



CORNER STONE COVID-19 POLICY

Policy

With the outbreak of the Coronavirus (COVID-19) in the US and the major impact this pandemic has unleashed on our industry, Corner Stone Construction has been actively monitoring the activity of this virus in our areas of operation. We are committed to being a good steward of the health and wellness of our team.

In an effort to respond to the call of stewardship, Corner Stone has developed this policy in attempt to proactively address the spread of COVID-19 within our operations. The purpose of this policy is to describe the expectations of all Corner Stone employees and give recommendations for complying with the most recent doctrines established by the CDC, WHO, and US Government. Understand that updates with COVID-19 are occurring hourly, so this document is a living document. Corner Stone Construction will abide by the most current recommended practices when making decisions about how we conduct business.

Personal Responsibilities

Personal responsibility for your own health, social distancing, and personal hygiene is the single most effective method of controlling the spread of COVID-19. We will do our part to help control the spread of this virus by individually accepting and committing to the personal responsibility of taking care of ourselves to ensure the safety/health of others.

Social Distancing

In Wisconsin, Gov. Evers has declared “Social Distancing” as one of the guidelines to mitigate the spread of COVID-19. Corner Stone will not host large group meetings. CDC recommends that we avoid gatherings of 10+ people; and when meeting, that we keep a 6 foot distance between people. Meetings should be attempted to be held online or via conference call whenever possible.

The following are CSC practices for social distancing:

- To limit the number of people on a jobsite, allow non-essential personnel to work from home when possible.
- Discourage hand-shaking and other contact greetings.
- Avoiding places in our community (stores, restaurants, supplier offices, other construction offices/meetings).





Jobsite / Office Practices

The following guidelines will be adopted within Corner Stone's organization effective immediately:

- Communicate key CDC recommendations to staff and tradespeople about:
 - [How to Protect Yourself](#)
 - [If You are Sick](#)
 - [COVID-19 Frequently Asked Questions](#)
 - [OSHA Guidance on Preparing Workplaces for COVID-19 – go to www.osha.gov](#)
 - [Governor Evers Emergency Order #5](#) – Prohibiting Mass Gatherings of 10 people or More

If an employee comes to work showing the signs/symptoms of COVID-19, they should be immediately asked to return to their vehicle and contact Mike Bales. Mike Bales will make sure that employee has access to our written policy in order for employee to follow all CDC guidelines according to the situation. Anyone asked to leave should not return to work until 72-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication, other symptoms have improved, and at least 10 days have passed since symptoms first appeared.

Employees should ask themselves the following questions PRIOR to entering the jobsite.

Pre-shift screening Questionnaire

1. Have you traveled to an area with known local or international spread of COVID-19 in the past 14 days?

Yes No

2. Have you, or anyone in your family, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID – 19 diagnosis in the past 14 days either at home or on a jobsite, etc.?

Yes No

3. Have you had a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days?

Yes No





4. Are you currently experiencing a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

Yes No

***NOTE: if an employee answers 'Yes' to any of the above questions, they should contact Mike Bales immediately PRIOR to reporting to their jobsite. Mike Bales will make sure that employee has access to our written policy in order for employee to follow all CDC guidelines according to the situation.**

The following are additional guidelines for safe practices on a job site:

- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Do not congregate in lunch areas.
- Do not share tools.
- Do not share personal protection equipment (PPE).
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- Ensure used PPE is disposed of properly.
- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).
- Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
- Instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.
- Utilize disposable hand towels and no-touch trash receptacles.
- Request additional/increased sanitation (disinfecting) of portable toilets.
- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bio-aerosols.
- Clean surfaces of service/fleet vehicles, steering wheel, gearshift, instrument panels, etc.; use aerosol sanitizers inside closed cabs.



- In regards to shuttling employees, ensure distancing and encourage workers to provide their own transportation where possible. Avoid carpooling to and from work.

Managing Sick Employees

The following information has been developed based on the most current information available from the CDC. Corner Stone Construction will utilize this reference tool to help make educated decisions about the proper course of action. Employees should notify Mike Bales if they believe they should stay home due to illness, and utilize the symptom checker app on the CDC website found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>

COVID-19 Potential Worksite Scenarios

The ultimate decision on follow-up recommendations is determined by the local health department. This table is for general reference only and is based upon [CDC Risk Assessment and Public Health Management](#) and Wisconsin [Department of Health Services Monitoring Resources Infographics](#).

Category	Self-Isolate	14-day Self-Monitor	14-day Self-Quarantine	When Discontinued
Fever, dry cough, sore throat, or difficulty breathing	X			Until screened by CDC self-checker or medical provider. Follow directions provided.
Probable or Suspected COVID-19 (not tested)		After return to work for 14 days after onset or until all symptoms resolve (whichever is longer)	X	<ul style="list-style-type: none"> • no fever for at least 72 hours (without fever reducing meds) and • cough or shortness of breath have improved) and • at least 10 days passed since symptoms first appeared
Confirmed COVID-19			X	<ul style="list-style-type: none"> • no fever for at least 72 hours (without fever reducing meds) and • cough or shortness of breath have improved) and • two negative tests in a row 24 hour apart
Contact of a contact of a probable or confirmed COVID-19 No identifiable risk (interaction with case but does not fall into any risk category such as outdoor work, walking by or brief interaction)				As long as both individuals have no symptoms, this is not considered an exposure. No additional actions are needed. No additional actions are needed.
Low Risk Exposure (e.g., being in the same indoor environment with a case for a prolong period but not a close contact)		X		
Medium Risk Exposure (e.g., prolonged exposure to case with home precautions)		X	X	Asymptomatic individuals - 14 days after the last time they were in close contact or shared an indoor space with confirmed/probable – day 1 starts the day after the case-individual is free of acute symptoms Symptomatic – 14 days after their last exposure even if test is negative
High Risk Exposure (e.g., prolonged exposure to case without home precautions, travel from an community, state, or regional with widespread transmission)		X	X	

Close Contact is defined as being within 6 feet of a COVID-19 case for a prolonged period of time (e.g., caring for, living with, sharing a room for 15 minutes or more) or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Self-monitoring means individual should monitor themselves for fever by taking their temperature twice a day and remain alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat).



Additional State Guidelines to COVID-19

As mandated by the state of Wisconsin, these additional guidelines will be adapted into CSC daily operations as outlined:

- Ban in-person meetings (internal or external) and employee convening (formal or informal) of any size. Employee communication handled virtually wherever possible.
- Perform immediate workflow auditing that removes instances of employees being within 6' of each other.
- Reduce on-site work hours to minimum needed to sustain operations.
- Stagger shifts and work hours to minimize on-site human presence at a given time.
- Stagger use of all shared spaces, including bathrooms, breakrooms and lunchrooms.
- Stagger facility entry and exit procedures.
- Mandate work at home for all employees except the absolute minimum required for baseline production and logistics functions.
- Implement sanitary processes throughout facilities (soap, hand sanitizer, single-use gloves, doors propped open, hands-free capabilities, no shared food).
- Place blue tape marking on surfaces that receive frequent human contact; disinfection of these surfaces multiple times daily.
- Implement an international travel ban – business and personal.
- Any employee returning from a Level 2 or Level 3 CDC travel country must self-quarantine for 14 days and be symptom-free before returning to work.
- Domestic business travel bans except for critical operations (with senior management approval). Domestic personal travel requires employee to self-quarantine for 14 days and be symptom-free before returning to work.
- No deliveries except those that support production activities or emergency building maintenance.
- No visitors (including suppliers and customers) except those approved by senior management.

Government Resources

- *AGC of America* – general guidance and links to information from our federal agency partners and health organizations. [Click here to access.](#)
- *State of Wisconsin* – Unemployment COVID-19 Public Information – [Click here to access](#)
- *CDC* – current information regarding COVID-19 is available – [Click here to access](#)
- World Health Organization – current information regarding COVID-19 is available – [Click here to access](#)





COVID-19 COMPANY POLICY

IN WITNESS, the following signatures acknowledge the declaration of the COVID-19 policy into action and agree to the contents in its entirety on this date of April 9, 2020. Understandably, this is a living document that will be updated as more information becomes available, without necessarily requesting updated signatures.



Jeff Staver – President

4-9-20
Date



Mike Bales – Safety Director

4-9-20
Date

