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COVID-19 BEST PRACTICES OFFICE/SHOP GUIDELINES

REV 20. June 23rd, 2022

PURPOSE. To provide guidance for Covid-19 “Best Practices” in our corporate and branch offices/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 or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea 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), should follow steps outlined in Section 10 Return to Work or receive a negative PCR test result before returning to the office/shop.
 - 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.



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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.
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 is no longer required unless mandated by state or local government.
 - While not required, face coverings are optional and will be supplied by CHMCU for those employees and visitors who choose to wear them.
 - Face coverings are not respirators and not a substitute for respiratory protection as required in CHMCU Respiratory Program SP-11.
 - Face coverings do not replace physical distancing.
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).



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- Make disinfectants available to workers throughout the facilities and ensure supplies are frequently replenished.
 - 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.
 - 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 to 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.

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.

CHMCU will cooperate with both county and state health authorities. 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 period.



CHMCU will use the following options for quarantine resulting from contact tracing:

- Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.
- Quarantine can end after Day 7 with a negative PCR test and if no symptoms were reported during daily monitoring.
- The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation (e.g., in anticipation of testing delays), but quarantine cannot be discontinued earlier than after Day 7.
- In both cases, employee will continue to monitor for symptoms for the length of their quarantine.

10. RETURN TO WORK. Employees who have tested Positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider, or are showing COVID-19 like symptoms but have not yet tested, shall meet the following criteria before returning to work;

- Complete a 10-day quarantine period AND
- Remain fever free for at least 24 hours without the assistance of fever reducing medication AND;
- Symptoms have improved.

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 PCR 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 PCR COVID-19 test upon their return, while observing the CDC recommended 3-5 day waiting period before testing; provide a



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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,

A handwritten signature in black ink, appearing to read 'T. Haeck', written in a cursive style.

Tristen Haeck

Director of Health, Safety & Environment