



COVID-19 Site Specific Safety Procedures

As information regarding the Coronavirus (COVID-19) evolves, Leadership will continue to update site specific safety plan requirements based on health conditions, regional health organization guidelines, and government responses. Unless otherwise stated, these protocols apply to all LeChase project sites.

Practice & Encourage Good Personal Hygiene per the CDC guidelines:

- Wash your hands frequently with soap and water for 20 seconds or utilize alcohol-based hand sanitizer with at least 60 percent alcohol. Be sure to wash your hands after coughing, sneezing or blowing your nose and avoid touching your eyes, nose and mouth. Wash hands or use sanitizer after removing work gloves.
- Practice good coughing and sneezing etiquette. Cover your mouth and nose with a tissue when you cough or sneeze, or cough into elbow or shoulder.
- Practice social distancing. Maintain a distance of at least 6 feet from others where possible. Avoid physical contact, like handshakes, hugs, etc. where possible. Limit/avoid areas where people congregate.

Disinfect/clean your office or job site trailer regularly. Have disinfectant wipes/spray readily available. Pay special attention to the following areas:

- Door Handles – Inside/Outside
- Light Switches
- Conference Tables, Desks/Furniture and Chair Arm Rests
- Restroom – Dispensers, Flush Handles, Door Locks, Faucets & Handles
- Kitchen/Break/Welfare Area Handles, Utensils, Wipe/Sanitize Countertops & Tables/Chairs
- Appliance Touchpads & Handles
- Copy Machines and other Office Equipment
- Mouse, Keyboard, Stapler, etc.

To safely work onsite, we are implementing the following social distancing guidelines. This document has been provided to assist project teams in creating a plan to combat COVID-19.

<i>Project Site Name:</i>	<i>Project Number:</i>
<i>Date Completed:</i>	<i>Revision Number:</i>
<i>Project Superintendent:</i>	<i>Project Manager:</i>
<i>Emergency Rally Point:</i>	<i>Form Completed By:</i>

- If you are in project management or in a support role and located on a jobsite, talk with your supervisor to determine the most appropriate way to sustain operations.
- Please limit nonessential visitors to jobsites and offices. This is a practical step we can take to reduce risk for our teams.
- Designate an outside area to conduct orientations and communicate that location to all subcontractors. Utilize the single page discussion points that have been created to assist in your delivery of the message. The LeChase employee conducting the orientation shall document attendee’s names on a sheet of paper in lieu of utilizing the quiz. Do not pass around common items such as pens.



Where and how will you be conducting orientations on your site:

- Ask trade contractors to select one individual (per crew) to document the THA and attendees list. Attendees shall maintain social distancing guidelines during the THA discussion. Utilize the THA as an employee count for the day.

Please describe how your site will handle distribution and collection of THA's to minimize social contact:

- Toolbox talks, jobsite safety assessments, Owner/Architect/Client meetings and, scheduled meetings (when possible), should take place in an outdoor setting or by conference call. Limit the size of meetings to 10 people or less and be mindful of physical distance. For toolbox talks utilize the same process as THA's for documentation of participation.

Please describe how your project team will handle these types of meetings listed above:

- When receiving deliveries utilize curbside pickup in lieu of allowing drivers to access the project trailers and/or site.

How will your project team handle receiving deliveries (UPS, Fed Ex, Amazon)?

- Limit access/visitors in project trailers.

How will this be achieved on your project:



- Ensure that proper sanitation necessities are provided such as plumbed sinks, hand wash stations and/or hand sanitizer.

Outline how this is being achieved on your project:

- Sharing of PPE is **NOT** permitted and shall be communicated to all workers onsite. This includes face shields used at cutting stations.

What is your plan to communicate this with workers and supervisors:

- Distractions in the workplace create an increased risk for incidents and injuries.

How are you engaging employees and supervision to minimize distractions:

- Staggered Breaks/Lunches – Times should be staggered between subcontractors to more evenly distribute the workforce and allow for a greater degree of accessibility and social distancing.

How will this be achieved on your project:

- Assign a LeChase employee to retrieve first aid needs. Do not allow multiple people access.

Who will be the designated employee to retrieve first aid supplies from the cabinet:



- Increase frequency of chemical toilet cleanings and maintenance of hand wash areas/stations.
What will the frequency be on your project site:

- *In the event of an injury, how will the worker be transported to the nearest preferred medical provider?
(Recommendation – only send one escort):*

Additional guidance and reminders:

- Refillable community water coolers with paper cups are not permitted. Utilize water bottles instead.
- No outside food brought into the offices (doughnuts from vendors, etc.).
- Limit ride sharing for lunch and supply runs.
- All the guidance we have shared during this rapidly evolving situation is available on our intranet under [Coronavirus Information & Communications](#).
- You can reach out to COVID19@leCHASE.com with any questions or concerns related to COVID-19.
- If you require guidance in developing this plan, please reach out to your local Safety Representative.

We acknowledge that this is a difficult issue, because our field teams are mission critical and they cannot work from home. We are in the business of building buildings, and we cannot do that remotely. Unless otherwise directed by a governmental agency or client, our jobsites will remain open and active as long as safely possible. Our office operations must be able to support the needs in the field.

We are in challenging times and will endure with everyone's hard work. We are operating in a different era but will be guided by the same philosophy: **Do the Right Thing**. We will continue to provide frequent updates during this fluid situation. We plan to continue the open lines of communication.



COVID-19 Site Specific Safety Plan Addendum

Revisions & Additions:

Date:	Revision #:	Completed By:
As of 4/7/20 LeChase is now strongly recommending that all employees wear cloth masks or face coverings when onsite or in the office. This recommendation is consistent with CDC guidance, as well as those from several state and local health departments. Description:		
Date:	Revision #:	Completed By:
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