

COVID-19 Safety Plan

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In response to the novel coronavirus virus (COVID-19) pandemic, Old Town Electric has developed a COVID-19 Safety Plan.

This Safety Plan relies on a common understanding of a “multiple barrier approach” to reduce exposure and transmission of the COVID-19 virus. Simply put, people will be safer and businesses will be stronger when multiple barriers separate them from the virus.

Barriers include:

- Personal health – be aware & stay home if you are sick
- Hand washing - effective and frequent
- Masking – face masks as recommended by CDC
- Social distancing – aware of yourself and others, maintain 6-ft separation
- Cleaning of workspace – effective and frequent
- Work planning – to maximize social distancing
- Workplace health screening – a collective commitment to others in the workplace
- Personal Protective Equipment (PPE) – as appropriate
- Workplace policies & procedures – to support & encourage implementation of multiple barriers.

We will be actively updating and managing the plan and our response as we receive new information or updated guidelines. Old Town Electric will be providing the training on the plan. The training will also include information from the Center for virus Control and Prevention (CDC), Department of Labor and Industries (LNI), Department of Health (DOH), and our local public health jurisdictions.

All safety information will be provided in other languages as needed.

This safety plan follows the guidelines published by the Washington State Department of Labor and Industries, Publication [F414-164-000](#) (04-2020).

PURPOSE OF PLAN

The purpose of this plan is to identify and communicate Old Town Electric's COVID-19 Safety Plan for protecting the health of all workers and anyone who visits a job site. This plan is effective immediately in response to the current COVID-19 pandemic.

We will follow the recommendations and guidelines of the public health officials for federal, state, and local jurisdictions, including Centers for virus Control and Prevention (CDC), State of Washington, and the local health departments. We will also follow the executive orders or proclamations of the President and/or Governor. This plan will be updated as new information is received.

Old Town Electric's employees will be trained in physical distancing, hygiene, cleaning, recognizing symptoms, screening process, and use of personal protective equipment.

COMMUNICATION

Old Town Electric will direct all communications regarding COVID-19 and Old Town Electric's responses, both within the company and externally. Internal communications will be provided via email, weekly meetings and text messages to work or personal cell phones.

Educational resources about COVID-19 illness and preparedness measures to control exposure and spreading of the illness are available to each employee.

Old Town Electric will monitor the public health department updates and issue advisories and alerts as conditions change. Old Town Electric will notify all affected parties when the outbreak impacts our ability to perform services, and will provide updates when operations resume.

RESPONSIBILITY OF WORKERS

Please be responsible for your own health and ensure you participate in our "multiple barrier" prevention efforts while at work. To minimize the spread of COVID-19 at our job sites, everyone must play their part.

All workers must report if they are experiencing signs or symptoms of COVID-19, as described below.

People with these symptoms or a combination of systems may have COVID-19:

- Cough;
- Shortness of breath or difficulty breathing;

Or at least two of these symptoms:

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

If you have any of these symptoms or a combination of these symptoms you must stay home. Do not come to work until:

- 24 hours after your fever is gone without using medicine;
- Your other symptoms have improved;
- A confirmed negative COVID-19 test; and
- Ten days after your symptoms started.

Follow the Department of Health's [From Exposure to Feeling Better guidance](#).

Best practices for control and prevention, regardless of exposure risk are:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Avoid close contact with people who are sick

JOB SITE PROTECTIVE MEASURES

GENERAL SAFETY POLICIES AND PROCEDURES

- Any worker/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Physical Distancing Policy:

All workers, contractors, subcontractors, and others who visit a job site location must maintain at least six feet of physical distance from each other, when feasible. Breaks and lunches will be staggered to prevent the groupings of workers and require a least 6-feet between workers.

All meetings will be held virtually, unless physical distancing can be maintained in the meeting room. Virtual meetings will be held by phone or video conferencing.

If shift work is necessary, Old Town Electric will require workers to remain on their dedicated shifts. If there is a legitimate reason for a worker to change shifts, this may or may not be accommodated to ensure the safety of all workers.

In the field:

All job sites will be controlled to limit interactions between pick up and deliveries of equipment or materials to maintain the physical distance of 6-feet between all workers. To the extent practical, only one trade/subcontractor will be allowed on a jobsite at one time and maintain 6-foot physical distancing for each member of that trade. If more than one trade/subcontractor must be on the job to complete the job then at a minimum all trades and subcontractors must maintain physical distancing policies in accordance with this guidance.

Work that requires more than one person in close proximity may still need to be conducted for safety reasons. The following procedures will be put in place to protect these workers:

- Work crews will be as small as possible for the job necessary.
 - Work crews will be kept together to reduce the exposure of each worker.
 - Limit close interactions and activities to less than 10 minutes, if possible.
- Tools and equipment sharing should be limited to the extent possible. If tools and equipment are shared Old Town Electric will provide alcohol-based wipes to clean tools before and after use. Additional information on proper cleaning techniques is in the Job Site Cleaning and Disinfection

Section of this plan.

- As much as practical, workers should drive and operate the same vehicle or piece of equipment each shift. Vehicles and equipment will be cleaned and sanitized before and after each shift. Additional information on proper cleaning techniques is in Job Site Cleaning and Disinfection Section of this plan.
- Worker Hygiene Policy
 - Old Town Electric is providing additional hand sanitizer in each company vehicle. These facilities will be monitored daily. If you find supplies are running low or not available, contact the site-specific COVID-19 supervisor.

Sanitize your hands frequently with at least 60% alcohol based hand sanitizer upon entering the job-site, before and after eating or smoking, after visiting a public area, after touching high-use equipment (such as copier), after blowing their nose, and prior to leaving the job-site.

- Cover your coughs and sneeze with tissues, or cough and sneeze into your elbow shirt sleeve. Additional tissues will be provided in each company vehicle.

Workers entering occupied homes and buildings

- Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- The work area should be sanitized upon arrival, through-out the day, and immediately before leaving. Alcohol-based wipes will be provided for this purpose.
- Workers should ask occupants to maintain the required 6-feet of physical distance.

Personal Protective Equipment and Engineering Controls

- Old Town Electric will provide and train workers on the use of personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed per the hazard to the worker.
- Old Town Electric requires all workers to wear a cloth face covering, unless additional PPE is required based on the hazard to the worker.
- The CDC is currently not recommending healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, workers must wear N95 respirators if required by the work. If an employer chooses to require N95 respirators they must comply with chapter 296-842 WAC. This includes medical surveillance, fit testing, a written program, and respirator training.

Worker Health Screenings

Old Town Electric will screen all workers using the [Department of Health guidance for Daily COVID-19 Screening](#).

JOB SITE CLEANING AND DISINFECTION

Old Town Electric has instituted regular housekeeping, including cleaning and disinfecting frequently used shared equipment and tools. Workers should regularly do the same in their assigned work area.

- Jobsite shared areas such as company vehicles will be cleaned at least daily.
- Cleaning supplies are available for workers throughout the job site in each company vehicle.
- High-touch surfaces, such as handrails, doorknobs, keyboards, mice, telephones, elevator buttons, shared equipment and tools, pens, and clipboards should be cleaned using disinfectants provided. All disinfectants provided are approved for use by the EPA and can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- Shared vehicles and heavy equipment will be disinfected at the beginning and end of each shift and between operators. Commonly touched areas to be cleaned include:
 - Outside door handles;
 - Inside door handles and surrounding surfaces;
 - Instrument controls, gear shifts, control knobs;
 - Steering wheel;
 - Cup holders;
 - Seat belts;
 - Center console
 - Keys and key fobs; and
 - Seat adjustment controls.

JOBSITE EXPOSURE PLAN

Recognizing COVID-19 Symptoms

COVID-19 symptoms include a fever, persistent cough, and shortness of breath, but may also include headache, sore throat, chills, or loss in taste or smell. If you think you have these symptoms, contact your supervisor and go home, self-isolate, and contact your health provider. If you think someone in your workplace has these symptoms, contact your supervisor on follow-up procedures.

NOTE: Work with local public health officials to ensure the completion of necessary required follow-up procedures in the event of suspected COVID-19 individual.

COVID-19 Exposure Scenarios and Actions Reference Document for Definitions & Procedures

Definitions



Potential Exposure: A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.



Confirmed COVID: A person who is confirmed by local authorities as having COVID-19.



Suspected COVID: A person displaying mild respiratory flu-like symptoms that had a known contact with a confirmed COVID-19 case **or** has travelled to one of the high risk areas as defined by the CDC.

Unrelated Illness: A person displaying illness unrelated to COVID-19.

COVID Symptoms (may appear 2-14 days after exposure): Fever 100.4F or higher, cough, shortness of breath or trouble breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

Self Quarantine: Quarantine is used to **keep someone who *might* have been exposed to COVID-19 away from others**. Someone in self-quarantine stays separated from others.

Close Contact: Being within approximately 6 feet of a COVID-19 case for fifteen (15) minutes or more; close contact can occur while caring for, living with, visiting, or sharing a hospital room or other with a COVID-19 case – **or** – having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Self Monitor: Individuals 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 (over 100.4 degrees), cough, or difficulty breathing during the self-monitoring period, they should not report to work and contact their supervisor.

COVID-19 Exposure Scenarios and Actions

A



This is Jane. She is an utility worker.



Jane has been in **Close Contact** with a **Confirmed COVID-19**. If Jane has no symptoms, she may return to work but **must wear a cloth face covering for 14 days**.

B



This is John. He is a utility worker.



John has been in close contact with Lauren, Lauren has had **Close Contact** with a confirmed case. Yesterday, Lauren developed a fever [or other COVID symptoms]. Lauren is now a **Suspected COVID** and John may remain at work but **must wear cloth face covering for 14 days**.

C



This is John. He is a utility worker.



John has been in **Close Contact** with Mary. Mary has spent time with a confirmed COVID-19 case. Mary is healthy. John can remain at work and must **Self Monitor**.

D



This is Tom. He is a utility worker.



Tom has been in **Close Contact** with Bob who has recently returned from a high risk area as defined by the CDC. Yesterday, Bob developed a fever [or other COVID symptoms]. Bob is now a **Suspected COVID** and Tom may remain at work but **must wear cloth face covering for 14 days**.

E



This is John. He is a utility worker.



John has been in **Close Contact** with Mary. Mary has recently returned from a high risk area as defined by the CDC, under **Self Quarantine** and healthy. John can remain at work and must **Self Monitor** for 14 days from the day Mary returned home.

F



This is Suzy. She is a utility worker.



Suzy's son is ill. He has flu-like symptoms, but not had known contact with anybody tested positive or being tested for COVID-19 or been asked to. This is an **illness case** and the worker has No Identifiable Risk and can remain at work.

Response Protocol for a confirmed COVID-19 Case

In the event a worker or visitor to the site test positive for COVID-19, Old Town Electric will perform cleaning and disinfection of areas and buildings frequented by this individual in accordance with CDC guidelines. Old Town Electric will contact others who may have come into contact with this individual and follow exposure follow up actions as stated above.

Except for circumstances in which Old Town Electric is legally required to report workplace occurrences of communicable virus, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed worker has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. We reserve the right to inform other workers that an unnamed co-worker has been diagnosed with COVID-19 if the other workers might have been exposed to the virus so the workers may take measures to protect their own health. We also reserve the right to inform sub-contractors, vendors, suppliers or visitors that an unnamed worker has been diagnosed with COVID-19 if they might have been exposed to the virus so those individuals may take measures to protect their own health.