

Under Gov. Tim Walz's Executive Orders, businesses that are currently in operation are required to establish a COVID-19 Preparedness Plan. This plan shall establish and explain the policies, practices and conditions the business will implement to meet the industry guidance for the business that are based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to safety and health in their workplaces.

This COVID-19 Preparedness Plan has been created by **Dan Stephenson (NCM Safety Director)** and certified by **NCM** management. The plan was posted throughout the workplace and made readily available to employees on March 16th and again on June 29th. After each plan update the information will be redistributed. Crews will hold a training refresher on site and new information will be emphasized.

The plan addresses:

- Social distancing – Workers must be at least six-feet apart or wear face coverings
- Hygiene and Source Controls- stay home when sick or exposed, wash hands, cover cough, etc
- Drop-off, pick-up and delivery practices
- Communications and training protocols.

The health and well-being of every employee at NCM is very important. NCM's safety director and senior management pay close attention to current situations through the Centers for Disease Control, the Association of General Contractors, the MN Subcontractors Association, Minnesota's Occupational Safety and Health Administration (Minnesota OSHA) statutes, rules, and standards, and Minnesota's relevant and current executive orders. All agencies are putting out recommendations for construction worker's safety. We are gathering this information communicating to our personnel and updating our policies as information emerges.

An NCM CV-19 Task Force has been established to collaborate on the effectiveness of the program and have continued to be on the same page with the planning and distribution of materials. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary.

Symptoms of COVID-19

Reported illnesses have ranged from no symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills (**most common**)
- Cough (**most common**)
- Shortness of breath or difficulty breathing (**most common**)
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you have a fever, cough or [other symptoms](#), you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact Dan Stephenson and healthcare provider.

Osha has developed 4 risk categories for all worker types during infectious outbreaks...VERY HIGH, HIGH, MEDIUM, AND LOW/CAUTION. The collective recommendation is that construction work can remain in Osha's low risk category as we continue working with the following extra hygiene and social distancing policies.

Stay Home When You Are Sick

People may be asked to leave work for low risk circumstances out of an abundance of caution. One should not be alarmed when these instances occur. Each case is evaluated. In the event NCM learns its crews have had "close contact" with the virus; those at risk (NCM employees, as well as general contractors and NCM subs) will be notified.

"Close Contact" has many, ever changing definitions. Here are the latest as of 6-27-2020

AGC:

- Being within approximately 6 feet (2 meters) of a COVID-19 case or potential case for a prolonged period of time; close contact can occur while caring for, living with, working with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or potential case OR
- Having direct contact with infectious secretions of a COVID-19 case or potential case (e.g. being coughed on)

OSHA: <https://www.osha.gov/SLTC/covid-19/controlprevention.html>:

*CDC [defines](#) *close contact* as being within about 6 feet of an infected person **while not wearing recommended PPE**. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person.

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

** Data are limited to define of close contact. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment).

***Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure but 15 min of close exposure can be used as an operational definition. In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than a few minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

When to stay home...

- If you just have common illness symptoms w/out reason to believe you have CV-19, to be extra cautious employees are to stay/go home until you are symptom free, 24 to 72 hours in most circumstances.
- If you or someone in your household develops symptoms of CV-19: fever, shortness of breath, and/or cough; you must stay/go home and contact your Safety Director.
- If you have recently been in “close contact”** with someone who has been diagnosed with CV-19 or are being directed by medical professionals to either be tested or self-quarantine...you must stay/go home and contact your safety director.
- If you have been diagnosed or directed by medical professionals to either be tested or self-quarantine you must stay/go home and contact your safety director.

NCM safety director will take appropriate steps and follow up as far as quarantine, sanitizing measures and contact tracing. Decisions are based on ever changing guidelines...see decision tree on page 5 for more information.

New 8-16-2020: When to Return to Work

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/returning-to-work.html>

People **with Suspected COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions: **see decision tree on page 5

Critical Care return to Work Guidance for Asymptomatic Exposures

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

*General contractors may have additional guidance that we will adopt, as long as it does not create a greater hazard for our crews.

When to start/end quarantine when exposed to CV-19 person

You should stay home for 14 days after your last contact with a person who has COVID-19. See link for more information.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Social Distancing

- Keep a distance of 6’ from others when possible
- **Wear a face covering when you are indoors or within 6’ per Osha**
- **Do not carpool**
- Do not gather in close quarters for lunch, stretching, and/or meetings
- Create multiple rally points vs. one spot for large amounts of workers
- Foreman to temporarily forego having everyone sign Toolbox Talks and Daily Pre-Task Plan books- Foreman signs “Crew” -if anyone is missing make a note. Labor Log will be our record.
- Limit in-person meetings as much as possible
- Hold meetings and distribute information electronically as often as feasible

Report to supervisor and safety director when any of the above conditions are not being met

Hygiene and Source Control

- Stay home or get medical attention when you are sick
- Self-report any COVID-19 contact or symptoms
- Cover your cough and/or sneeze and throw away your tissues
- Eliminate tool and equipment sharing when possible. Disinfect between uses
- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your nose, mouth, and eyes
- Sanitize high touch areas such as door knobs, shared tools, ladders, etc. on a regular schedule and as needed
- Do not spit tobacco, sunflower seeds, ect. anywhere on site.
- Properly dispose of bottles/cans/cups, plates/napkins/utensils, cigarette butts, tobacco products, sunflower seeds, etc. safely in lined waste containers where germs won't be spread to others
- Controlling contractors are adding additional wash stations and port-a-potties; also scheduling more frequent servicing of those facilities

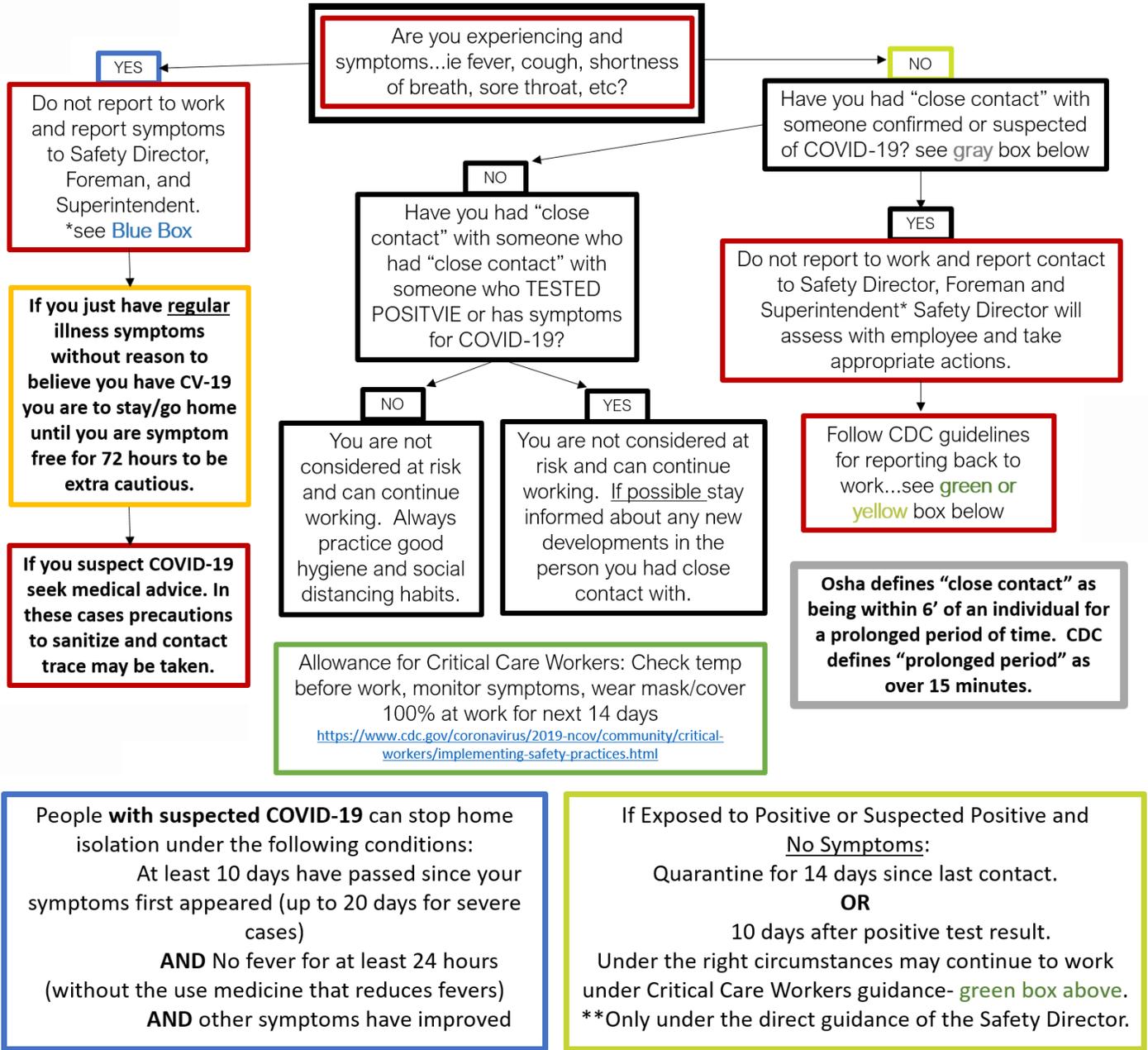
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NCM is currently prepared to contact trace and sanitize in the event we have a positive or suspected case to minimize spread. We will continue working through the current stage of this pandemic. We hope through these efforts our workforce will maintain in place throughout.

If jobsite is closed due to an exposure, we will assess the level and communicate to employees involved when necessary, and also be prepared to demobilize and secure our equipment. Fuel will be secured or removed from site by NCM or appropriate suppliers per General Contractor's request.

COVID-19 RISK ASSESMENT TREE

New 9-22-20



**There are no current RTW guidelines that incorporate a negative test result.

CDC on return to work: 7-20-2020
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

CDC Guidelines for Businesses:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#critical>

NCM Guidance for Skip Operators during Covid-19 outbreak

Skip Operators by design are in close quarters with a large percentage of personnel throughout the course of each workday. To prevent these encounters from potentially spreading CV-19, and also to eliminate the need for excessive quarantine in the event a recent passengers tests positive, our operators will take the followings steps.

Operators will don face masks 100% (N95 or KN95 when available). Exceptions during breaks away from lift.

Passengers will don face coverings before entering the lift and limit conversation to only that which is essential.

Operators will sanitize high touch areas before, after and periodically during shifts.

Passengers will not touch any part of the lift with their hands, if preventable.

Passengers will be limited to 25%-50% lift capacity when feasible.

Operators will communicate any concerns about the effectiveness of this plans when they arise.

By taking these steps, the encounters between operators and passengers will not be considered “close contact”.

*CLOSE CONTACT is defined as:

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This COVID-19 Preparedness Plan was communicated **via email and toolbox talk** to all workers on **March 16th, June 29th, and July 27th** and necessary training was provided via Toolbox meeting by site foreman. Additional communication and training will be ongoing by **foreman led Toolbox meeting as well as email messages**. Last foreman led training on 7-27-2020. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.