



TRHC COVID-19 Continuity Plan

TRHC is committed to safety as a top priority. As such, protecting our clients, employees, and trade partners from coronavirus exposure is paramount. In order to provide a safe and controlled environment, we are following current guidance from national industry and health authorities. TRHC is taking every precaution to minimize the risk of infection on our job sites and we will continue to assess and adjust our policies and procedures as needed.

In order to mitigate exposure while maintaining operations, we have adopted the COVID-19 Exposure Prevention, Preparedness, and Response Plan developed by the Construction Industry Safety Coalition (CISC), March 25, 2020, and revised by the Associated General Contractors of America (AGC), March 31, 2020, throughout TRHC and at all of our job sites. TRHC has also identified employees to monitor the related guidance that the U.S. Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) continue to make available. This plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials.

Although no continuity plan can assure the removal of all risk, THRC is committed to working with our partners and subcontractors to minimize disruption to your project.

TRHC reserves the right to amend this plan based on operational needs.

Preventing the Spread

OSHA and the CDC have provided the following guidance for all workers, regardless of exposure risk:

- 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 rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing
- Fever
- Shortness of breath, difficulty breathing
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

COVID-19 Exposure Action Plan

Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan
- Conduct safety meetings by phone if possible. If not, instruct employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the job site and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning / Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the job site where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the job site must be changed frequently by someone wearing gloves.

Personal Protective Equipment (PPE) and Alternate Work Practice Controls

- Provide and wear the proper PPE.
- Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.

Communicating Workplace Requirements

- Post CDC COVID-19 informational posters and flyers around all job site trailers and projects.
- Provide timely communication with all project stakeholders on changing requirements and updated information from the CDC, OSHA and other public health organizations that affect the workplace and/or project.

Personal Hygiene, Cleaning and Disinfecting

- Increase the number of handwashing and/or sanitizing stations on the job site.
- Utilize handwashing posters and flyers throughout the job site promoting defense against coronavirus spread.
- Refrain from shaking hands.
- Sanitize common areas frequently and maintain appropriate (EPA approved) sanitizing supplies to allow for self-cleaning by employees of all gathering spaces, conference rooms and workstations.

Staffing

- Encourage sick employees to stay home and seek appropriate medical care.
- Use video services such as Zoom or Skype for meetings when possible. When in-person meetings are necessary, limit the number of those in attendance and keep agendas to a minimum, maintain social distancing guidelines for spacing between participants, and hold meetings outside (when possible) or in open, well-ventilated spaces.
- Maintain proper staffing levels to meet contractual requirements while employing social distancing measures such as staggered work shifts and working from home when applicable (office staff).

Exposure

- If you or someone you have been in close contact with is sick and exhibiting COVID-19 symptoms, do not come into work. Follow CDC guidelines and self-isolate for 14 days.
- If you or someone you have been in close, direct contact with has recently traveled to a CDC Level 3 country, do not come to work. Follow CDC guidelines and self-isolate for 14 days.
- When possible, an “isolation” area will be designated to separate employees that become sick at work.
- A face mask will be provided to limit the spread of respiratory secretions.
- Should the symptoms be deemed severe, Emergency Response Services (EMS) will be called.
- Following the departure of an isolated employee(s), the room must remain vacant for a minimum of 2 hours before an employee can enter the space to clean and sterilize.

Testing Actions

- Any individual on an active TRHC project or at the TRHC office, who is waiting for the results of a COVID-19, must remain at home pending the results of the test.
- Any individual who has tested positive for COVID-19 should immediately call the TRHC office at 517-669-6024 and inform us of their positive diagnosis.
- While maintaining the individual’s confidentiality, TRHC informs the client, immediately stops work in the area, controls the situation, posts warnings and retains a qualified third-party to perform a cleaning of the area.
- TRHC completes the Reporting COVID-19 Confirmed and Suspected Cases Survey for employees and an OSHA Incident Report for non-employees.
- TRHC notifies the local public health agency (as applicable), informs and separates potentially impacted workers and provides specific project direction, informs non-impacted workers and informs partners and subcontractors.

Links to Additional Resources

[CDC Information and Updates on COVID-19](#)

[WHO Workplace Guidelines](#)

[OSHA Guidelines for the Workplace](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)