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## COVID-19 BEST PRACTICES OFFICE/SHOP GUIDELINES

**REV 6. Sept 16<sup>nd</sup>, 2021**

**PURPOSE.** To provide guidance for Covid-19 “Best Practices” in our corporate and branch office/shop areas in accordance with CDC recommendations and municipal mandates.

**GENERAL.** The following will be the minimum expectations for C H Murphy || Clark-Ullman, Inc. (CHMCU) facilities regarding practices for Covid-19. This document will have an implementation date and will be followed until directed otherwise from an Officer of CHMCU. This document may be referenced in the case of other biological risks associated with the work environment of CHMCU, as identified by authorities.

**BEST PRACTICES GUIDELINES.**

**PRACTICES.** The following are the minimum expectations for CHMCU facilities.

1. **DISPATCH.** (Shop) 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.** Employees should 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 OR someone in their household that they are in direct contact with exhibits such symptoms, the employee is instructed to NOT report for duty and contact their supervisor.
  - Any employee not reporting due to symptoms (either self or household member), must wait 72hrs after fever subsides to report. Doctor’s release may be required.
  - CHMCU Screening. If CHMCU implements individual temperature screening, 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 5-minute intervals to confirm temperature, before the employee is denied access. The temperature will not be recorded.
3. **TRAINING.** CHMCU will train workers with the most recent information 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 minimum group gathering recommendations and proximity/distancing requirements.



## **C H Murphy || Clark-Ullman, Inc.**

INDUSTRIAL & COMMERCIAL MECHANICAL CONTRACTOR

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.
- Offer remote work opportunities, where possible.
- Modify work schedules to stagger start times and breaks, provide alternating workdays or extra shifts to reduce the total number of employees on site at any given time to ensure physical distancing.
- Identify choke points where workers are forced to stand together, such as hallways, hoists, ingress and egress points, and break areas, and put in place policies to maintain physical distancing or require additional PPE.
- 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. Individuals will wear gloves while carrying out these duties.
- Transfer of papers between individuals should be limited, whenever possible, by using electronic formats.

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 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.
- Employees and visitors (including, but not limited to, vendors, customers, and delivery personnel) must wear face coverings while in shared or open areas – including hallways, break rooms, filing areas, foyers, shops, and parking lots.

6. **PERSONAL HYGEINE.** Employees are to wash their hands before and after going to the bathroom, before eating, and after coughing, sneezing, or blowing their nose.

7. **CLEANING AND DISINFECTANT.** Where tools, hard surfaces, and equipment are shared, every effort will be made to clean and disinfect daily.

- High use and targeted hard surfaces will be cleaned, and disinfectant will be applied after each gathering, such as breaks or lunches.
- Tools and equipment (including office equipment) should be wiped down as often as possible with a disinfectant. (Minimum once/day).
- Make disinfectants available to workers throughout the facilities and ensure supplies are frequently replenished.



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INDUSTRIAL & COMMERCIAL MECHANICAL CONTRACTOR

- Where feasible, lunch boxes and personal items should be stored in an individual's personal office, vehicle, or designated individual location.
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 break areas.
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.

It is strongly suggested that preliminary tracing begins if an employee is sent home with COVID-19-like symptoms, related to the previous 24-hour period suggested by CDC. CHMCU will utilize documentation such as the BEIS form, payroll, daily tailgate roster and JHAs to trace personnel that may have been in close proximity of the positive employee.

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.



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INDUSTRIAL & COMMERCIAL MECHANICAL CONTRACTOR

*Individuals who are fully vaccinated, are exempted from quarantine, secondary to contact tracing, as long as they remain symptom free. However, if a fully vaccinated employee shows signs and symptoms consistent with COVID-19, the employee will be required to quarantine until cleared by a medical professional, which may include a COVID-19 test.*

10. RETURN TO WORK. Employees who have tested Positive for COVID-19, will be required to quarantine for 14 days and provide a letter from a medical professional, clearing them to return to work AND a clinical diagnostic specimen test NEGATIVE.
11. 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. An employee may elect to quarantine for ten (10) days, rather than taking a COVID-19 test, while remaining symptom free.

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. An employee may elect to quarantine for ten (10) days, rather than taking a COVID-19 test, while remaining symptom free.

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

Respectfully,

Marc Skiles

Director of Health, Safety & Environment