



GREENFIELD FENCE, INC.

COVID 19 Plan
Updated 12/02/2020

Implementation:

Kelly McLaughlin, Mike McLaughlin and Heriberto Hurtado are responsible for implementing the Plan. All managers and supervisors are responsible for implementing and maintaining the Plan in their assigned work areas and for ensuring employees receive answers about the Plan in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintain a safe work environment.

Risk Assessment & Measures to Prevent Spread/Control of COVID 19 Hazards:

The following areas were determined as potential areas of exposure or may contribute to the spread of COVID 19.

1. Time clocks
 - a. Placed outside
 - b. Hand sanitizer provided
 - c. Signs posted
 - d. Marks placed 6' apart to encourage Social Distancing
2. Inside Office & All Employees
 - a. No outside personnel
 - b. Signs posted
 - c. Hand sanitizer placed at entrances
 - d. Stay in your own office
 - e. Limit meetings or go outside
 - f. Mandatory face covering
 - i. Clean, undamaged
 - ii. Properly worn
 1. Over mouth and nose
 - iii. Employees can ask for face masks as needed

- iv. No face mask required when:
 - 1. Alone in office
 - 2. When eating or drinking and six feet apart
 - 3. When wearing Respiratory Protection (welders)
 - 4. If employee has a medical or mental health condition or disability
 - a. Alternatives will be considered case by case
 - b. Jobs that cannot be performed with a face mask
 - i. Employee to be kept 6' apart
 - g. Physical Distancing of 6' or more
 - i. Time clocks place outside and 6' apart
 - ii. Staggered clock in times
- 3. Common areas
 - a. Hourly cleaning
 - i. Diluted bleach; 4 teaspoons to 1 quart
 - b. Deep cleaning once a week
 - i. Diluted bleach; 4 teaspoons to 1 quart
 - 4. Water & Ice Machine
 - a. Only an authorized representative can fill water jugs (no individual employee use)
 - b. Soap and bleach provided at hand washing station
 - c. Employees will remove their own caps and place jug on ground; authorized Representative will use ice scoop to fill jug; employee will then move their own jug to water faucet; authorized representative will turn the water on/off
 - 5. Trucks/Cars
 - a. Mandatory wearing of face mask when in vehicle with another person
 - b. Hand sanitizer provided in cab
 - c. Employees are to clean vehicle daily at end of shift and beginning of shift
 - d. Deep cleaning once a week
 - 6. Tools/Equipment
 - a. Employees are to clean their tools daily or if used by another employee
 - b. Limit sharing of tools/equipment
 - 7. Employees
 - a. Daily Screening
 - b. Daily temperature
 - c. Company provides face masks or gloves
 - d. Mandatory use of face masks
 - e. For office staff, open windows or use air purifier
 - f. Emphasize stay home or go home if you are sick; you will be paid
 - g. Stay home if you have been exposed by someone with COVID 19
 - 8. Outside Visitors
 - a. No outside personnel allowed in office (No Exceptions)

- b. IF, and only IF, a face to face meeting is necessary:
 - i. Outdoors
 - ii. Maintain 6' distance
 - iii. Wear Face Masks
- c. Deliveries made to outside tent
 - i. Marked for Delivery Services
 - ii. Signed with "Kelly McLaughlin" posted for signatures
- 9. Hand Sanitizer
 - a. Placed at time clocks
 - b. Throughout offices
 - c. In vehicles

Employee Screening:

1. All employees provided a Waiver to allow for temperature screening
2. All employees temperature taken at clock in
 - a. No contact thermometer used
3. All employees given a COVID 19 Screening Verification
4. All employees reminded, go home if you are sick, stay home if you are sick

Correction of Hazards: See Appendix A

1. Engineering
 - a. Barriers
 - b. Ventilation
 - c. Air purifiers
2. Administrative
 - a. Physical Distancing
 - b. Surface Cleaning
 - c. Hand Washing
 - d. Hand Sanitizer
 - e. Disinfectant being used correctly
3. PPE
 - a. Available to all employees
 - b. No Sharing

Training:

1. Bi-Weekly Meetings with outside employees
 - a. CDC website reviewed weekly for latest information
 - b. OSHA website reviewed weekly for latest information
2. Bi-Weekly email meeting with Office Staff
3. Daily reminders from Managers and Supervisors

- a. Wear face mask
 - b. Social Distance
 - c. Wash hands
 - d. Stay home or go home if you are sick
4. Provide Instruction and Training from available OSHA/DIR flyers to employees
 - a. How COVID 19 is spread
 - b. Infection Prevention Techniques
 - c. Benefits (pay, health insurance)
 - i. Federal Law
 - ii. State Law

Identification of Compliance and/or Deficiencies

1. Daily meeting with Safety Manager to review program implementation
2. Weekly meeting with Managers and Supervisors to review compliance/deficiencies
3. Monthly Yard Inspection
4. Request feedback on how to identify hazards/change procedures

Investigation of Reported Cases:

1. Employee
 - a. Ask employee to get tested
 - b. Remind employee they have 2 weeks of COVID related Sick Pay
 - c. Ask employee if they believe they exposed another employee
 - d. Allow employee to return to work after 14 days or release from Physician
2. Sanitation
 - a. Deep clean infected employee's work area
 - b. Do not allow other employees in that area for 14 days
3. Notify other employees who may have had exposure
4. See Exhibits A and B

COVID Training & Tracking Procedures

The symptoms for the COVID19 vary from person to person. Therefore is very difficult to tell when someone has COVID or a normal illness. In order to prevent the spread of COVID19, we conduct the following procedures.

- We have weekly safety meetings where we remind all employees to stay home if they are sick. We tell them that they will be paid for the time off while they await their test results. We encourage the employees to call from their homes to report that they are sick, as opposed to showing up in person.

- Every single workday, we have four employees screening every single employee before their shift begins. We ask them if they are feeling sick, if they are showing any of the symptoms, or if they have been in contact with anyone who has tested positive for COVID.
- We take every single employee's temperature before his or her work shift.
- If someone does show up sick to our facility, we ask them to go home.
- Employees are instructed on where to get a COVID test: CVS, Health Care Provider or County
- For employees that call in sick or who we sent home, I stay in constant communication with them. I ask them to be tested and that the company will pay for their test.
- I remind employees that they will be paid for their time off while they wait for the results. If they are negative, they can return to work the next day; if they do not show any symptoms.
- If they test positive, then they automatically must stay home for 14 days from when they first started feeling symptoms. If they do not show any more symptoms after the 14 days, then they may return to work.
- I request a copy of the results. Depending on the results is how we proceed with the continuing steps.
- We keep a Time off Report of every single employee and his or her time off. We keep track of all sick days, personal days and vacation days. On that Report, we keep track of every single employee that has missed due to the COVID, regardless if they tested positive or negative.
- If they test positive, we log it on our COVID List. On the COVID list we log in the following:
 - a. The date they first started feeling symptoms.
 - b. The date they initially reported to it to the company
 - c. The date they received their positive test results.
 - d. Who had an exposure
 - e. Evaluate the possible exposure: What was done or what could have been done.
 - f. Note the Investigation Findings
- If an employee might have had an exposure, we give him or her a notice stating that they have been exposed to someone who tested positive and that we recommend that they should be tested too. We remind them that Greenfield Fence will pay for the test.
- Every positive test result is reported to the Worker's Comp insurance
- In the event that an employee is hospitalized due to COVID, we would follow up on said employee and report it to the local health department.
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Sample Letter to Exposed Employees:

We have been notified that one of our employees has tested positive for the novel coronavirus, also known as COVID-19. As such, you may have been exposed to this virus through contact with the employee who tested positive. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close or “direct” contact with one another through respiratory droplets produced when an infected person coughs or sneezes. / Hemos sido notificados de que uno de nuestros empleados a resultado positivo para el coronavirus, también conocido como COVID-19. Como tal, usted podría haber sido expuesto a este virus a través del contacto con el empleado que resulto positivo. Según el Centro de Control y Prevención de Enfermedades (CDC), el virus es transmitido principalmente entre personas que estuvieron en contacto directo o cercano a través de la vía respiratoria cuando la persona infectada tose o destornuda.

We believe that you may have been in close or direct contact (direct contact is generally intended to mean within about 6 feet for a period of 10 minutes or more) with the subject employee. We recommend that you may take appropriate protective measures for yourself and fellow employees including wearing your facemask, maintaining 6-foot distance between employees, washing your hands and using sanitizer. Another option is the possibility of remaining at home for a 14-day monitoring period, or be tested for COVID-19. If you choose to be tested, Greenfield Fence Inc. would assume the cost of the test. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform Heriberto Hurtado at and contact your health care provider./ Creemos que usted ha estado en contacto directo (contacto directo normalmente es distancia de menos de 6 pies o por más de 10 minutos) o cercano con el empleado que dio positivo.

Recomendamos de que tome las medidas necesarias para usted y sus compañeros tal como usar sus mascarillas, guardar distancia de 6 pies, lavarse las manos y usar gel desinfectante. Otra opción es la posibilidad de quedarse en casa durante 14 días monitoreados, o hacerse la prueba del COVID-19. Si usted elige hacerse la prueba, Greenfield Fence Inc. cubriera todos los de la prueba. Si usted siente síntomas de enfermedad respiratoria (fiebre, tos, o dificultad para respirar) por favor avísele a Heriberto Hurtado y contacte a su proveedor medico.

Greenfield Fence Inc. will keep all medical information confidential and will only disclose it on a need-to-know basis. / Greenfield Fence Inc. mantendrá toda la información medica confidencial y solo lo revelara a personas que necesitan saber. Greenfield Fence is taking measures as described in the prior general notice on Coronavirus and Flu Prevention to ensure the safety of our employees during this coronavirus outbreak, and we will keep you informed as the need arises. / Greenfield Fence Inc. está tomando las medidas describirlas anteriormente en el aviso para asegurar la seguridad y el bienestar del empleado durante el brote del coronavirus. Los mantendremos informados tal como sea necesario.

Communication with Employees:

1. Employees can report symptoms and hazards without fear of reprisal
2. Employees can report to Heriberto Hurtado, Mike McLaughlin or Kelly McLaughlin. They may also report to direct supervisor.

Exclusion of COVID 19 Case:

1. Employees who test positive are not to return to work for 14 days
2. Exposed employees are not to return to work for 14 days
3. Safety Manager will follow up daily with excluded employees
4. Employees will be reminded:
 - a. Seniority remains
 - b. All rights and benefits remain
 - c. Pay remains
 - i. Through Federal Funds
 - ii. Use of Sick Pay
 - iii. Worker's Compensation Benefits (if applicable)

Reporting, Recordkeeping and Access:

1. Report information about COVID 19 cases to the local health department whenever required by law, and provide any related information requested by the local health department.
2. Report immediately to Cal/OSHA any COVID 19 related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment
3. Maintain records of the steps taken to implement written COVID 19 Prevention Program in accordance with CR Title 8 section 3203(b)
4. Make our written COVID 19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representative of Cal/OSHA immediately upon request.
5. Use Appendix's A & B, keep record of, and track all COVID 19 cases. This information will be make available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Exposure Tracking:

See spreadsheet on Heri's computer (contains sensitive information)

Employee Tracking

See spreadsheet on Heri's computer (contains sensitive information)

Return to Work Criteria:

1. COVID 19 cases with COVID 19 symptoms will not return to work until all of the following have occurred:
 - a. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever reducing medications
 - b. COVID 19 symptoms have improved
 - c. At least 10 days have passed since COVID 19 symptoms first appeared
2. COVID 19 cases who tested positive but never developed COVID 19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID 19 test.
3. A negative COVID 19 test will not be required for an employee to return to work.
4. In an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Employer Provided Transportation During Work Hours:

1. Assignment of transportation
 - a. We will prioritize shared transportation assignments in the following order:
 - b. Employees residing in the same housing unit will be transported in the same vehicle.
 - c. Employees working in the same crew or worksite will be transported in the same vehicle.
 - d. Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.
2. Physical distancing and face coverings
 - a. We will ensure that the:
 - b. Physical distancing and face covering requirements of our CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation.
 - c. Vehicle operator and any passengers are separated by at least three

feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings.

3. Screening
4. We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.
5. Cleaning and disinfecting
6. We will ensure that:
 - a. All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
 - b. All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
 - c. We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.
7. Ventilation
 - a. We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:
 - b. The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
 - c. The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
 - d. Protection is needed from weather conditions, such as rain or snow.
 - e. The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.
8. Hand hygiene
 - a. We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Outbreaks:

1. We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day

period. COVID-19 testing will be provided at no cost to employees during employees' working hours.

2. COVID-19 testing consists of the following:
 - a. All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - b. After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - c. We will provide additional testing when deemed necessary by Cal/OSHA.
3. Exclusion of COVID-19 cases
 - a. We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.
4. Investigation of workplace COVID-19 illness
 - a. We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.
5. COVID-19 investigation, review and hazard correction
 - a. In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.
6. The investigation and review will be documented and include:
 - a. Investigation of new or unabated COVID-19 hazards including:
 - b. Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - c. Our COVID-19 testing policies.
 - d. Insufficient outdoor air.
 - e. Insufficient air filtration.
 - f. Lack of physical distancing.
7. Updating the review:

- a. Every thirty days that the outbreak continues.
 - b. In response to new information or to new or previously unrecognized COVID-19 hazards.
 - c. When otherwise necessary.
8. Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
- a. Moving indoor tasks outdoors or having them performed remotely.
 - b. Increasing outdoor air supply when work is done indoors.
 - c. Improving air filtration.
 - d. Increasing physical distancing as much as possible.
 - e. Respiratory protection.
 - f. [describe other applicable controls].
9. Notifications to the local health department
- a. Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
 - b. We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

This COVID 19 is formally approved for Greenfield Fence Inc.


Kelly McLaughlin

Sec/Trea

12/2/2020
Date

Appendix A

Correction of COVID Hazards

Status

Person Assigned to Correct

Date

1. Engineering
 - a. Barriers
 - b. Ventilation
 - c. Air purifiers
2. Administrative
 - a. Physical Distancing
 - b. Surface Cleaning
 - c. Hand Washing
 - d. Hand Sanitizer
 - e. Disinfectant being used correctly
3. PPE
 - a. Available to all employees
 - b. No Sharing

Appendix B

Investigating COVID Cases

Investigator: _____

Date of Investigation: _____

Employee: _____

Work Location _____

Occupation: _____

COVID Test Offered? Yes or No (circle)

Date/Time COVID 19 Case was last present in workplace? _____

Date of Positive/Negative Test? _____

Date of First Symptoms: _____

Information received regarding test results _____

attach
documentation if
needed

Contact COVID Case to determine

First
symptoms _____
Date of
initial test _____

Results of the Evaluation

All locations visited
by COVID case

Who was possibly
exposed?

Notice given to exposed employees?

Name(s) of exposed
employees:

Independent Contractors:

Names(s): _____

What were workplace conditions that could

have contributed to the risk?

How can this risk be reduced/removed?