

JUNEAU CONSTRUCTION COMPANY — SITE SHUTDOWN PREPAREDNESS PLAN

(INFECTIOUS DISEASE)

I. PURPOSE:

This policy establishes guidelines when preparing for a site shutdown related to infectious diseases, including COVID-19 mandates. Appropriate precautions for this potential event can help protect the health and safety of all individuals, reduce potentially serious losses and protect the assets of our jobsites and company.

II. SCOPE:

This policy applies to all jobsites and corporate offices.

III. PROCEDURE:

Once Shutdown Mandate is Enacted

- a. **All Production Work Must STOP.** At a safe distance of no less than 6 feet, Juneau Superintendent will inform all subcontractor foremen/superintendents & issue orders for preparedness.
- b. Housekeeping:
 - Move loose materials and equipment to Conex boxes or secured location within building.
 - Properly cover and protect all open trenches and holes.
 - Close and secure all building doors, windows, and perimeter fencing.
- c. Equipment:
 - Remove all portable equipment from the job or store in a secured Conex box if possible.
 - Remove keys from all equipment.
 - Lower all crawler or truck crane booms to the ground.
 - Lower all earthmoving machinery buckets and blades to the ground.
 - Let tower cranes weathervane. (contact crane company for their requirements)
 - Check the security at base of tower crane and crane counterweight(s), wedges and clamps.
 - Make sure all project fencing, office trailers, and storage containers are secured.
 - Document conditions of the project and the surrounding area by videotaping or taking pictures of the site conditions.
- d. Office trailers
 - Remove computers and hardware when possible. Compile and inventory list of equipment and where it is located. Document interior and exterior conditions of the office trailer.
 - If movement of equipment is not possible, ensure all project offices are secured and locked.

Post Shutdown Procedures

- a. Return to work - construction sites
 - i. Juneau Project Team will coordinate jobsite cleaning prior to employees returning to work.
 - ii. Juneau Project Team shall report to the site immediately after any work bans are lifted. If the “all clear” is given after hours, the team will meet the next morning.
 - iii. Juneau Project Team will visually inspect the site to ensure jobsite is in safe condition to resume work and notify subcontractors accordingly.

- b. Return to work-offices
 - i. Juneau Corporate Team will coordinate office cleaning prior to employees returning to work.
 - ii. Employees shall report to the office immediately after the “all clear” is given by the Juneau Corporate Team. If the “all clear” is given after hours, employees will return at 8:00 AM the next morning.

- c. Damage Reporting
 - i. A Comprehensive Damage Report, if applicable, of each office and/or project site shall be produced by the Juneau Project Team/Corporate Team.
 - ii. Damages and losses shall be photographed and/or video-taped and submitted with the written report.