



## **COVID-19 (Coronavirus) Action Plan**

### ***Purpose:***

Gallo Mechanical is working to protect the health and safety of its employees and that of the general public by following the guidance of the Centers for Disease Control & Prevention (CDC), the World Health Organization (WHO), the United States Government and the local State and County governments and health officials as we respond to the COVID-19 virus.

### ***Situations:***

As part of this effort, The Company has developed protocols for employees and managers for the following situations:

- 1. An employee has been in close contact with someone who was exposed to COVID-19 or the employee has been in close contact with someone who is showing symptoms of COVID-19, but the employee is not showing symptoms.**
- 2. An employee has been exposed to a diagnosed person with COVID-19 but the employee does not show symptoms.**
- 3. An employee is showing symptoms of COVID-19.**
- 4. An employee has been diagnosed with COVID-19.**

### ***Definitions:***

#### **QUARANTINE**

The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

#### **ISOLATION**

The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

#### **CLOSE CONTACT**

As the Department of Health and CDC have noted, you generally need to be in close contact with a sick person to get infected, which includes living in the same household as a sick person or being within six feet of a sick person with COVID-19 for about 10 minutes. Close contact is also defined as:



- Being within 6 feet of an individual for a prolonged period-of-time OR having direct contact with infectious secretions of an individual who tested positive for COVID-19 (e.g., being coughed or sneezed on).
- Data to inform the definition of close contact is limited. Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases the exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases the exposure risk).
- Examples of close contact would include embracing or hugging, sharing eating or drinking utensils, close conversation (<3 feet), sitting directly next to an individual in a conference or meeting room for more than 1 hour, or any other direct physical contact.
- Close contact does not include activities such as walking by a person or being in the same room, as long as you are greater than 6 feet.

## SYMPTOMS

As defined by the CDC, the symptoms to look out for related to COVID-19 are:

- Fever
- Dry Cough
- Shortness of Breath

## ***Best Practices:***

As the Department of Health and CDC have noted, you generally need to be in close contact with a sick person to get infected, which includes living in the same household as a sick person or being within six feet of a sick person with COVID-19 for about 10 minutes. If you have not been in close contact with a sick person with COVID-19, **you are at low risk for infection.**

As always, employees are encouraged to follow the below public health guidance:

- Stay home while you are sick and avoid close contact with others.
- Wash hands often with soap and water for 20 seconds. If not available, use hand sanitizer.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Cover your mouth/nose with a tissue when coughing or sneezing. Immediately throw away the tissue and wash your hands.

## ***Situation Procedures:***

***Situation One:*** *An employee has been in close contact with someone who was exposed to COVID-19 or the employee has been in close contact with someone who is showing symptoms of COVID-19, but the employee is not showing symptoms.*

**Notification:** If an employee has been in close contact with someone who has been exposed to COVID-19 or the employee has been in close contact with someone showing symptoms of COVID-19, but the employee is not showing symptoms they still must notify their manager. The manager out of an abundance of caution will send the employee home to self-quarantine. The manager would at this time notify the General Contractor out of an abundance of caution.

**Quarantine:** Self-quarantine is deemed necessary in this situation for the employee, but not necessary for those within close contact of the employee.



The employee shall remain self-quarantined for 7 days from last exposure to the potentially infected individual. If said individual tests negative for the COVID-19, then the employee may return to work assuming no symptoms. Should testing be available, the employee should get tested for COVID-19.

All efforts will be made to keep the employee's information confidential in accordance with the American Disabilities Act. Information will be provided to the General Contractor/Owner on a need-to-know basis only.

**Situation Two:** *An employee has been in close contact with someone who has COVID-19 but the employee does not show symptoms.*

**Notification:** If an employee has been in close contact with someone who has COVID-19 but the employee does not show symptoms, the employee should immediately inform their manager that they need to leave the workplace and discuss the situation as it may pertain to their current health. The manager must notify the General Contractor at this time.

**Quarantine:** As soon as they have been exposed, the employee should begin at-home quarantine and should remain under quarantine precautions for 7 days following last contact with the ill person. That employee should also monitor their health for fever, cough and shortness of breath for 7 days following last contact with the ill person. Should testing be available, the employee should get tested for COVID-19.

If the employee begins to develop symptoms of COVID-19 (fever, cough, shortness of breath) during quarantine, that employee should immediately contact their local health care provider to get public health guidance on the next steps.

All efforts will be made to keep the employee's information confidential in accordance with the American Disabilities Act. Information will be provided to the General Contractor/Owner on a need-to-know basis only.

**Situation Three:** *An employee is showing symptoms of COVID-19.*

**Notification:** If an employee is showing symptoms of COVID-19 (fever, cough, shortness of breath), the employee should be sent home or immediately inform their manager that they need to leave the workplace. The manager must notify the General Contractor at this time.

The employee should immediately contact their local health care provider to get public health guidance on next steps.

**Isolation:** The employee should immediately begin at-home isolation, and steps should be taken with guidance from the employee's health care provider. The employee will be allowed to return to work if:

- The employee provides proof of a negative test for COVID-19 and has been asymptomatic for 72 hours, OR
- The employee has been self-isolated for at least 7 days and the employee has been asymptomatic for at least 72 hours

All efforts will be made to keep the employee's information confidential in accordance with the



American Disabilities Act. Information will be provided to the General Contractor/Owner on a need-to-know basis only.

**Situation Four: *An employee has been diagnosed with COVID-19.***

**Notification:** If an employee has been diagnosed with COVID-19, the employee should immediately inform their manager that they need to leave the workplace. The manager must notify the General Contractor at this time.

The employee must remain in contact with their health care provider and manager to continue information.

**Isolation:** The employee should immediately begin at-home isolation, and next steps should be taken with guidance from the employee's health care provider.

If the employee has tested positive for COVID-19, but is not and has never shown any symptoms, the employee must remain in self-quarantine for 7 days from the time of the positive result.

If the employee is showing symptoms, they should remain under at-home isolation for 72 hours after their symptoms resolve and at least 7 days have passed since the symptoms first appeared. When practical, the employee should provide reliable medical documentation that the employee is COVID-19 free.

**Workplace Protocol:** The Company will immediately work with the employee and applicable department or region Human Resources units to identify and notify those in the workplace who may have been exposed to the virus based on close contact with the individual. The Company will evaluate potential exposure and make appropriate notifications beyond those who may have had close contact with the individual, which may include notification to all region or department employees. Employees that have had contact with this person may be asked to self-quarantine for 7 days.

All efforts will be made to keep the employee's information confidential in accordance with the American Disabilities Act. Information will be provided to the General Contractor/Owner on a need-to-know basis only.

The Company may distribute additional information from public health agencies to employees and their families who have confirmed or suspected COVID-19 or who may have been exposed.