

CHARLOTTE COMMERCIAL CONSTRUCTION COALITION (4C)

PCEA CHARLOTTE PANEL DISCUSSION



July 15, 2020

CHARLOTTE COMMERCIAL CONSTRUCTION COALITION (4C)

4C OVERVIEW

- Coalition of 45+ Charlotte-Area General Contractors
- 4C Mission: Create a consistent safety environment across job sites in our region in order to keep employees, subs, vendors, owners, and the public safe and healthy as well as to keep our projects moving forward as an essential business.
- What we have been working on...
 - Establishing Consistent Jobsite Protocols
 - Sourcing Needed Supplies (Face Masks, Cleaning, Temperature Scanning)
 - Ensuring Inspectors Have Safe Access to Project Sites
 - Short & Long Term Implications of Working in the Office & Field



CHARLOTTE COMMERCIAL CONSTRUCTION COALITION (4C)

PARTICIPATING GENERAL CONTRACTORS INCLUDE

Balfour Beatty

 BARNHILL
CONTRACTING
COMPANY

 BARRINGER
CONSTRUCTION

BATSON-COOK
CONSTRUCTION

BECK

BRASFIELD
& GORRIE

 BUILTECH
ALWAYS BUILDING TRUST™

CAROCON

CHOATE
CONSTRUCTION

 Concorde
CONSTRUCTION

 DOERRE
CONSTRUCTION

 DPR
CONSTRUCTION

 EDIFICE
GENERAL CONTRACTORS

 EDISON
FOARD
CONSTRUCTION

 ELFORD

 FRAMPTON
CONSTRUCTION

 Gibane

 HARKER
COLLABORATIVE CONSTRUCTION



 HOAR
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 HOLDER

 JE DUNN
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 LANDMARK
We Build Confidence.

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BUILDING BUSINESSES
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CONSTRUCTION SERVICES SINCE 1953
 Myers & Chapman
Your Building Partner®

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 ROBINS & MORTON

 ROBY | commercial

 RODGERS
Our Passion is Building®

 SC HONDROS
& ASSOCIATES, INC.

 SAMET
CORPORATION

 Shelco
Building Excellence

 Turner

 TYLER 2
CONSTRUCTION

 VANNOWY
CONSTRUCTION

 WHITING-TURNER



CONSISTENT SAFETY PROTOCOLS



SIGNAGE

LARGE SIGNAGE
WITH SIMPLIFIED
SAFETY
GUIDELINES

IN BOTH
ENGLISH &
SPANISH

SAFETY GUIDELINES DURING THE COVID-19 OUTBREAK

AS ESTABLISHED BY THE CHARLOTTE COMMERCIAL CONSTRUCTION COALITION



SOCIAL DISTANCING
DISTANCIAMIENTO SOCIAL



COVER YOUR MOUTH
CÚBRETE LA BOCA



FRESH AIR
AIRE FRESCO



STAY HOME IF SICK
QUEDARSE EN CASA SI ESTÁ ENFERMO



ESSENTIAL WORKERS ONLY
SÓLO LOS TRABAJADORES NECESARIOS



LIMIT GATHERING
LIMITAR LAS REUNIONES EN GRUPO



WASH HANDS OFTEN
LAVARSE LAS MANOS CON FRECUENCIA



CLEAN SURFACES
SUPERFICIES LIMPIAS



BEEN IN CONTACT? STAY HOME!
¿HA ESTADO EN CONTACTO? ¡QUÉDATE EN CASA!



AVOID TOUCHING FACE
EVITE TOCARSE LA CARA



6' DISTANCE IN ELEVATORS
6' DISTANCIA EN ELEVADOR



DAILY HEALTH CHECKLIST
CHEQUEO DIARIO DE LA SALUD

PLEASE SEE YOUR PROJECT GENERAL CONTRACTOR FOR ADDITIONAL INFORMATION OR ANY QUESTIONS.



HANDOUTS

ELABORATE ON
SAFETY
PROTOCOLS
LISTED IN
SIGNAGE

(ENGLISH &
SPANISH
VERSIONS)

SAFETY GUIDELINES DURING THE COVID-19 OUTBREAK



SOCIAL DISTANCING

Stay at least 6 feet (2 meters) from other people.

- Exhaust all methods to adhere to this rule before considering 2 man activities. Wear proper PPE when within 6', to include face mask or shield.
- Consider shift work if necessary, to maintain 6 foot social distancing.



STAY HOME IF SICK

If you feel sick, stay at home and reference the CDC website.

- If someone appears sick, say something to them, their supervisor, your supervisor. If warranted, they should be asked to leave site and follow proper protocol.



WASH HANDS OFTEN

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.

- Hand wash stations at entry to project.
- Hand sanitizer acceptable.
- Workers required to wash hands entering work area, before and after breaks and meals, and before leaving work area.
- Disposable towels only.
- Sanitize locations at least daily, several times a day for heavy usage.



AVOID TOUCHING FACE

To help prevent infections, keep your hands away from your eyes, nose, and mouth.



COVER YOUR MOUTH

Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



ESSENTIAL WORKERS ONLY

No unnecessary people on jobsite.

- Use technology to assist with communication.



CLEAN SURFACES

Clean AND disinfect frequently touched surfaces daily. This includes phones, tools, PPE, elevators, tables, doorknobs, light switches, countertops, handles, desks, keyboards, toilets, faucets, and sinks.

- Any shared tools or equipment must be sanitized between users. This includes, but is not limited to, rental machinery or equipment, contractor owned equipment, PPE, power and hand tools, vehicles, tool boxes, ladders.
- Disinfect all equipment thoroughly at the beginning and end of each workday.
- Empty jobsite trash cans on a daily basis.



6' DISTANCE IN ELEVATORS

Post number of personnel allowed in an elevator to ensure personnel maintain 6' social distancing.

- Standing queue with distance markers on the floor every 6 feet.
- Encourage Stair usage.
- Consider limiting elevator use for material and handler only.



FRESH AIR

Encourage outdoor meetings, increase ventilation indoors and use of clean air machines.

- Look at changing the outside air exchange through the HVAC system.
- Prop doors open whenever possible.



LIMIT GATHERING SIZE

Minimize gathers for lunch, breaks and meetings to less than 10 people and maintain social distancing.

- No shared use of refrigerators or microwaves.
- Avoid use of food trucks on all project sites.
- Consider restricting food & drink to work vehicles or designated break areas.



BEEN IN CONTACT? STAY HOME!

Stay at home and notify your supervisor and follow company policy.



DAILY HEALTH CHECKLIST

Onsite staff to monitor health.

- GC team to conduct routine morning health check before work begins. Ensure everyone feels healthy.



AS ESTABLISHED BY THE CHARLOTTE COMMERCIAL CONSTRUCTION COALITION / APRIL 2020

GUIA DE SEGURIDAD DURANTE EL BROTE DEL COVID-19



DISTANCIAMIENTO SOCIAL

Manténgase al menos 6 pies (2 metros) de distancia de otras personas.

- Si la actividad requiere a (2) personas en proximidades menores de 6 pies, el equipo personal adecuado tiene que ser utilizado, incluyendo las mascarillas o los protectores para la cara completa.
- Considere trabajar por turnos para mantener el distanciamiento social de 6 pies.



QUÉDATE EN CASA SI ESTAS ENFERMO

Si te sientes enfermo, quedate en casa y haga referencia al sitio web de los CDC.

- Si alguien se ve enfermo, déjale saber a tu supervisor, o al supervisor de esa persona. Si es justificado, se les debe pedir que abandonen el sitio y sigan el protocolo adecuado.



LÁVESE LAS MANOS CON FRECUENCIA

Lávese las manos a menudo con agua y jabón durante al menos 20 segundos, especialmente después de haber estado en un lugar público, o después de sonarse la nariz, toser o estornudar.

- Estaciones de lavado de manos a la entrada del proyecto.
- Desinfectante de manos es aceptable.
- Los trabajadores deben lavarse las manos antes de entrar al área de trabajo, en los descansos y a la hora de comer, y antes de salir del área de trabajo.
- Solo toallas desechables son permitidas.
- Desinfectar las instalaciones diariamente, o ideal varias veces al día.



EVITE TOCARSE LA CARA

Para ayudar a prevenir infecciones, mantenga las manos alejadas de los ojos, la nariz y la boca.



CÚBRETE LA BOCA

Cúbrese siempre la boca y la nariz con un pañuelo de papel cuando tose o estornude o use el interior delgado.

- Tirar los pañuelos usados a la basura.
- Lávese las manos inmediatamente con agua y jabón durante al menos 20 segundos. Si el agua y el jabón no están disponibles, limpíe las manos con un desinfectante de manos que contenga al menos 60% de alcohol.



SÓLO LOS TRABAJADORES NECESARIOS

Solo personas necesarias para efectuar el trabajo serán admitidas en la obra.

- Utilice la tecnología para ayudar con la comunicación.



SUPERFICIES LIMPIAS

Limpie y desinfecte las superficies que son tocadas frecuentemente. Esto incluye teléfonos, herramientas, PPE, ascensores, mesas, las manillas de las puertas, interruptores de luz, mesa, escritorios, teclados, inodoros, grifos y fregaderos.

- Cualquier herramienta o equipo compartido debe estar desinfectado entre los usuarios. Esto incluye, pero no se limita a, maquinaria o equipo de alquiler, equipo propiedad del contratista, PPE, herramientas de energía y mano, vehículos, cajas de herramientas, escaleras.
- Desinfecte todos los equipos a fondo al principio y al final de cada día laboral.
- Vaciar los basureros diariamente.



6' DISTANCIA EN ELEVADOR

Indique el Número de personal permitido en un elevador para garantizar que el personal mantenga un distanciamiento social de 6'.

- Indicar con marcadores la distancia en el suelo cada 6 pies.
- Recomendar el uso de escaleras.
- Considerar la posibilidad de limitar el uso del elevador solo para el material y el que lo maneja.



AIRE FRESCO

Recomendar reuniones al aire libre, aumentar la ventilación en interiores y el uso de purificadores de aire.

- Cambiar el intercambio de aire exterior a través del sistema de aire acondicionado (HVAC).
- Abrir y mantener las puertas abiertas cuando sea posible.



LIMITAR LAS REUNIONES EN GRUPO

Minimizar las reuniones para el almuerzo, los descansos y las reuniones tienen que mantenerse menos de 10 personas y mantener el distanciamiento social.

- No compartir los refrigeradores o microondas.
- Evite el uso de loncheras en todos los sitios de proyectos.
- Considerar la posibilidad de restricciones de alimentos y bebidas a vehículos de trabajo o áreas designadas para descansar.



¿HA ESTADO EN CONTACTO? ¡QUÉDATE EN CASA!

Quédate en casa y notifica a tu supervisor y sigue las reglas de la compañía.



CHEQUEO DIARIO DE LA SALUD

Personal encargado debe monitorear la salud.

- Equipo del GC debe hacer una rutina para checar la salud diariamente. Estar seguros de que todos estén saludables.



AS ESTABLISHED BY THE CHARLOTTE COMMERCIAL CONSTRUCTION COALITION / APRIL 2020

ADMIN GUIDELINES

FOR SITE PERSONNEL

(ENGLISH & SPANISH VERSIONS)

SAFETY GUIDELINES DURING THE COVID-19 OUTBREAK

ADMINISTRATIVE GUIDELINES

Post CDC guideline signage on your jobsite.

First aid kits should be well stocked and have nitrile gloves and a breathing barrier.

Update site logistics plans to show hand wash, hand sanitizer and tool disinfecting stations.

In the event of an employee calling in sick, determine reason for calling in sick. Are they sick themselves, taking care of others, previously exposed to others, or just unsure of what to do? Determine state of situation and notify job superintendent. This needs to clearly communicated to subcontractors onsite as well.

In the event of a possible contamination on your jobsite, determine who the infected person was in contact, where they worked, what tools they used, etc. Relay information to Superintendent for further guidance. DO NOT suspend work, send people home, or take other actions unless directed by companies leadership. DO NOT discuss any employees medical status as they are protected under HIPAA. Do your best to control spread of rumors and misinformation.

Keep roster of all persons on jobsite in case its needed for later reference (include owners, inspectors, visitors, delivery drivers, etc.)

AS ESTABLISHED BY THE CHARLOTTE COMMERCIAL CONSTRUCTION COALITION / APRIL 2020



GUIA DE SEGURIDAD DURANTE EL BROTE DEL COVID-19

GUIAS ADMINISTRATIVAS

Publique la guía de seguridad del CDC en su sitio de trabajo.

Los botiquines de primeros auxilios deben estar bien abastecidos y tener guantes de nitrilo y mascarillas

Indicar claramente la localización de las áreas para el lavado de manos, el desinfectante de manos y las estaciones de desinfección de herramientas

En el caso que un empleado se escuse por estar enfermo, determine la razón de su enfermedad. ¿Están enfermos ellos, están cuidando a familiares enfermos, previamente expuestos a otros, o simplemente inseguro de qué hacer? Determinar el estado de la situación y notificar al superintendente de trabajo. Esto también debe comunicarse claramente a los subcontratistas en el sitio de trabajo

En caso de una posible contaminación en su lugar de trabajo, determine quién estaba en contacto con la persona infectada, dónde trabajó, qué herramientas utilizaron, etc. Comunicarle la información al Superintendente para obtener más orientación. NO suspenda el trabajo, no envíe personas en casa, o tomar otras medidas a menos que sea dirigida la gerencia de la empresa. NO discuta el estado médico de ningún empleado, ya que están protegidos bajo HIPAA. Haga todo lo posible para controlar la propagación de rumores y de información no apropiada.

ESTABLECIDO POR LA COALICIÓN DE CONSTRUCCIÓN COMERCIAL DE CHARLOTTE / ABRIL2020

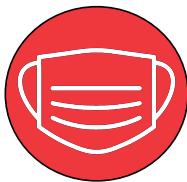


SIGNAGE

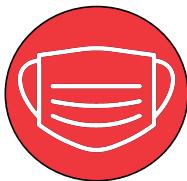
**FACE MASKS
REQUIRED**

**IN BOTH
ENGLISH &
SPANISH**

NOTICE/AVISO



**FACE
COVERINGS
REQUIRED
BEYOND THIS
POINT**



**EL USO DE
MASCARILLAS/
TAPA BOCAS ES
MANDATORIO
DESDE ESTE
PUNTO**



SIGNAGE ON ACTUAL/POTENTIAL CASES & RETURNING TO WORK

IF ANY PERSON AT A JOB SITE OR OFFICE TESTS POSITIVE OR IS SUSPECTED OF HAVING COVID-19

THIS PROCESS APPLIES WHEN ANYONE AT THE JOBSITE OR OFFICE

- Tests Positive for COVID-19 **OR**
- Has a test result pending for COVID-19 **OR**
- Is suspected of having COVID-19 by a medical professional

SUPERINTENDENT OR OFFICE LEADER WILL:

ASK ILL PERSON TO LEAVE IMMEDIATELY

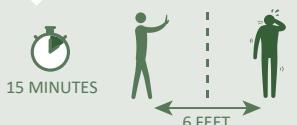
Determine Facts.

- When was ill person last onsite?
- Did ill person have any symptoms while onsite?
IF YES:
 - Where was ill person last onsite?
 - Who did ill person have **close contact** with onsite?

Identify Close Contacts.

- If ill person had symptoms while onsite, identify all subcontractors or other persons onsite that had close contact with the ill person on the week they became symptomatic, and contact the project team to notify them. For guidelines on how to handle potential exposure reference *What should I do if I might have been exposed?* from www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html

CLOSE CONTACT IS:
BEING WITHIN APPROXIMATELY 6 FEET (2 METERS) OF A SYMPTOMATIC PERSON WITH COVID-19 FOR 15 MINUTES OR LONGER.



ASK CLOSE CONTACTS TO LEAVE IMMEDIATELY

Manage Incident.

CLEAN

1. Consult with safety manager, project team and BUL on scope of cleaning
2. If ill person had symptoms while onsite:
 - a. Close affected portion of jobsite
 - b. Hire qualified cleaning company to disinfect site
 - c. Reopen site

COMMUNICATE

- Contact the project team, BUL, and safety manager. Immediately notify the superintendent
- Notify client of current situation
- Notify subcontractors that are actively working on the site

TRACK

- Safety Manager tracks:
- Initial response and remediation
 - Individuals impacts
 - Who left work
 - When did they return
 - Notifications of appropriate authorities

WHEN AN INDIVIDUAL WITH COVID-19 (POSITIVE OR SUSPECTED) CAN RETURN TO WORK

THIS PROCESS APPLIES WHEN ANYONE AT THE JOBSITE OR OFFICE

- Tests Positive for COVID-19 **OR**
- Has a test result pending for COVID-19 **OR**
- Is ill and is told by a medical professional to self-quarantine

AN INDIVIDUAL CAN RETURN TO WORK BY FOLLOWING PATH A OR PATH B

OR

PATH A

Received two (2) negative COVID-19 tests

AND

No signs of illness or fever, without using fever-reducing medicine, for 7 days.

OR

When a doctor says it is okay to return to work.

PATH B

Completed self-isolation per CDC guidelines or as directed by medical professional.

AND

No fever for at least 72 hours (without use of medicine that reduces fevers).

AND

No symptoms.

AND

At least 7 days have passed since symptoms first appeared.

NON-COVID-19 ILLNESS: WHAT TO DO WHEN SOMEONE IS SICK

ANYONE WHO IS NOT FEELING WELL OR WHO IS SHOWING SYMPTOMS SHOULD STAY HOME.

THE PERSON IS NOT FEELING WELL

VS

THE PERSON IS NOT FEELING WELL AND EXHIBITS TWO (2) OF THE FOLLOWING SYMPTOMS PER CDC GUIDELINES:

- Shortness of breath
- Fever
- Cough

RETURN TO WORK ONLY WHEN:

No signs of illness or fever, without using fever-reducing medicine, for 7 days.

OR

When doctor says it's okay to return to work.

IF THE PERSON EXHIBITS A FEVER WITH ONE (1) OF THE OTHER SYMPTOMS, REFERENCE "RETURN TO WORK WHEN ACTUAL/ SUSPECTED COVID-19 CASE EXISTS"

For all questions regarding when an individual can return to work, contact your BUL.

For all questions regarding when an individual can return to work, contact your BUL.

EMPLOYEE OPTIONS SIGNAGE FROM WB MOORE



Anxious and/or Impacted by COVID-19? What are my options as an essential employee?



Continue Working

*Our work is not only
Essential - so are you!*

The Health and Safety of both you and your families is of the utmost importance. We welcome you to continue working during this Pandemic.

We have implemented some additional safety protocols, following the CDC guidelines as a result of COVID-19, that you must adhere to in order to ensure the safety of you and others.



Keep in mind, the climate continues to change with more & more restrictions so this is no guarantee that our work will not be impacted at some point during this pandemic.



Federal Paid Leave

(Max 10 days or 80 hours)

You qualify if you:

- ✓ Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- ✓ Are experiencing symptoms of COVID-19 and are seeking medical diagnosis,

100% of Pay

**Max amount \$511/per day or \$5,110
over entire paid sick leave period**

You qualify if you are:

- ✓ Caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- ✓ Caring for your child whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons;

2/3rds of Pay

**Max amount \$200/per day or \$2,000
over entire paid sick leave period**

No interruption in benefits!

Federal FMLA

(Max 12 weeks)

You qualify:

- ✓ If you are caring for your child (18 or younger) whose school or childcare provider is closed or unavailable for reasons related to COVID-19.



The first 10 days of Federal FMLA are unpaid, but federal paid leave can be used to cover this time.

An additional 10 weeks of

2/3rds of Pay

Questions? We're here for you! Please reach out via email at wbmhr@wbtmoore.com or call the hotline at **704-943-0956**

Unemployment

The federal government under the **CARES Act** has enhanced the NC State Unemployment program.

If you feel that by working you or your family members' health could be placed in jeopardy, you could leave your employment and apply for Unemployment.

Here are some things to take into consideration:

- ✓ The maximum NC Unemployment weekly benefit amount is \$350.00 (The CARES Act adds an additional \$600)
- ✓ The one week waiting period & work search requirements have been waived.
- ✓ A person's unemployment insurance benefits are calculated based upon wages earned during a 12-month period.
- ✓ **WB Moore benefits would end effective same day and employee would be eligible for COBRA.**
- ✓ **We will do our best to bring back those who end their employment due to COVID-19 reasons.**

Questions about unemployment?
Contact NC DES for more information:
1-888-737-0259

<https://des.nc.gov/apply-unemployment>

MCKENNEY'S COVID-19 PREVENTION JOBSITE SAFETY PRACTICES



**Moving Safety
Forward**

COVID-19 Prevention - McKenney's Jobsite Safety Practices to Help Slow The Spread

Avoid Groups

1. Keep crew at a minimum of 6' during Flex & Stretch and PTPs.
2. Avoid close contact with people who are sick.
 - a. Close contact includes riding in the same vehicle, eating lunch together, living in the same household or being within 6' of an infected individual for a prolonged period of time
 - b. Close contact does not include walking past someone, working on the same jobsite as someone, or being in the same general vicinity as an infected individual
3. Schedule work so as not to overlap with other trades
4. Take breaks/lunch in outdoor areas if possible: maintain separation and receive fresh air.
5. Avoid commonly used areas/main entry points into buildings: use service entrances and loading docks.
6. Do not allow gatherings of 10 people or more and ensure a 6-foot distance between people when meeting in smaller groups.
7. Schedule/attend meetings online or via conference call whenever possible.

Mobile Equipment

Scissor lifts, single man lifts, lulls, forklifts, pallet jacks, duct jacks

1. Do not share equipment with other trades.
 - a. Lock up control boxes and take keys out of equipment to prevent others from using our equipment
 - b. Don't borrow mobile equipment from other trades or companies
2. Get unused or non-needed equipment off the job.
3. Identify cardboard, plastic and metal surfaces and schedule to clean at the beginning & end of shift, after lunch or significant periods away from/between use of equipment.
4. Follow cleaning guidelines in the middle of this page. If bleach solution is not available or if bleach is harmful to material, use dish soap and water to clean surfaces. Park equipment in the sun when possible to help equipment dry.

Pre-Task Plans (PTPs)

1. PTPs must include hazard identification of potential COVID-19, along with specific hazard prevention steps to reduce the likelihood of exposure, including, but not limited to:
 - a. Re-check if anyone on our crew is experiencing flu-like symptoms & what should happen if someone exhibits these symptoms during the shift
 - b. Possible trade stacking or working within 6' of other trades
 - c. Surfaces that may have become contaminated since the last working shift
 - d. Any challenges with tool/equipment cleaning or hand washing stations
 - e. Port-a-Johns/Bathrooms
 - f. Any schedule/work order changes that may influence the above items
 - g. Use and cleaning of PPE, with a reminder not to share gloves, glasses and face shields

Cleaning Tools/Equipment/Surfaces

Clean equipment regularly with bleach and water solution. The proper ratio for bleach to water is:

5 Tablespoons - 1/3 a cup of bleach - to 1 gallon of water
For spray bottles: 3 teaspoons - less than half an ounce of bleach - to 24 oz of water

1. Keep a wet hand towel sprayed with the cleaning mix on your cart to wipe down your tools before you grab them. The towel stays wet for hours - just respay within 3 hours
2. Use solution on handrails, steering wheels, chains, seat belt parts, forks, handles, and all other surfaces, especially surfaces in which the body contacts.
3. Let solution air dry, if possible, or wipe dry with a clean cloth.
4. Wash hands before and after cleaning equipment.
5. Some material cannot be cleaned with bleach, i.e. fiberglass. Bleach may discolor or weaken rubber.
6. All common break areas, lunch and break rooms will be cleaned multiple times throughout the shift.

Hand Sanitizing

1. Hand washing stations must be provided for McK crews throughout the active job areas (one per floor/one per crew) and contain soap and water
2. If soap and water are not available, a hand sanitizer with at least 60% alcohol must be provided (one per floor/one per crew)
3. Wash your hands frequently and thoroughly using soap and water for at least **20 seconds**.
 - a. Hand wash prior to shift/prior to breaks & lunch/after bathroom use – or any other opportunity
4. Avoid touching your eyes, nose and mouth with unclean gloves and unwashed hands.

Ladders

1. Do not share tools/equipment with other trades.
 - a. Lock up tools in carts and gang boxes every shift
 - b. Don't borrow tools from other trades or companies
2. Contact the tool room to get the right size ladders for each crew.
3. If you are not using tools keep them locked in a connex, storage area or near gang boxes.
4. On larger jobs have an apprentice clean tools, duct jacks, chain falls, gang boxes and any other equipment you have on the job.
5. Follow cleaning guidelines in the middle of this page. Bleach solution can damage fiberglass ladders. Use soap and water to clean surfaces.
6. Place ladder in the sun when possible to help it dry.
7. Schedule ladder cleaning at the beginning & end of shift, after lunch or significant periods away from/between use of equipment.
8. As with all tools, take 5 minutes at the end of day and spray down ladders that you will be using the following morning.

Tools/Equipment

1. Do not share tools/equipment with other trades.
 - a. Lock up tools in carts and gang boxes every shift
 - b. Don't borrow tools from other trades or companies
2. Contact the tool room to get individual tools for each crew member.
3. If you are not using tools keep them locked inside your gang box/cart.
4. On larger jobs have an apprentice clean tools, duct jacks, chain falls, gang boxes and any other equipment you have on the job.
5. Follow cleaning guidelines in the middle of this page. If bleach solution is not available or if bleach is harmful to material, use dish soap and water to clean surfaces.
6. Place tools in the sun when possible to help equipment dry
7. Schedule tool cleaning at the beginning & end of shift, after lunch or significant periods away from/between use of equipment.
8. Take 5 minutes at the end of day and spray down everything you will be using the following morning.

Port-a-Johns/Bathrooms

1. Where possible, a separate, dedicated Port-a-Johns should be provided for McK crews.
2. Portable bathrooms will be serviced at a minimum of three (3) times a week where we are responsible.
3. For the Port-a-Johns/bathrooms. These units should be cleaned sanitized more frequently based on inspections and reports of use
3. Hand sanitizer shall be provided in/or around all Port-a-Johns/bathrooms.

Buck Hoists/Elevators

1. Arrange shift schedule to access/exit floors using buck hoist on off-hours from the rest of the project.
2. If McK workers observe a buck hoist that is full and will not allow 6' social distancing, they are to wait for another car.
3. Turn your back to other passengers on the hoist during transit.
4. Do not interact/shake hands and avoid touching other workers while entering/riding/exiting the hoist.
5. Avoid touching the doors, walls and sides of the buck hoist/elevator if possible.

Food & Personal Belongings

1. Prepare food at home and avoid sharing food while at the jobsite.
2. Do not eat off the food trucks which travel between jobsites and have large groups using them. Avoid all food trucks till further notice.
3. Avoid eating lunch in groups where possible.
4. Don't huddle together in areas like the buck hoist platform or elevator lobby where possible.
5. Wash items like jackets, vests, and gloves at home at the end of each day.
6. Clean gloves at end of shift.
7. Personal belongings you bring to the jobsite, such as lunch boxes and toolboxes, should be wiped down with a cleaning solution mentioned in the middle of this page before bringing to the jobsite each day.

SOCIAL DISTANCING IN VEHICLES (ENGLISH & SPANISH)

Social Distancing in Vehicles

COVID-19 PREPAREDNESS PLAN

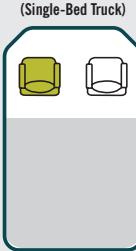
insert logo here

Preventing the spread of COVID-19 starts **before** we all reach the jobsite. Protecting yourself from the spread of COVID-19 is as important when traveling to work as it is at work or home. Due to the highly contagious nature of the virus, it's important we all do our part to ensure that we are protecting ourselves, our co-workers and in turn, our families and the general public.

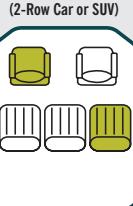
When possible, employees should use personal transport to reduce the number of people in an enclosed space. If that is not an option, please follow this temporary guidance to help prevent further cases.

This guidance will be withdrawn once conditions allow.

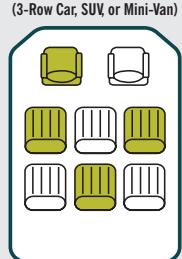
2 SEATS
(Single-Bed Truck)



5 SEATS
(2-Row Car or SUV)



6-8 SEATS
(3-Row Car, SUV, or Mini-Van)



# OF SEATS	MAX # OF OCCUPANTS
2	1
5	2
6 - 8	4



Ensure the same crew members travel together each day to limit potential exposure to others.



Wear PPE (face covering) while carpooling



Use hand sanitizer before entering/exiting vehicles



At gas stations, wash or sanitize your hands after handling gas pumps

LIVING IN COMMON QUARTERS

If you share a small living space, the same risks apply. Remember to:

- Maintain as much physical distance as possible
- Wash your hands often
- Sanitize commonly-touched surfaces (bathrooms, doorknobs, light switches, etc.)
- DO NOT share food or drinks
- Wear a face covering

Regularly clean all common areas that are likely to be touched.

Steering Wheel • Gearstick • Handbrake • Door Handles • Radio and Infotainment Controls • Steering Column Stalks (Indicators, Windscreen Wipers, Cruise Control) • Elbow Rests • Seat Position Controls • Door Frame



Distancia Social en Vehiculos

PLAN DE PREPARACION ACERCA DE COVID-19

insert logo here

Protegerse de la propagación de COVID-19 es igual de importante al viajar al trabajo como mientras estás en el trabajo o en la casa. Debido a la naturaleza altamente contagiosa del virus, es importante que cada uno haga su parte para asegurar que nos estamos protegiendo a nosotros mismos, a nuestros compañeros de trabajo y a su vez, a nuestras familias y al público en general.

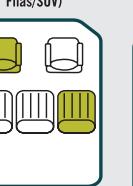
La prevención de la propagación de COVID-19 comienza antes de que todos lleguemos al lugar de trabajo y a lo largo de nuestro tiempo en el lugar de trabajo. Cuando posible, empleados deben usar modo de transporte personal para limitar viajar juntos. Si no es la opción, por favor seguir esta guía para ayudar a evitar casos siguientes.

Esta guía se retirará cuando las condiciones lo permitan.

2 ASIENTOS
(Camion Con Caja Individual)



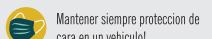
5 ASIENTOS
(Carro Con 2 Filas/SUV)



6-8 2 ASIENTOS
(Carros Con 3 Filas,
SUV, or Mini-Van)



NÚMERO DE ASIENTOS	MÁXIMO DE OCUPANTES
2	1
5	2
6 - 8	4



Asegúrese de que los mismos miembros de la tripulación viajen juntos cada día para limitar la exposición potencial a otras personas



Use Equipo de Protección Personal (cubierta facial) mientras está en las estaciones de servicio



Usar desinfectante de manos antes de entrar y salir de los autos



En las estaciones de gasolina lávese o desinfecte las manos después de tocar las bombas de gasolina

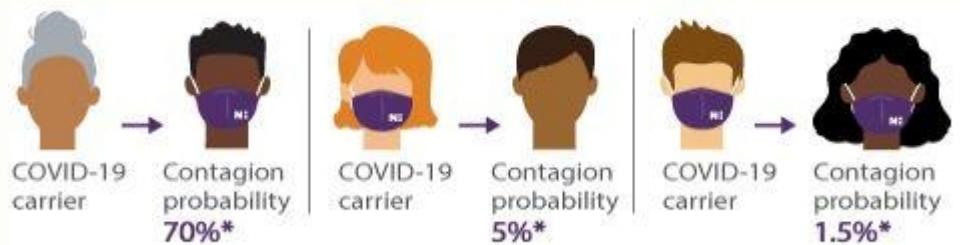
VIVIENDO EN LA MISMA VIVIENDA

Los mismos riesgos aplican si vive en una espacio pequeño:

- Mantener una distancia alejada lo más posible
- Lavarse las manos seguido
- Sanitar lo que se toca más seguido, apagador de luz, pomos de puerta, etc.
- NO COMPARTIR comida y bebidas
- Andar con mascarilla cuando posible



FACE MASKS



*For illustrative purposes only.

Wear a cloth covering over your nose and mouth to slow the spread of COVID-19

Risk of COVID-19 Transmission



LOWER RISK



MEDIUM RISK



HIGH RISK

@NCDHHS • #COVID19NC

FACE MASKS

KEEPING YOUR GUARD
UP - THE IMPORTANCE
OF FACE COVERING PROTECTION.

YOU
MATTER!
WE CARE!

WEAR A MASK. SLOW THE SPREAD. PROTECT YOUR NEIGHBORS.

Although masking will not replace hand hygiene, social distancing, or staying home, it's another powerful tool that can support the recovery of our communities. The steps our community has taken to control the spread of the coronavirus are working and we believe that masking will save additional lives.

The Centers for Disease Control and Prevention (CDC) recommends wearing face masks in public settings where other social distancing measures are difficult to maintain. This can include grocery stores and pharmacies.

We ask all visitors entering our office to wear a mask or facial cloth over their face. If you don't have a mask, we can give you one when you arrive. Our team members will also be masked while in office.

Surgical masks and N-95 respirators are still critically needed for healthcare workers. To help conserve supplies, please consider other face coverings, such as cloth masks.

How to properly wear a mask

Cloth face coverings should:

- Fit snugly but comfortably against the sides of the face.
- Cover both the mouth and nose.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for unrestricted breathing.
- Be able to be laundered and machine-dried without damage or change to shape.

How to properly remove a mask

When removing your mask, be careful not to touch your eyes, nose or mouth. Wash your hands immediately after removing your mask. Do not take your mask on and off while it's in use.

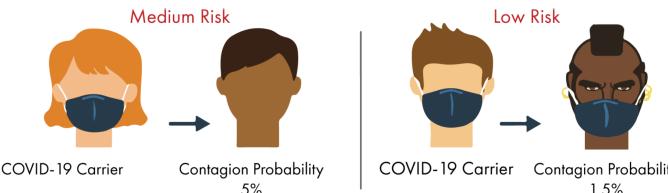
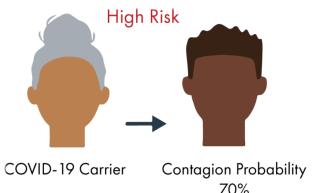
How to properly disinfect a cloth mask

Cloth masks should be washed regularly, depending on how often you use them. Simply toss your mask in a washing machine to clean it. You can even put it in with your regular laundry.

As we inch toward reopening more businesses, we must keep in mind the damage done by COVID-19. You are probably seeing less people at stores or even out in the public who are wearing mask, and you may be even tempted to fall in with the masses, right?

You have done GREAT so far! So why risk yourself now?? The chart above illustrates the odds favor all of us if we all wear mask.

Here is a rule of thumb to follow: "Keep your mask on like you keep your hardhat on". Imagine walking onto a construction site without your hardhat? Wearing your mask is a personal protective equipment WB Moore has issued you and we want you to continue wearing it until we feel our work environment is safe.



I PITY THE FOOL who doesn't wear a face mask

RESOURCES & SUPPLIES



FACE MASKS & CLEANING/DISINFECTING RESOURCES

BEVERLY KNITS

<https://usafacemaskbki.com/collections/all>

Parker Sytz – (704) 860-3484

BRAND RPM

Michael Samuelson – (704) 965-6843

michaels@brandrpm.com

GREENBIRD LABS

Dave O'Brien – (919) 606-7253

dave@greenbirdlabs.com

FB MEDICAL

Fred Beyers – (704) 681-0053

Fred@fb-medical.com

JOOLA MEDICAL

<http://www.joolamedical.com/>

PARKDALE MILLS

facemasks@parkdalemills.com or

Stacey.heafner@parkdalemills.com

TAGS MARKETING

Tom Simpson tsimpson@tags-marketing.com

Steve Taggart stevet@tags-marketing.com

[Wipes](#), [Masks/PPE](#),

[Good Hands Hand Sanitizer](#)

INTERSTATE SERVICES

Alex Denton – (803) 448-3917

adenton@interstatesolutions.net

ENVIRONMENTAL DIVERSIFIED SERVICES (EDS)

Jeff Rizzo – 704-363-2233

jeff.rizzo@edsdiversified.com

Blair Prentice – 704-226-8021

blair.prentice@edsdiversified.com

FAGALA BIOHAZARD

John Fagala

jfagala@hotmail.com

KESCOR FIRE PROTECTION

Eric Dyer - edyer@kescor.com

(704) 453-9484

LIST OF COVID-19 FIGHTING AGENTS FROM THE AMERICAN CHEMISTRY COUNCIL/ CENTER FOR BIOCIDE CHEMISTRIES

Find the full list [here](#)

- Hydrogen Peroxide, Nixall, and Bioesque



TEMPERATURE SCANNING & EQUIPMENT CONTACTS

OCCUMEDX

Kalen Stovall – 256-221-6163

kalen.stovall@occumedx.com

Main Phone & Email

980-223-5849

info@occumedx.com



<https://ihealthlabs.com/thermometer-pt3/>

S1 SAFETY

Doug Chincar – 813-951-4583

MEDIX TEAM

Nick Burrows – 630-330-6445



https://infraredcameras.com/thermal-infrared-products/hot-spot_non-contact-infrared-thermometer/

<https://iproven.com/products/non-contact-thermometer-nct-978> (Currently sold out, but potential for re-stock)

AERO TEK

Kara Sparks – 773-577-0485

MED COR

Troy Butler – 815-347-9774



CONSISTENT COMMUNICATION



CONSISTENT COMMUNICATION

Suggested Response Protocols Flow Chart for COVID-19 Exposures



WHAT TO DO IF A WORKER HAD CONTACT WITH A CONFIRMED COVID-19 CASE?

SCENARIO A:

No Close Contact and the worker is asymptomatic.
For example: If working on the same floor but have never been in contact with each other.

No further action is necessary.

SCENARIO B:

Close Contact (within 6 feet for more than 10 minutes without facial coverings). For example: If a spouse, caregiver, or close coworker is confirmed.

Worker is sent home. Supervisor and point-of-contact/Pandemic Safety Officer should be notified. Anyone asked to leave should NOT return to work until:

- at least 10 days have passed since symptoms first appeared, **AND**,
- at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications, **AND**,
- other symptoms have improved.

Symptoms of COVID-19 include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If worker develops no symptoms, they stay out of work for 10 days, the last 3 of which they must be symptom free.

If worker develops symptoms, he/she should seek medical attention and should remain away from work for 14 days.

Worker may return after 14 days of self-quarantine, if he/she is:

- symptom free for 72 hours before return, with no medications.

If diagnosed/confirmed positive by a health care provider, he/she should follow CDC guidelines for self-isolation and return to work when directed to do so by their health care provider.

05/12/2020

Suggested Response Protocols Flow Chart for COVID-19 Exposures



WHAT TO DO IF A WORKER IS SICK?

SCENARIO A:

Worker is sick, but symptoms exhibited are not consistent with COVID-19.

Worker follows protocols consistent with company policy sick leave.

SCENARIO B:

Worker is exhibiting symptoms consistent with COVID-19.

Contact on site COVID-19 point-of-contact/Pandemic Safety Officer

Follow established communications plan to notify workforce

Worker is sent home. Supervisor is notified. He/she seeks medical attention; and if deemed necessary, is tested for COVID-19. Worker should make employer aware of diagnosis and follow direction of health care provider.

Worker IS DIAGNOSED/CONFIRMED with COVID-19.

Worker is NOT diagnosed with COVID-19.
Worker should follow direction of healthcare provider and CDC in order to return to work.

Worker:

- Stays home, self-isolates
- Seeks medical attention
- Remains out of work until:
 - » at least 10 days have passed since symptoms first appeared, **AND**,
 - » at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications, **AND**,
 - » other symptoms have improved.
- Employer may require clearance from a healthcare provider to return to work.

- Follow established communications plan to notify workforce.
- Investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days.
- Clean and disinfect the area(s).
- Identify corrective actions, if any, that can be taken for the future.

A negative COVID-19 test is not currently a definitive indication of non-infection.

Worker must remain at home until:

- at least 10 days have passed since symptoms first appeared, **AND**,
- at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications, **AND**,
- other symptoms have improved.

05/12/2020

REOPENING OFFICES



REOPENING OFFICES RESOURCES

Cushman Wakefield Recovery Readiness

- Comprehensive guide available for download
- Also features checklist & webinar resources

The screenshot shows the Cushman & Wakefield website under the 'Insights' section. The main title is 'RECOVERY READINESS: A HOW-TO GUIDE FOR REOPENING YOUR WORKPLACE'. It includes a thumbnail of the guide, a 'GET THE GUIDE' button, and a 'DOWNLOAD GUIDE' button. Below this is 'THE SAFE SIX CHECKLIST' with a thumbnail and a 'DOWNLOAD THE CHECKLIST' button. At the bottom is 'WEBINAR: A HOW-TO GUIDE FOR REOPENING YOUR WORKPLACE' with a thumbnail, a 'WATCH REPLAY' button, and a 'READ RELEASE' button.

JLL COVID-19 Resources Page

- JLL “A guide to returning to work in the next normal” available for download

The screenshot shows the JLL COVID-19 Resources Page. The main heading is 'A holistic approach to re-entering your workspace'. Below it is a 3D diagram of an office space with various service icons: Building and office operations, Food and beverage, Janitorial, Mail services, Space guidelines and adjustments, Employee health and wellness, and Employee & visitor screening. Each icon has a 'Learn more' link.

WHEN	PHASE 1	PHASE 2	PHASE 3
WHO	May 18, 2020 As Needed, Comfortable, Able, Otherwise Work from Home	June 1, 2020 Comfortable, Able	TBD All Employees
WHAT	Active During Phase 1	Active During Phase 2	Active During Phase 3
Before coming to work each employee self screens for symptoms every day	✓	✓	TBD
Maintaining social distance everywhere – the 6 foot work environment	✓	✓	✓
Masks are optional unless ordered by government authority	✓	✓	✓
Daily cleaning and disinfecting of common areas and personal work spaces	✓	✓	✓
Bring your own water container, reusable coffee and snack food will not be provided	✓	TBD	
Travel will only be permitted if essential to the business, with strict safety protocols	✓	✓	
Guests, including business partners, should not be invited to offices	✓	TBD	
Essential in-person meetings: only if less than 10 people	✓	✓	



MECKLENBURG COUNTY RESOURCES



MECKLENBURG COUNTY COVID-19 WEBSITE

UPDATE ON CORONAVIRUS SITE

- Click [here](#) - updated regularly and is a good resource for latest information and trends

SMALL BUSINESS TOOLBOX KIT

- Phase 2 Re-Opening [Toolkit](#) for Small Businesses
 - Sector-specific guides & resources



MECKLENBURG COUNTY CODE ENFORCEMENT

COVID-19 INTERIM POLICY

- Go to their [website](#) for full details on policies and more
- Interim Policy = Social Distancing & Live Remote Inspections (LRI)
- Social Distancing – clear site when inspecting, etc.
- LRI – Verify qualifies for live remote, ensure all technical requirements met, can schedule online, and note it is subject for audit like any other inspection
 - Full LRI Policy here: <https://bit.ly/MeckCodeLRICOVIDGuidelines>
- Items that DO NOT qualify for LRI
 - First-time framing inspections for wood-framed structures
 - First-time electrical rough inspections
 - Temporary power/utility connections
 - Temporary Certificate of Occupancy (TCO) inspections (available only for commercial projects)
 - Final inspections for occupancy approval

The screenshot shows the official website for Mecklenburg County Code Enforcement. At the top, there's a navigation bar with links to 'About Us', 'Building Development Commission', 'Permitting', 'Plan Review', 'Inspections', 'Public Records', 'County Fire Marshal', 'Revenue Collections', 'Customer Tools & Forms', 'Code Information & Appeals', and 'Contact Us'. Below the navigation is a banner titled 'COVID-19' with the subtitle 'HOW MECKLENBURG COUNTY CODE ENFORCEMENT IS MAINTAINING SERVICE TO CUSTOMERS'. This banner features icons for Architects & Engineers, Contractors, Homeowners, and Owners & Developers. To the right of the banner is a 'CUSTOMER LOGIN' button and a circular icon for 'SPECIAL EVENTS PERMITS'. On the left side of the main content area, there's a section for 'Address' and 'Office Location', both listing the same address: 'Mecklenburg County Code Enforcement, 2140 Suite Avenue, Charlotte, NC 28208'. Below this is a 'MAP' section showing the office location. On the right side, there's a message about high inspection requests and a 'Code Enforcement's Customer Service Center' section with contact information: 'Call Us. We're All Answers. 980-314-CODE (2633)' and an email link. At the bottom right is a 'SUBSCRIBE TO CODE ENFORCEMENT E-MAIL ALERTS' button.



MECKLENBURG COUNTY CODE ENFORCEMENT & OTHER CONTACTS

DIRECTORS

[Patrick Granson](#) – Director of Code Enforcement (980.314.3434)

[Melanie Sellers](#) – Director of Plan Review & Permitting (980.314.3108)

[David Gieser](#) – Director of Inspections (980.314.3093)

PLAN REVIEW

[Scott Westbrook](#) – Residential & Small Commercial Plan Review Manager (980.314.3114)

[Tom Smith](#) – Commercial Plan Review Manager (980.314.3194)

COMMERCIAL INSPECTIONS

[Steve Pearson](#) – Commercial Inspections Team Manager (980.314.3062)

[Allen Croom](#) – Inspections Supervisor, Building (980.297.5839)

[Bob Hartman](#) – Inspections Supervisor, Electrical (980.722.3618)

[Andrew DeMaury](#) – Inspections Supervisor, Mechanical & Plumbing (704.200.5595)

RESIDENTIAL INSPECTIONS

[Jeff Griffin](#) – Team Manager (704.634.8847)

[Mike Kale](#) – Inspections Supervisor (980.521.6757)

[Brandon Burgin](#) – Inspections Supervisor (980.259.9200)

[David Barrett](#) – Inspections Supervisor (980.722.0259)

MULTI-TRADE INSPECTIONS

[Clayton Goodman](#) – Team Manager (980.314.3174)

[James Kluttz](#) – Inspections Supervisor

MEGA PROJECTS

[Andy Herring](#) – Mega-Multifamily Code Enforcement (980.722.9259)

[Eric Moore](#) – Mega-Multifamily Senior Code Official

[Gene Murphy](#) – Mega Multifamily Senior Code Official (980.214.7564)

SPECIAL PROJECTS

[Howard Grindstaff](#) – (980.314.3171)

MECKLENBURG CO. HEALTH DEPT

[Susannah Stone-Gill](#)

OSHA

[Lee McKinney](#) (Industrial Hygiene Consultant)

Consultative Services Bureau

Office: 440-915-6766



DISCUSSION/Q&A



CHARLOTTE COMMERCIAL CONSTRUCTION COALITION (4C)

PCEA CHARLOTTE PANEL DISCUSSION



July 15, 2020