

COVID-19 Preparedness: Site Leader Checklist



Review your emergency response plans and prepare to put plans into action (as needed), including but not limited to:

- Establish clear lines of communication with your site emergency response team and with divisional/group/corporate leadership.
- Establish communications protocols that will be used to update staff with information about how your site is responding to the pandemic (use of social media, emails, virtual Town Halls, etc.).
- Establish a monitoring/notification system to track staff absences due to the virus.
- Ensure sick leave policies are understood and communicated – work with your HR representative for specifics.
- Speak with normal housekeeping/cleaning company and ensure that they have the capability to disinfect an area(s) potentially exposed to COVID-19 virus.
- Stay informed about the local virus situation.
- Monitor the company intranet page for latest corporate updates regarding the situation, travel restrictions, quarantines, etc.



Encourage staff to practice good hygiene including:

- Staying home when sick
- Covering coughs and sneezes with a tissue or their upper sleeve or elbow **(not their hands)**
- Washing hands frequently for at least 20 seconds and/or using hand sanitizer
- Refraining from touching their eyes, nose and mouth
- Avoiding close contact with anyone who has a fever or cough



Establish strategies to limit contact between staff as appropriate and where possible:

- Teleworking
- Conference calls
- Avoid large group meetings
- Discourage handshaking, personal contact, etc.
- Practice social distancing – keep a 6-foot or 2-meter distance between yourself and the next person in gathering places (lunchrooms, conference rooms, etc.)
- Limit the number of visitors to site (as appropriate)

Reporting	Signage	Housekeeping
<p>Contact Tricia Kagerer at 915-203-4518 tkagerer@jordanfosterconstruction.com or Kate Doyle at 469-396-8873 kdoyle@jordanfosterconstruction.com or Damian Alvarez at 512-713-8716 dalvarez@jordanfosterconstruction.com</p> <p>if a colleague:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has a confirmed case of COVID-19 <input type="checkbox"/> Is under investigation for COVID-19 and has been on site or in close contact with other employees 	<p>Update signage as appropriate throughout the facility to strengthen awareness of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good hygiene practices <input type="checkbox"/> Staying home when sick <input type="checkbox"/> Visitor management/awareness 	<ul style="list-style-type: none"> <input type="checkbox"/> Review housekeeping practices; place special focus on cleaning frequently touched surfaces and objects (computers, doorknobs, handrails, etc.) <input type="checkbox"/> Ensure necessary supplies are on hand to prevent disease transmission (tissues, hand sanitizer, soap, cleaning supplies, disinfectant wipes)

For the latest company updates, FAQs and other information, please visit our intranet or contact your Risk Management/Safety Team or HR.