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OVERVIEW

Nothing is more important than the safety of our employees, customers and others affected by our work. The following guidelines provide our employees and project teams with the guidance necessary to stay safe from contagious diseases that include coronavirus, influenza and bacteria during health emergencies.

Large-scale infection control events are ever changing and rapidly evolving. Stay current with the latest information by contacting / visiting:

- The Centers for Disease Control and Prevention (CDC) website
- Skyline Companies Corporate Response Team
  - VP of HR
  - SQP Director & Manager
  - VP of Legal
- Visit the resources provided in these guidelines.

Direct infection control concerns, questions or suggestions to the Skyline Companies Corporate Response Team.
BASIC FUNDAMENTALS AND PRINCIPALS OF PREVENTION

There are several key basic preventative measures that everyone needs to remember and practice.

- Stay home when you are sick, feel sick or show symptoms include fever, coughing or shortness of breath.
- Cover your mouth when coughing or sneezing. Use your arm, tissue or sleeve.
- Wash your hands frequently.
- Don’t touch your face with dirty hands.
- Practice “Social Distancing”.
- Wipe down frequently touched items.
EMPLOYEE HEALTH AND WELLNESS CONSIDERATIONS

WHO SHOULD NOT COME TO WORK

- All personnel are to stay home when they are sick, especially if symptoms include fever, coughing or shortness of breath.
- Those who have had contact with/or are taking care of someone who has been diagnosed with COVID-19.
- People with compromised immune systems.
- Employees mandated to work from home.
  - (Currently in effect for all employees as of 3/16/20, until further notice)
- Employees ordered to Shelter-In-Place per Governmental Mandate.
  - Essential Staff required to maintain business operations shall be permitted.
- Head Thermometers will be placed in each office and used if there is a concern regarding the health of any individual (employee/vendor).
  - If anyone registers a temperature (100.4 degrees or above) they are to contact their manager or human resources and may be asked to return home.
  - A COVID Questionnaire will be in place in each office and/or jobsite for you to complete. [see below].

WORKING IN OCCUPIED BUILDINGS

- When working in occupied buildings, a building may require specific measures be met.
  - It is recognized that any building specific or client specific measures that go beyond this program shall be implemented.
RESPONSIBILITIES AND OWNERSHIP

SKYLINE COMPANIES

Skyline Companies are responsible for the following:

- Develop plans for frequent and periodic cleaning as outlined below.
- Adjust/coordinate schedules / logistic plans to better accommodate for social distancing.
- Closely monitor our supply of hygiene products.
- Collect Daily Covid-19 Questionnaire from subcontractors.
- Conduct Daily Huddle with all foremen to discuss daily activities and maintaining social distancing.
- Be aware of people demonstrating symptoms, and have them removed from site.
- Post provided signage around the site.

SUBCONTRACTORS

Subcontractors are responsible for the following:

- Do not allow sick employees to come to work.
- Implement their own preventative measures, i.e. THA / JHA [Task / Job Hazard Analysis]
- Provide necessary solutions, wipes, materials and equipment needed to clean, disinfect and protect their employees and visitors.
- Designate a representative who will:
  - Monitor their employee’s efforts to maintaining social distancing.
  - Maintain cleaning supplies, sanitizing wipes, hand sanitizers, and disinfecting solutions.
  - Maintain supplies of PPE at the site for their employees.
- Routinely wipe down their own equipment and tools.
  - Shared tools must be disinfected at the beginning of each shift, or not to be shared.
- Monitor their own social distancing, especially during their course of work and breaks.
- Meet with the crew prior to entry onto the project.
- Allow time for employees to properly clean and decontaminate prior to leaving the site.
- Contribute in the project's overall efforts to help minimize the spread of germs.
- Turn in any required paperwork.
- Immediately notify Skyline of any confirmed positive infected people.
INDIVIDUAL OWNERSHIP

Individuals are responsible for the following:

- Do not come to work if you are sick, feel sick or have been exposed to someone who has Covid-19.
- Honestly evaluate him/herself and household members for symptoms.
- Respond truthfully to the Daily Questionnaire.
- Practice good personal hygiene
  - Frequent hand washing, cover a cough or sneeze
- Wear a face cloth/covering when entering, working and leaving the project site.
- Practice social distancing [staying 6’ away from others], as best as possible.
  - Where this is not possible, the PPE prescribed below is required to be worn.
- Communicate with their employer regarding their wellness.
- Attend and participate in trainings, toolbox talks, stand-downs, etc.

GENERAL HYGIENE

- Frequently wash your hands throughout the day.
  - Wash hands and wrists with soap and water for at least 20 seconds.
    - If soap and water is not available, alcohol-based hand sanitizers have proven effective.
  - Additional key times to clean hands include:
    - After blowing one’s nose, coughing, or sneezing.
    - After using the restroom.
    - Before eating or preparing food.
  - Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Cover your cough or sneeze into a tissue or sleeve.
  - Dispose of tissues into an appropriate receptacle.
- Take the time to clean your hand held devices, computers/key boards, desk phones etc. regularly.
  - (Purell and Clorox wipes are available in each office).
- Utilize the Universal Precaution Method.
  - Treat any blood / bodily fluids as if they are to be infectious, regardless of the source.
- If you travel via public transportation or airplane, please consider wearing a facemask and always wash hands and/or use hand sanitizer after riding.

FOOD & DELIVERIES

- Communal foods will no longer be allowed. (Containers that hold shared foods, peanut butter, etc.)
- Office snacks and associated deliveries will continue as long as the items are in individually wrapped bags/containers.
- Maintain safe social distances with delivery personnel/package handlers.
JOBSITE PROCEDURES

PPE
- In addition to standard PPE, everyone will wear a face cover/mask when entering / existing and while on site.

PRE-WORK SCREENING
Before arriving onto a project
- Each subcontractor shall gather outside the site [maintaining 6’ distance from one another] and their foremen will conduct the daily screening and tailgate session with their crew.
  - Complete Daily Covid Questionnaire [see attached].
    - Subcontractors, vendors, visitors and GC staff – are to fill out.
    - Electronically send it to the project Superintendent.
  - Document the daily talk and cover any new information regarding Covid-19.
    - Documentation will be made available upon request.

PROJECT MEETINGS
- Relocate on-site meetings [morning huddles, Foremen meetings] to areas where close contact [within 6’ of each other] is avoided as much as reasonably possible.
- Convert all in-person meetings to virtual meetings, unless in-person is absolutely required.
  - Postpone any non-essential meetings.
  - Revisit this requirement after any State of Emergency designation has been lifted.

SOCIAL DISTANCING
- All persons will work at a minimum of 6’ apart.
  - If this is not feasible, workers who must work closer than 6’ to one another will need to wear a facemask/shield and safety glasses.
  - NOTE: If social distancing is not possible and appropriate PPE is not available, the work cannot proceed.
- Access points are one of the areas where social distancing will be a challenge. However, each project is going to have to utilize different options. Available options are:
  - Stagger start times
  - Utilize stairways
  - Elevators - limit amount of people on an elevator.
    - A person stand in each corner, and one in the middle [depending on the size].
      - Riders stare at the ground, so when they breathe, their breathe goes straight down and not towards one another.
      - Limit the amount of talking on the elevator.
    - Regularly wipe down the elevator buttons, both inside and outside the cab.
HANDWASHING AND RESTROOM FACILITIES

- *It is IMPERATIVE that everyone WASH THEIR HANDS after going to the bathroom!!*
- **Bathrooms**
  - Existing facilities will be utilized as much as possible, and kept available for as long as possible.
    - They will be routinely cleaned, preferable nightly.
  - Portable toilets [porta-potties] will be serviced at least twice a week.
- **Handwashing Facilities / Temporary Sinks**
  - Existing facilities will be kept functioning as long as possible [prior to be demo-ed].
  - Temporary handwashing facilities will be provided/installed whenever possible.
    - Installed facilities will be piped into existing systems, and will include touchless faucets and soap dispensers.
    - Pre-manufactured units will be provided near portable toilets.
  - Paper towels or other drying agents will be supplied.
    - Garbage receptacles will be available.
CLEANING AND DECONTAMINATING REQUIREMENTS

Regardless of the solution used, spray or wipe down frequently touched items. Amount of cleaning times will be determined on a case by case scenario, [manpower count, areas used, etc.] but routinely should happen about five times a day [maybe more].

1. After everyone is on the job
2. Around break time
3. Around lunch
4. After lunch
5. Prior to leaving for the day

**Frequently touched items include [primarily cleaned by Skyline Companies]:**

- Door handles, knobs and push plates
- Elevator buttons
- Desks, table-tops, lunch tables, backs of community used chairs
- Toilet accessories & handles
- Handrails in stairways [only on our floors in use]
- Site fencing man-gate handles [or areas routinely grabbed]
- *Any other project specific unique situation [wipe handles on porta-potties]*
- Open outside doors and windows to increase air circulation in the area if possible
- **Subcontractors are to be routinely wiping down their own equipment and tools – at min. daily**

**Cleaning agents to use**

For disinfection purposes:

- Most common EPA-registered household disinfectants [409, Clorox spray or wipes, etc.].
- Diluted household bleach solutions.
  - 5 tablespoons (1/3rd cup at a minimum) bleach per gallon of water.
    - 5 tablespoons = [construction equivalent] fill up an empty 12oz-16oz water bottle with about an 1”- 1 ½” of bleach / per gallon of water.
  - Reference the product’s SDS & instructions for application and proper ventilation.
- Alcohol solutions with at least 70% alcohol.
REPORTS OF SICKNESS

- A person who is confirmed positive with Coronavirus for someone on a jobsite, in a building we are working in, or you or others in your home.
  - Immediately notify Skyline’s Corporate Response Team.
    - The Corporate Response Team will work with the project team members [including subcontractors, clients etc.] to determine next steps on a case-by-case basis.
  - Subcontractors are to immediately notify the Skyline Project Team.

- You (or others) are sick [non-confirmed case].
  - Any employee [subcontractor employee] showing signs of cold/flu like symptom whatsoever is to work from home and/or not to come into any office or jobsite, and/or contact a member of the Skyline Response Team.

- If you come down with symptoms while on the jobsite.
  - Leave the project immediately and notify your supervisor immediately, and/or contact a member of the Skyline Response Team.

- You encounter someone who is sick on-site [unknown status].
  - Notify the applicable crew leaders, your supervisor and/or Skyline SQP Department immediately.

CODE OF BASIC SAFE PRACTICES DURING THESE TIMES

- If you feel sick stay home
- Wash hands frequently
- Observe your work distance to others – try to maintain a 6 foot clearance
- Don’t share phones
- Clean tools prior to use
- Clean and maintain your PPE
  - Including gloves and face covers
- Cover your sneeze or cough with tissue or your arm
- Change work clothes prior to arriving home

**ADDITIONAL RESOURCES**

- *Centers for Disease Control and Prevention (CDC):*

- *World Health Organization:*

- *John Hopkins Reporting Dashboard:*