

## Jordan Foster Employees

As you know from the media, the COVID-19 situation is ever changing. Attached you will find the JFC Infectious Disease Policy for your review. In an effort to help contain the possible spread of this virus the JFC Emergency Response Team has implemented the following protocol:

### JFC Jobsite Employees

Please report to your respective projects if you are healthy. If you are not well or have been exposed to someone who is sick with symptoms similar to COVID-19 do not come to work. Contact your supervisor immediately. Follow best practices to reduce exposure including:

- Practice “Social distancing” with all field contacts and keep a distance of 6 feet. This includes:
  - Lunch time
  - Breaks
  - Morning meetings/THA
- Do not share any food or water
- NO handshaking or fist bumping
- Disinfect all heavy equipment before operating:
  - Make disinfecting part of the inspection process
  - Assign equipment to one person for the workday
- Do not share tools and equipment
  - If this is required disinfect before using
- Drink plenty of water.
- Sanitize work stations daily
- Wash your hands regularly and not just after using the restroom.
- When washing hands use soap and water
- Use hand sanitizer when needed.
- Maintain regular housekeeping practices
- Avoid touching your face
- Avoid close contact with people who are sick or who might have been exposed to COVID-19.
- Cover coughs and sneezes

The goal of this plan is to keep our projects running while we all negotiate this new and difficult situation. As always be SAFE and feel free to call you safety manager with any questions or concerns