



MARCH 23, 2020 - Update

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OVERVIEW

Jordan Foster Construction (JFC) has developed this toolkit to help our operations team respond to the Coronavirus (COVID-19) outbreak at a local level.

We continue to closely monitor the COVID-19 outbreak to ensure we are taking a coordinated approach to managing the situation. Our first priority remains protecting the health and safety of our team and trade partners. We are monitoring the World Health Organization (WHO) and CDC Websites and following recommended best practices to prevent or minimize workplace exposures to COVID-19.

We understand there is a level of concern among our team as the outbreak evolves and is covered extensively by the world media.

This toolkit includes a jobsite preparedness checklist, guidance on basic precautionary measures team members can take to reduce the risk of infection (with either the coronavirus or the flu) as well as steps for team members to report suspected and confirmed COVID-19 cases.

For more information, please visit the [Jordan Foster Construction Intranet](#) which includes company updates and FAQs.

We will update and expand this document as necessary.



SITE CHECKLIST

1. Emergency response plan checklist:

- Establish clear lines of communication with your safety team and divisional/group/company leadership
- Establish communication protocols to update staff on how your site is responding to the pandemic, i.e., emails, Webex meetings, virtual Town Halls, etc.
- Encourage all colleagues to confirm their contact information is up to date to ensure they receive Mass Notification alerts
- Establish a monitoring/notification system to track staff absences due to COVID-19 or suspected infection
- Ensure sick leave policies are understood and communicated in collaboration with your HR representative
- Confirm that your housekeeping provider has the capability to disinfect areas that may have been exposed to COVID-19
- Stay up to date on any COVID-19 outbreaks in your community
- Regularly monitor the [Jordan Foster Construction Intranet](#) for company updates on the COVID-19 outbreak, including travel restrictions, quarantines, etc.

2. Encourage staff to help prevent the spread of germs by following these good hygiene practices:

- Stay home when you are sick
- Cover your mouth and nose with a tissue when you cough and sneeze, then throw the tissue in the trash and wash your hands. If a tissue is not available, cough and sneeze into your upper sleeve or elbow, **not into your hands.**
- Wash your hands frequently for at least 20 seconds and/or use a hand sanitizer containing at least 60 percent alcohol
- Avoid touching your eyes, nose and mouth
- Avoid close contact with anyone who has a fever or cough
- Clean and disinfect frequently touched objects and surfaces
- Do not shake hands

3. Establish strategies to limit contact between staff as appropriate and where possible, such as:

- Teleworking
- Conference calls
- Avoiding large group meetings
- Discouraging handshakes and personal contact
- Practicing “social distancing” by maintaining 6 feet (2 meters) of space between yourself and others in gathering places such as cafeterias, lunchrooms, conference rooms, etc.
- Limiting the number of visitors to your site, as appropriate



4. Post the COVID-19 signage provided within this toolkit (or any company signage that has already been provided to you from your business) to strengthen awareness of:

- Good hygiene practices that help prevent the spread of germs
- Visitor management
- COVID-19 symptoms

5. Review your current housekeeping practices and strengthen your focus on regularly cleaning/disinfecting frequently touched objects and surfaces, such as:

- Doorknobs/handles
- Elevator buttons
- Conference room tables and phones
- Light switches
- Sink faucets
- Kitchen appliances (microwaves, refrigerators, coffee makers, etc.)

6. Do your best to work with your suppliers to provide necessary supplies on hand to prevent COVID-19 transmission, such as:

- Tissues
- Hand sanitizer
- Soap
- Cleaning supplies
- Disinfectant sprays/wipes

7. Follow JFC's COVID-19 notification protocols to report suspected or confirmed COVID-19 cases, as well as any instances of colleagues living or caring for a person (outside of a healthcare facility) with a suspected or confirmed COVID-19 case:

- See attached

ENHANCED CLEANING AND DISINFECTION GUIDELINES

Enhanced routine cleaning guidelines

These guidelines are designed to help reduce the risk of spread of the novel coronavirus (COVID-19) from contact with contaminated surfaces. We recommend sites adopt enhanced cleaning processes, as it is recognized that our housekeeping procedures, whether provided by our subcontractors or a vendor, may not be thorough enough to adequately reduce the risk of coronavirus transmission.

- Managers are expected to discuss these guidelines with their cleaning services or company employees (as applicable) and ensure that they are immediately implemented
- It is also recommended that Managers (or designee) periodically observe the actual cleaning process to ensure proper implementation

- Of primary concern for cleaning and disinfection, Managers need to be aware of the occupancies and surfaces where frequent human contact might provide a reservoir for COVID-19. While each office and jobsite will be different, the following areas should receive focused attention:
 - **Areas of human congregation** (including, but not limited to, offices, conference rooms, canteens/cafeterias, locker rooms and reception areas)
 - **Hygiene facilities** (including, but not limited to, lavatories/toilets, shower rooms, hand-washing stations)

Examples of frequently touched surfaces that should be routinely cleaned include:	
• Doorknobs and handles	• Light switches
• Remote controls	• Shared computer keyboards
• Desktops and tabletops	• Shared phone handsets/headsets/ conference phones
• Shared chairs	• Cafeteria/canteen, tables, chairs and benches
• Dishes, glasses, trays and utensils (employees should not share)	• Sinks and fixtures (including toilets and showers)
• Water fountains and coolers	• Vending machines
• Shared touch screens or touch pads	• Elevator/lift buttons
• Other shared items	

Cleaning frequency

The areas highlighted above should be cleaned at least daily and, if possible, between shifts. Sites should use a commercial disinfecting wipe, detergent and water, or commercial anti-microbial products (see Disinfection section below for a list of likely effective cleaning solutions). The general guideline is that the more people who contact surfaces, the more frequently that surface should be cleaned.

- Internal or external cleaning staff will be responsible for regular cleaning of common areas frequented by employees
- Provide disposable wipes or other cleaning products identified in Table 1 (listed further below) so that commonly used surfaces can be wiped down by employees before each use.

Personal protective equipment recommendations:

- Safety glasses with side shields and gloves (non-latex)
- Dispose of gloves after cleaning and wash hand with soap and water for at least 20 seconds

Disinfectants

For general precautionary cleaning, detergent and water are adequate. Many general household products contain the appropriate concentrations of active ingredients (AIs) for disinfection of areas that



are very likely to be contaminated with COVID-19 virus (i.e., bedroom of a person confirmed to have COVID-19).

The AIs and their effective concentrations listed below in Table 1 have been shown to be effective against known coronaviruses. In addition to the use of cleaning agents, other treatments effective against known coronaviruses include steam and heat treatment. As the COVID-19 virus is new, no study has been published on the virus. This assessment is thus based on published scientific studies on coronaviruses, a group to which the COVID-19 virus belongs.

Table 1. Active Ingredients and Their Working Concentrations Effective Against Coronaviruses

ACTIVE INGREDIENT:

- Accelerated hydrogen peroxide (0.5%)
- Benzalkonium chloride (0.05%)*
- Chloroxylenol (0.12%)
- Ethyl alcohol (70%)
- Glutaraldehyde (2%)
- Iodine in iodophor (50 ppm)
- Isopropanol (50%)
- Povidone-iodine (1% iodine)
- Sodium hypochlorite
- (0.05 – 0.5%)
- Sodium chlorite (0.23%)

*Alternative name: Alkyl dimethyl benzyl ammonium chloride m

Regulatory agencies are allowing manufacturers to make limited claims about the effectiveness of their products against emerging pathogens, including COVID-19. Please reference manufacturer's websites to select products.

Important points to note when using disinfectants:

- Check the labels and use according to instructions, and be aware of the potential hazard of each product
- Avoid contact with eye and skin when handling cleaning products
- Comply with all warnings and precautions for use
- Do not mix different cleaning products
- Use in a well-ventilated area

For disinfection of highly contaminated surfaces or material, avoid the use of spray, and allow appropriate contact time needed for disinfection prior to rinsing or removing the product from the treated surface (refer to product instruction).



AVAILABLE SIGNAGE

We currently have the following signs* available for download:

Internal Access:

- [COVID-19: Fact Sheet English](#)
- [COVID-19 Fact Sheet Spanish](#)
- [COVID – 19 Visitors Screening](#)
- [Employee Assistance Plan English](#)
- [Employee Assistance Plan Spanish](#)

External Access:

- [COVID-19: Fact Sheet English](#)
- [COVID-19 Fact Sheet Spanish](#)
- [COVID – 19 Visitors Screening](#)
- [Employee Assistance Plan English](#)
- [Employee Assistance Plan Spanish](#)

If you have not yet posted similar messages, please use these throughout your facility to strengthen COVID-19 awareness and good hygiene practices.

Additional signage is available through the U.S. Centers for Disease Control and Prevention (U.S. CDC) and the World Health Organization (WHO):

LOCAL HOTLINES

- El Paso: 915-212-0200
- El Paso primary COV: 915-212-6520
- Dallas: 972-692-2780
- San Antonio: 210.207.5779
- Tarrant: 817-248-6299
- Austin; 713-767-3000
- Collin: Call 211, Select option 6
- Statewide: 211, Select option 6

VISITOR MANAGEMENT

These guidelines are intended to help reduce the risk of infection by the novel coronavirus (COVID-19).

- Implement visitor registration policies to include screening to rule out potentially high-risk visitors from entering the site and to encourage good hygiene.
- Sites can do this by:



- Displaying a COVID-19 visitor awareness flyer in the check-in area (provided in this toolkit in the “Available Signage” section)
- Asking visitors to complete a screening questionnaire
- Maintain records of all visitor logs for at least four weeks (or longer per document retention requirements). Records may be used to notify visitors if an exposure to COVID-19 is identified.
- Ensure your visitor registration area has supplies to support good hygiene (tissues, waste receptacle, hand sanitizer, etc.) and is regularly cleaned, with an emphasis on frequently touched surfaces.

TRAVEL RESTRICTIONS

All non-essential work related travel is suspended for the time.

- City to City to visit jobsites may be essential based on your current job responsibilities. Check with your supervisor if you have questions.
- Limit visitors in jobsite trailers. Conduct project meetings remotely when possible by using conference calls or Go –To Meeting resources.

Specific travel questions can be addressed by your immediate supervisor.

INTERNAL/EXTERNAL COMMUNICATION

References to previous communication is linked here:

[Internal Communication to Staff \(English\)](#)

[Internal Communication to Staff \(Spanish\)](#)

[Owner Letter](#)

[Subcontractor Letter](#)

HOW TO REPORT INTERNAL COVID-19 CASES

To report suspected and confirmed COVID-19 cases, as well as any instances of colleagues living or caring for a person (outside of a healthcare facility) with a confirmed COVID-19 case, follow JFC Incident Management notification protocols.

When escalating a suspected or confirmed case of COVID-19, be prepared to provide the following information:

- Caller’s name
- Caller’s best contact number
- Affected site location
- Incident details: be prepared to provide as much detail as possible including but not limited to:
 - Details of the exposure
 - Whether the exposure is confirmed or suspected
 - Whether the local health authorities been involved
 - Circumstances surrounding the exposed person’s time on site
 - What areas of the job /office have been exposed?



- How many people have been in contact with the exposed person?

HEALTH SCREENING CHECKLIST

Encourage employees, trade partners and visitors to do a daily health screen checklist before reporting to work or visiting projects:

1. Have you had any of the following respiratory symptoms in the last 14 days?
 - Fever: (100.4°F or higher) Yes No
 - New Shortness of Breath Yes No
 - New Cough Yes No
 - New Sore Throat Yes No
 - (If you checked yes to any of the above items, do not report to work or enter a JFC Site.)
 - NONE OF THE ABOVE
2. Have you traveled to any of the CDC Level 3 countries as determined by the CDC or on any cruise ship in last 14 days?
 - a. Yes (If you checked yes, do not report to work or enter a JFC Site).
 - b. No
3. Have you had any contact with a person with a confirmed diagnosis of COVID-19 in the last 14 days or is under investigation for COVID-19 Virus?
 - a. Yes (If you checked yes, do not report to work or enter a JFC Site).
 - b. No
4. Have you visited or worked in another health care setting that has confirmed COVID-19 cases?
 - a. Yes (If you checked yes, do not report to work or enter a JFC Site).
 - b. No

If you answered yes to any of the above-referenced questions please let your supervisor know for further instructions.

PROACTIVE MITIGATION FOR OFFICES/PROJECT SITES

Manager must implement measures to proactively protect the site from a COVID-19 outbreak. As part of our preparedness efforts, please follow these guidelines to mitigate risk.

Prepare your site for a potential event

- Identify the site response team members (i.e., Superintendent Project Manager, Safety Manager, HR, etc.) and ensure compliance with any applicable local regulations, such as OSHA, Owner contractual obligations etc.
- Identify potential service providers for a post-event deep cleaning
- Procure the necessary cleaning detergents and disinfectants

Implement potential measures into your post incident management plan

- **Reduce density of employees at the site and assure operations by:**
 - Identifying team members who can work from home for 2- to 3-day periods
 - Establishing a rotation for those team members to reduce overall density at the site for 2 to 3 weeks, i.e., allow team members to work at home in a “shift model” for a limited time
 - Identifying potential for these team members to carry out operations duties



- **Office: Establish and protect skeleton crew to assure minimum operations**
 - Identify critical processes and minimal staffing to run operations
 - Assign duties including
 - Scanning and emailing mail
 - Lock up procedures
 - Setting Alarm
 - Securing valuable equipment

- **Jobsites: In the event of local, state, federal mandated shut down**
 - **INSERT SITE SECURITY CHECKLIST**