



# COVID-19 ACTION PLAN

We are closely monitoring and assessing the impact of the spread of Coronavirus Disease 2019 (COVID-19). Information and project status are changing rapidly, and we realize unforeseen events, particularly related to material supply chain and impacts to the labor force, may affect the project schedule. However, we need to implement the following procedures to ensure the health and safety of our employees and others.

## **Safety and Protection of People and Project Sites and Offices**

Although no mitigation and response plan can assure the removal of all risk, KHS&S, effective immediately, has implemented an action plan for all current ongoing projects. This plan identifies steps we and our trade partners are taking to help us minimize the spread of COVID-19 and keep our workers and the community safe. This plan follows guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), OSHA and state and federal mandates. It also is in keeping with action plans implemented by project general contractors. The plan addresses both prevention and important procedures if an employee or coworker becomes ill.

## **Coronavirus Planning and Response Team**

We have established a COVID-19 Planning and Response Team to drive consistent and expeditious guidance to all of our project teams across the country based on evolving requirements and recommendations issued by CDC, WHO, OSHA, and local, state and federal authorities.

## **Project Mitigation Plan**

### Communication

- Post the previously distributed [CDC COVID-19 posters](#) around jobsite trailers and projects.
- Conduct an approved COVID-19 Toolbox Talk with all members of project teams.
- Implement directives from the Planning and Response Team.
- Maintain timely communication with all employees and project partners.

### Heightened Hygiene Diligence

- Work with general contractors to notify workers of location of handwashing and/or sanitizing stations on the jobsite.
- Utilize posters promoting the importance of handwashing as a primary defense against potential spread of the virus.
- Emphasize respiratory etiquette and refrain from handshaking.

- To the extent possible, maintain appropriate sanitizing supplies to allow for self-cleaning by employees of offices, gathering spaces, conference rooms and workstations.
- To the extent possible, utilize cleaning products with EPA-approved disinfectant labels with claims against emerging viral pathogens. Follow the manufacturer's instructions for use of all cleaning and disinfection products. Confirm office janitorial staff is complying with similar cleaning protocols.

### On-Site & Office Staffing

- Actively encourage sick employees to stay home from work and seek appropriate medical care.
- Use videoconferencing for meetings when possible. When in-person meetings are necessary, limit attendance and duration, maximize spacing between participants, and hold the meetings outside (where feasible) or in open, well-ventilated spaces.
- Barring project-specific circumstances and/or a government-issued order, maintain adequate staffing to keep the project moving and meet contractual requirements. To the extent feasible and safe, however, employ social distancing measures such as staggered work shifts and permitting certain project team members to work from home.

### Travel Considerations

#### *International Travel*

- **No** international business travel.
- **No** personal travel to CDC Level 3 countries.

#### *Business Travel*

- Effective immediately, all business travel via public transportation (planes, trains, subways, buses, etc.) and public ridesharing (e.g., Uber, Lyft) is prohibited. Automobile travel (if feasible) is preferred.
- Suspend until further notice all travel for events such as conferences, recruiting events and internal meetings.

#### *Commuting to Work*

Public transportation, including public ridesharing, is not to be used for commuting to and from work.

#### *Personal Travel*

We strongly discourage personal travel by public transportation or public ridesharing. Personal automobile travel is preferred.

### Isolation Strategies

- If you, someone you live with, or someone you have been in close, direct contact with is sick and exhibiting COVID-19 symptoms, do not come into work. Follow CDC guidelines, as they may evolve, to self-isolate for 14 days.

- If you, someone you live with, 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, as they may evolve, to self-isolate for 14 days.
- Should an employee become sick at work, we will follow general contractor guidelines regarding “isolated” areas designated at the job site. These areas, as available, will be used to separate sick employees until the person can be properly transported off site to seek medical attention. If isolated areas have not been identified, we will make every effort to provide an isolated area to keep workers safe. Should the affected employees' symptoms be severe, based on the project team's judgement, Emergency Response Services (EMS) will be called.
- Take steps to limit the spread of respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated.
- Following departure of isolated employee(s), we will follow general contractor guidelines regarding cleaning of the isolated area, including allowing the isolation room to remain vacant for at least two (2) hours, or such other period of time recommended by federal, state or local authorities, before re-entering to clean and sterilize.

### Response to a Positive COVID-19 Test

- Any individual under KHS&S supervision who was present on a KHS&S project or at a KHS&S office who is waiting for the results of a COVID-19 test is required to remain at home pending the results of the test.
- Only such individual who has tested positive for COVID-19 should immediately call the **KHS&S COVID-19 Hotline at 813-226-7448**.
- The Hotline operator contacts the project's vice president or senior vice president.
- While maintaining the individual's confidentiality, KHS&S informs the client, immediately stops work in area, controls the situation, posts warnings and retains a qualified third-party to perform a cleaning of the area.
- KHS&S Hotline Operator will initiate an Incident Report and forward to the project team leads for further completion. KHS&S project team leads will also complete any forms required by the general contractor's safety plan.
- KHS&S senior management notifies the local public health agency, who will help identify the areas of the office or jobsite that should be closed.
- KHS&S project management and supervisors inform and separate potentially impacted workers and trade partners and provides specific project direction.
- KHS&S project management informs non-impacted workers and trade partners

**KHS&S COVID-19 Hotline is 813-226-7448 – employees call to report confirmed cases of COVID-19 – no other reason.**