

# XL Industries Pandemic Response Plan

## APPENDIX A.1 - General Trade Partner Jobsite Protocols & Requirements

### APPLICATION

This document provides protocols and requirements for all XL Construction jobsites and the personnel who work on them.

This document is focused on trade partner interaction to: 1) communicate the details of our plan, and 2) allow for the most effective implementation for the welfare and safety of our employees and workers.

### PURPOSE

The protocols and requirements set forth below are intended to ensure jobsites are maintained at a high safety level for the welfare of all employees and their families, other project team members such as design partners and trade partners, clients, and the communities in which we live and work. While some of these measures may appear significant, we believe being cautious in this time of uncertainty is prudent and in the best interests of everyone.

### SCOPE

This document addresses:

- Communications/Inquiries - Governmental Agencies, Clients, Partners, Press and Others
- Jobsite Office Attendance and Meeting Requirements
  - No Visitors
  - Only Essential Personnel Onsite
  - Limiting In-Person Meetings
- Jobsite Safety Protocols
  - Posting Communications / Signage
  - Client Requirements
  - Worker Evaluations
  - Exposure to Infected / Potentially Infected Persons
  - Social Distancing Requirements
  - Trade Partner Worker Requirements
  - Pre-Task and JHA Meetings
  - Additional Hygiene Stations
  - Personal Hygiene Practices
  - Daily Jobsite Cleaning Protocols

- General Protocols
- How to Clean and Disinfect Surfaces

### COMMUNICATIONS/INQUIRIES - GOVERNMENTAL AGENCIES AND THE PRESS

In order to provide consistent up-to-date communication, all communications to our client, designers, and others regarding jobsite operations and project team efforts to respond to the pandemic must be approved by XL Construction. This is not meant to limit communications with governmental agencies regarding health and safety matters, including OSHA, CAL OSHA, the Centers for Disease Control and Prevention (CDC), State Department of Public Health, and local health authorities, fire, police, and other emergency personnel.

#### Governmental Agencies

XL Construction will obey all directives issued by local, state or federal authorities, such as the Federal Centers for Disease Control and Prevention (aka CDC - [www.cdc.gov](http://www.cdc.gov)), Federal Department of Homeland Security, county health departments, and local emergency response agencies. In the event of a conflict between such directives and directives set forth in this Plan or otherwise communicated by XL Industries, implement the more stringent action and immediately seek clarification from XL Construction.

#### Press

Any inquiries from members of the Press must be referred to XL Construction. All responses to press inquiries shall be provided by a member of XL Construction's Pandemic Response Team.

### JOBSITE OFFICE ATTENDANCE AND MEETING REQUIREMENTS

#### No Visitors

Only workers and people providing services necessary for performance of the work (and their supervisors) will be allowed on-site. This includes personnel from XL Construction, our client, trade partners, design partners, building inspectors or other representatives from the authorities having jurisdiction, utilities, lender's representatives, union representatives, or other persons required for performance of the work and approved by the Project Superintendent (or in his/her absence, the Project Manager). No project tours or other site visits will be held for user groups or any other persons unless approved by XL Construction's Vice President Corporate Safety.

#### Only Essential Personnel Onsite

Only employees essential to on-going site activities should work at the jobsite. All work that is non-essential to on-site activities should be performed remotely. Each trade partner must evaluate who is essential to their jobsite requirements and the ongoing progress of the project and all others must work remotely.

#### Limiting In-Person Meetings

In-person meetings should be avoided whenever possible. Use videoconferences to maximize opportunities for call-in attendance. For specific meetings, implement the following guidelines:

- It is expected that no gatherings be held on site wherever possible. However, if they are necessary to be held, for any reason, projects and teams are to follow maximum meeting attendance allowed by the federal, state and local jurisdiction requirements, as applicable to that particular jobsite.
- *OAC Meetings* - to be held as normal, but such meetings are to be conducted by video conference
- *Foremen, Planning and Coordination Meetings* - if essential for maintaining project management and workflow, to be held as normal, but social distancing shall be maintained
- *All Hands Safety Meetings* - If there are fewer than 10 people onsite, these meetings should be held as normal, but social distancing shall be maintained. If there are more than 10 workers onsite, these meetings are to be cancelled and replaced by smaller meetings, held with single trade partners and their crews, or broken down by several trade partners or site areas (i.e., site crews, roofing crews, foundation crews, etc.) so that:
  - no more than 10 people attend each meeting (or such lower number required by any Federal, State, or local county order/directive)
  - meetings are to be held in a location that allows six (6) or more feet between attendees

Such meetings must be led by the same person to ensure consistent messaging and that every worker is included in a meeting. As usual, such meetings should accommodate those who do not speak English.

For all meetings, people should maintain a distance of six (6) or more feet between each other at all times

### JOBSITE SAFETY PROTOCOLS

As required by the Vice President Corporate Safety, XL Companies will identify an individual as a COVID-19 Safety Supervisor on each project, whose job is to maintain compliance with the XL Jobsite Protocols and Requirements and General Trade Partners Jobsite Protocols and Requirements documents.

#### Posting Communications / Signage

Periodically, XL Construction will post information that informs the project team members of protocols or updates to existing protocols and requirements. It is expected that all workers take the time to read and implement these protocols meticulously on our projects.

XL's jobsite team and Safety Department will assist in communicating this information to all team members in All-Hands Safety Meetings, foremen meetings, other meetings, or by written communication to your teams. We ask that your team leadership also assist by sharing this information with your workers.

#### Client Requirements

If a client issues safety/hygiene requirements that are stricter or in addition to those set forth in this document, follow them and forward them to XL Construction's jobsite Superintendent.

#### Worker Evaluations

Worker evaluations will be held at certain times at the beginning of each day. This timing will be determined by each jobsite and must be communicated to all trades for each project so they understand the jobsite limitations. Workers who show up after the designated time for evaluations, as identified for each project, will not be allowed on site. These workers can return for work the following day, as long as

it is within the designated evaluation timeframe window.

Best efforts will be made to evaluate all workers daily through implementation of the Jobsite Worker Evaluation Protocol (Exhibit B) by the project Safety Manager (or some designated by the Safety Manager) as people enter the site. This includes both field and field office workers. Upon notification from the XL Construction's Pandemic Response Team, the evaluation will include taking each person's temperature using a non-contact thermometer (one that does not touch the individual being tested). If the thermometer shows a reading of 100.4 F degrees (38 degrees C) or higher, the individual will not be allowed to remain on the jobsite and will be advised to seek medical advice. The designated person shall follow temperature testing protocols issued by the Safety Department. If a person refuses to have his/her temperature taken, the person will be instructed to leave the jobsite.

In addition, workers may be observed during all-hands safety meetings, stretch-and-flex sessions, and while our personnel conduct daily jobsite safety walks for signs of the following symptoms:

- a. Persistent coughing
- b. Difficulty breathing or shortness of breath
- c. Chills or sweating
- d. Obvious nasal congestion

If any of these symptoms are observed, the worker may be asked a few questions to further understand the nature of these symptoms. If there is any concern that the observed person may have the flu or pandemic illness, they will be instructed to leave the jobsite and advised to seek medical evaluation. XL's designated person will promptly inform the Trade Partner's management and on-site supervisor of this situation and what the next steps are to further protect other individuals on the jobsite.

If a person is asked to leave the jobsite due to the evaluation results, or refusing to participate in the evaluation (including having his/her temperature taken), XL's designated person will promptly inform the Trade Partner's management and on-site supervisor of this situation and what the next steps are to further protect other individuals on the jobsite. XL Construction's Vice President Corporate Safety will also be notified, and appropriate action will be taken.

Any person prohibited from entering (or removed from) the jobsite as a result of the foregoing screening, will not be allowed onsite without the written approval of XL Construction's Vice President Corporate Safety or Vice President Human Resources. Any individuals that we know have experienced any of the conditions below will be required to provide a medical release before they will be allowed to return to work:

- a. the virus that is the focus of the pandemic
- b. the flu
- c. other highly contagious illness

With respect to people that have been ill, but did not experience the specific conditions listed directly above, they will not be allowed onsite until all symptoms have subsided, including being fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.).

We will work diligently to maintain confidentiality regarding each person's health and will endeavor to limit all communications regarding an individual's health to your company's on site supervisor and Human Resources Department, Government health agencies, and key personnel in XL Construction's Human Resources and Safety departments.

See Exhibit A (Screening Protocols) and Exhibit B (Jobsite Worker Evaluation Protocol) below for additional information and tools to implement the foregoing.

Also see [Appendix B](#) (Pandemic Response Plan Flowchart) to the Pandemic Response Plan for additional information regarding communication and actions required in connection with ill or potentially exposed/exposed personnel.

### Exposure to Infected / Potentially Infected Persons

Anyone who knows (or suspects) that they have been exposed to a person who has (or may have) contracted the virus must exercise caution by leaving the jobsite or trailer immediately and promptly inform their supervisor as well as XL Construction's Superintendent. In addition, we recommend they seek medical advice.

Anyone who knows (or suspects) that someone else has been exposed to a person who has (or may have) contracted the virus, is to exercise caution by having that person remain in an area separate from other workers and call their supervisor and XL Construction's Superintendent immediately.

We will work diligently to maintain confidentiality regarding each person's health and will endeavor to limit all communications regarding an individual's health to their company's onsite supervisor and Human Resources Department, Government health agencies, and key personnel in XL Construction's Human Resources and Safety departments.

### Social Distancing Requirements

- a. Whenever practical, workers will maintain a distance of at least 6 feet from each other when working with or having conversations with others.
- b. Employees shall not congregate at the jobsite at the beginning or end of the workday or during breaks.
- c. Breaks should be taken in smaller groups by setting up several break areas (when facilities are available) or staggering break times to reduce the number of people gathering at one time. Maintain a 6' distance from others at all times during breaks.
- d. Avoid face-to-face meetings and instead, use calls and texts to allow for proper communication and coordination whenever feasible.
- e. For work requiring more than 1 person and in areas with less than 6' distance, coordinate with XL Superintendent / Foremen to maximize social distancing and to determine specific additional controls for this work. This may include the use of PPE, specifically an N95 respirator (or equivalent or greater device), a face shield, safety glasses with foam safety gasket, nitrile gloves and coveralls. If proper PPE is unavailable and social distancing cannot be maintained, workers must stop work immediately and contact their Supervisor. If it is determined that workers will be required to wear a N95 mask or other respirator, each worker will be required to complete a Fit Test and Pulmonary screening prior to donning the mask. This protocol will be completed by On-Site Health & Safety. XL's onsite COVID-19 Supervisor will schedule fit testing upon request from the project team.
- f. All non-essential gatherings will be suspended. This includes jobsite barbeques and other larger group meetings.
- g. Workers are not to commute to work together unless they live in the same residence.

### Trade Partner Worker Controls

Prior to mobilization or performing work on any XL Construction project, all trade partners must submit the

following for review by XL:

- a. 48-hours prior to starting work on each project, a Site-Specific Program must be submitted addressing the controls necessary to perform work safely onsite during the Pandemic. We expect that the XL Construction Jobsite Protocols and Requirements for Trade Partners will be the minimum requirements. It will be important for your plan to be specific to your scope of work and state the requirements that may be additional to XL's minimum expectations
- b. A Job Hazard Analysis (JHA) that includes all proposed definable scope of work to be performed including controls for maintaining social distancing during all tasks.
- c. A statement of conformance to the [CDC-Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#) and [OSHA-Guidance on Preparing Workplaces for COVID-19/OSHA 3990-03 2020](#)
- d. Proof of Training for all employees working onsite addressing all established controls and associated requirements.

### Pre task and JHA meetings:

- a. All Pre-Task and JHA meetings shall be performed either remotely or when this is infeasible, only while maintaining safe social distances (6' spacing between other personnel). The Pre-Task / JHA shall cover COVID-19 prevention measures. It is expected that no gatherings be held on site. However, if they are absolutely necessary to be held, for any reason, projects and teams are to follow maximum meeting attendance allowed by the federal, state and local jurisdiction requirements, as applicable to that particular jobsite.

### Additional Hygiene Stations

To the extent possible, additional hand wash stations or hand sanitizer stations will be provided around the jobsite to make hand washing and sanitation more accessible.

### Personal Hygiene Protocols

The best way to prevent infection of any sort is to take precautions to avoid exposure to the virus, which are the same precautions people should take to avoid the flu. Everyday actions to help prevent the spread of respiratory viruses are:

- a. Stay home if you are sick or feel sick (except to get medical care); be fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work
- b. Wash your hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, workers MUST wash hands at the beginning and end of each shift, after using the toilet, before and after each break.
- c. Avoid touching your eyes, nose, and mouth especially with unwashed hands
- d. Avoid close contact with other people, including not shaking hands
- e. Cover your cough or sneeze with a tissue or cough into the inside of your elbow (do not cough into your hands), throw any tissue(s) in the trash and wash your hands with soap and water for at least 20 seconds

- f. Clean and disinfect daily frequently touched objects and surfaces (desks, computer keyboards and screens, water bottles, etc.)
- g. Face masks - wear one if you are sick; if you are not sick, but are working in an area with others present, it is being recommended that you wear some kind of face covering. N95 and similar facemasks are in short supply and should be saved for first responders and other caregivers whenever it is feasible to perform work safely using other methods or PPE.

The foregoing is based on recommendations set forth on the CDC website ([www.CDC.gov](http://www.CDC.gov)) when this document was prepared. Please reference this website periodically to determine if there are additional recommendations or any changes to the foregoing. This website also contains useful information regarding the virus that we encourage all employees and workers to review. The Pandemic Response Team will also monitor the website and provide updates to recommended actions when appropriate.

### Daily Jobsite Cleaning Protocols

#### XL Construction

XL Construction's project teams will hire a cleaning service or designate one or more laborers to perform the cleaning described below with respect to its trailers, portable restrooms serving the jobsite, tools, and equipment used by XL Construction personnel, and stairs, stair towers, and manlifts serving all workers onsite. You must appropriately train someone and have them perform, the same for your trailers, tools, and equipment. Please note that the training may include Blood Borne Pathogen Training pursuant to OSHA / Cal OSHA requirements. If you need further information regarding this training, please contact XL Construction's Safety Manager for the project.

High-touch surfaces shall be cleaned daily, or more often as is warranted based on the number of workers on site and level of use, with disinfectant solutions.

The person designated to perform such cleaning and disinfecting must wear disposable gloves at all times. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for the virus only and should not be used for any other purposes. Clean hands with soap and water for at least 20 seconds immediately after cleaning gloves of any kind are removed. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Open outside doors and windows to increase air circulation in the area while cleaning. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water; or
  - 4 teaspoons bleach per quart of water

Areas to be disinfected include the following locations:

- Trailers and Break Areas:

- hard-backed chairs
- tables
- doorknobs
- light switches
- handles
- handrails
- desks
- toilets
- sinks
- workstations
- touchscreens
- phones
- countertops
- any other commonly used hard surfaces, including metal and plastic
- Stairs, Stair Towers and Man-Lifts (to be performed by XL Construction personnel)
  - handrails
  - door knobs and pulls
  - operating panels / buttons
- Equipment/Hand Tools/Laptops/iPads/Tablets/Cell Phones/Job Box Workstations
  - equipment used by only one person should be cleaned by that person daily
  - equipment shared by more than one person should be wiped down regularly, and specifically prior to sharing it with another person
  - high-touch surfaces on equipment used by multiple people should be cleaned by the designated cleaning company or laborer (switches, steering wheels/joy sticks, safety rails and handles, etc.)
- Portable Restrooms (to be performed by XL Construction personnel)
  - Toilets
  - Handwashing stations
- Other
  - All high traffic areas, or where workers frequently have touch points

To the extent commercially available, please make disposable wipes available in trailers and break areas so that commonly used surfaces (for example, doorknobs, keyboards, desks, chairs and tabletops) can be easily wiped down by employees before each use.

### Cleaning Documentation

All projects are to document the areas to be cleaned each day. In addition, maintain record of those areas cleaned and maintain those records electronically or in the project office.

See [Appendix C.1](#) (Jobsite Cleaning Checklist) for additional information.

## Exhibit A - Screening Protocols

### Pre-Shift Protocol

1. Maintain a 6' separation at all times.
  - a. Create a line for workers to stand in outside of pop up with visual markers minimum 6' apart.
  - b. If the space is not large enough for all the workers in line, have the excess wait in an alternative area until called.
  
2. Temperature taker is to take the temperature readings and ask the questions. The scribe will document all responses on the pre-shift worker evaluation checklist.
  - a. Temperature taker is to ask the trades person to pull back their hair and/or remove any hats or PPE to allow an unobstructed view of the persons forehead.
  - b. Temperature taker takes the first reading.
  - c. If the reading is below 100.4 degrees ask the symptom questions.
  - d. If the reading is at or above 100.4 degrees, send employee off-site and follow the COVID-19 response plan.
  - e. Wipe down all used surfaces with antibacterial cleaner.

*\* Note to temperature taker and scribe: temperature reading must be less than 100.4 degrees.*

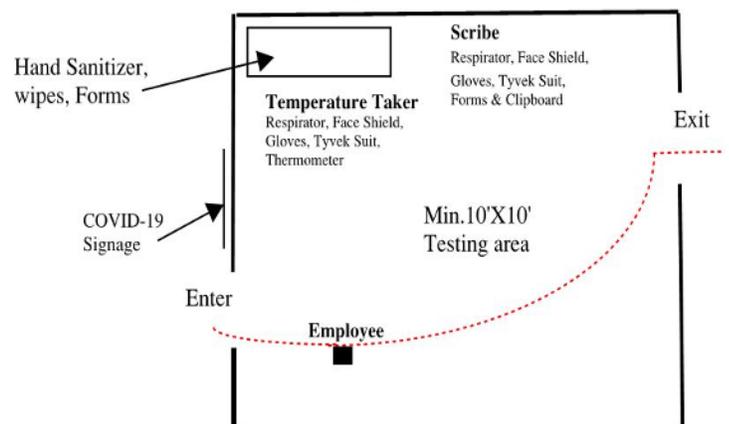
  - Only conduct screening once per employee shift.
  - Follow thermometer manufacture's guidelines for maintenance and calibration.
  
3. Complete the pre-shift COVID-19 worker evaluation checklist.
  - f. Name, company, and date.
  - g. Check appropriate boxes for screening questions.
  - h. Release worker to work or send home.
  - i. If the worker is Trade Partner, notify their onsite Supervisor and Office.
  
4. Once the employee completes the screening wipe down all used surfaces with antibacterial cleaner before allowing the next worker in.

**Delivery Drivers:** Allow drivers to enter the site and unstrap material. maintain at least a 6' clearance. Do not take invoices from them. Instead take a picture of it from a safe distance.

**Traffic Control:** Maintain a 6' clearance from anyone at all times.

### Evaluation Room

There may be times when weather conditions or other jobsite conditions dictate a dedicated and temperature-controlled worker evaluation space be set-up. In these cases, the adjacent Evaluation Room diagram provides a suggested layout for jobsite teams to consider.



**Exhibit B - Jobsite Worker Evaluation Protocol**

**Jobsite Protocol Worker Evaluation Checklist**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_\_\_

Workers onsite will be evaluated, through visual observations by either XL Safety Personnel or a designated XL representative. This includes both field and field office workers and must be done prior to workers enter the site. Evaluations are to include workers exhibiting the following and by checking the boxes the evaluation has been completed and logged below:

- |  | <u>Yes</u>               | <u>No</u>                |
|--|--------------------------|--------------------------|
| 1. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you, or anyone in your family traveled outside of the United States within the last two weeks?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been medically directed to self-quarantine due to possible exposure to COVID-19<br>Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Temperature exceeding 100.4? (Non-Contact Thermometer to be used only)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Persistent Cough?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Shortness of breath or difficulty breathing?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Any Chills, Excessive Sweating or any Body Aches?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Obvious Nasal Congestion or Runny Nose?   | <input type="checkbox"/> | <input type="checkbox"/> |

	<u>Yes</u>	<u>No</u>
Worker to proceed to jobsite:	<input type="checkbox"/>	<input type="checkbox"/>
Worker needs to seek medical attention:	<input type="checkbox"/>	<input type="checkbox"/>

XL Construction Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Or

XL Designated Safety Representative: \_\_\_\_\_ Date: \_\_\_\_\_

[END OF APPENDIX A.1]

# XL Industries Pandemic Response Plan

## APPENDIX C.1 - Jobsite Cleaning Checklist - English

### COVID -19 Cleaning Protocols

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Project: \_\_\_\_\_ Project No.: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Foreman: \_\_\_\_\_ File No.: \_\_\_\_\_

Inspection performed by: \_\_\_\_\_ CC: \_\_\_\_\_

ITEM	NA	SANITIZED	COMMENTS
<b>Trailer and Break Areas</b>			
1. Hard backed chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Doorknobs	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. light Switches	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Cabinet Doors and Handles	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Handrails	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Desk	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Toilets	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Sinks	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Workstations	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Touchscreens	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Phones	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Countertop	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Appliances	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Stairs/Stairs-Tower/Manlifts</b>			
1. Handrails	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Doorknobs and Pulls	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Operating Panels/Buttons	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Gates and Entries</b>			
1. Gate to Project	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Door to Project	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Latches	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Chains	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Locks	<input type="checkbox"/>	<input type="checkbox"/>	_____

ITEM	NA	SANITIZED	COMMENTS
<b>Restrooms/Outhouses</b>			
1. Door	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Handles	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Door Lock	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Toilet Paper Holder	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Toilet Lid	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Toilet Seat Cover Holder	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Handwash Stations</b>			
1. Paper Towel Dispenser	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Soap Dispenser	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>**Pump Truck to Pump Standing Water in Containment**</i>			
<b>Hand and Power Tools</b>			
3. Handles and Triggers	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. All Accessories	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Power Cords	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Forklift and Equipment</b>			
1. Steering Wheel	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Shifter	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Boom/Fork Controller	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Outrigger Switch	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Fuel Cap	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Handles and Other Acc.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Other</b>			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Protocols for Cleaning and Disinfecting

Wear disposable gloves at all times. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for the virus only and should not be used for any other purposes. Clean hands with soap and water for at least 20 seconds immediately after cleaning gloves of any kind are removed. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Open outside doors and windows to increase air circulation in the area while cleaning. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

Open outside doors and windows to increase air circulation in the area while cleaning. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against corona viruses when properly diluted.

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water; or
  - 4 teaspoons bleach per quart of water

## XL Industries Pandemic Response Plan

### APPENDIX C.2 - Jobsite Cleaning Checklist - Spanish

#### Protocolo de Limpieza COVID -19

Lista de verificación diaria de limpieza y desinfección en el lugar de trabajo

Fecha: \_\_\_\_\_ Hora: \_\_\_\_\_ Proyecto: \_\_\_\_\_ Número de Proyecto: \_\_\_\_\_

Superintendente: \_\_\_\_\_ Capataz: \_\_\_\_\_ Archivo No.: \_\_\_\_\_

Inspección Preformada por: \_\_\_\_\_ CC: \_\_\_\_\_

ARTÍCULO	NA	DESINFECTADA	COMENTARIOS
<b>Áreas de Remolque y Descanso</b>			
1. Sillas de respaldo duro	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Mesas	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Perillas de la puerta	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Interruptores de luz	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Puertas y manijas del gabinete	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Pasamano	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Escritorio	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Baños	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Lavaderos	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Estaciones de trabajo	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Pantallas de Computadora	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Teléfono	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Mostrador/Encima de la Mesas	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Electrodomésticos	<input type="checkbox"/>	<input type="checkbox"/>	_____

#### Escaleras/Escaleras De Metal/ Elevadores

1. Pasamanos	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Perillas y tiradores de las puertas	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Paneles/Botones de operación	<input type="checkbox"/>	<input type="checkbox"/>	_____

#### Puertas y Entradas

1. Puerta del proyecto	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Puerta del proyecto	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Cierres	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Cadenas	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Cerraduras	<input type="checkbox"/>	<input type="checkbox"/>	_____

ITEM	NA	SANITIZED	COMMENTS
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### Baños/Baños Exteriores

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Puerta                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Manijas                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Cerradura de la puerta                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Soporte de papel higiénico                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Tapa del inodoro/baño                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Soporte de la cubierta del asiento del baño | <input type="checkbox"/> | <input type="checkbox"/> |

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### Estaciones de Lavado de Manos

- |                                    |                          |                          |
|------------------------------------|--------------------------|--------------------------|
| 1. Dispensador de toallas de papel | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Dispensador de jabón            | <input type="checkbox"/> | <input type="checkbox"/> |
- \*\*Camión bomba para bombear el agua estancada en el envase\*\**

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### Herramientas de Mano y Electricas

- |                                    |                          |                          |
|------------------------------------|--------------------------|--------------------------|
| 1. Manijas y disparadores/gatillos | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Todos los accesorios            | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Cables de alimentación          | <input type="checkbox"/> | <input type="checkbox"/> |

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### Montacargas y Equipos

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Volante                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Cambiador                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Controlador de la barra y horquilla | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Brazos del Interruptor              | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Espejos                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Tapa de combustible                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Manijas y otros Acc.                | <input type="checkbox"/> | <input type="checkbox"/> |

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### Otros

- |          |                          |                          |
|----------|--------------------------|--------------------------|
| 1. _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. _____ | <input type="checkbox"/> | <input type="checkbox"/> |

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### Cómo limpiar y desinfectar superficies

#### Protocolos de limpieza y desinfección

Use guantes desechables en todo momento. Los guantes deben desecharse después de cada limpieza. Si se usan guantes reutilizables, esos guantes deben estar dedicados a la limpieza y desinfección de las superficies solo para el virus y no deben usarse para ningún otro propósito. Lávese las manos con agua y jabón durante al menos 20 segundos inmediatamente después de quitarse los guantes de limpieza de cualquier tipo. Si las superficies están sucias, deben limpiarse con un detergente o agua y jabón antes de la desinfección.

Para la desinfección, las soluciones de lejía doméstica diluidas, las soluciones alcohólicas con al menos un 70% de alcohol y los desinfectantes domésticos más comunes registrados por la EPA deben ser efectivos. Abra las puertas y ventanas exteriores para aumentar la circulación de aire en el área mientras limpia. Las soluciones diluidas de lejía doméstica se pueden usar si es apropiado para la superficie. Siga las instrucciones del fabricante para la aplicación y la ventilación adecuada. Verifique para asegurarse de que el producto no haya pasado su fecha de vencimiento. **Nunca mezcle blanqueador doméstico con amoníaco o cualquier otro limpiador.**

Abra las puertas y ventanas exteriores para aumentar la circulación de aire en el área mientras limpia. Las soluciones diluidas de lejía doméstica se pueden usar si es apropiado para la superficie. Siga las instrucciones del fabricante para la aplicación y la ventilación adecuada. Verifique para asegurarse de que el producto no haya pasado su fecha de vencimiento. **Nunca mezcle blanqueador doméstico con amoníaco o cualquier otro limpiador.** El blanqueador doméstico no vencido será efectivo contra los virus corona cuando se diluya adecuadamente.

- Prepare una solución de lejía mezclando:
  - o 5 cucharadas (1/3 de taza) de blanqueador por galón de agua; o
  - o 4 cucharaditas de cloro por litro de agua

## XL Industries Pandemic Response Plan

### APPENDIX D - Jobsite Toolbox Safety Talk - Sample Agenda/Information

#### What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

#### How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear, but speculated 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.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., tools, materials, packaging, etc.) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

### COVID-19 Prevention and Work Practice Controls

#### Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth especially with unwashed hands.
- Avoid close contact with people, whether or not they appear sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

#### General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
  - This includes other elements of the jobsite where possible.
  - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
  - Eye protection: Eye protection should be worn at all times while on-site.