

Community Homeworks: COVID-19 Exposure Prevention, Preparedness, and Response Plan for Office and Field Work

The purpose of this plan is to outline the steps that Community Homeworks intends to follow in order to reduce the risk of exposure to COVID-19 for employees and program participants. This plan describes how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick.¹

Community Homeworks takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which has been deemed “essential” in many locations throughout the United States during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all of our jobsites. Our team of employees will monitor available U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) guidance on the virus on a weekly basis and update this document accordingly.

¹ This Plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

We are asking every one of our employees and subcontractors to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our office and jobsites, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our work spaces. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact Jason Byler, Acting Executive Director.

OSHA and the CDC have provided the following control and preventative guidance to 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:

- Coughing;
- **Fever of 100.4 degrees Fahrenheit or higher;**
- Shortness of breath, difficulty breathing; and
- 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**, notify your supervisor and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away and follow the guidelines in section IV and VI below.

III. Guidance for Critical Infrastructure Employers

The CDC has provided guidance for employers regarding safety practices for “critical infrastructure workers” who may have been exposed to a person with a suspected or confirmed case of COVID-19. Construction has been deemed as critical infrastructure by the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (“CISA”) and many state and local jurisdictions have similarly deemed construction as critical infrastructure during the COVID-19 pandemic. Given this, **Community Homeworks** is adopting the following protocol for employees exposed or potentially exposed to a suspected or confirmed case of COVID-19, consistent with CDC recommendations.

If a **Community Homeworks** employee has been exposed or potentially exposed to a suspected or confirmed case of COVID-19, the individual will be asked to stay home and seek medical attention as needed or recommended by the CDC.

Subcontractors will be asked to discontinue any work at participants’ homes if they have been exposed or suspected of being exposed to COVID-19.

Depending upon workforce needs, **Community Homeworks** may choose to keep the exposed or potentially exposed employee or subcontractor away from office work or jobsites for 14 days. *See also* Section VI below.

IV. Office/Jobsite Protective Measures

The Company has instituted the following protective measures at the office and all jobsites.

A. General Safety Policies and Rules

- Any employee/subcontractor/visitor showing symptoms of COVID-19 will be asked to leave the office or jobsite and return home. **Community Homeworks** may determine that taking employee/subcontractor/visitor temperatures at worksites is appropriate and restrict access based upon temperature readings.

As an alternative to taking temperatures at the worksite, **Community Homeworks** may request employees/subcontractors/visitors to take their own temperatures prior to coming to the office or worksite. (See Appendix A for additional information.)

- Safety meetings, when needed, will be by telephone or video conference, if possible.
- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or video conference. In-person meetings should adhere to social distancing of six feet minimum separation and employees should wear face masks
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- The Company understands that due to the nature of our work, access to running water for hand washing may be impracticable at participant homes. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes for the Community Homeworks representative. Subcontractors should have access to their own sanitizer when available.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- Employees are encouraged to minimize ride-sharing. While in vehicle, employees must ensure adequate ventilation and should use face coverings.
- If practicable, employees should use/drive the same truck or piece of equipment every shift.

- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles. Use of tobacco products (chewing tobacco, smoking), vaping, sunflower seeds, etc., should be avoided.

Additional Jobsite Safety Precautions Include:

Ensuring that all subcontractors are following similar guidelines as contained in this document and that each subcontractor has a documented COVID-19 safety plan on file and distributed to the appropriate staff conducting site work for Community Homeworks. Subcontractors are responsible to follow safe work practices for reducing COVID-19 spread.

B. Workers (CHW and Subcontractors) entering Occupied Building and Homes

- When workers perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based wipes for this purpose. Subcontractors should be provided with their own PPE and disinfectant wipes from their employer.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work. Employees should wear disposable gloves, eye protection and a face mask when visiting participants' work sites (see PPE below).

C. Job Site Visitors

- The number of visitors to the job site will be limited to only those necessary for the work.
- All visitors and participants will be screened in advance of arriving on the job site or CHW main office. If the visitor or participant answers "yes" to any of the following questions, he/she should not be permitted to access the office and any work to be performed should be postponed:

- Have you been confirmed positive for COVID-19?
- Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
- Have you been in close contact with any persons who have been confirmed positive for COVID-19 and are also exhibiting acute respiratory illness symptoms?
- Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- **Community Homeworks** may determine that taking visitor/subcontractor temperatures at any worksites is appropriate and may restrict access based upon temperature readings. As an alternative to taking temperatures at the worksite, **Community Homeworks** may request workers take their own temperatures prior to coming to the worksite. (See Appendix A for more information.)
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

D. Personal Protective Equipment (PPE) and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
 - Gloves: Gloves should be worn at all times while on-site at participants' homes. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should not share gloves.
 - Eye protection: Eye protection should be worn at all times while on-site at participants' homes. Eye protection is not required at the office location unless screening a visitor or another employee for COVID-19 symptoms.
 - Face Masks should be worn at all times when visiting participants' homes and at all times in the CHW office except when employee is at their workstation.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:

- Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
- Limit exposure time to the extent practicable.
- Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.
- Wear a cloth face mask or any alternate mask when entering any CHW worksite.
- To the extent that shortages of N95 respirators continue to occur, the Company will take the following steps in accordance with OSHA guidance to continue to protect employees where respirator use is required by other OSHA standards:
 - *Extended use or reuse of N95s* – If extended use or reuse of N95 respirators becomes necessary, the same employee is permitted to extend use of or reuse the respirator, as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated.
 - *Use of expired N95s* – If N95s are not available and extended use or reuse of N95s is not possible, employees may use previously NIOSH-certified *expired* N95s.
 - *Non-NIOSH approved respirators* – If N95s are not available, extended use or reuse of N95s is not possible, and expired N95s are not available, employees may use respirators that are either certified under certain standards of other countries; or previously certified under the standards of other countries but beyond their manufacturer’s recommended shelf life. OSHA directs that respirators certified by the People’s Republic of China be used only after respirators from other countries are sought.

E. Face Coverings

Community Homeworks has reviewed OSHA’s workplace classification scheme for worker exposure potential to COVID-19. While construction work could generally be considered “low risk” for viral transmission, some construction tasks or activities may involve working with others in proximity closer than six feet, including sitting in the same

vehicle, and therefore might be considered as “medium risk” under the Agency’s risk pyramid.

Due to this and CDC recommendations, we are implementing a face covering policy for certain work activities for the foreseeable future, including those situations where (1) it is mandated by state or local rule, or (2) employees must work in proximity of six (6) feet from other employees or participants. A face covering is a cloth, bandana, or other type of material that covers a person’s nose and mouth. The CDC lists five criteria for “cloth face coverings”: the face covering should:

- fit snugly but comfortably against the side of the face;
- be secured with ties or ear loops;
- include multiple layers of fabric;
- allow for breathing without restriction; and
- be able to be laundered and machine-dried without damage or change to shape.

Use of a face covering is not a substitute for other workplace preventative techniques that are outlined in this Plan.

V. Job Site Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- CHW common areas (kitchen and bathrooms) will be cleaned as often as practicable when building is occupied. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collection must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Vehicles and equipment/tools should be cleaned before change in operator or rider.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;

- Alcohol solution with at least 60% alcohol; or
- Diluted household bleach solutions (these can be used if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used and subcontractors should also maintain SDS at jobsites or in their work vehicle.

VI. Office/Jobsite Exposure Situations

- **Employee/subcontractor Exhibiting COVID-19 Symptoms**

If an employee/subcontractor exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee/subcontractor that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days). To the extent practical, workers are required to obtain a doctor's note clearing them to return to work.

- **Employee/subcontractor Tests Positive for COVID-19**

An employee/subcontractor that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least fourteen (14) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;² and (2) at least fourteen (14) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work if they have been hospitalized.

- **Employee/subcontractor exposed to a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet or less for a prolonged period of time.

Subcontractors will be asked to discontinue work if any employee(s) working in the field at a client home has had close contact with a positive COVID-19 carrier. They will be asked to use non-exposed employees to complete the project when possible.

² Recovery is defined as: (1) resolution of fever without the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

If the Company learns that an employee/subcontractor has tested positive, the Company will conduct an investigation into work related individuals that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and follow the 14 day quarantine rule.

VII. OSHA Recordkeeping

For purposes of recording cases of COVID-19, the Company is responsible for recording a case, if:

- The case is a tested-positive confirmed case of COVID-19, as defined by the CDC; and
- The case is “work-related,” which is defined as an event or exposure that either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness; and
- The case involves one or more of the following:
 - Death;
 - Days away from work;
 - Restricted work or transfer to another job;
 - Medical treatment beyond first aid;
 - Loss of consciousness; and
 - A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

However, per OSHA recent guidance, the Company will consider a COVID-19 positive case to be work-related only where:

- There is objective evidence that a COVID-19 case may be work-related. For example, a number of cases developing among workers who work closely together without an alternative explanation; and
- The evidence was reasonably available to the Company. For example, the Company was given information by employees or the Company learns of information regarding employees’ health and safety in the ordinary course of business.

For purposes of reporting the case to OSHA, the Company will report any work-related confirmed cases if they result in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

VIII. “Essential” Industry

Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, construction work has been deemed essential and the Company is committed to continuing operations safely. If upon your travel to and from the worksite, you are stopped by State or local authorities, indicate that you are employed in an “essential” industry and are allowed to commute to and from work under the current Executive Order.

IX. Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, 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 of an employee’s condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. The Company reserves the right to inform other employees that a co-worker (without disclosing the person’s name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

X. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan periodically. If you have any questions concerning this Plan, please contact Jason Byler, Acting Executive Director or Brett Huckabee, Construction Manager and COVID-19 Safety Designee.

Community Homeworks COVID-19 Prevention and Work Practice Controls Summary:

Employee's Personal Responsibilities

- Become familiar with Community Homeworks COVID-19 Safety Plan as outlined above.
- Know the COVID-19 symptoms. DO NOT GO TO WORK if any symptoms are exhibited. Early symptoms may include fever, chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. Employees who have symptoms or have come into contact with a COVID positive person should notify their supervisor.
- 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. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to discontinue quarantine as outlined above (Section VI) are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
 - This includes other elements of the jobsite where possible.
 - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as bathrooms and kitchenette at least once per day if used.
- Disinfect shared surfaces (door handles, light switches, machinery controls, etc.) on a regular basis as used.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use following manufacturer's guidelines.
- Arrange for any portable job site toilets when used to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the office or a jobsite must be changed frequently by someone wearing goggles and gloves.

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
 - Face coverings. These should be worn at all times during site visits to participants' homes and when occupying the Community Homeworks office space except when seated at your desk. Employees may provide their own face covering. A face covering is a cloth, bandana, or other type of material that covers a person's nose and mouth. The CDC lists five criteria for "cloth face coverings": the face covering should: fit snugly but comfortably against the side of the face; be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; and be able to be laundered and machine-dried without damage or change to shape. Use of a face covering is not a substitute for other workplace preventative techniques that are outlined in this Plan.
 - Gloves: Gloves should be worn at all times while on-site at a participant's home. The type of glove worn should be appropriate to the task or disposable gloves for a general site visit. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
 - Eye protection: Eye protection should be worn at all times while on-site.

Other Employee/Employer Responsibilities

- Leadership to maintain and continue to update COVID-19 Exposure Action Plan.
- Conduct any meetings by video or phone if possible. If not, maintain 6-feet between persons at all times.
- Access to any jobsite will be limited to only those necessary for the work.
- All visitors or participants will be pre-screened with a questionnaire to ensure they are not exhibiting symptoms before any contact.
- Employees, contractors, and visitors will be asked to leave the jobsite or office and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site and at the office.
- Personal Protective Equipment (PPE) will be available to any employees as needed.
- Leadership to conduct regular meetings with reminders and updates regarding COVID-19.

Specific Steps when entering and occupying CHW office space or warehouse

- Ensure you do not have a fever above 100.4 or any other symptoms as listed above before coming to work. If you do have a temperature or other symptom, report this to your supervisor via phone, email or text and do not come to work.
- Wear a facemask before entering building and

- When six (6) foot distance minimum cannot be maintained
- When using common areas (bathroom, kitchen, meeting rooms)
- You may remove your mask when seated at your desk or work area.

- Wash hands and/or use hand sanitizer immediately upon entry into building and often when occupying building (i.e. each time changing tasks or locations, before and after breaks, after using the restroom, etc.)

- Clean and disinfect commonly used desk objects before and after using.
 - Clean hard surfaces before using work space and after work day is complete
 - Use wipes as available and/or disinfectant spray with paper towels provided

- Clean commonly touched surfaces before and after each use.
 - Use appropriate disinfectant wipes or spray
 - Surfaces to include copier, door knobs, faucets, light switches, etc.
 - Avoid using common office equipment

- Paperwork handling instructions
 - TBD

Specific Steps when conducting Site Visits for participants

Step 1: Before the visit

Ensure participant has provided all required paperwork and has met CHW requirements. See "Paperwork Handling" document for procedure when handling paperwork to or from a participant.

Step 2: Before the visit

Conduct phone questionnaire regarding COVID symptoms on day of scheduled visit

Step 3: After confirmation

Proceed with appointment if questionnaire indicates that it is safe to do so. Reschedule appointment for a minimum of two weeks out if any indications of COVID-19 exposure or symptoms are present.

Step 4: Upon arrival

Arrive at participant's house and put on all PPE as required
Face mask, eye protection, and disposable gloves

Step 5: Maintain social distancing

Conduct site visit while observing social distancing from participant.
Take numerous pictures as needed

Step 6: At the van and before leaving participant's home

Place any paperwork in sealed plastic bag or other mandated safety measure
Use hand sanitizer
Safely remove gloves
Use hand sanitizer
Safely remove mask and eye protection
Safely dispose of gloves and mask in covered container with liner
Place eye protection in sealable bag for disinfecting and re-use
Use hand sanitizer often when performing these steps
Sanitize any surfaces touched in the van before leaving site (need wipes)

Step 7: Arriving at CHW office

Place sealed eye protection bag in appropriate bin for disinfecting
Wash hands immediately
Disinfect phone, van surfaces and tools as needed
Download photos and turn in any paperwork (follow paperwork procedure)