**Pavecon Health Protocol Update for PCs & Foremen**

With the recent COVID19 Virus, Pavecon is implementing a process for Production Coordinators and Foremen to implement immediately. While the actual process follows our Pavecon’s existing steps for completing work in a safe and quality manner, there are a few additional steps we need every Field Leader to embrace, execute, and sustain during this fight against COVID19.

**Step 1. Confirm that each worker is healthy.**

If any worker is not feeling well, please ask them to stay home. If they begin to feel sick during the workday, please provide transportation for them and release them to return home. In some cases, you will need to arrange some special transportation with a family member of the worker.

**Step 2. At Site, Conduct AM Huddle & Include Virus Prevention Directions**

* Use the hand-sanitizer as often as needed, certainly before and after use of hand tools/equipment, that may have been previously handled by another worker.
* Let’s disinfect shared tools, equipment, trucks, that more than one employee may be using.
* Please, try to maintain a minimum of 6 feet of “distancing” from others, co-workers, and suppliers, customers, etc.
* If you feel the need to wear a protective mask, please do. If you are sick, have an allergy, a cold, etc., and are at work, please wear a mask to keep sneezes and coughs, from being sent airborne at others or on equipment, tools, vehicles, etc.
* Remind every AM Huddle before starting work. It is our “8 Steps to Health & Safety”

1. No handshake or fist bump.
2. Wash hands often with Anti-Bacterial Soap. Use sanitizer in towelette or bottle form, often.
3. Practice Social Distancing (6 ft. minimum)
4. If traveling…practice exact health tips. Be sure to pack needed soaps, sanitizer, etc. and use.
5. If you feel sick…stay home. If medical attention is needed, call first as you may need to schedule appointment.
6. Always cover your mouth/nose if coughing or sneezing. Cough/sneeze into your arm (inside of your elbow area) if you do not have a tissue readily available.
7. If you feel fine but have a slight cough or sneezing from allergies, please wear a mask.
8. Please wipe down all hand-tools, equipment, steering wheels, etc. with disinfectant, throughout the day as needed.

**Step 3. Foreman is to monitor workers for coughing, sneezing, etc.**

If a Pavecon Foreman recognizes a worker who is coughing or sneezing, they are directed to confirm if the worker is wearing a mask. They are to ask if the worker feels sick. If the response is no, then the worker may remain. If however, the worker expresses that they are not feeling well, the Foreman should ask the worker to separate a bit from the other workers, sit down and relax for a few minutes. If after 15-30 minutes, the Foreman should approach the worker, remember the 6 ft. of distance, and ask if the worker still feels sick. If they do, the Foreman may want to make plans for the worker to be transported home.

**Step 4. If Non-Pavecon individuals visit the site, Pavecon** **Foreman may require visitors to respect Social Distancing guidelines while walking around the site.**

The visitors are allowed, even encouraged, to wear a mask if they have one available.

**Step 5. During the PM Huddle, prior to the crew leaving the site, the Pavecon Foreman will move through their normal debrief of the day’s work**.

Additionally, the Foreman should:

* Identify if anyone is feeling sick. If so, determine best means of transporting them back to yard to get their own vehicle, or whatever is best for worker to safely return home.
* Remind their crew to practice good hand washing, using hand sanitizer, and disinfecting tools, equipment, as needed.
* Practice the Social Distancing guidelines again, minimum of six feet from others.

Summary

The added effort for the Foreman is not great, but critical to the proper prevention of the COVID19 Virus. This serves as an immediate action to be followed by all Pavecon Field Leaders, in serving customers while also working safe, protecting one another from contracting the Virus, and protecting others who may be on or near the work site.