

2020 Travel Crew Guidelines

Employee Health Protection – ZERO Tolerance

If you are exhibiting any of the symptoms below, you are to report this to your supervisor via phone, text or email right away, and leave the job site immediately or stay home if already there and not go to a jobsite.

COVID19 Typical Symptoms: Fever, Cough, Shortness of Breath, Sore Throat

Prior to starting a shift, each employee will self-certify (using the attached form) to their foreman or supervisor that they:

- Have no signs of fever or temperature above 100 degrees.
- Have not had any contact with an individual diagnosed with COVID-19.
- Have not been asked to self-isolate or quarantine by their doctor.

Prior to starting the work day or shift – each employee on site will report their results to All County Paving, Inc. Project Manager via EMAIL or text.

Employees exhibiting symptoms should be directed to leave the work site immediately and seek medical attention and are not to return to the work site until cleared by a medical professional in writing.

All personnel on our jobsites must adhere to All County Paving, Inc. policies as stated above.

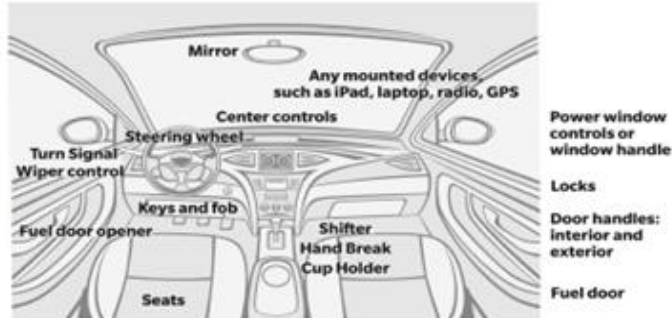
On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the COVID-19 Virus

- No Hand Shaking
- Social Distances minimum separation of 6' at all times.
- All crew meetings outside.
- Maintain Social Distancing separation during breaks and lunch.
- Prior to entering a machine or vehicle which you are not sure you were the last person to enter wipe down the interior and door handles with disinfectant
- 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 60% alcohol. Always wash hands that are visibly soiled.
- Cover your cough, or sneeze into your elbow, or use a tissue and immediately dispose of it. Wash your hands afterwards.
- Avoid close contact with people who are sick
- Clean and disinfect frequently touched objects.
- Avoid touching eyes, nose, and mouth.
- Employees and Crew members must practice social distancing of at least 6 ft., where it can safely be performed.
- Job Briefings shall be held by the project manager daily and they shall record who attended instead of passing around for each to sign.
- Each project shall always have a means available to enable crew members to clean their hands. This should include water, antibacterial soap, paper towels, hand sanitizer Crew members shall clean their hands; when first arriving on the job site, before any breaks, and before leaving the job site.
- Crew members should not share tools until properly cleansed and or appropriate PPE is donned.

- Daily cleaning of shared tools, vehicles, equipment and other common touch points must be performed by the project and its employees.

Effective Immediately, please take the following precautions to safeguard your vehicle after riding with another employee, when transferring the vehicle to another employee, or when taking your vehicle in for maintenance:

- Use disinfectant wipes or damp soapy water wipes to clean all hard surfaces throughout the cabin.
- Use disinfectant wipes to clean all high-touch areas throughout the cabin. These include:
 - Climate and audio controls
 - iPad, touch screens, company radio
 - Steering wheel, turn signal, wiper knob, shift knob, mirrors, and hand brake handle
 - Headlight and all cabin lighting controls
 - Power windows, window handles and window/door lock buttons
 - Your keys or the push-button ignition
 - Seats
 - Fuel door latch, fuel door
 - Exterior and interior door handles.
- To guide your efforts when cleaning the cabin, think about where droplets would fall when you sneeze or cough (for example, do you turn your head to the side?) Also consider where droplets would fall if a passenger sneezes and coughs.
- Be sure to wash your hands for 20 seconds after completing the cleaning process.
- If you take your vehicle home at night, be sure to lock it to prevent it from being compromised.



- **IMPORTANT:** If you believe or learn that your vehicle may have been compromised, report it to your supervisor, use the fleet red tag to place vehicle out of service, lock the vehicle, disinfect the keys so that fleet services can store separately, add caution tape to the vehicle, and park the vehicle only in specially designated areas when possible.

Finally, before using a vehicle that's been red-tagged out of service, be sure to receive documentation that the vehicle has been inspected and is safe to operate.

Employee Travel

Transportation will be provided from the Delray Beach facility to each job site, job site to jobsite and back.

Employee Health Protection While Traveling

- Limit close contact with others by maintaining a distance of at least 6 feet, when possible.
- Avoid touching your eyes, nose, or mouth.
- Practice routine cleaning and disinfection of frequently touched surfaces, including surfaces in the driver area commonly touched by the operator.
- Proper hand hygiene is an important infection control measure. Regularly wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.

- Key times to clean hands include:
 - Before, during, and after preparing food
 - Before eating food
 - After using the toilet
 - After blowing your nose, coughing, or sneezing
- Additional workplace-specific times to clean hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After touching frequently touched surfaces, such as fareboxes and handrails

Hotel Accommodations

Hotel accommodations to include room and tax will be provided to each crew member.

Employee Work Hour Reporting

Employee Clock In/Out

Each crew member will clock in and out using the foreman’s mobile device.

- Proper hand hygiene is an important infection control measure. Wash your hands with soap and water for at least 20 seconds before each clock in/ out and sanitize the device after you clock in/out. Soap, water and sanitizer will be provided.

Construction Delay Days.

If the crew cannot work a full day because of construction delays (rain, inoperable equipment, testing result etc.) each employee will be paid four (4) hours for that day.

IF YOU ARE SICK, STAY HOME * IF YOU FEEL SICK, GO HOME * IF YOU SEE SOMEONE SICK, SEND THEM HOME

DO YOUR PART – Clean up after yourself, be respectful of others and their space, take care of yourself – get adequate sleep, eat a balanced healthy diet and consume plenty of water every day.

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the **2020 Travel Crew Guidelines**. Which I understand and agree to observe. I understand that it is my responsibility to be familiar with its contents and to ask questions on any matter I do not understand. **THE GUIDELINES WILL BE STRICTLY ENFORCED AND VIOLATIONS WILL BE GROUNDS FOR DISCIPLINE AND / OR TERMINATION**

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

MONITOR YOUR SYMPTOMS-SELF SCREEN

All County Paving Traveling Crews are directed to self-screen using the chart below and if you meet any of the first bullet of question one, you are to call in sick, stay home and notify your immediate supervisor. Personnel that meet two or more of question 1's symptoms and meet any of the other questions shall follow guidance above as well as self-isolate and contact their Healthcare provider for medical advice.

1.	Do you have any of the below symptoms?		
	• Fever > 38°C-100.4° F or subjective fever (feels feverish)	Yes	No
	• Dry Cough	Yes	No
	• Shortness of breath/breathing difficulties	Yes	No
	• Other symptoms such as muscle aches, fatigue, headache, sore throat, runny nose, diarrhea. Note symptoms in young children and young adults may be non-specific – e.g. lethargy, loss of appetite.	Yes	No
2.	Have you travelled in the last 14 days to China, Iran, or Italy or any other infected county?	Yes	No
3.	Have you travelled in the US in the last 14 days to other infected states?	Yes	No
4.	Have you had close contact (face-to-face contact within 2 meters/6 feet) with someone who is ill with cough and/or fever who has traveled within 14 days prior to their illness onset? (Contact may be in other states/regions or during travel)	Yes	No
5.	Have you been in contact in the last 14 days with someone that is confirmed to be a case of COVID-19?	Yes	No
6.	Have you had exposure while working directly with Person under investigation (PUI) known to contain COVID-19?	Yes	No

Please use the CDC recommendations to stop the spread of illness:

CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html/>

Employee Name: _____

Company Name: _____ Date: _____

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