

JUNEAU CONSTRUCTION COMPANY —

HEALTH POLICY

RETURN TO WORK PROTOCOLS

(UPDATED 10.01.20)

Effective October 19, 2020, all corporate Juneau offices are open, and employees are allowed to return to their respective office location. In conjunction with guidelines from OSHA, the CDC and other health experts, we have implemented as many protective measures as possible to ensure a safe return; however, if any individual is at increased risk for illness and/or has extenuating circumstances and would like to request special accommodations, please contact your manager. Any remote work arrangements require 1) approval by your respective department head (director level or above) and Human Resources and 2) the attached Remote Work Agreement form to be completed by the employee, their manager and Human Resources.

We have made several updates to our previously issued guidance and continue to do everything we can to ensure a safe office environment; a complete list of current Office Rules and Precautions is as follows:

OFFICE RULES & PRECAUTIONS (INCLUDING CDC GUIDELINES):

OFFICE HOURS 8AM-5PM

Updates as of 10.01.20:

- *Break room will be open in order to use the sink, microwave, refrigerator and coffee dispenser. The following guidelines must be followed while using the break room:*
 - *Practice social distancing (one person per table, maintain 6' while waiting to use appliances, etc.).*
 - *Current re-usable items will be removed from the breakroom and you should plan to bring your own from home.*
 - *Do not leave any personal items in the kitchen overnight.*
 - *Disinfect surfaces/appliances before and after each use.*
 - *Masks may be lowered in the break room only while eating.*
 - *Employees are encouraged to eat outside or at their desks.*
- *Physical barriers have been installed between adjacent desks where maintaining 6' distance is impractical.*
- *Utilize videoconferencing or conference calls for external meetings. Where impractical essential meetings with third parties may occur, provided all other protocols are followed (including 6' distancing and face coverings).*



Previous Guidance Still in Effect:

- **Face coverings are required for everyone in the office (a dust mask, neck gaiter, or other fabric mask that covers the mouth and nose is acceptable).**
- **Face protection must be worn at all times, except when sitting at own workstation or while eating.**
 - Face protection will be available at the front desk, if needed.
- **Do not come into the office and notify your supervisor if you are experiencing any of the CDC published symptoms (including fever, cough, shortness of breath or difficulty breathing, chills, headache, sore throat, muscle or body aches, new loss of taste or smell, nausea or vomiting, diarrhea).**
- **Practice and enforce social distancing at all times (including discussions at workstations, training/conference rooms, etc.).**
- **Open rooms will have maximum occupancy limits labeled on the doors. Do not move additional chairs into open rooms.**
- **Every individual will undergo a Pre-Screen upon arrival, which includes a verbal Questionnaire and Temperature Check.**
 - 6' social distancing must be followed while awaiting Pre-Screen and at all other times while in the office.
 - If the individual has a fever (100.4 °F or greater) or answers "Yes" to any question, they may not enter the office and must follow Juneau Protocols and CDC guidelines before returning to work.
 - Individuals still need to self-monitor throughout the day, notify their supervisor and Juneau personnel if any COVID-19 symptoms develop and leave the office accordingly.
- **Educate personnel to follow CDC guidelines (Awareness & Prevention signage, etc).**
 - Stay home if you are sick.
 - Frequently wash hands with soap and water for at least 20 seconds.
 - If soap and running water are not available, use an alcohol-based hand rub with at least 60% alcohol.
 - Avoid touching your eyes, nose or mouth.
 - Cover your mouth and nose when sneezing or coughing and immediately wash your hands.
- **The office will be equipped with hand sanitizing stations at multiple locations (high traffic areas, where workers gather for meetings and lunch/breaks).**
- **A qualified third-party cleaning company (wearing proper PPE) will clean frequently touched surfaces, handrails, door handles, break areas, restroom, etc. on a nightly basis.**
- **Limit sharing of equipment (keyboards/controls in conference rooms, etc). To the extent equipment must be shared, clean them properly before and after each use.**
- **Employees should occupy only one location (in conference/training rooms) each day.**
- **Properly coordinate deliveries to ensure minimal contact and enforce cleaning protocols. Delivery personnel should not enter the office space if at all possible.**



Please place “color” sheet of paper (one per workstation) on your chair at the end of the day so that the cleaning team knows to clean your workstation that night.

Note: A copy of our COVID-19 Exposure Protocols for Jobsites and Offices can be found on our website: <https://juneaucc.com/news/juneau-construction-company-covid-19-protocols/>

JUNEAU CONSTRUCTION COMPANY —

HEALTH POLICY

COVID-19 JOBSITE PROTOCOLS

(UPDATED 10.01.20)

As essential operations continue at each of our jobsites, we have made several updates (effectively immediately) to our previously issued guidance and continue to do everything we can to ensure a safe working environment; a complete list of current Jobsite Rules and Precautions is as follows:

JOBSITE RULES & PRECAUTIONS:

Updates as of 10.01.20:

- *Face coverings are still required for everyone onsite, unless not possible in accordance with CDC guidelines (a dust mask or other fabric mask that covers the mouth and nose is acceptable; gaiters and face shields are not recommended as face coverings); Eye protection is recommended to be worn at all times and required based upon job tasks and hazard to the worker in accordance with OSHA requirements.*
- *If a certain task necessitates less than 6 feet of separation, trade partners and Juneau personnel will collaborate to determine alternative means and methods. If the evaluation has been exhausted and no alternative solution exists, a Pre-task Plan must be completed which identifies PPE that must be worn by each worker (in addition to the required face coverings), which may include 1. Face Shields, 2. Eye Protection, and 3. Gloves.*
- *Jobsite trailers remain open only to Juneau Construction employees, except where impractical and the essential third party has been authorized to enter by Juneau personnel.*
- *Videoconferencing and/or conference calls should continue to be utilized for meetings, whenever possible and feasible. In-person meetings should take place outside (when possible) and 6' distancing and face coverings must be utilized at all times.*

Previous Guidance Still in Effect:

- *Every individual will undergo a Pre-Screen upon arrival, which includes a verbal Questionnaire and Temperature Check.*
 - *If possible, the Pre-Screen should take place outside the jobsite.*
 - *6' social distancing must be followed while awaiting Pre-Screen.*
 - *If the individual has a fever (100.4 °F or greater) or answers "Yes" to any question, they may not enter the jobsite and must follow Juneau Protocols and CDC guidelines before returning to work.*
 - *Individuals still need to self-monitor throughout the day, notify their supervisor and Juneau personnel if any COVID-19 symptoms develop and leave the jobsite accordingly.*

- Educate jobsite personnel & trade partners to follow CDC guidelines (daily refreshers during JHA's/PTP's, Toolbox Talks, Awareness & Prevention signage, etc).
 - Stay home if you are sick.
 - Frequently wash hands with soap and water for at least 20 seconds.
 - If soap and running water are not available, use an alcohol-based hand rub with at least 60% alcohol.
 - Avoid touching your eyes, nose or mouth.
 - Cover your mouth and nose when sneezing or coughing and immediately wash your hands.
 - Use your phone as much as possible when you need to communicate with someone on the jobsite.
- Practice and enforce social distancing at all times (including break areas, morning huddles/PTPs, hoists and elevators, trailers and other gathering areas).
 - As a general rule for elevators/buck hoists – no more than 4 workers per car; 1 in each corner if 6' can be maintained.
- Gloves will be made available but are not a substitute for consistent handwashing. Do not share PPE.
- When possible, utilize staggered/shifted work starts, breaks and lunches to minimize crowding in any particular area.
- Equip projects with potable water hand washing stations at multiple locations throughout our jobsites (high traffic areas, portable toilets/restroom locations, where workers gather for meetings and lunch/breaks).
- Engage a qualified third-party cleaning company (wearing proper PPE) to regularly clean frequently touched surfaces, handrails, door handles, break areas, toilets, buck hoists/elevators, etc.
- Stop all jobsite food service and remember no shared food (doughnuts, pizza, etc.).
- Ensure fencing, locks, doors, etc. are secure and the jobsite preparedness plan is in place for an unforeseen closure.
- Limit sharing of tools and equipment. To the extent tools must be shared, clean them properly before and after use. Consult manufacturing recommendations for proper cleaning techniques and restrictions.
- If practicable, employees should use/drive the same truck or piece of equipment every shift.
- Designate a gate guard for each entrance to ensure there are no unauthorized visitors.
- Properly coordinate deliveries to ensure minimal contact and enforce cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.
- Trade partners need to follow the same practices and notify Juneau personnel of any illness.
- Any individual that exhibits CDC published symptoms (fever, cough, shortness of breath) is required to leave the jobsite immediately.

Note: A copy of our COVID-19 Exposure Protocols for Jobsites and Offices can be found on our website: <https://juneaucc.com/news/juneau-construction-company-covid-19-protocols/>

