

# Vanco Contracting

## COVID-19 PROTOCOL

### I. Job site protocol for all employees of Vanco Contracting

#### A. Do not come to work if you have any signs and/or symptoms

- Fever
- Cold or flu like symptoms
- Sore throat
- Cough
- Shortness of breath

#### B. Questions to answer before entering a jobsite. If you answer yes to any question below contact a Vanco Contracting Supervisor immediately before entering the job site.

- Do you have any signs or symptoms of an infection such as listed below:
  - Fever above 100 degrees
  - Cough
  - Shortness of breath or difficulty breathing
  - Sore throat
- In the last 14 days have you had contact with someone with the following:
  - Anyone with a confirmed diagnosis of COVID-19
  - Anyone under investigation or pending test results for COVID-19
  - Anyone that has been in contact with either of the above
- In the last 14 days have you or anyone you have been in contact with:
  - Traveled internationally
  - Been on a cruise ship
  - Been in an area where COVID-19 is widespread

#### C. Below is mandatory PPE to have on constantly while on a jobsite and other protocol.

- Wear masks 100% of the time
- Wear gloves 100% of the time
- As much as possible have 6' between yourself and other co-workers at all times even during lunch break and other breaks
- No carpooling or other activities that break the social distancing rules
- Safety glasses to be worn when feasible
- Employee must do **frequent and thorough hand washing with soap and running water for at least 20 seconds**. Continually wash their hands after each break, lunch, or after any time using the restroom or coming back to the jobsite after leaving
- Clean any shared tools before use with Lysol or Clorox wipes
- No sharing of cell phones
- Wash masks by hand and dry daily
- Keep other co-workers accountable to this section (C)

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- If employee does not follow (C) the employee will be written up by the supervisor and after the 3<sup>rd</sup> time of any violation of (C) will be sent home till further notice

### II. Supervisors Responsibility

#### A. ALL DOCUMENTATION IS TO BE SENT TO THE OFFICE BY EMAIL

- What needs to be in your email: Describe in detail who, what, where, when, and any other details that will help the office in understanding every relevant situation.

#### B. WHAT SUPERVISORS ARE RESPONSIBLE TO DOCUMENT AND EMAIL TO THE OFFICE

- Document any answers from (B) that are “Yes” and in detail.
- Continue to monitor workers on the jobsite to ensure they are following (C). If worker is found to be in violation immediately correct the worker and then document what was found and send into the office.
- Once a supervisor is aware of an employee that has COVID-19 do an immediate contact document with employee’s locations, what employee was doing, who employee was working with, date/times on jobsite, and turn into the office for more follow up. Then, send employee home for a 14-day quarantine. Employee must call the supervisor before returning to work.

### COVID-19 Notifications by Vanco Contracting

All employees and managers are expected to notify their immediate supervisor or if unavailable contact the office immediately in the event that they test positive for COVID-19 or they become aware that another individual who has been present in the worksite (employee, customer, contractor, guest, etc.) has been confirmed as having COVID-19. When such a notification occurs or Vanco Contracting becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:

- A. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, Vanco Contracting will seek to identify each employee who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will *not* be identified.
- B. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question:

*We have been notified an individual who has been present at [location] has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure.*

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*If you experience symptoms of COVID-19 illness, please inform the office, and contact your health care provider. Vanco Contracting, as always will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary.*

*For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#). If you have any questions or concerns, please contact Vanco Contracting Office.*