

## Integrity's COVID-19 Field Operations Response

*Updated: Wednesday November 25, 2020*

### Resources:

- [Wake County Proclamation - March 26, 2020 \(effective March 26, 2020\)](#)
- [Wake County Amendment I - April 15, 2020 \(effective April 16, 2020 @ 5pm\)](#)
- [Wake County Amendment II - April 18, 2020 \(effective April 18, 2020\)](#)
- [NC Executive Order 180 - Increase Face Covering Requirements](#)

### 1. Employee Wellness

- a. If an employee has not yet reported to work and develops any COVID-19 symptoms (i.e. fever over 100 degrees, sore throat, coughing, or shortness of breath) - **STAY HOME** and immediately:
  - i. Call a healthcare provider
  - ii. Self-Isolate
  - iii. Communicate with Supervisor and send an email to [covid19@isgnc.com](mailto:covid19@isgnc.com)
  - iv. Remain calm and follow all instructions from your healthcare provider
- b. Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work, or become sick during the day, will be separated from others and sent home immediately. The potentially affected employees should immediately follow the below steps:
  - i. Call a health care provider immediately
  - ii. Self-Isolate
  - iii. Keep in communication with Supervisor and emailing [covid19@isgnc.com](mailto:covid19@isgnc.com)
  - iv. Remain calm and follow all instructions from your healthcare provider
- c. Should an employee show symptoms of acute respiratory illness and/or diagnosed with COVID-19, all other employees that have worked in close proximity to the affected employee during the last 14 days and all project points of contact will be notified of potential exposure to COVID-19 without identifying the affected employee. All employees exposed will be sent home immediately to self-isolate. Integrity will provide a cleaning and sanitation crew equipped with full PPE to clean and sanitize the job site.
- d. Consideration will be given to employees at "High Risk" of severe illness from COVID-19, who per NCDHHS, include employees:
  - i. Over 65 years of age, OR;
  - ii. With underlying health conditions including heart disease, lung disease, or diabetes, OR;
  - iii. With a weakened immune system

- e. “High Risk” employees will be given the opportunity to discuss alternate work arrangement/duties

## **2. General Job Site and Employee Requirements**

- a. Employee Transportation to and from Job Sites
  - i. No more than (1) person per vehicle, unless those sharing a ride live in the same household.
  - ii. Prior to entering their vehicle when leaving a job site or warehouse location, the employee must wash his/her hands with soap and water for 20 seconds.
  - iii. Upon arriving at a job site or warehouse location, an employee must immediately wash his/her hands with soap and water for 20 seconds before touching any materials. If soap and water are not available, hand sanitizer should be used as an alternative.
- b. In the event that (2) people have no option but to share a ride, each employee must wear a mask at all times.
  - i. Employees must wash hands with soap and water for 20 seconds prior to entering the vehicle.
  - ii. Employees must wipe down and sanitize all “common touch” surfaces such as steering wheel, key, HVAC and radio controls, as well as door handles (interior and exterior).
  - iii. Upon arriving at the job site, employees must again wash hands with soap and water for 20 seconds.
- c. Employees are not to congregate at lunch breaks but rather continue social distancing. Employees are also encouraged to bring their lunch.
- d. Communal coolers or drink stations are not allowed
- e. First line of communication should be done by phone rather than in-person.
- f. Sharing of Personal Protective Equipment (PPE) is strictly prohibited.
- g. Minimize the sharing of tools.

## **3. Manpower Teams**

- a. Employees cannot work within (6) feet of each other in order to follow social distancing.
  - i. Social Distancing means
    - 1. Maintain a minimum of (6) feet distance between each employee
    - 2. Wash hands with soap and water for at least (20) seconds.
    - 3. Covering coughs and/or sneezes (into sleeves, elbows, or tissues)
    - 4. Regular cleaning and sanitation of high-touch surfaces
    - 5. No shaking of hands, fistbumps, or other physical contact
- b. In the event that (2) or more employees work closer than (6) feet is required for a specific task, the employees must:

- i. Wash hands with soap and water for (20) seconds prior to beginning the work
  - ii. The employees must wear masks and gloves at all times during the work where they are within (6) feet of another person.
  - iii. Wash hands with soap and water for (20) seconds once the task is completed. Hand sanitizer is an acceptable alternative only if no running water is available at the job site.
- c. Any set of employees that works as a “team” of (2) cannot be split up or sent to different job sites from each other where others are working
    - i. This way, if any one employee gets sick, the only others who may be impacted are on that same team
  - d. Each “team” of employees ((3) employees per team, maximum) shall have one “leader” who is the point of contact between that team and the Project Manager or job foreman
  - e. This “team leader” shall be responsible for the cleaning, sanitation and daily reports as documented below in section 5.

#### **4. Job Site Maximum No. of Employees**

- a. At any given job site, the maximum number of employees on site all day is six (6)
  - i. This is so that if a Project Manager or Project Support (deliveries) arrives, we maintain a limit of (8) employees at a single location.

#### **5. Cleaning/Disinfecting**

- a. The following areas and items are to be cleaned daily at job site opening, immediately prior to lunch break, and at the end of the day prior to leaving
  - i. Entrance/exit doors and door handles
  - ii. High touch surfaces such as:
    1. Tables/desktops
    2. Shared tools
    3. Shared equipment
      - a. Door handles
      - b. Gear shifts
      - c. Keys
      - d. Steering wheel/operating controls and levers
      - e. Fuel dispenser
    4. Door knobs
    5. Light switches
    6. Phones
    7. Computer/keyboards
    8. Elevator buttons
    9. Toilets

10. Faucets
  11. Sinks
  12. Countertops
  13. Paper towel dispensers
  14. Handrails
  15. Vending machines
  16. Keys
- iii. Any other area that has frequent use by multiple employees
- b. Document the cleaning by submitting a form at [isgnc.com/clean](https://isgnc.com/clean)
    - i. Include who cleaned
    - ii. What time they cleaned
    - iii. Upload at least one picture of the cleaning or cleaned area
  - c. Wash stations and/or hand sanitizer will be readily available on each Job Site
  - d. Appropriate cleaning staff will sanitize/disinfect the Job Site facilities and work areas after persons suspected/confirmed to have COVID-19 have been in the facility or work area

## 6. Site Visits

- a. Site visits by a Project Manager will now be conducted virtually via Google Meet when possible
- b. Employees on a job site can request a meeting by calling the office or the project manager.
  - i. The Project Manager will then email the Foreman a link to Google Meet which will be clicked on to enable a video meeting
- c. On-site employees will then walk the job site with their phone, discussing updates and issues as needed via the call
  1. Additional pictures will be taken by the Foreman and uploaded to Google Photo Albums at the end of each day

## 7. Personal Hygiene

- a. Employees and Subcontractors are required to clean their hands often by washing with soap and water for (20) seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60% - 95% alcohol may be used.
- b. Employees are advised to not touch their eyes, nose, mouth, or other parts of their face.
- c. Employees are advised to not breathe, cough, or sneeze on another person or into the open air. Employees are advised to cover their noses and mouth with a tissue or cloth material (elbow or shoulder if no tissue is available) when coughing and sneezing.

**Amendment | November 25, 2020:**

In compliance with the *State of North Carolina Executive Order 180 “Increasing Face Covering Requirements to Prevent the Rapid Spread of COVID-19”*, Integrity has updated the Field Operations Response to include the following protocols effective November 25, 2020:

- All employees, subcontractors, and guests will be required to wear a face mask at all times when in Integrity facilities and job sites.
- Car-sharing (employees riding in the same vehicle) is not permitted until further notice.
- All meetings between office employees will be done via virtually unless it is a requires site-visit meeting. If an in-person meeting is needed, the 6-foot social distancing will be required in addition to wearing a face mask.
- All mask requirements above **MUST** be followed when in the field. This means that all of the Integrity Field will wear a face mask when they are in any public place, including but not limited to job sites.