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## 2021 COVID-19 BEST PRACTICES FIELD GUIDELINES

**UPDATED: REV. 13 Jan. 13<sup>th</sup>, 2021**

EFFECTIVE: 5/20/20 until otherwise notified by an Officer of C H Murphy || Clark-Ullman, Inc.

PURPOSE. To provide guidance for Covid-19 “Best Practices” in our work areas and facilities in accordance with CDC recommendations, municipal mandates, and customer requirements.

GENERAL. The following will be the minimum expectations for C H Murphy || Clark-Ullman, Inc. (CHMCU) work sites and facilities regarding planning, provisions, and practices for Covid-19. This document may be referenced in the case of other biological risks associated with the work environment of CHMCU, as identified by authorities or customers.

### BEST PRACTICES GUIDELINES.

PLANNING. Acquire biological or Covid-19 Response Plan from customer to ensure that CHMCU can meet the criteria described in the plan. If no Customer plan is provided, then CHMCU Covid-19 Response Plan will be shared with the Customer and employed, as a base line.

PROVISIONS. The Customer will be made aware of the additional cost and schedule impacts of meeting the Response Plan, such as additional wash stations, port-a-potty facilities, extra break or office trailers to meet proximity/distancing requirements.

PRACTICES. The following are the minimum expectations for CHMCU field work sites and facilities.

1. DISPATCH. Employees dispatched to CHMCU projects will be informed of known and potential Covid-19 hazards associated with the work environment, through the Union Local jurisdiction, to ensure that the employee is made aware of the possible site medical screening, personal PPE requirements and the CHMCU steps to mitigate those hazards. (CHMCU Response Plan and this Best Practices documents will be shared.)
2. SCREENING. Ask workers to self-identify symptoms of fever, coughing, shortness of breath, chills, muscle pain, headache, sore throat, and new loss of taste or smell each day, before the shift, mid-shift, and at home. If an employee exhibits such symptoms, the employee is instructed to not report for duty and contact their supervisor.



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- Customer Screening. Ensure that employees are made aware of the screening criteria and process. The employee will be made aware of the potential schedule impact to arrival times regarding the start of shift. Tardiness should be avoided as much as possible.
  - CHMCU Screening. If CHMCU implements individual temperature screening, then ensure that every employee is screened with a 'no contact' device and in the event of an elevated temperature, three additional readings will be taken over a 15-minute period at five minute intervals to confirm temperature, before the employee is denied access. The employee can be directed to return the following shift, should they show no symptoms listed above. The temperature should not be recorded.
3. TRAINING. CHMCU will train workers with the current customer requirements and this Best Practices document on the hazard and control measures, including physical distancing, handwashing facilities on site, and how high-touch surfaces are disinfected. CHMCU training may have to be broken into several sessions to accommodate maximum group gathering recommendations and proximity/distancing requirements.
- Cleaning and disinfecting methods of hard surfaces will be required between sessions.
  - Face covering will be mandatory and provided to the employee.
4. PHYSICAL DISTANCING. CHMCU will implement physical distancing procedures wherever possible in the work site and facilities:
- Create at least 6 feet of space between workers by staging/staggering crews.
  - "Roll Call" of employees should be taken instead of a sign-in sheet passed around for signatures.
  - Modify work schedules to stagger start times and breaks, provide alternating workdays or extra shifts to reduce the total number of employees on a job site at any given time to ensure physical distancing.
  - Identify choke points where workers are forced to stand together, such as hallways, hoists and elevators, ingress and egress points, break areas, and buses, and put in place policies to maintain physical distancing.
  - Establish a satellite LOTO box where feasible, to reduce the potential physical interaction with other contractors, customer's employees, and others.
  - Minimize interactions when picking up or delivering equipment or materials. Organize the placement of materials to minimize movement on the work site and designate one individual to coordinate and communicate the shipping needs. Utilize a Tool Room Attendant whenever possible to care, clean and distribute clean serviced tools. This individual will wear gloves while carrying out his/her duties.



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5. **FACE COVERING.** A face covering (cloth or medical) will be mandatory when working in proximity with others when physical distancing may not be possible and shall be worn while onsite of a CHMCU project or facility wherever and whenever possible.
  - Face coverings are not respirators and not a substitute for the respiratory protection as required in CHMCU Respiratory Program SP-11.
  - Face coverings do not replace physical distancing.
  - Face coverings will be worn when two or more employees travel together in a company vehicle.
  - While working at CHMCU facilities, including admin buildings, warehouses and shops, employees and vendors will be wearing face coverings while in shared areas.
  
6. **PERSONAL HYGEINE.** CHMCU or the Customer will provide adequate wash stations and Port-a-Potty facilities based on the number of employees.
  - Soap and running water will be provided whenever possible on all job sites for frequent handwashing. If it is not possible to provide running water, disclose the reasons to your workers.
  - Provide alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as a backup only if providing running water is impossible.
  - Encourage workers to leave their workstations to wash their hands before and after going to the bathroom, before eating, and after coughing, sneezing, or blowing their nose.
  
7. **CLEANING AND DISINFECTING.** Where tools, hard surfaces, and equipment are shared, every effort will be made to clean and disinfect once a shift.
  - Employees whose job description is to utilize a radio during the discharge of their duties will have a radio assigned to them. A name or other designation will identify the user of the radio. Where radios will be shared, a disinfectant solution will be provided and used to wipe the radio lapel mic and body of the radio between shift or prior to the radio being passed along to the next employee.
  - High use and targeted hard surfaces will be cleaned, and disinfectant will be applied after each gathering, such as breaks or lunches.
  - Tools should be staged in specific work areas to be used by a designated group whenever possible to decrease the likelihood of the tool being passed throughout a project.
  - Tools should be wiped down as often as possible with a disinfectant. (Minimum once per day).
  - Make disinfectants available to workers throughout the worksite and ensure supplies are frequently replenished.



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- Where feasible, lunch boxes and personal items like backpacks, will be staged outside of employee trailers. A scaffold hut is suggested to protect these items from the elements and maintain cleanliness.
8. RESPIRATORS/PPE. As described in CHMCU Respiratory Program SP-11, respirators will be worn during the activities and/or the environment dictating protection.
- Respirators will be stowed in a protective sleeve/bag with the employee's name clearly identified on the sleeve/bag while not in use.
  - The employee will be responsible for cleaning and disinfecting their own mask as often as possible unless other arrangements have been made.
  - Respirators will be worn when face coverings are not available and close proximity (within 6 ft.) is required to accomplish a task.
  - All personal protective equipment, such as gloves, face shields, safety glasses, and welding jackets will be clearly identified with the employee's name, not shared with others, and shall remain outside of employee trailers.
9. CONTACT TRACING. Internal to CHMCU, contact tracing will be conducted upon a confirmed positive test within the organization, job site, and job site facilities. Contact the Director of HSE immediately to begin the tracing.

*CDC defines tracing; For COVID-19, a close contact is defined as any individual who was within 6 feet for 15 or more cumulative minutes during a 24-hour period. The start time of contact tracing for a known exposure, is 24 hours prior the illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.*

Contact tracing will begin immediately by a CHMCU Safety Coordinator or after contacting the Director of HSE, if an employee is sent home with COVID-19-like symptoms, including the previous 48-hour period suggested by CDC. CHMCU will utilize documentation such as the CHMCU Contact Tracing Log, BEIS form, payroll, daily tailgate roster, and JHAs to trace personnel that may have been in close proximity of a not-yet-determined or a positive case employee.

CHMCU will following the CDC guidelines and recommendations for quarantine periods, as well as the direction from medical professionals.

CHMCU will cooperate with both county and state health authorities and follow recommendations. Monitoring contacts for signs and symptoms of COVID-19 and assisting with



notifications as required. Connecting contacts with services they might need during the self-quarantine 14-day period.

Contact tracing for COVID-19 typically involves:

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious.
- Notifying contacts of their potential exposure.
- Referring contacts for testing.

10. TRAVEL. CHMCU will minimize non-essential travel. If travel is required in discharging essential services, employees will follow local, state and CDC federal guidelines.

- Employees can use TRAVEL PLANNER on the CDC website for DOMESTIC restrictions and guidance. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-planner/index.html>
- Check CDC's Traveler's Health Notices for the latest on International travel. <https://wwwnc.cdc.gov/travel>
- The CHMCU employee should continually check themselves for signs and symptoms of COVID-19 before departure, during travel and upon their return.
- Should the employee become sick during travel or upon returning, the employee will notify their supervisor or the Director of HSE immediately.
- Employees traveling by **AIR** will be required to take a COVID-19 test upon their return, while observing the CDC recommended 3-5 day waiting period before testing; provide a negative result, AND a seven (7) day quarantine, before returning to work.

RECREATIONAL TRAVEL. CHMCU employees who elect to travel for recreational purposes, will follow CHMCU's guidelines before returning to work in one of its facilities or projects.

- Use the above CDC website links for guidance of domestic and international travel.
- Employees traveling by **AIR** will be required to take a COVID-19 test upon their return, while observing the CDC recommended 3-5 day waiting period before testing; provide a negative result, AND a seven (7) day quarantine, before returning to work.

Please contact the Director of HSE with questions or regarding additional information.

Respectfully,

Marc Skiles



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Director of Health, Safety & Environment

For further information regarding COVID-19, please refer to the following state websites below.

### RESOURCES:

CDC - Center for Disease Control – the best way to utilize the CDC is to go to [www.cdc.gov](http://www.cdc.gov) and then search for specific question you may have. Below is a good start for business/industrial guidance.

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

### OREGON

<https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf>

### WASHINGTON

<https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus>

### UTAH

<https://coronavirus.utah.gov/utahs-moderate-risk-phase/>

### IDAHO

<https://cdhd.idaho.gov/dac-coronavirus.php>

### WYOMING

<https://wyomingbusiness.org/wyoemployerresources>

### ARIZONA

<https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/novel-coronavirus/community/covid-19-fact-sheet-for-businesses.pdf>

### MONTANA

<http://dli.mt.gov/employer-covid-19/employer-resource-covid-19>

### NEVADA

<https://nvhealthresponse.nv.gov/info/business/>

### CALIFORNIA

<https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>

### COLORADO

<https://covid19.colorado.gov/guidance-resources>