

APPENDIX B – COVID-19 PROTOCOL

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MEMORANDUM

Date: July 20, 2020

To: All interested parties including employees of the Construction Manager and Owner and all Subcontractors/Vendors

From: Benjamin C Fisher, Project Manager, ARK Building Solutions

Re: COVID-19 Construction Site Safety Initiative

Effective Immediately

The ARK B.S. COVID-19 Construction Site Safety Initiative shall be implemented at all ARK Building Solution's Job Sites in response to impact(s) of COVID-19.

ARK Building Solutions – Covid-19 Protocol

A. PURPOSE

1. Two-part purpose:
 - a. Keep workers SAFE, HEALTHY, and WORKING and prevent workers from contracting COVID-19 while at the workplace.
 - b. Maintain effective protections at project sites to minimize potential for spreading COVID-19 within the local community.
2. Guidelines are based upon CDC recommendations. CDC recommendations shall have precedence over any conflicts with this Guidelines.

B. GENERAL REQUIREMENTS

1. As per the CDC Guidelines all employees, subcontractors and their employees, vendors and their employees and any such persona under the direction or guidance of ARK Building Solutions shall, effective immediately, begin to address specific safety measures to be put into place on the construction site. This directive to curb the spread of COVID-19 shall incorporate the following specific, minimum requirements and is to include any additional safety provisions being implemented by construction personnel to ensure a healthy workplace.
2. The policies regards the following control measures:
 - PPE utilization,
 - Hygiene, common sense
 - Symptom monitoring, the Contractor or Subcontractor shall make an effort to monitor their employees
 - Incident reporting; see Appendix C for ARL Building Solutions Incident Report
 - Exposure response procedures:
 - If any one person engaged in the activity of the construction on any project managed by ARK Building Solutions has knowingly come into contact with someone infected with Covid-19 they must be tested immediately and shall not return to work until that test returns a negative result. Any accompanying paperwork shall be submitted to ARK Building Solutions post haste.
 - A positive-test response plan.
 - If any one person engaged in the activity of the construction on any project managed by ARK Building Solutions has tested positive for Covid-19 they shall not return to work until that a doctor has provided an note stating such person is allowed to return to duty.



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C. CONSTRUCTION SITE REQUIREMENTS:

1. ALL active construction sites shall:
 - a. Prominently post CDC-approved COVID-19 informational materials in English & Spanish.
 - b. Prominently post this memorandum in at least (2) locations with high traffic and visibility.
 - c. Be CLOSED to the general public. Ensure project sites are clearly demarcated by appropriate barriers, limited entry points and monitored to prevent entry by general public, including Owner’s employees.
 - d. Have handwashing (soap & water, fixed or portable) and/or hand sanitizer (60% alcohol) stations located in convenient locations.
 - e. Prohibit food service or dining within the construction area.
 - f. Establish a designated path to the construction site and shall designate a single drop point/pickup point to limit interaction.
 - g. Coordinate and closely monitor deliveries to project sites and schedule deliveries and product and personnel load-in/load-out to minimize interactions between personnel.
 - h. To the fullest practicable extent, pre-plan all project progress and coordination meetings to be virtual meetings to minimize direct contact and spread of COVID-19.

D. EMPLOYEE HEALTH & PPE

1. Construction-grade gloves must be worn at all times by personnel actively engaged in construction activity with another person under a different employ; the type of glove worn should be appropriate to the task.
2. Masks shall be worn by personnel whenever they are walking about the construction site with representatives of the owner or employees of any subcontractors.
3. Individuals at all job sites must maintain a MINIMUM of 6 FEET SEPARATION BETWEEN PERSONNEL AT ALL TIMES. If a task, or activity requires closer contact amongst personnel, the task must be redesigned to incorporate additional PPE to prevent the spread of the novel coronavirus through either touch or airborne droplets.
4. Workers shall inform their supervisors and the COVID-19 Compliance Coordinator if they have a sick family member at home with COVID-19. Recommended actions shall be consistent with the Illinois Department of Health and Public Safety directions for those exposed to COVID-19.

E. SITE SAFETY INSPECTIONS

1. All sites are subject to unannounced spot-check inspection by a member of the ARK Building Solutions management team or the Owner’s management team to evaluate compliance with the aforementioned guidelines.
2. Individuals who fail to comply or are exhibiting “risky” behaviors that can lead to transmission of COVID-19 may be immediately removed from the job site.

F. IMPLEMENTATION PERIOD

ARK Building Solution’s COVID-19 Response, Construction Site Safety Initiative shall remain effective until directed otherwise, into perpetuity.



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