



**West Roofing Systems, Inc.**

**Best Practices Protocol**

**COVID-19**

**Exposure Prevention, Preparedness and Response**

**May 5, 2020**

**West Roofing Systems, Inc.** (hereinafter “Company”) takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. The Company is a proud part of the construction industry, which many have deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our jobsites. The Company has also identified a team of employees to monitor the related guidance that the Ohio Department of Health (“ODH”), State Public Health Departments, U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the ODH, State Health Departments, CDC and OSHA at the time of its development, and is subject to change based on further information provided by the ODH, State Health Departments, CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

**West Roofing Systems, Inc.**

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## I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Each project site should have a **Designated Workplace Coordinator** who is responsible for COVID-19 issues and their impact at the project site.



## II. Responsibilities of Employees

It is critical that employees NOT report to work while they are experiencing illness symptoms such as a fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue. Employees should seek medical attention if they develop these symptoms. If you have a specific question about this Plan or COVID-19, please ask your supervisor or Safety Director. If they cannot answer the question, please contact **Danielle Vidal-Engaurran, Human Resources Generalist**.

The ODH, OSHA and the CDC have provided the following control and preventive guidance for all workers, regardless of exposure risk:

1. 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.
2. Avoid touching your eyes, nose, or mouth with unwashed hands.
3. Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
4. Avoid close contact with people who are sick.
5. In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:
  - a. Coughing
  - b. Fever
  - c. Shortness of breath, difficulty breathing
  - d. Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose
6. If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away.
7. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.



### III. Jobsite Protective Measures (Field & Office)

To protect employees and the public from the spread of COVID-19, West Roofing Systems, Inc. is requesting that all employees follow these steps (where applicable):

#### 1. Enhanced Worker Education

Specialized communications and posters on the importance of frequent hand washing and hygiene, cough and sneeze protocols, along with the mandate to stay home when an employee is feeling sick or has an elevated temperature (100.4 degrees or higher). All employees must diligently observe these requirements.

#### 2. Daily Employee Screening

- a. We will be asking the following questions to all employees prior to entering the jobsite (office and field):
  - i. To the best of your knowledge, have you, or anyone in your family been in contact with a person that is in the process of being tested for COVID-19?
  - ii. Have you, or anyone in your family traveled outside of the United States within the last two weeks?
  - iii. Have you been advised to self-quarantine due to possible exposure to COVID-19?
  - iv. Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?



- b. If an employee answers “YES” to any of these questions, that employee should be encouraged to contact their healthcare provider and must stay home until:
  - i. they are free of fever (without the use of medication) for at least 72 hours (three full days); AND
  - ii. symptoms have improved for at least 72 hours; AND
  - iii. at least 7 days have passed since symptoms first began.
- c. The Designated Workplace Coordinator(s) should maintain a log for all employees entering the work-sites and be able to provide said log upon request from an authority. All employees before or upon entering the work-sites will be screened.

### 3. Jobsite Visitors

- a. The number of visitors to the job site or office, will be limited to only those necessary for the work.
- b. All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
  - i. To the best of your knowledge, have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
  - ii. Have you, or anyone in your family traveled outside of the United States within the last two weeks?
  - iii. Have you been advised to self-quarantine due to possible exposure to COVID-19?
  - iv. Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?



- c. Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

#### 4. Social Distancing Measures

Construction jobsites are NOT densely populated work areas. Nevertheless, the following should also be taken across our industry:

- a. Workers should be instructed to observe a minimum distance of six (6) feet between individuals as much as reasonably possible to increase physical space between each individual at the worksite. This includes pre-work and post-work events of all kinds.
- b. Employers should change their jobsite communications, planning, and schedules to shrink or eliminate group gatherings. This includes minimizing or the elimination of pre-job conferences, communal break locations, and activity that would bring a group of people together on the jobsite. Policies for material deliveries and other third-party jobsite visits should be altered. These and other measures – which include remote work should be considered and implemented.
- c. Start and end times should be staggered to allow projects to proceed and allow more space between workers to comply with social distancing requirements.



#### **IV. Jobsite Cleaning and Disinfecting**

1. Routine cleaning should be performed on all frequently touched surfaces on the jobsite. This includes, but is not limited to, workstations, countertops, handles, doorknobs, toolboxes, shared tools, and equipment. In addition, clean surfaces of fleet vehicles / equipment, steering wheel, gearshift, instrument panels, etc.
2. Avoid using pressurized air or water spray type cleaning techniques that may result in the generation of bio-aerosols.
3. Restrooms and Hand Cleaning Facilities:
  - a. Running water with soap and/or hand sanitizer should be provided in/or around all portable restrooms.
  - b. Handwashing stations with soap and/or hand sanitizer on jobsite.
4. Lunch and Break Areas
  - a. All common break areas, lunch and break rooms should be cleaned multiple times throughout the work day.
  - b. Avoid congregating in these areas and follow all posted restrictions.
  - c. No communal food should be permitted on the jobsite until further notice, i.e. donuts, pizza, buffets, etc.
  - d. Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
5. Tools & Equipment
  - a. Tools and equipment should be cleaned daily.



- b. Sharing off tools or any multi-user electronic devices and accessories should be prohibited, e.g. iPads, laptops, hand-held radios, computer stations, etc.
  - c. Disinfect reusable supplies and equipment.
6. Face Coverings / Personal Protection Equipment (PPE)
- a. All employees are required to wear facial coverings in the work setting, when performing task within 6 feet of another individual, riding in the same work vehicle, or any open shared spaces (cubicles, reception area, hallways, in and out of buildings).
  - b. All visitors are required to wear face coverings at all times.
  - c. Sharing of personal protection equipment (PPE) should be prohibited. Reusable PPE should be sanitized per manufacturer's recommendation prior to each use. Used PPE should be disposed of properly.
  - d. When cleaning, use disposable gloves where appropriate and instruct employees to wash hands after removing gloves.



## V. Jobsite Exposure Situations

### 1. What if an employee appears sick?

If any employee presents themselves at work with a fever or difficulty in breathing, this indicates that they should seek medical evaluation. While these symptoms are not always associated with influenza and the likelihood of an employee having the COVID-19 coronavirus is extremely low, it pays to err on the side of caution. Retrain your supervisors on the importance of not overreacting to situations in the workplace potentially related to COVID-19 in order to prevent panic among the workforce.

### 2. Can we ask an employee to stay home or leave work if they exhibit symptoms of the COVID-19 coronavirus or the flu?

Yes, you are permitted to ask them to seek medical attention and get tested for COVID-19. The CDC states that employees who exhibit symptoms of influenza-like illness at work during a pandemic should leave the workplace. The Equal Employment Opportunity Commission (EEOC) confirmed that advising workers to go home is permissible and not considered disability-related if the symptoms present are similar to the COVID-19 coronavirus or the flu.

### 3. An employee of ours has tested positive for COVID-19. What should we do?

You should send home all employees who worked closely with that employee for a 14-day period to ensure the infection does not spread. Before the employee departs, ask them to identify all individuals who worked in close proximity (three to six feet) with them in the previous 14 days to ensure you have a full list of those who should be sent home. When sending the employees home, do not identify by name the infected employee or you could risk a violation of confidentiality laws. If you work in a shared office building or area, you should inform building management so they can take whatever precautions they deem necessary.

The CDC also provides the following recommendations for most non-healthcare businesses that have suspected or confirmed COVID-19 cases:



- It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

**4. One of our employees has a suspected but unconfirmed case of COVID-19. What should we do?**

Take the same precautions as noted above. Treat the situation as if the suspected case is a confirmed case for purposes of sending home potentially infected employees. Communicate with your affected workers to let them know that the employee has not tested positive for the virus but has been exhibiting symptoms that lead you to believe a positive diagnosis is possible.

**5. An employee has someone in his/her household that has a confirmed case of COVID-19. What do we do?**

- A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.
- The employer does not need to notify the Department of Health, CDC, or any other government agency. The medical provider who confirmed the case is responsible for doing this.
- The employer should ask the employee to list individuals that came into close contact with him/her during the previous two weeks. This list should include employees, clients, vendors and any other business contacts.
- The employer should communicate the situation to the list of “close contacts.” Employers are advised to share that someone that the person has come in contact with recently has been confirmed to have COVID-19 but *should not* share the employee’s name due to privacy and confidentiality laws.
- The work area and all surfaces should be cleaned as soon as possible, according to the CDC guidelines found at:



<https://www.cdc.gov/coronavirus/2019ncov/community/organizations/cleaning-disinfection.html>

- The ill employee can stop isolation under the following conditions: (This information is based on current CDC recommendations, but always follow the guidance of the medical provider and local health department.)
6. **If the employee *will not have a test* to determine if he/she is still contagious, he/she can return to work after three things have occurred:**
    - i. The employee has had no fever for at least 72 hours without the use of fever-reducing medication AND
    - ii. Other symptoms have improved AND
    - iii. At least 7 days have passed since symptoms first appeared
  7. **If the employee *will have a test* to determine if he/she is still contagious, he/she can return to work after three things have occurred:**
    - i. The employee no longer has a fever without the use of fever-reducing medication AND
    - ii. Other symptoms have improved AND
    - iii. He/she received two negative tests in a row, 24 hours apart
  8. **An employee has had contact with someone who has a confirmed case of COVID-19.**

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask/Face Covering:** The employee should wear a face mask/covering at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.



- **Disinfect and Clean workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
    - If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
9. **An employee is ill but has not been tested or confirmed to have COVID-19**
- The employee should not report for work. If the employee is currently at work, he/she should be sent home and advised to contact a medical provider.
  - The employee should follow the advice of the medical provider and not return to work until all of the following have occurred:
    - The employee has had no fever for at least 72 hours without the use of fever-reducing medication AND
    - Other symptoms have improved AND
    - At least 7 days have passed since symptoms first appeared
10. **One of our employees has been exposed to the virus but only found out after they had interacted with clients. What should we do?**
- Take the same precautions as noted above with respect to coworkers, treating the situation as if the exposed employee has a confirmed case of COVID-19 and sending home potentially infected employees that he came into contact with. As for third parties, you should communicate with customers and vendors that came into close contact with the employee to let them know about the potential of a suspected case.

### **Responsibility of Subcontractors**

It is each subcontractor's responsibility to screen their own employees consistent with the above guidelines and their own company's protocol signifying their



employee is able to return to work. The information must be documented from the subcontractor the onsite designated coordinator in writing.



## **VI. Confidentiality/Privacy**

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.