



QC1059– COVID 19 Control and Prevention

Quality Control / Standard Operating Procedure

1.0 PURPOSE

The purpose of this COVID-19 preliminary draft procedure is to provide QC supervisors and employees enough information and guidance to ensure that the entire QC workforce is protected from the recent coronavirus outbreak. This procedure is being implemented on an emergency basis in order to ensure the company is not adversely affected by the coronavirus outbreak. A revised procedure will follow which will include more detailed information about COVID-19 and provide more formal instruction on training and implementing control and prevention measures.

2.0 SCOPE

All QC employees are accountable to this COVID-19 control and prevention procedure. This procedure is not to be used as a medical procedure or used for medical treatment. The intent is to provide education and a written plan to protect employees from the COVID-19 Coronavirus, henceforth “the virus”, while at work in the QC office or onsite at any of QC’s worksites. For emergency medical treatment refer to company procedure QC1044 First Aid.

3.0 REFERENCES

3.1	QC1012-x	Stop Work
3.2	QC1018-x	New Hires
3.3	QC1019-x	Incident Investigation (Corrective Action)
3.4	QC1024-x	Personal Protective Equipment PPE
3.5	QC1044-x	First Aid
3.6	OSHA Form 301	Injury and Illness Incident Report
3.7	Form F1155-x	COVID-19 Screening

4.0 PROCEDURE

- 4.1 Management is responsible for developing and maintaining this COVID-19 procedure. It is responsible for ensuring all field employees are properly trained. Foreman or crew leaders are to implement the procedure while on their projects. Employees are to follow all mandates of this procedure and provide feedback to their supervisors in the event the procedure is not working as intended.
- 4.2 All employees are to undergo training regarding the CDC’s guidelines for protecting themselves and others from catching or spreading the virus. By following the provisions outlined in this procedure employees can prevent the spread while at work.



- 4.3 Training is to be conducted before employees can begin working on any QC project. Due to the special social distancing requirements handed down by the CDC, training will not be conducted at QC's office. Rather all training will be conducted on site at any one of the company's jobsites. Training records will be kept on each individual and maintained for a minimum of three years.
- 4.4 The following general information about COVID-19 is to be formally communicated to all QC employees.
 - 4.4.1 Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.
 - 4.4.2 Although the first human cases of COVID-19 likely resulted from mishandling the virus in a Wuhan, China lab, infected people can spread the virus to other people. The virus is thought to spread mainly from person-to-person, including:
 - A) Between people who are in close contact with one another (within about 6 feet).
 - B) Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - C) It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.
- 4.5 Employees that feel sick are to stay home, especially if they experience the symptoms listed in Section 4.4.1 above. Employees experiencing these symptoms should quarantine themselves for the duration of the sickness and then for fourteen (14) days after all symptoms have subsided. If employees wish to return to work sooner, they must present a doctor's note indicating they are not infected with the COVID-19 virus.
- 4.6 Office personnel are to implement good hygiene including frequent washing of hands. Employees are to use respiratory etiquette, including covering coughs and sneezes. Employees are not to use other workers' phones, desks, offices, or other work tools and equipment, when possible. Office staff and field personnel are to implement regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- 4.7 Field personnel are to wear N95 face masks when working at hospital worksites. Wearing face masks is encouraged at all jobsites but not mandated due to the shortage



of supply. Normal PPE procedures are to be followed regardless of jobsite location, e.g., gloves, respirators, hearing protection, etc.

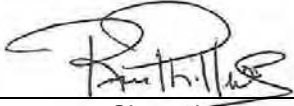
- 4.8 Employees will abide by the CDC's social distancing requirements. This means employees will keep a distance of six feet between them and anyone working in their vicinity. When this distance cannot be maintained, such as spotters holding step ladders for fellow workers, face masks must be worn. Also, the equipment, i.e., step ladder, must be disinfected prior to and after the task has been completed.
- 4.9 The company will provide the proper PPE required for dealing with the virus outbreak. PPE is provided at no cost to the employee (ref QC1024). The proper PPE is to be worn as instructed by management. Types of PPE used for prevention and control of this virus include vinyl gloves, gowns, and respirators or filtered face masks.
- 4.10 All company vehicles will be outfitted with antiseptic hand cleansers/towelettes. These same materials will be made available to employees while working on QC project sites. In addition, vinyl gloves are provided and are always available to employees in the event they must handle potentially infected tools, equipment, or materials.
- 4.11 At the beginning of each work shift, the QC supervisor will check the health of each employee working on his site. Using Form F1155 COVID-19 Screening and Checklist, the supervisor will ask each employee the questions outlined on the form. In addition, body temperature will be taken for all QC employees entering the site using forehead thermometers (when available). All data is recorded and filed at QC's office. Anyone answering "Yes" to any of the questions or showing a body temperature of 100°F or higher will not be allowed to work (ref. Section 4.5 above).
- 4.12 In the event someone shows signs of COVID-19 or other more common flu-like symptoms, the employee is to be quarantined in a safe place away from all other people in the area until arrangements can be made to remove the employee from the worksite.
- 4.13 Once the employee has been removed from the worksite the area must be cleaned and disinfected. All tools, equipment, PPE, towelettes, clothing, or contaminated surfaces must be disinfected or discarded to eliminate the potential of spreading illness or disease.
- 4.14 This procedure is available to all employees all the time. It is revision controlled. Updated or revised copies are disseminated to employees accordingly.



REVISION TABLE

Version	Date	Changes
P1	04-13-20	Preliminary Draft 1

APPROVAL

QC Commercial, LLC Company	Russ Phillips Print Name	 Signed	04/13/20 Date
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COVID-19 Employee Screening Checklist

Date: _____ Project Name: _____

Employee(s): _____ Project Supervisor: _____

The following checklist is to be used in conjunction with SOP QC1059 to monitor employee health during the 2020 COVID-19 outbreak:

1) Has the employee experienced any of the following symptoms?

*Fever?	Yes ___ No ___
Sore Throat?	Yes ___ No ___
Cough?	Yes ___ No ___
New shortness of breath?	Yes ___ No ___

*If available measure and record employee temperature prior to shift. Any employee with a temperature reading of 100°F or higher should have their name and temperature recorded in the spaces below.

Name: _____ Temperature Reading: _____ °F
Name: _____ Temperature Reading: _____ °F
Name: _____ Temperature Reading: _____ °F

**** If employee responded "Yes" to any of the above questions or has a recorded temperature of 100°F or more, they are not to be permitted to work until cleared by a medical professional or deemed able by QC's Management Team**

Signatures

QC Employee

QC Foreman/Supervisor