
	W. Bradley Electric, Inc. Safety Management System		Doc No:	COVID-SWG
			Initial Issue Date	3/26/20
<b>WBE COVID-19 Safety Guidelines</b>			Revision Date:	4/17/20
			Revision No.	
			Next Review Date:	3/26/21
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## Purpose

COVID-19 has been classified as a worldwide pandemic by the World Health Organization (WHO). The following safe work guidelines **SHALL** be implemented on all jobsites immediately. The following safe work guidelines must be reviewed at the start of every shift, no exception. **This document will serve as an addendum to both our IIPP and Pandemic Awareness Plan.**

## Start of Shift:

- WBE Crew Leaders must establish an assembly point before the start of work each day, that complies with the recommended social distancing parameters.
- WBE Crew Leaders must establish a daily screening protocol for arriving crew, to ensure that potentially infected staff do not enter the work site. If crew members leave and re-enter the work site during the shift, re-screen individuals prior to re-entry into the work site. A temperature screening and the Covid-19 Self-Reporting Survey must be completed and passed prior to entry onto the job site
- WBE Crew Leaders must hold a **daily** tailgate session reviewing site protocols to mitigate potential spread of the virus. As information is changing continuously regarding COVID-19, these tailgates must occur daily and foremen should document attendance and list all in attendance rather than requiring worker signatures. This can be captured in your daily logs or notes section in Rhumbix.
- WBE Crew Leaders or designate will be the Site Safety Rep (SSR) to monitor and implement all recommended safety practices regarding the COVID-19 virus with all WBE staff members. Foremen must halt all activities that do not adhere to these COVID-19 safety practices. The SSR should have training commensurate with this hazard and all required industrial hygiene practices that may be required on the job site. This person will be responsible to maintain supplies of disinfectants and make sure that workers follow decontamination, hand washing, distancing, and all PPE rules and requirements.
- WBE Crew Leaders must establish and enforce the level of PPE required for each specific task. This is especially important for tasks that may require crew members to work inside of the recommended safe distancing zone of 6'. Employ a task specific Pre-task Plan or Job Hazard Analysis (JHA).

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**Social Distancing:**

- You must maintain a minimum of 6’ feet of separation from coworkers at all times. This must include breaks and lunches.
- If for some reason the task cannot be completed while maintaining the 6’ feet of separation, a half facepiece respirator or N-95 Respirator and goggles must we worn.
- Whenever working outside of the 6’ distance, a level 1 face covering must be worn.
- If possible, keep your crew separated by task or floor. If employees need to work together, try to keep a 1-1 ratio. The same 2 employees work together, but with nobody else.
- If allowed or practical, set up shifts to have as few employees together as possible
- No carpooling will be allowed until further notice.
- If you cannot maintain 6’ of separation in an elevator or manlift, take the stairs or wait for the next elevator/manlift.


**Personal Protective Equipment:**

- The WBE Standard of safety glasses and work gloves is still and will always be in effect.
- If you are on a project with added risk exposure, or you must work within 6’ of another employee, you must wear additional PPE to include goggles or a face shield over your safety glasses, and a half facepiece or N-95 Respirator. You are required to pass a fit test in order to wear a half facepiece or an N-95 respirator, and in addition you will need to be clean shaven and pass a medical screening.
- There are additional measures that must be taken when putting on and taking off your PPE when wearing a half facepiece or an N-95 respirator. Please contact the Field Safety Manager or Director of Field Personnel prior to use for the correct procedure.
- Additional PPE Is available for your use including Tyvek Suits, and disposable rubber gloves.
- Disposable rubber gloves shall always be worn when cleaning and disinfecting your tools and work areas, and when putting on and taking off any PPE you place on your face.
- You must adhere to any site-specific PPE requirements, but they may not be less than WBE requirements.

**Infection Control Measures:**

Guidelines for infection control are important to help eliminate the routes of transmission and the ways to interrupt transmission through measures of hygiene. Infection control is an essential component of pandemic management and a component of public health measures. Essential measures include:

- Hand washing (20 seconds) and use of hand sanitizers are an essential measure to control the spread. Hand washing facilities, hand sanitizers, tissues, no touch trash cans, hand soap and disposable towels shall be provided by WBE.

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- Workers are encouraged to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine is considered when vaccines become available in the community.
- Safe work distancing including increasing the space between employee work areas (6' minimum) and decreasing the possibility of contact by limiting large or close contact gatherings must be implemented.
- Avoid touching your face. Your eyes, nose and mouth are the primary paths for the virus to enter your body. If you must touch your face, make sure you sanitize your hands first. Masks, glasses and gloves are great reminders/deterrents to stop you from touching your face.

WBE Employees are required to clean and disinfect the following items two times per shift:

- Spray the bottom of your shoes with disinfectant prior to the start and at the conclusion of your shift.
- Toolboxes, tools, transportation carts, battery charging stations, electronic devices, and radios.
- Workstations (desks, chairs, tables), plan tables, lunch/break areas.
- Heavy Equipment (Forklifts, Scissor Lifts, Boom Lifts, etc.) Prior to and after use, wipe down controls, seats, handrails or other frequently touched surfaces.
- Areas, tools and materials where a sick employee previously worked.
- Workers that perform cleaning/disinfection functions shall wash their hands directly after completing this task.
- You should also wipe down your personal vehicles prior to leaving each day (door handles, steering wheel, etc.)
- We will provide cleaning kits with a bleach to water solution and all other associated supplies. Please use wipes or exercise more caution when cleaning sensitive devices (i.e. testers)
- It is recommended that employees share tools only when needed, and a wipe down should occur when they change hands.

**Employee Communication Procedure:**

Communications during a pandemic involves both internal communications and external communications. Internal communication will be provided to employees to inform them of the measures they should be taking to work safely. External communications will consist of new information and work considerations provided from reputable organizations such as the Centers for Disease Control (CDC), the World Health Organization (WHO) or Local, State, or Federal Government agencies.

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As a reminder, common Covid-19 Symptoms are:

- Fever (take your temperature at home unless temperatures are being taken on your job site).
- Persistent Coughing
- Obvious Nasal Congestion
- Difficulty Breathing or Shortness of Breath
- Chills or Sweating

Employees experiencing any of the above symptoms must leave the jobsite immediately. If you are home; stay home and do not come in to work. If you have been exposed to the Coronavirus by family or friends, you may be required to self-quarantine.

At this point you must contact your healthcare provider and **notify Ken DeGraca (415-850-0800) or Liz Hartmann (415-850-3300) immediately of the advice/results.**

We will continue to use phone and email to send notifications and updates to employees.