

## **Gould Construction COVID-19 Policy**

Gould Construction's number one priority is the safety of our team, their families, our partners, and our community. In order to do our part in limiting the spread of the virus we have taken strict precautions. This policy includes the measures we are actively taking. We require these rules to be followed diligently to sustain a healthy and safe workplace in this unique environment. It is important we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity. This policy is susceptible to changes with the introduction of additional governmental guidelines.

### **Company Requirements**

- It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue.
- Anyone entering the office building, shop, or jobsite must take temperature and wash or sanitize hands immediately. If an individual has a fever, cough, or other symptoms of COVID-19, wipe down what you have touched and leave the area. Immediately notify Human Resources to work through next steps.
- Strictly practice social distancing. Keep a 6ft radius between yourself and others at all times.
- All meetings are to be had outdoors or we will participate remotely.
- Eliminate public outings as much as possible by bringing own snacks and lunches. (i.e. avoid gas stations and grocery stores). Try to limit visits to these locations once a week as recommended by CDC for social distancing.
- No Carpooling
- Eliminate handshaking.
- Follow CDC's guidelines for good health habits. (See Below)
- Anyone who is traveling must notify HR to come up with a return to work plan. A 14-day self-quarantine may be necessary.

### **Office**

- Restricted entry, only those who are assigned to work in the office are allowed in the building.
- Reduction of in-house office staff by more than 50% to limit contact and more easily comply with 6ft distances at all times. All staff will remain active in their job via conference calls, phone calls, email, and video conferencing.
- Non-Essential personnel should be working from home.
- Regularly sanitize work stations, and avoid touching other individuals' workspaces.

### **Maintenance and Trucking**

- Restricted entry, only those who are assigned to work in the shop are allowed in the building.
- Minimize contact with other team members by staying in your own space.
- Fuel pumps, key pads and other highly exposed areas are being disinfected on a daily basis.

### **Field Crews**

- Complete COVID-19 daily safety check in located in your safety app. Safety Director will follow up with each supervisor daily to ensure no team members or their family have contracted the virus or showing symptoms.
- Sanitize equipment door handles and controls prior to use, and when switching operators.
- Keep group meetings to less than 10 people.
- Compressed work week to 10 hours a day, 4 days a week.
- Ensure proper notices stay posted in conspicuous locations on the jobsites.

**We expect all of Gould Constructions subcontractors and suppliers to take precautions recommended by the Federal, State, and Local governments. If you find these precautions are not being met, please reach out and we will help those individuals get the information they need to be operating safely during this time.**

**This company policy is to be followed and enforced as required of all Gould Construction policies. Violations we result in disciplinary actions.**

**How can I help protect myself?**

The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19. Check the CDC website for up-to-date information. If you're traveling, you'll want to visit the CDC travel page for their most current travel guidelines.

Good health habits can also help prevent and fight COVID-19. You should:

- Wash your hands often with soap and water for at least 20 seconds. Especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water aren't available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Stay home when sick. This includes staying home from work, school, errands, and travel for at least 24 hours after a fever is gone.
- Cover a cough or sneeze with a tissue, throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces like phones, keyboards, and doorknobs.
- Get plenty of sleep, be physically active, drink lots of fluids, and eat nutritious food.
- Practice Social distancing which is avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

**What if I have symptoms?**

- Call your doctor if you develop a fever, have a cough, or have difficulty breathing. And let them know if you've been in close contact with a person known to have COVID-19, or if you live in or have recently traveled to an area where the virus has spread. You can also check to see if your plan offers telehealth benefits to see a doctor online. If you think you're infected, using telehealth helps to prevent spreading a virus.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.