

Berglund Construction

COVID-19 Prevention and Response Plan

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Berglund Construction
COVID-19 Assessment

PURPOSE

The health and safety of our workers, clients, trade partners, and the general public remains Berglund Construction's highest priority. The purpose of this plan is to reduce transmission of COVID-19 related to the essential work that we perform, both in the office and the field. This plan is designed to maintain healthy business operations as well as a healthy work environment.

RELEVANT RESOURCES

[CDC - Symptom list](#)

[CDC - How to protect yourself](#)

[CDC - What to do if you are sick](#)

[CDC - Criteria to discontinue home isolation](#)

[CDC - Employee Feeling well with a sick family member at home](#)

[EPA - Disinfectants for use against SARS-CoV-2](#)

[CDC - Travel information and quarantine guidelines](#)

[CDC - What to do if you are sick](#)

GENERAL GUIDELINES

Everyone working for and with Berglund Construction should follow recommendations from the CDC, which include everyday preventative actions that will help protect you from COVID-19.

[CDC – How to protect yourself](#)

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Please note that hand sanitizer alone does NOT effectively kill bacteria and viruses. It is a supplement to, not a substitute for, proper handwashing.
- Avoid close contact with people who are sick
- Put distance between yourself and other people, 6 feet minimum unless not applicable. This is especially important for those at higher risk (older adults or people who may have serious underlying medical conditions).
- Cover your mouth and nose with a cloth face cover when you are around others
- Stay home when you are sick, except to get medical care.
 - People mildly ill can recover at home. Do not leave, unless to get medical care.
 - Stay in touch with your doctor, calling ahead. Be sure to get care if you feel worse or think it is an emergency.
 - Avoid any public transportation.
 - Wear a facemask if you are sick when you are around other people.

- Cover your mouth and nose with a tissue or your arm when coughing or sneezing, then throw the tissue in the trash (preferably with a lid). Wash your hands or use hand sanitizer after.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe. These include tables, doorknobs, switches, countertops, handles, desks, phones, keyboards, faucets, sinks, and toilets.

Field Policy

CLIENT POLICIES

- Embedded jobsites like healthcare facilities or education campuses will understand the protocol of the client and follow whichever protocol is the more stringent.

WORKPLACE CLEANLINESS

- Project teams should have jobsite trailers/offices wiped down each day with a disinfectant tested for use against SARS-CoV-2 [as listed by the EPA](#). This should include but is not limited to desks, tables, telephones, keyboards, doorknobs, light switches, handles, toilets, faucets, sinks.
- Wipe down tools and elevators daily.
- Project teams will leverage NOWI (Berglund's material and equipment supply) for the availability of tissues, closed trash receptacles, and hand sanitizer, cleaning products, etc.
- Project teams will rent and install hand washing stations on projects without running water.

WORKER HYGIENE

- Perform frequent hand-hygiene (e.g. soap and water for at least 20 seconds or alcohol-based hand rub) through-out your work shift, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Cover your mouth and nose with a cloth face cover when you are around others
- Perform frequent, environmental cleaning and disinfection of your work area including high-touch surfaces (surfaces touched frequently) using appropriate disinfection methods (e.g., disinfectant wipes); this includes cleaning tools between uses especially if used by multiple workers.
- Do not share work tools if you don't have to with co-workers. This could be a potential source of cross-transmission.
- Avoid touching your eyes, nose, and mouth.
- Avoid handshaking or any physical contact with individuals

PHYSICAL DISTANCING

- When gathering in large groups, like the morning safety huddle, site personnel will be encouraged to stand approximately 6 feet apart.
- No inside elevator shall carry more than 3 people, including the operator at any time; no outside hoist or “skip” shall carry more than the four people including the operator at any time.
- Stagger jobsite start times when possible, so elevators rides, lunches, and break times are less populated.
- Maintain safe distance from co-workers (at least 6 feet) throughout your work shift. Virus spread is possible BEFORE symptoms show.
- Avoid cafeteria lines. Use mobile ordering and bring food back to a private workspace, have food delivered or bring your lunch.
- Eat alone or maintain a safe distance from your co-workers (e.g., at least 6 feet).

JOBSITE CONTROLS

- This policy will be communicated with all onsite personnel as a part of project orientation
- The Berglund Superintendent will perform a daily COVID-19 Assessment sheet for all Berglund employees on our jobsite
- Forehead thermometers will be utilized as project conditions dictate

COMMUNICATION

- For visual communication, CDC health and safety posters are available and to be posted in visible areas on every jobsite.
- All Trade Partners must communicate this plan to their workers on Berglund jobsites

WORKER HEALTH

- Anyone who is sick should stay home.
- If you are at work and start to feel ill, put on a mask if readily available and go home.
- Anyone clearly sick will be removed from the jobsite and their employer notified.
- Anyone who becomes sick with an acute respiratory illness, suspected to be COVID-19 should not come to work. Call your doctor immediately and follow CDC guidelines.
- Any team member who tests positive for COVID-19, or who has been exposed to an individual who tests positive should not come to work. They will not be allowed on site. The individual will be required to follow CDC’s guidance related to self-quarantine.

WORKER HEALTH NOTIFICATION

- Trade Partners should immediately notify their Berglund Superintendent of the following:
 - Anyone on their team becomes sick with a respiratory illness suspected to be COVID-19
 - Anyone on their team has tested positive for COVID-19

- Anyone on their team has been exposed to another individual known to have tested positive for COVID-19.
- The Berglund Superintendent will convey the aforementioned information to Berglund Safety.
- If necessary, Field Management on each jobsite, in partnership with Berglund Safety will document the number of employees in quarantine and facilitate their return to the jobsite.

RETURNING TO WORK

- Anyone suspected of having or testing positive for COVID-19 or those known to have come in contact with another known to have tested positive for COVID-19 may not return to the jobsite until all of the following current CDC criteria are met:

For those who have not been tested (Note all 4 of these criteria must be met)

- They are fever-free for 72 hours; (e.g. three full days of no fever without the use of medicine that reduces fevers)
- Other symptoms have improved (for example, cough or shortness of breath have improved)
- At least 7 days have passed since the symptoms first appeared
- A physician's release to return to work on a Berglund jobsite has been provided

For those who have been tested (Note all 4 of these criteria must be met)

- They no longer have a fever (without the use of medicine that reduces fevers)
- Other symptoms have improved (for example, cough or shortness of breath have improved)
- They have received two negative tests in a row.
- A physician's release to return to work on a Berglund jobsite has been provided

[CDC – What to do if you are sick](#)

WORKER TRAVEL

- Any field team member, including Trade Partner employees, who travels outside of the U.S. should advise the Berglund Superintendent before travelling.
- Upon return they must follow the CDC guidelines related to self-quarantine.
- This is currently 14 days after travel to High Risk - Level 3 countries.
- Level 1 countries are currently not required to quarantine but monitor their health for 14 days.

[CDC – Travel information and quarantine guidelines](#)

Office Policy

WORK FROM HOME

- As of 3/16/20, office-based employees will work remotely to support jobsites until further notice.
- All in-person meetings that can feasibly take place virtually should do so
- Any essential in-person meetings should follow CDC guidelines on group limits and physical distancing

OFFICE VISITORS

- Visitors to our office are limited and virtual meetings are encouraged.

WORKPLACE CLEANLINESS

- Offices should be wiped down each day with a disinfectant, tested for use against SARS-CoV-2 [as listed by the EPA](#). This should include but is not limited to desks, tables, telephones, keyboards, doorknobs, light switches, handles, toilets, faucets, sinks.
- Additional soap, hand sanitizer, tissues, and cleaning products have been provided.
- Disinfection of high-touch surfaces has been increased

EMPLOYEE HYGIENE

- Perform frequent hand-hygiene (e.g. soap and water for at least 20 seconds or alcohol-based hand rub) throughout the workday, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Cover your mouth and nose with a cloth face cover when you are around others
- Perform frequent, environmental cleaning and disinfection of your work area including high-touch surfaces (surfaces touched frequently) using appropriate disinfection methods (e.g., disinfectant wipes); this includes cleaning tools/supplies between uses especially if used by multiple coworkers.
- Do not share work tools/supplies if you don't have to with coworkers. This could be a potential source of cross-transmission.
- Avoid touching your eyes, nose, and mouth.
- Avoid handshaking or any physical contact with individuals

PHYSICAL DISTANCING

- All employees should Maintain safe distance from co-workers (at least 6 feet) throughout your work shift. Virus spread is possible BEFORE symptoms show.
- Stagger work hours when possible to decrease contact.
- Eat alone or maintain a safe distance from your co-workers (e.g., at least 6 feet).

COMMUNICATION

- For visual communication, CDC health and safety posters are available and to be posted in visible areas throughout the office.

SICK POLICY

- Anyone who is sick should stay home.
- If you are at work and start to feel ill, put on a mask if readily available and go home.
- Anyone clearly sick will be asked to leave the office
- Anyone who becomes sick with an acute respiratory illness, suspected to be COVID-19 should not come to work. Call your doctor immediately and follow CDC guidelines.
- Anyone who tests positive for COVID-19, or who has been exposed to an individual who tests positive should not come to work. Follow CDC's guidance related to self-quarantine.

EMPLOYEE HEALTH NOTIFICATION

- Immediately notify their EVP/CFO of the following:
 - If you are sick with a respiratory illness suspected to be COVID-19
 - If you have tested positive for COVID-19
 - If you have been exposed to another individual known to have tested positive for COVID-19.

RETURNING TO WORK

- Anyone suspected of having or testing positive for COVID-19 or those known to have come in contact with another known to have tested positive for COVID-19 may not return to work until all of the following current CDC criteria are met:

For those who have not been tested (Note all 4 of these criteria must be met)

- They are fever-free for 72 hours; (e.g. three full days of no fever without the use medicine that reduces fevers)
- Other symptoms have improved (for example, cough or shortness of breath have improved)
- At least 7 days have passed since the symptoms first appeared
- A physician's release to return to work on a Berglund jobsite has been provided

For those have been tested (Note all 4 of these criteria must be met)

- They no longer have a fever (without the use medicine that reduces fevers)
- Other symptoms have improved (for example, cough or shortness of breath have improved)
- They have received two negative tests in a row.
- A physician's release to return to work on a Berglund jobsite has been provided

[CDC – What to do if you are sick](#)

EMPLOYEE TRAVEL

- Employees must have approval from the EVP/CFO to travel anywhere for company business. Employees are encouraged to meet virtually when possible.
- Any employee who travels outside of the U.S. or cohabitates with someone who has should advise the EVP/CFO before travelling.
 - Upon return, follow the CDC guidelines related to self-quarantine.
 - This is currently 14 days after travel to High Risk - Level 3 countries.
 - Level 1 countries are currently not required to quarantine but monitor their health for 14 days.

[CDC – Travel information and quarantine guidelines](#)

