMUNICATION

- Communicate the plan to our Contractor Management. Ensure that they either have a plan or recognize the importance of having their people stay home or send anyone home that is ill. We expect transparency from them concerning this situation and we will be transparent with them.
- Communicate these expected measures at the job site wide safety meetings to the workers on site.
- Reduce meetings that require a large number of people to gather in our trailers. Conduct meetings out on site where people can spread out, hold individual meetings, or allow people to conference in. We are working to get our sites set up with video conferencing so we can see who we are meeting with and share visual information, which allows for a more successful meeting.
- Keep your trailers clean and sanitized.
- We know travel may be the biggest concern. Consider alternatives to public transportation such as driving. If you can't drive consider prolonging your rotation on site until the situation is stabilized. Remember, if you do use any type of public transportation, always follow the standard precautionary recommendations.

AWARENESS AND PREVENTION

INDIVIDUAL'S REPORTING RESPONSIBILITY

The objective of this action plan is to uphold Shames' core values: Safety and Quality of Life. To combat the COVID-19 pre-pandemic in our homes and workplace, we must be proactive in reporting any symptoms related to COVID-19. This applies to all Shames team members, family members, and non-Shames personnel.

Responsibilities

Shames team members and non-Shames personnel that may have been exposed, who have been in close proximity to a co-worker/family member/friend who is symptomatic; who have tested positive for COVID-19 or are in the testing process, have a responsibility to report this to their manager. Please contact your manager for instructions, and **do not come to the office or jobsite.**

The definition of symptomatic: cough, shortness of breath, and/or fever. Expectations if you are symptomatic:

- Shames and non-Shames personnel should monitor their symptoms from home and seek medical attention accordingly
- If any of the above is confirmed to have COVID-19, manager should inform fellow co-workers of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA)
- Managers should instruct Shames team members to work from home (if possible) through the incubation period of 14 days
- Be fever-free for at least **72 hours** without the use of fever-reducing or cough suppressing medications before returning to work

Preventative Measures On-Site

- Work with sub-contractor management to communicate and educate workforce through jobsite wide safety talks
- Address anyone who displays illness on the jobsite and reinforce that if they are sick, they are to stay home
- Conduct smaller meetings in open areas rather than the office trailer (Morning kickoff meetings out on site)
- Keep trailers as clean and as disinfected as possible

AWARENESS AND PREVENTION

REQUIRED STEPS FOR TEAM MEMBERS TRAVELING

- Team members should discuss all travel plans with their supervisor prior to travel within or outside the United States. For most up-to-date positive reported COVID-19 cases globally, click [here](#). For most up-to-date positive reported COVID-19 cases in the US, click [here](#).
- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel.
- Team members are advised to check themselves for symptoms of [acute respiratory illness](#) before starting travel. Team members must notify their supervisor and stay home if they are sick, or if a family member exhibits symptoms of acute respiratory illness.
- Ensure team members who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly seek medical attention.

***Maps updated regularly by the CDC at noon Mondays through Fridays. Numbers close out at 4 p.m. the day before reporting.**

SYMPTOMS OF CORONAVIRUS

- Cough
- Shortness of breath or difficulty breathing

Or at least two of the following

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

PHASE TWO: RISK MITIGATION

RISK MITIGATION

BUSINESS TRAVEL AND FACE-TO-FACE MEETINGS

Business Travel, Inter-Office Meetings and External Conferences

We are not currently prohibiting essential, domestic travel if it is necessary to deliver our projects, meet customer needs, maintain relationships, and keep our business running effectively, but we want you to have the flexibility to minimize travel when possible. We encourage any travelers to cut back where it makes sense, use best judgement when deciding to schedule air travel and limit the number of in-person team members attending meetings, with the remaining team members joining virtually. Travelers should be mindful of travel advisories, practice good hand hygiene and be familiar with the areas in which they are traveling.

This guidance is intended to reduce air travel, not eliminate travel altogether.

- *We will continue to monitor the latest updates in COVID-19 spread and will update communication regarding best travel practices as necessary.*
- *If anyone is uncomfortable with any business-related travel, we will make accommodations for you to avoid it, but please review this with your manager. We want everyone to feel safe as they work in this environment.*
- *Encourage driving if possible*

RISK MITIGATION

Internal Meetings

Leverage virtual collaboration to conduct virtual meetings and stay in touch with co-workers who are working remotely.

In an abundance of caution, we are trying to avoid contributing to community spread due to travel. Please use discretion, and if you need help deciding, contact your manager.

Virtual Working

If you have concerns or are in an [“at-risk population”](#) as defined by the CDC and would like to consider working at home, please discuss with your manager.

- **If you have a laptop, take it home with you in case you must work from home unexpectedly.**
- **If you do not have a Shames issued laptop, please contact [Dave Koenig at dkoenig@shames.com](mailto:dkoenig@shames.com)**

(If you can perform your work remotely, please discuss and obtain approval from your manager first.)

PHASE THREE: EXPOSURE, ILLNESS AND QUARANTINE

EXPOSURE, ILLNESS AND QUARANTINE

EXPOSED SHAMES TEAM MEMBER

If a team member tests positive for COVID-19, you are required to report this information to your manager and may not report to work; either office or jobsite. Individuals who test positive for COVID-19 must abide by the following:

- All business travel is suspended.
- Withdraw from or cancel participation for any external conferences or trade shows.
- Do not go to any Shames office or jobsite, we will make arrangements for you to work remote.

If an exposure is confirmed, adhere to the following:

- Immediately send employee home or seek medical attention
- Keep record of contact tracking of exposed team member
- Close office/jobsite down for deep cleaning and sanitizing may be completed
- Affected team members will self-quarantine for a period of 14 days, or until it is confirmed they do not have COVID-19
- Communicate status to the impacted office or project, as well as to Carolyn Shames

Reminder: You must be fever and symptom free for at least **72 hours** without the use of fever-reducing or cough suppressing medications, and you are required to provide a doctor's note to return to work. Prior to returning to work, please contact your direct project manager and notify **Ron Mhoon** at rmhoon@shames.com / (925) 695-4801 or **Carolyn Shames** at cshames@shames.com / (925) 337-1968.

EXPOSURE, ILLNESS AND QUARANTINE

JOB SITE PROTOCOL

Team Member Illness

If a team member is sick or there is a possibility of COVID-19 exposure:

- Stay at home
- Call your doctor and request next steps guidance for getting tested for coronavirus
- Doctor statement is required prior to coming back to work
- If the Coronavirus is confirmed, transparent communication to the workforce will be important. This can be done by conducting a stand down or through subcontractor management

Site Management Illness

If our primary Site Manager is sick or there is possibility of COVID-19 exposure:

- Evaluate the team member in the secondary role and conclude if they have the capabilities to step into the primary role for a short time period while the primary Site Manager is recovering.
- If the secondary person does not have the capabilities to manage the site while the primary Site Manager is recovering, we will see if another Site Manager is available to oversee the site.
- If there is not a candidate available, we will have the Field Operations Manager for the project take over the project until the Site Manager has recovered.

CLEANING AND WASHING HANDS

The importance of frequent hand-washing with soap and water including:

- Scrub for at least 20 seconds.
- Single use towels must be provided.
- When employees arrive at work and before they leave work.
- Before and after eating or using the toilet.
- After close interaction with other persons.
- After contacting shared surfaces, equipment or tools.
- Before and after wearing masks or gloves.
- After blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth
- Provide hand sanitizer throughout worksites and to delivery drivers for times when access to soap and water may be limited.
- If employees have limited access to hand-washing or hand sanitizing, employees as a last resort can use disposable gloves to limit hand contact with potentially contaminated surfaces. Employers should encourage employees to change gloves frequently and before touching their face, smoking, eating or using the restroom. In addition, provide an adequate supply of gloves and make them readily available. Employees should wash or sanitize hands as soon as possible after removing gloves.

IMPLEMENT SAFE WORK PRACTICES

- Prohibit the sharing of tools as much as possible.
- If tools must be shared try to group them to be used by people who reside together or travel to work together.
- If fans or other means of ventilation are used on the job, place them to avoid blowing air from one worker or group of workers to another.
- Encourage workers to drive to worksites or parking areas by themselves. They should avoid having passengers or carpooling together unless they are already sheltering in place together.
- Prohibit or discourage carpooling
- If carpooling cannot be avoided riders should sit as far apart as possible, wear face coverings and wash hands after the trip.
- Sharing cooking equipment or water coolers such as ice chest is prohibited for the foreseeable future

CONTROLLING CHOKE POINTS

The term “Choke Point” may be multiple identifiers such as ladders, stairwells, and doorways

- Place a marker on the approximately 8’ away from top or bottom of all ladders. The marker is the social distance identifier for the user to standby if the ladder is being occupied.
- Install painted lath and place lath at 6’ intervals at bottom of stairway access to the job trailer.
- Place a marker approximately 8’ away from each door opening. The marker is the social distance identifier for the user to standby if the door is being occupied, or a pedestrian is closer to the door.
- Other markers may be required throughout the project as needed due to the materials and ergonomic changes that create or eliminate choke points.

INCREASE CLEANING AND DISINFECTING

Establish and implement the following procedures to help prevent the spread of COVID-19:

- Make hand-washing stations more readily available and encourage their use.
- Employers should change productivity expectations to allow extra time for employees to wash their hands thoroughly and frequently.
- Clean and disinfect commonly touched surfaces and objects (e.g., door handles, steering wheels, touch screens, mobile equipment controls, carts, shared power tools) throughout the workday, including:
 - Using disinfectants that are EPA-approved for use against the virus that causes COVID-19.
 - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before and after use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, proper dilution, contact time), this information will be noted in the Product Manufacturers SDS.
- Following safe work practices such as never mixing products together and using adequate ventilation.
- Cleaning visibly dirty surfaces first before disinfection. Disinfectants are less effective if used on soiled surfaces.
- Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and tools and chemical resistant gloves. Make sure disinfectants are available to workers throughout the worksite.
- Cleaning and disinfecting company equipment and vehicles between shifts and between workers.

INCREASE PHYSICAL DISTANCING

Physical distancing, also referred to as social distancing, is an infection control measure that can stop or slow down the spread of an infectious disease by limiting contact between people. Use the following distancing measures:

- Maintain at least 6 feet apart from individuals who are not part of the same household or living units
- Cover coughs and sneezes with tissue or fabric. If tissue is not readily available, cough or sneeze into the fabric of a sleeve or elbow.
- Practice physical distancing at all times, including during work, breaks and in vehicles.
- Plan for office staff to have the ability to work from home.
- Stagger break and lunch times and spread out where employees spend their breaks by providing additional seating and shade areas.
- Limit crew size by staggering or increasing the number of work shifts.

FACE COVERINGS

- In conjunction with CDC/OSHA, Shames Construction recommends all employees should use cloth face coverings when around other persons, and must be enforced if a local health department requires face coverings when in public.
- Cloth face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent hand washing.
- ❖ Few projects have a jurisdictional mandate to wear a covering of nose and mouth. Check your local county health department regulations to verify the orders by the AHJ

HYDRATION / COMMON AREAS / UTENSILS

- Shames will provide water in the job trailers and office locations. When water dispensers are used, single use cups are required.
- The use of microwaves, common water coolers, or any common area shared equipment for beverage or food preparation is prohibited

SIGNS AND POSTINGS

Office Locations

- Post a notice in an area visible to all workers and visitors
- Signs must be in English and Spanish

Project Locations

- Post a notice in an area visible to all workers and visitors
- Signs must be in English and Spanish
- Project information signs required at all project access points
- Signs must contain project contact information

SHAMES

CONSTRUCTION

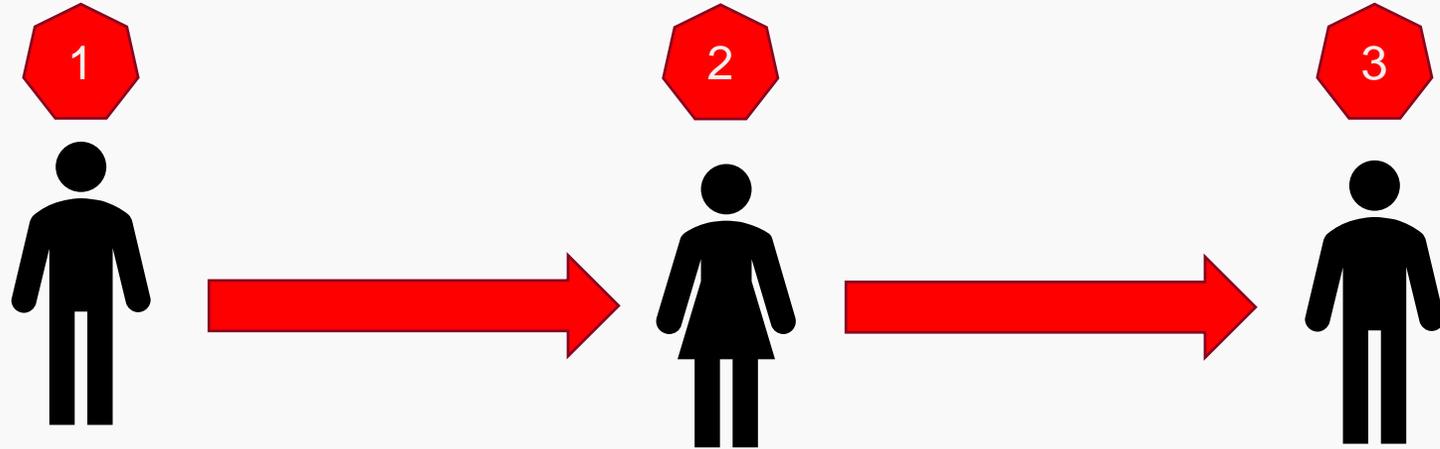
Art + Science of Construction

SHAMES COVID-19 Exposure Level ID

Levels of Exposure

Exposure History	Asymptomatic Showing no symptoms	Showing Symptoms or confirmed COVID -19 test
<p>LEVEL 1 (High Risk): Any individual who has tested positive for COVID-19, or individual who lives in same household as someone who has tested positive</p>	<ul style="list-style-type: none"> • Self-Isolate • No public activities. • Daily active monitoring, if possible based on local priorities 	<p>Immediate self-isolation/assessment by physician. Notify your manager.</p>
<p>LEVEL 2 (Medium Risk): Any individual who has had close contact with a person with confirmed COVID-19 (within 6 feet of infected person for extended period of time)</p>	<ul style="list-style-type: none"> • Recommendation to remain at home or in a comparable setting • Practice social distancing • Active monitoring as determined by local priorities 	<p>Recommended to self-quarantine, seek medical advice to determine need for testing, practice social distancing, monitor symptoms (if any). Notify your manager.</p>
<p>LEVEL 3 (Low Risk): Individual(s) who have been in the same indoor environment as a person with confirmed COVID-19 for a prolonged period of time, but not meeting the criteria of “close contact” (living with/caring for in same household)</p>	<ul style="list-style-type: none"> • No restriction on movement • Self-observation 	<p>Self-monitor for symptoms for 14 days from last known exposure. If symptoms develop, self-quarantine immediately and contact your physician. Notify your manager.</p>
<p>Level 4 (No Identifiable Risk) All other situations were contact may have occurred with people that have symptoms, but not confirm case of COVID-19.</p>	<ul style="list-style-type: none"> • None 	<p>Self-isolation, social distancing, Person should seek health advice to determine if medical evaluation is needed. Travel on commercial conveyances should be postponed until no longer symptomatic</p>

Exposure Protocol #1



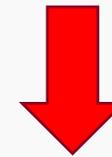
STATUS

Symptomatic
Not Confirmed

Exposed to



Exposed to



IDENTIFIED AS

No Identifiable Risk

No Identifiable Risk

No Identifiable Risk

ACTION

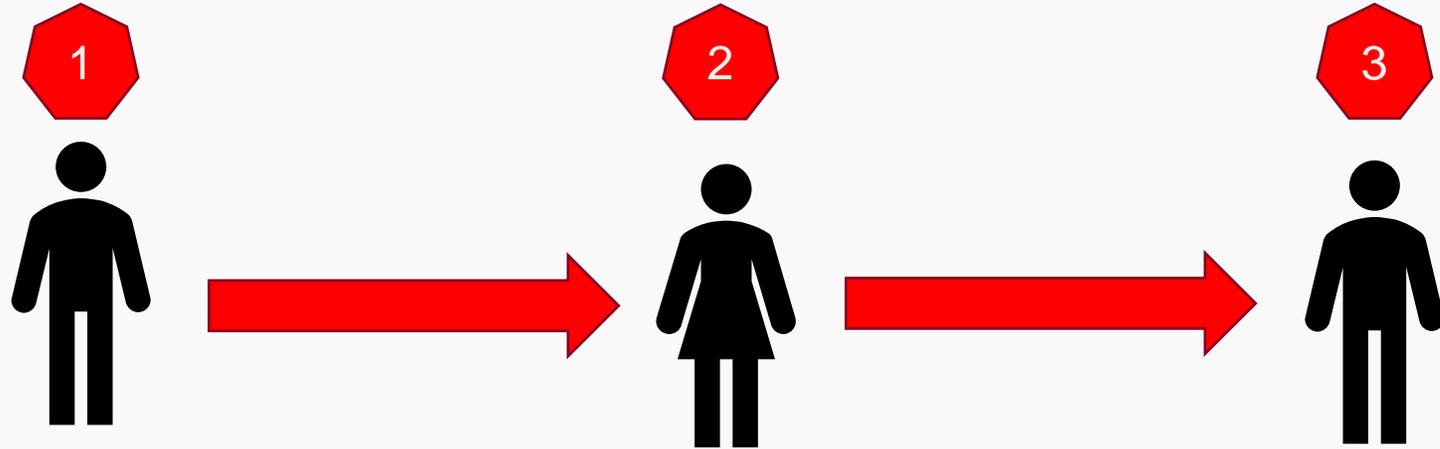
Stay at Home
until fever & symptom
free without the use
of fever reducing
medication for 72 hrs*

None

None

*See Shames COVID19 Preparedness Plan & CDC Information for more details

Exposure Protocol #2



STATUS

Symptomatic
Confirmed

Lives with

1

Exposed to

2

Symptomatic or
asymptomatic

IDENTIFIED AS

**COVID-19
Tested Positive**

High Risk

No Identifiable Risk

ACTION

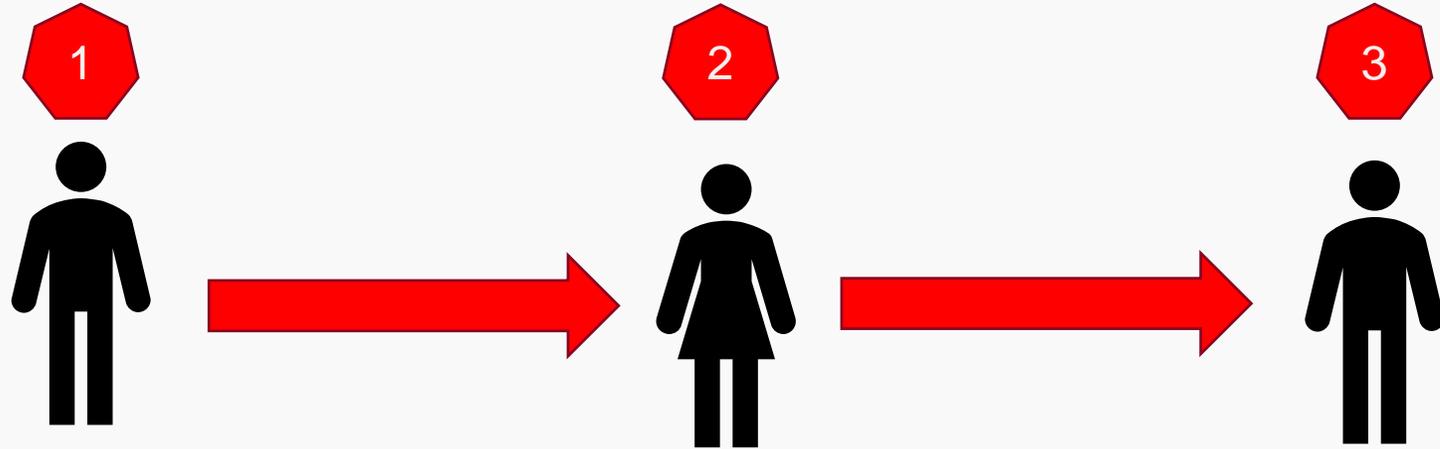
Stay at Home*

Stay at Home*

None

*See Shames COVID19 Preparedness Plan & CDC Information for more details

Exposure Protocol #3



STATUS

Symptomatic
Confirmed

Close Contact with 

Exposed to 



Symptomatic or
asymptomatic



IDENTIFIED AS

**COVID-19
Tested Positive**

Medium Risk

No Identifiable Risk

ACTION

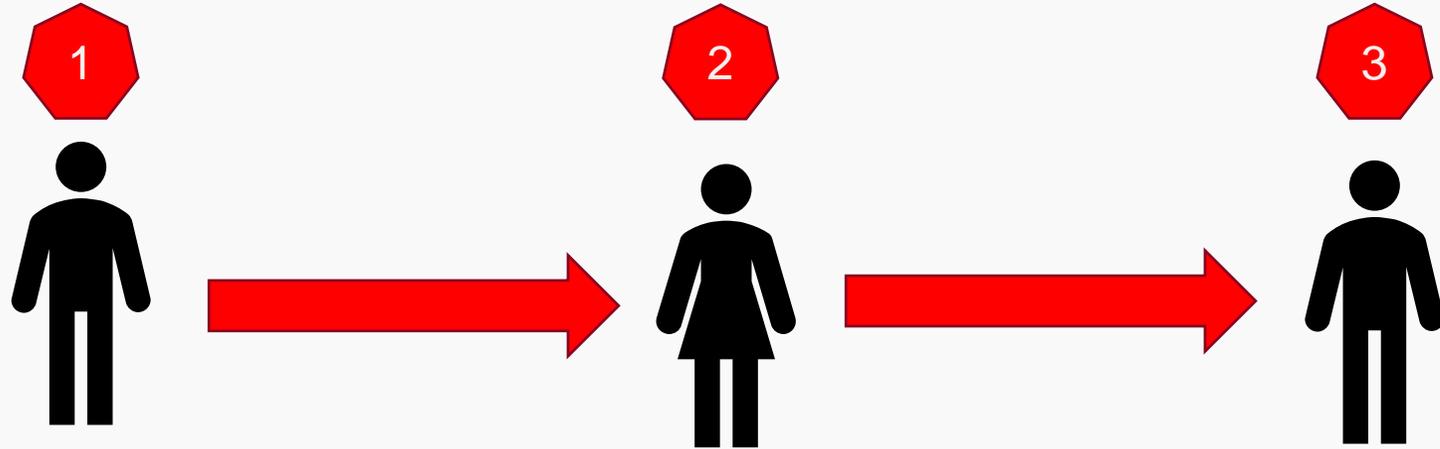
Stay at Home*

Stay at Home*

None

*See Shames COVID19 Preparedness Plan & CDC Information for more details

Exposure Protocol #4



STATUS

Symptomatic
Confirmed

More than 6' from



Exposed to



IDENTIFIED AS

**COVID-19
Tested Positive**

Low Risk

No Identifiable Risk

ACTION

Stay at Home*

None

None

*See Shames COVID19 Preparedness Plan & CDC Information for more details



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Definitions per CDC

We want everyone to feel comfortable with dealing the multiple situations that can occur on our projects as we work through the COVID-19 situation. So we wanted to provide you with a specific document that outlines our project protocols for Shames team members and our contractor base. The majority of the information comes straight from the CDC, some information is Shames specific to how we want to execute the program.

Symptoms compatible with COVID-19, for the purpose of these recommendations, include subjective or measured fever, cough, or difficulty breathing.

Self-observation means people should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should take their temperature, self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

Self-monitoring means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

Self-monitoring with public health supervision means public health authorities assume the responsibility for oversight of self-monitoring for certain groups of people. The ability of jurisdictions to initiate or provide continued oversight will depend on other competing priorities (e.g., contact tracing, implementation of community mitigation strategies). Depending on local priorities, CDC recommends that health departments consider establishing initial communication with these people, provide a plan for self-monitoring and clear instructions for notifying the health department before the person seeks health care if they develop fever, cough, or difficulty breathing. As resources allow, health authorities may also check in intermittently with these people over the course of the self-monitoring period. If travelers for whom public health supervision is recommended are identified at a US port of entry, CDC will notify state and territorial health departments with jurisdiction for the travelers' final destinations.

Active monitoring means that the state or local public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever, cough, or difficulty breathing. For people with high-risk exposures, CDC recommends this communication occurs at least once each day. The mode of communication can be determined by the state or local public health authority and may include telephone calls or any electronic or internet-based means of communication.

Close contact is defined as:

a) being within approximately 6 feet (2 meters) of a confirmed 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 –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Definitions per CDC continued

Isolation means the separation of a person or group of people known or reasonably believed to be *infected with a communicable disease and potentially infectious* from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

Quarantine in general means the separation of a person or group of people reasonably believed to have been *exposed to a communicable disease but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

Conditional release defines a set of legally enforceable conditions under which a person may be released from more stringent public health movement restrictions, such as quarantine in a secure facility. These conditions may include public health supervision through in-person visits by a health official or designee, telephone, or any electronic or internet-based means of communication as determined by the CDC Director or state or local health authority. A conditional release order may also place limits on travel or require restriction of a person's movement outside their home.

Controlled travel involves exclusion from long-distance commercial conveyances (e.g., aircraft, ship, train, bus). For people subject to active monitoring, any long-distance travel should be coordinated with public health authorities to ensure uninterrupted monitoring. Air travel is not allowed by commercial flight but may occur via approved noncommercial air transport. CDC may use public health orders or [federal public health travel restrictions](#) to enforce controlled travel. CDC also has the authority to issue travel permits to define the conditions of interstate travel within the United States for people under certain public health orders or if other conditions are met.

Congregate settings are crowded public places where close contact with others may occur, such as but not limited to shopping centers, movie theaters, stadiums.

Social distancing means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

CDC defines HIGH risk level as any person known to have (COVID-19) or any person living in the same household as or giving direct care (in the home) for a person with confirmed COVID-19 infection. For our chart, we will call level 1 (High risk) a person who has tested positive for COVID-19.



Visitor Questionnaire

To help protect our team members, family members, and customers from the spread of COVID-19, we are asking all visitors to please complete the following brief survey before entering:

1. Have you, or anyone in your household traveled to – or have you been in close proximity to – anyone who has traveled to a CDC defined outbreak area in the past 14 days? **YES or NO**
2. Have you, or anyone in your household returned from a cruise in the last 14 days? **YES or NO**
3. Do you have a new, or worsening cough, shortness of breath, or fever? **YES or NO**
4. Have you been exposed to anyone known to have been diagnosed with **COVID-19**? **YES or NO**
5. Do you have any other concerns to disclose? **YES or NO**

Signature: _____

Date: _____

Company: _____

Cuestionario al Visitante

Para las seguridad y protección de la propagación del COVID-19 A nuestros empleados, nuestras familia y clientes, estamos pidiendo que todos nuestros visitantes llenen este formulario breve con algunas preguntas antes de proceder al edificio:

1. ¿En los últimos 14 días, Usted o alguien de su familia inmediata ha viajado o ha entrado en contacto con alguien quien ha viajado a los países que el CDC define como área de alto riesgo?
SI o NO
2. ¿En los últimos 14 días, Usted o alguien de su familia inmediata ha regresado de un crucero?
SI o NO
3. ¿Usted ha notado una nueva tos, o una tos que se ha empeorado, problemas al respirar, o fiebre?
SI o NO
4. ¿Usted estado expuesto a algún conocido que fue diagnosticado al **COVID-19**?
SI o NO
5. ¿Tiene alguna otra inquietud que revelar?
SI o NO

Gracias por su cooperación.

Firma: _____ Fecha: _____

Compañía: _____



COVID-19 AWARENESS QUESTIONNAIRE

Shames Construction is actively monitoring the spread of the Coronavirus (COVID-19). As case numbers increase globally and across the United States, we would like to urge everyone to exercise caution and be vigilant in practicing social distancing, good hygiene, and taking precautions recommended by the Centers for Disease Control and Prevention (CDC) and The U.S. State Department.

NOTE: If any team member answer yes to any of the first two questions, they are to report to this information to their PM, Ron Mhoon, Michael Lundgren and Carolyn Shames immediately.

- 1. Have you, or anyone in your household traveled to – or have you been in close proximity to – anyone who has traveled to a CDC defined outbreak area in the past 14 days? Yes _____ No _____
- 2. Have you been exposed to anyone positively being diagnosed with COVID-19? Yes__No _____
- 3. Do you have a new or worsening cough, shortness of breath, or fever? Yes_____No _____
- 4. Do you know and understand the COVID-19 Preparedness Plan ? Yes_____No _____
 * If no, who did you speak with to get a better understanding? Yes _____ No _____
- 5. Are you working within six (6) feet of another worker? Yes_____No _____
 * If yes, find an alternative way to perform the work or alternative task*
- 6. Are you using respiratory etiquette, covering coughs & sneezes? Yes_____No _____
- 7. Are you frequently and thoroughly washing your hands? Yes_____No _____
- 8. Are you provided with adequate handwashing stations? Yes_____No _____
- 9. Are you washing shared hand tools and equipment? Yes_____No _____
- 10. Are you using other workers phones? Yes_____No _____

DATE:_____

PRINT NAME: _____

SIGNATURE:_____

YOUR COMPANY (EMPLOYER):_____

Project Name & Number:_____



COVID-19 AWARENESS Questionnaire (Spanish)

_____ está monitoreando activamente la propagación del Coronavirus (COVID-19). A medida que aumenta el número de casos en todo el mundo y en los Estados Unidos, nos gustaría instar a todos a tener precaución y estar atentos al practicar el distanciamiento social, la buena higiene y tomar las precauciones recomendadas por los Centros para el Control y la Prevención de Enfermedades (CDC) y el Departamento de EE. UU. de Estado.

NOTA: Si algún miembro del equipo responde sí a cualquiera de las dos primeras preguntas, debe informar esta información a su gerente de proyecto, Ron Mhoon, Michael Lundgren y Carolyn Shames de inmediato.

1. ¿Ha viajado usted o alguien de su hogar a alguien que haya viajado a un área de brote definida por los CDC en los últimos 14 días o que haya estado cerca de ella? Si _____ No _____

2. Ha estado expuesto a alguien que haya sido diagnosticado con COVID-19? Sí _____ No _____

3. ¿Tiene una tos nueva o que empeora, falta de aliento o fiebre? Sí _____ No _____

4. ¿Conoces y entiendes el Plan de Preparación COVID 19? Sí _____ No _____

*n Si no, ¿con quién habló para obtener una mejor comprensión? _____

5. ¿Está trabajando a menos de seis (6) pies de otro trabajador? Sí _____ No _____

*n En caso afirmativo, encuentre una forma alternativa de realizar el trabajo o la tarea alternativa

6. ¿Estás usando etiqueta respiratoria, cubriendo toses y estornudos? Sí _____ No _____

7. ¿Se lava las manos con frecuencia y a fondo? Sí _____ No _____

8. ¿Cuentan con estaciones de lavado de manos adecuadas? Sí _____ No _____

9. ¿Estás lavando herramientas y equipos manuales compartidos? Sí _____ No _____

10. ¿Estás usando los teléfonos de otros trabajadores? Sí _____ No _____

IMPRIMIR FIRMA: _____

NOMBRE DEL PROYECTO: _____

DEL NOMBRE: _____

NÚMERO DEL PROYECTO: _____