

SCOTT RICE

WHAT TO EXPECT WHEN WE WORK IN YOUR SPACE

PLANNING FOR THE UNKNOWN: SAFETY FIRST

Like many other Kansas City area organizations Scott Rice has been researching and planning our next steps to reopen our offices. Returning to work after Covid-19 will take patience and coordination from both our employees and clients. We will be returning to a new way of working while maintaining safety and social distancing.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT

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OVERVIEW

- At Scott Rice our main priority is to keep our employees and customers safe during this time. We will follow the CDC & OSHA's steps to 'reducing risk of exposure'.
- Some job conditions may require additional ICRA guidelines and will be addressed on a case by case basis. We currently have several Installers trained in Infection Control Risk Assessment along with appropriate negative air pressure equipment.
- We ask that customers respect these same guidelines in order to keep everyone safe.
- This document will continue to evolve as we gain more insight into further steps needed to be taken to create a safe and healthy work environment.

WORKING FOR A GENERAL CONTRACTOR

- When working under a General Contractor we will follow their guidelines.
- If we feel jobsite guidelines are unsafe notify the superintendent to determine if jobsite conditions can be made safe.
- If we are not comfortable leave the premises and contact the office to determine our next steps.

STANDARD PPE PROTOCOLS

- Each Foreman will have masks and gloves for all workers. They will be required when entering and moving about on a jobsite.
- If working alone and not in an occupied area Installers may elect not to wear a mask unless dictated by the Owner or a general contractor.
- We encourage washing of hands per CDC guidelines however in the absence of soap and water Hand sanitizer and disinfectant wipes will be available and be strategically placed on the jobsite.

BEFORE GOING TO A JOB SITE

- Installers will have their temperature taken before they start on a job site.
- All installers must answer a daily protective measure questionnaire before they start on a jobsite.
- If an installer answer yes to any of the questions they will be asked to leave the jobsite and seek medical attention. If specific jobsite requirements already include screening the more stringent guidelines must be followed.

PARTNER CELLS

- In some case Installers have been put into pairs in hopes that there is no chance of cross contamination while performing installation activities that require more than one person.
- Masks and gloves will be worn during these tasks.

USING CAUTION ON-SITE

- Installers will use caution when moving materials and trash through a jobsite to make sure they are not exposing others to these materials. This will be accomplished through cover waste receptacles, sealed trash bags or performing work during unoccupied time frames.
- Installers should not share tools, phones, work desks while on the jobsite without properly sanitizing them. Tools coming from the warehouse should be sanitized when leaving and when coming back.
- Minimize contact among workers, clients, and customers
- Avoid large group meetings unless social distancing can be utilized with 6 foot spacing.→
- Installers should physically distance when taking breaks together with 6 foot spacing. Stagger breaks, don't congregated in the break areas and don't share food or utensils
- If common areas are used, disinfect touch points using disinfectant wipes provided after each use.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Avoid touching your face
- Masks should be worn when outside of personal work space and/or in a meeting space. (see New England Journal articles regarding possible transfer of virus through speech and breathing)
- Avoid hand shaking
- Use precautions when opening any doors or other commonly used touch points on a jobsite. Use a paper towel, glove or disinfectant wipe to access these common touchpoints.

PROTOCOLS FOR A SICK WORKER OR FAMILY MEMBER

- Sick workers should stay at home.
- If someone in employees household has tested positive, they are instructed to not go to work and contact their medical provider.
- If anyone shows signs of above normal temperature, symptoms of Covid-19 and/or other corona and influenza pandemic virus they will be asked to isolate themselves. We will Immediately arrange for that person to go home and to contact their medical provider. Obtain information of contacts and locations visited in the building. (Disinfect area as soon as possible using Vital-Oxide sanitization process) (see CDC Interim Guidance)
- Follow CDC guidelines for return to work of a Covid-19 positive employee. <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
- If you have an underlying health condition that can put you at an increased risk, work remotely. People who are at higher risk for illness; 65 years and older, chronic lung disease, moderate to severe asthma, serious heart condition, immunocompromised, severe obesity, diabetes, chronic kidney disease or liver disease <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>