



VENTURE GENERAL CONTRACTING COVID-19 Protocols

JUNE 1, 2020 Update



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The primary driver of the following Venture guidance, protocols & direction are first & foremost the health & safety of our employees & subcontractors.

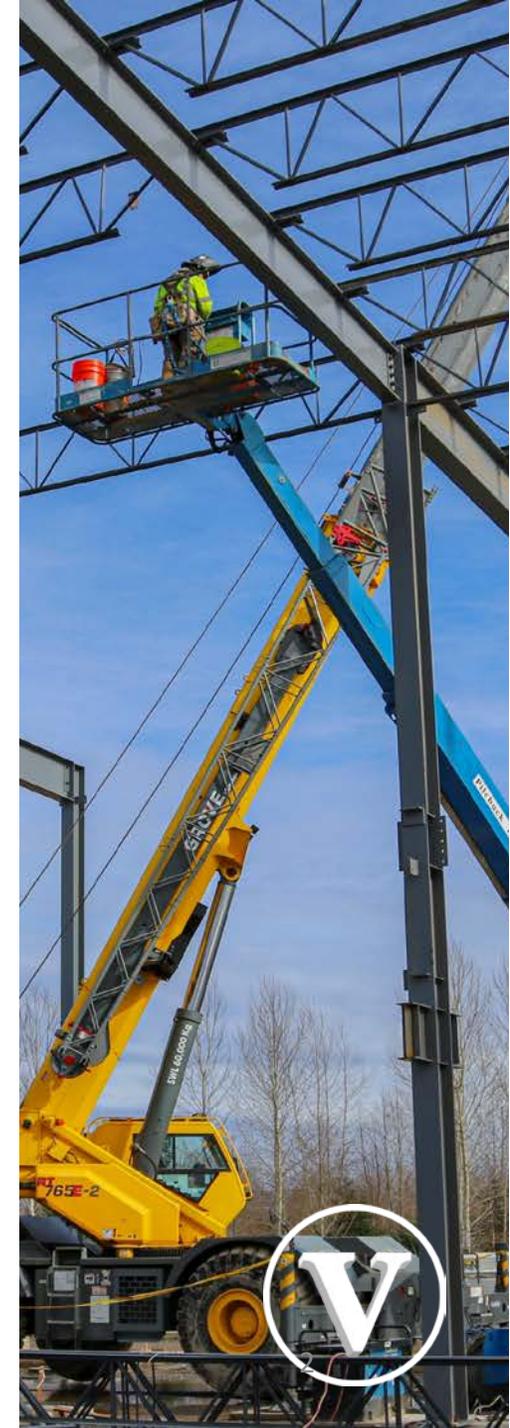
■ Our Protocol

In the construction industry we continue to adjust to the myriad changing directives and guidance from governmental agencies on the COVID-19 Pandemic. It is often confusing how to best lead our teams, so we can continue to work safely. We'd like to encourage everyone to keep perspective on the intent of all the guidance, and be aware of the long-range focus on the developing situation.

The primary driver of the following Venture guidance, protocols and direction are first and foremost the health and safety of our employees and subcontractors working at our jobsites and office environments; and second sustaining operations which support the livelihoods of our teams. Many of these guidelines should be brought to your commute and home.

While we cannot anticipate and control all the factors happening around us every day, we are monitoring the situation hourly to ensure we are taking the right precautions and adjusting as necessary. We want to provide good leadership to our project supervisors, so they in turn can provide to our workforce on our projects.

- Jack Beaudoin and Matt Parent; Partners Venture General Contracting



2019 COVID-19 Protocol

All VGC personnel and subcontractors should incorporate COVID-19 transmission and prevention into all job hazard analysis (JHA) and pre-task safety planning for all aspects of the your work and that of our subcontractors.

- The following protocols and direction is provided solely as a guideline for our workforce and is not to be relied upon solely to prevent the spread or transmission of COVID-19. This is not legal advice.
- The following Venture COVID-19 Protocols is to be used in conjunction with the [Venture COVID-19 Phase 2 Job Site Requirements](#) dated 6/1/2020. These documents are meant to be complimentary in nature.
- All management, supervision, subcontractors and workers should continually evaluate the specific hazards at the jobsite along with the [Centers for Disease Control and Prevention \(CDC\)](#) and [WA DOSH recommendations](#) to determine the most appropriate job hazard analysis for the project/task as it relates to the spread and/or transmission of COVID-19. Use the guidance along with your personal awareness and understanding of your health, the work you're involved in and the work environment around you, as well as that of others.



Social Distancing 101



Social distancing is the number one preventive measure we can do to stop the spread of Coronavirus. Because of this, Venture is requiring all field work teams whether subcontractors or VGC to implement social distancing guideline of 6' for all work whenever possible.

- If planned installation is impacted by the new safe distancing guideline, create solutions for work to continue within the **6' distancing guidelines**. If work areas necessitate resequencing or pace of work modifications due to the size of the work area and the allowable occupants, do so to be safe.
- Identify “choke points” and “high-risk” areas on jobsites where workers typically congregate and control them so physical distancing is always maintained. Such as stairwells, lobbies, entrances, lunch/break areas, etc.
- We want to eliminate physical contact with others on the jobsite. All employees must increase personal space to **at least 6 feet**. If a task requirements can't meet the 6' distancing rule, it must be stopped until such time that a methodology is created to maintain 6' distancing.

- Whenever possible replace site and out-of-office meetings with phone or online meetings.
- Take breaks and lunch in isolated areas or in shifts to reduce the size of the group in the lunch area at any one time to **less than 10 people, maintaining 6' distancing**.
- We are prohibiting large gatherings (currently no **more than 10 people**) on the job site. Relocate on-site meetings [morning huddles, safety meetings, Foremen meetings] to areas where close contact is avoided, strictly follow the **6' social distancing rule**.
- Respirators are not recommended for social distancing purposes, but are appropriate where workers must have close proximity. Any respirators use must follow the program covered by the Respirator Rule, Chapter 296-842 WAC.



Covid-19 Sanitation & Cleanliness



Wash Your Hands!

[When and How to Wash Your Hands](#)
(click link above)

- Promote **frequent and thorough hand washing with soap and running water** for at least **20 seconds**. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guideline [When and How to Wash Your Hands](#).
- All workers should **wash hands often**, especially before eating, smoking, or drinking, and after blowing your nose, coughing, or sneezing. Workers should refrain from touching their face.
- All sites should have **hand washing stations** readily available to all workers onsite. If a large site, provide a hand washing station either from your portable job site toilet provider or from a restroom inside the building.
- Providing hand sanitizer is acceptable in the interim and at all portable toilets.
- Disinfectant will be made available to sanitize tools and equipment. Tools are to be sanitized between shifts and individual use of the tool.



Covid-19 Sanitation & Cleanliness



[Clean & Disinfect](#)
(click link above)

- Some job sites may have access to hot water for hand washing. If this is an option, please get permission from the facility owner to use their sink and disinfect frequently.
- All workers should wash hands before and after entering any unit, as well as regularly and periodically throughout the day.
- Subcontractor foremen and project managers shall communicate with their general contractor as to what steps the general contractor is taking to provide adequate sanitary/handwashing facilities on the project.
- Disinfect frequently touched surfaces within the workplace multiple times each day. Refer to CDC guideline Clean & Disinfect.
- Disinfectant wipes should be used for high touch surfaces on jobsites and in offices (doorknobs, keyboards, copiers, tables, remote controls, handrails, portable toilets, and desks) that are commonly touched each day.



Covid-19 Sanitation & Cleanliness



[Coughing & Sneezing](#)
(click link above)

- **Portable job site toilets** should be cleaned by the leasing company at least twice per week (disinfected on the inside). Double check that hand sanitizer dispensers are filled-if not, fill them. Frequently touched items (i.e., door pulls and toilet seats) should be disinfected frequently, **ideally after each use**.
- Job site offices/trailers, occupied job shacks, break/lunchrooms must be cleaned at least **twice per day**.
- If you utilize a **temporary hoist or elevator** revise your hoisting plans to utilize the stairs as much as possible and reduce the head count in the elevator utilizing the 6' rule. For personnel elevator consider installing a removable plexi barrier in the center to allow for higher usage. Also disinfect the surfaces in an elevator before and after each use. The operator wearing full PPE (facial covering, gloves & glasses), shall be the only person touching elevator surface such as controls or doors.
- **Employees performing cleaning** will be issued proper PPE, such as nitrile gloves and eye or face protection as needed.

- Employers should **provide tissues and encourage employees to cover their noses and mouths** with a tissue (or elbow or shoulder if a tissue is not available) when coughing or sneezing. Wash your hands after each time you cough, sneeze, or blow your nose, and any time before touching your face or food. Refer to CDC guideline [Coughing & Sneezing](#).
- **Any trash from the trailers or the job site** should be in a plastic bag and changed frequently by someone wearing gloves. After changing the trash, the employee should throw the gloves away and wash their hands.



General Site Practices

Meeting Protocols

- Attendance at Venture and subcontractor's individual safety meetings should be communicated verbally and the foreman/superintendent will sign in each attendee. Contractors should **not** pass around a sign-in sheet or mobile device (iPad, tablet, or mobile phone) to confirm attendance.
- iPad and mobile device use should be limited to a single user.
- In-person meetings should not consist of more than two people. If you need to meet or work with larger groups limit to 10 and always remain 6 feet apart, per social distancing recommendations of the CDC.

- Subcontractors should reference the CDC's [Interim Guidance for Businesses and Employers](#). These CDC recommendations frequently change, so please update your JHAs, jobsite and trade specific safety plans accordingly.
- Each subcontractor should designate a site-specific COVID-19 supervisor to monitor the health of employees and look for signs of illness in the workplace, and enforce the COVID-19 trade safety plan.
- Any employee thought to be sick should **NOT** enter any occupied area before leaving. Please **notify** the Venture project team if you have a sick employee.
- If any employee is well, but has a family member at home with COVID-19, they should notify their supervisor and Venture. Refer to [CDC guidance for how to conduct a risk assessment](#).
- If an employee is confirmed to have COVID-19, they must inform their supervisor and Venture of any possible exposure to COVID-19 in the workplace, while maintaining confidentiality as required by the [Americans With Disabilities Act](#) (ADA). Identify other employees whom he/she came into contact with before the employee departs. Employees who worked in close proximity (less than 6-feet) to a coworker with confirmed COVID-19 should also be sent home. [CDC guidance for how to conduct a risk assessment](#).
- Any worker coming to work on a construction site in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work in Washington.



On Site Protocols: Sign- in and PPE



The following sign-in, evaluation, and PPE protocols shall be followed:

Provide controlled access to active sites with a sign-in station covered from the weather, and hot water hand washing station equipped with soap, towels, signage and trash receptacles.

Each and every workers/personnel on site or in the office will daily comply with the following:

- Screen all workers at the start of shift by taking their temperature and filling out the [Illness/Health Assessment Questionnaire](#) (verbally with VGC as scribe) and sign-in to site via [daily Sign-in Log](#). Any worker with temperature of 100.4 degree F or higher is considered to have a fever, and must be sent home per protocols.
- Wash hands when entering site
- Task appropriate gloves and safety glasses must be worn at all times
- Face covering must be worn at all times by every employee on site - mask, bandana, UV neck gaiter or equal. See [Washington Department of Labor & Industries Cloth face mask guidance](#)
- VGC will be sanitizing all communal items routinely during the day and keeping record with a log. Perform [VGC enhanced safety guidelines daily check list](#)
- Workers to disinfect any shared tools between use with another person and end of shift.
- Sign-out from site
- If appropriate PPE cannot be provided, you cannot enter the jobsite

**Not following these guidelines, you will be asked to leave the workplace.
Unfortunately this virus requires a ZERO TOLERANCE POLICY**



Work in Occupied Buildings



- Some of our projects are performed within **occupied office buildings**, and other establishments. All such work plans should evaluate the specific hazards when determining best practices related to COVID-19
- **Establish Point of Entry** with Building Management a low-traffic point for our access.
- Inside healthcare facilities, infection control is always of paramount importance. Work with facilities to determine if current Infection Control Risk Assessments (ICRA's) and/or Interim Life Safety Measures (ILSM's) need to be updated based on recent developments.
- Consider **avoiding high-traffic**, and common areas for work flows and transportation of materials. If necessary consider separation from the public with hard temporary partitions.
- Consider safe distancing practice working at **Loading Docks** and methods for unloading materials.
- Identify **“choke points”** and **“high-risk areas”** on jobsites where workers typically congregate or pass by. Control these areas or change work flow patterns so social distancing can be maintained at all times.
- Technicians should sanitize the work areas themselves upon arrival, throughout the workday, and immediately before departure. Refer to CDC guideline [Clean & Disinfect.](#)
- Heightened vigilance when working in occupied areas. Workers should wash hands immediately before starting and after completing a work task. Refer to CDC guideline: [When and How to Wash Your Hands.](#)



Staying Home When Ill



Please stay home if you feel ill!
#stayhome

- Venture provides our employees with PTO and other benefits to compensate employees who are unable to work due to illness. Employees should work with their supervisor and HR to utilize these benefits. During this influenza season and coronavirus pandemic, it is critical that employees **do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.** (Additional symptoms of COVID-19 can include diarrhea and vomiting)
- Currently the Centers for Disease Control and Prevention recommends that people with influenza / coronavirus like symptoms remain at home for up to 72 hours after you are free of fever (100.4 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.
- If you are ill and experiencing any of these symptoms, contact your healthcare provider, and **request a COVID-19 virus screening test.** If a test is recommended by your healthcare provider, stay home until you receive the results from the test. A negative result, you may return to work; a positive test result, remain home – get well – we'll see you when cleared by your doctor.



Jobsite Exposure if Virus Occurs



#1 All employees be aware of illness around you. What if you notice anyone sick on your jobsite, or in the office?

- Ask them to provide the information on the [COVID-19 ILLNESS/HEATH QUESTIONNAIRE](#).
- Ask them to **Go Home**.
- Notify the HR and Safety team to determine next steps for any impacted areas.
- Follow “Staying at Home when Ill” Protocol on slide # 11

Notify our HR and Safety team immediately

Erin Thurlow, HR Director: (206) 900-3090, ethurlow@ventureseattle.com

Joe Geist, Director of Safety: (206) 536-0311, jgeist@ventureseattle.com

#2 What to do in the event of an exposure either through a positive COVID-19 tested employee, trade contractor, owner, designer or visitor?

- Utilize the same employee identification and notification protocols above. **Notify our HR and Safety team immediately.**
- Immediately close off affected areas used by the ill individual
- Use appropriate PPE closing off the areas – disposable gloves, gowns, facial covering and safety glasses
- A risk assessment will be conducted to evaluate exposure and severity. **Venture Crisis Management will determine jobsite actions** – e.g. temporary partial or full closure of the area or site and clean-up protocols.
- Open outside doors and windows to increase air circulation in the area



Jobsite Exposure if Virus Occurs



Exposures will be addressed individually with the notification and advisement of the Venture crisis management team.

- A risk assessment will be conducted to evaluate exposure and severity. Venture crisis management will determine jobsite actions – e.g. temporary partial or full closure of the area or site.
- For sick workers or visitors of the following Risk Category, whom have not yet tested positive for COVID-19, the above **communication steps to Venture management should be followed.**
- For a medium risk or low risk event, as defined in on slide #16. Sanitization of the site and or elements of the site shall be determined in consultation with local health services and our HR and Safety teams. This determination may or may not require the shutdown of the location in question in order to perform those services, however staff will be notified of the event through the crisis management plan.
- For a high-level exposure risk as defined on slide #16, we will shut down the area of the affected areas contaminated for a period of 48 hours. During this time, wait as long as practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets. HR and Safety team will engage local health services and ask for recommendations and communication protocols. Under this advisement we will have the areas determined to be disinfected by a qualified environmental cleaning service. At which point the Venture crisis management team will determine when we can re-open the location. Communication of these steps will be through the HR and Safety Director.
- In all circumstances we will follow the guidance of federal, state and local authorities. We will always have time to get the work accomplished, are only concern in these times to keep COVID-19 off our jobsites and work safety.



Medical Information



Contact HR Director Erin Thurlow
with any questions

(206) 900-3090, ethurlow@ventureseattle.com

- During influenza and COVID-19 pandemic, individuals who contract seasonal flu or coronavirus may never be diagnosed or confirmed as having the viruses. Nevertheless, depending on the circumstances, if you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your healthcare provider. In general, we would want to request information to confirm whether your sickness relates to the COVID-19 coronavirus infection, and that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation when medical information is sought.
- Our policy at Venture is to treat any medical information from a disability related inquiry or medical examination, as well as any medical information voluntarily disclosed by an employee, such as contracting COVID-19, as a confidential medical record.



COVID-19 Illness/Health Questionnaire



Contact HR Director Erin Thurlow
with any questions

(206) 900-3090, ethurlow@ventureseattle.com

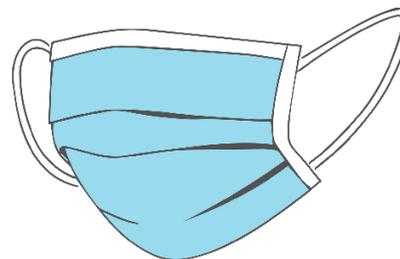
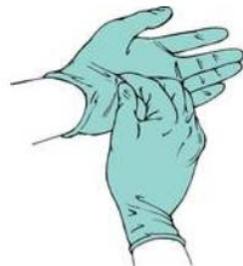
- The COVID-19 Illness/Health Questionnaire, employee's statements that they may have the disease or suspects they have the disease, or the employer's notes or other documentation from questioning employees about symptoms must be kept confidential and only accessible to the designated COVID-19 Site Supervisor and Erin Thurlow, HR Director.
- If someone answers yes to any questions on the COVID-19 Illness/Health Questionnaire or someone verbally overhears someone expressing they do not feel well, contact Erin Thurlow immediately.
- The COVID-19 Illness/Health Questionnaire contains protected health information (PHI) and must be kept in a secure, confidential location to be compliant with [HIPAA](#) and the [Americans Disability Act \(ADA\)](#).
- Please send all COVID-19 Illness/Health Questionnaires to Erin Thurlow on Friday of each week. Once the Questionnaires are sent to Human Resources, do not retain the copies at the job site.



Personal Protective Equipment (PPE)



- **Gloves:** Gloves must be worn at all times while on worksite. 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.
- **Eye protection:** Eye protection must be worn all times while on worksite.
- **Masks:** Masks must be worn at all times by every employee on the worksite in accordance with WA DOH guideline. See [Washington Department of Labor & Industries Cloth face mask guidance](#) or as required by WA L&I safety regulations.



Exposure Risk Categories



- These categories should be considered interim and subject to change: CDC has established the following exposure risk categories to help guide optimal public health management of people following potential COVID-19 exposure. These categories may not cover all potential exposure scenarios and should not replace an individual assessment of risk for the purpose of clinical decision making or individualized public health management. Any public health decisions that place restrictions on a person's or group's movements or impose specific monitoring requirements should be based on an assessment of risk for the person or group.
- These risk levels apply to travel-associated and community settings. CDC has provided separate guidance for healthcare settings.
- All exposures apply to the 14 days prior to assessment and recommendations apply until 14 days after the exposure event.



Exposure Risk Categories



HIGH RISK

- Living in the same household as, being an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection without using recommended precautions for home care and home isolation.
- The same risk assessment applies for the above-listed exposures to a person diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing.
- Recent travel from any other country

MEDIUM RISK

- Close contact with a person with symptomatic laboratory-confirmed COVID-19 infection, and not having any exposures that meet a high-risk definition.
- The same risk assessment applies for close contact with a person diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing.
- On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction.
- Living in the same household as, an intimate partner of, or caring for a person in a nonhealthcare setting (such as a home) to a person with symptomatic laboratory-confirmed COVID-19 infection while consistently using recommended precautions for home care and home isolation

LOW RISK

- Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact
- On an aircraft, being seated within two rows of a traveler with symptomatic laboratory-confirmed COVID-19 but not within 6 feet (2 meters) (AND not having any exposures that meet a medium- or a high-risk definition).

NO IDENTIFIABLE RISK

- Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room.

Always incorporate proper hygiene protocols on your job. As part of your heightened cleaning of your jobsite, use this checklist to help focus the team on areas that are applicable to you project. Please use proper PPE.

- Handrails in stairways and walkways
- Gang box handles
- Entry gates
- Doors
- Handles
- Interior and exterior doorknobs
- Locks
- Lunch areas
- Conference rooms
- Tables/chairs (including backs and arms)
- Call boxes for elevators/personnel hoists
- Light switches
- Plan tables
- Shared hand/power tools, battery charging stations, etc.
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas

[Easy link to all the VGC COVID-19 materials](#)



Together we will overcome this crisis.

Please be safe, aware and healthy.

Thank you!!

