



AJAX PAVING
COVID-19 Infection Control and Emergency Response Plan

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1.0 Purpose

The purpose of this Infection Control and Emergency Response Plan is to promote the health and Safety of all personnel on Ajax Paving jobsites by preventing the spread of COVID-19 virus.

2.0 Daily Health Screening

All Ajax employees entering an Ajax worksite or building should be screened at the beginning of their shift by providing confirmation to COVID-19 questions. A temperature can be taken by using a touchless thermometer if it becomes necessary. Employees need not be screened more than once per day.

Every site will have designated screeners (Project Foreman or Plant Operator) that will review a daily COVID-19 toolbox talk using a tablet. As part of the screening, employees will be asked questions pertaining to the below topics:

- Employee symptoms within the last 48 hours
- Contact with those who have tested positive
- 14-day travel history
- Medical direction to self-quarantine

Within the corporate office located in Troy, MI employees will be asked to complete a COVID-19 questionnaire that is consistent with the local ordinance at that time.

Employees are encouraged to privately report a “YES” answer to any of these questions to their Supervisor via phone call, text, or email. If a “YES” answer is provided, the worker must not report to work that day. An employee is to leave the worksite immediately if information is discovered during the work shift or if symptom become prevalent.

If an employee does not pass screening, that employee will not be permitted to enter the work site. The Foreman, Plant Operator, or other designated Supervisor on site must immediately call the Human Resource Manager or Safety Director in the event that this occurs.

The assigned project Foreman is responsible for ensuring that screening is conducted as outlined above. All screening personnel should be provided with instructions on how to capture, report, and store all data.

The Safety Director and Human Resource Manager will monitor the questionnaires being completed within the office areas.

2.1 Exposure Response

If an employee becomes sick while on the job (e.g., begins demonstrating symptoms during the workday) they will be sent home if it is safe to do so. The employee should not return to work until receiving a negative COVID-19 test and clearance from a healthcare provider.

If an employee who has been working on-site becomes sick, that information must immediately be reported to the Safety Director or Human Resource Manager. If the employee tests positive for COVID-19, the employee's job-site supervisor must assist the Safety Director and Human resource Manager with contact tracing. The Safety Director and Human Resource Manager will coordinate efforts to contact employees, contractors, suppliers that may have been in contact with the Positive case individual.

2.2 Health Monitoring of Isolated Employees

Departments should check in on workers who have been directed by a physician to isolate, or are placed in quarantine. The Safety Director or Human Resource Manager will conduct ongoing wellness checks to confirm employees' status. Employees shall respond to those phone calls, or could be subject to being recorded absent without leave.

Departments should be committed to bringing currently isolated employees back to work safely and efficiently. To that end, workers shall return to work under the following conditions:

- At least seven days must have elapsed since the positive test
- The individual has been free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.
- Negative COVID-19 test

There may be cases where a worker is unable to isolate at home due to an immuno-compromised, sick, or elderly relative. In these cases, the worker should contact the Human Resource Manager if they cannot isolate at home.

3.0 Positive COVID-19 Test Protocol

Employee who is not currently working and reports a positive test:

1. Employee reports positive test to supervisor or manager
2. Supervisor/manager reports to Safety Director or HR Manager
3. Safety Director and/or HR Manager will speak with employee to inform them of the following:
 - a. Employee will need to self-quarantine for 14 days
 - b. Employee will not be able to report to work until symptom-free for 3 days without the use of medication and have a negative COVID-19 test before returning to work.

Employee who is currently working and reports a positive test:

1. Employee reports positive test to supervisor or manager
2. Supervisor/manager will:
 - a. Send employee home
 - b. Report information to Safety Director or HR Manager
 - c. Sanitize the area the employee was in contact with. See section 5.3 and 5.4 for more details

- d. Notify employees that the positive employee was in contact with them and follow guidelines of the standard questionnaire.
 - i. These employees may have to quarantine for 14 days as well before returning to work based on information provided.
- 3. Safety Director and/or HR Manager will speak with employee to inform them of the following:
 - a. Employee will need to self-quarantine for 14 days
 - b. Employee will not be able to report to work until symptom-free for 3 days without the use of medication and have a negative COVID-19 test / return to work clearance
 - c. Discuss how pay will work during this time under the CARES ACT

Safety Director and/or HR Manager will notify Supervisor and Manager of status and when employee will be returning to work.

4.0 Potential COVID-19 Case in the Workplace

The following steps should be taken in the event of a suspected or potential COVID-19 case on a jobsite.

4.1 Monitor individual for COVID-19 symptoms – Ajax will rely on all of its staff to watch for individuals who display symptoms of COVID-19. Initial symptoms are often fever, cough, shortness of breath.

4.2 Isolate and remove potentially infected individuals – Instruct individuals who report symptoms to immediately depart the jobsite and go directly home to self-quarantine. ***If the individual is at home and reports these symptoms, advise them to stay home.*** These individuals should contact a Physician immediately to obtain further information on next steps. Any employees interested in obtaining a COVID-19 test should contact the Safety Director or HR Manager so an appointment can be setup.

Anyone sent home or advised to stay home for any of these reasons is not to return to work until given the approval to do so by the HR Manager or Safety Director. At a minimum, Employee's must be symptom free for 72 hours without the use of medication before they may return to work. In some cases, the employee may be asked to obtain a return to work authorization before they may return or a negative COVID-19 test result.

5.0 Securing a Job Site in the Event of a Confirmed or Potential COVID-19 Case

5.1 Maintain the infected/potentially infected individual's privacy – to the extent possible, the name of the individual should not be revealed to coworkers, partners, or the public. If permission is obtained to release the individual's identity by the Safety Director or HR Manager, his or her name may be shared at a later time.

5.2 Assess the Situation – While maintaining social distancing of 6 feet or more, safely assemble the project team and any other relevant individuals to safely retrace the person's steps to gather the following facts.

- Where the potentially infected individual was working
- What shared tools, equipment, facilities, or resources they used or touched
- Identify all individuals who were working near them for any length of time
- If others have potentially been infected due to the amount of exposure

It may be helpful to contact the individual via cell phone to obtain some of this information.

5.3 Jobsite Shutdown and Evacuate Areas – If a confirmed case of COVID-19 occurs, the jobsite will be assessed and work may be required to stop until the area(s) have been properly cleaned and decontaminated.

5.4 Sanitize the Work Area – Using the appropriate PPE or 3rd party cleaning services, clean and disinfect the affected areas per the following CDC recommendations:

- Close off areas visited by the ill person using appropriate signage or barricade
- Open outside doors and windows if available and use ventilation fans to increase air circulation in the area.
- If possible, wait 72 hours before cleaning and disinfecting to minimize exposure.

5.5 Sanitize Frequently Touched Surfaces- This should include all surface areas, shared tools, equipment cabs, controls, grab bars, electronics, restrooms/kitchen areas, etc. Use the methods below for the following surfaces:

Hard (Non-Porous) Surfaces

- If surfaces are dirty, clean them using a detergent or soap and water prior to disinfection.
- To disinfect, use an EPA registered household disinfectant or water/bleach solution following the appropriate dilution measures. Never mix bleach with ammonia or any other cleaner.
- Apply the disinfectant and allow it to remain on the surface for 10 minutes before wiping down. This will allow the disinfectant to work and kill any potential viruses.
- Wipe down surface and dispose of rags in trash immediately.

Electronics (tablets, keyboards, remotes, touch screens, etc.)

- Follow manufacturer's instructions
- If no manufacturer's guidance is available, consider the use of an EPA approved sanitation wipe or spray a rag and wipe down the surface. Avoid spraying any electronic directly with a liquid.

Soft (Porous) Surfaces – such as carpeted floor and rugs

- Remove any visible contamination and clean with appropriate cleaners for use on soft surfaces.
- After cleaning, if the items can be laundered, launder in accordance with the manufacturer's instructions using the warmest appropriate water. Otherwise, use disinfectants that are EPA-approved for use against the COVID-19 virus suitable for porous surfaces.

5.6 Follow Guidelines from Local Authorities – Check City, County and State guidelines and ordinances to ensure proper steps are followed in regards to quarantine and shut down.

6.0 COVID-19 Return to Work Protocol

Employees who test POSITIVE for COVID-19 must be cleared by a health care provider before they return to work and have a Negative COVID-19 test result. The health care provider should ensure the following prior to certifying that an employee is ready to return to work:

- At least seven days must have elapsed since the positive test; and
- The individual has been free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.
- Negative COVID-19 test

If an individual tests NEGATIVE for COVID-19, they may return to work only after being symptom free for 72 hours.

If an employee has not had a test for COVID-19, they must be symptom free for 72 hours without the use of symptom reducing medication. In addition, the employee may still be required to obtain a Physician's note stating they may return to work or asked to receive confirmation of a Negative COVID-19 test.

7.0 Workplace Distancing and Hygiene Protocols

The Centers for Disease Control (CDC) have identified social distancing as a key tool to prevent the spread of the virus. Social distancing is defined as being no less than six feet apart from another employer. Towards that end, the following social-distancing requirements shall be put into effect:

- Employees shall stay six feet apart from another person whenever feasible.
- Employees shall reduce the number of in-person meetings and congregations, and instead use video conference call vendors for a meeting (i.e. Gotomeeting, Microsoft Teams, Skype, Zoom etc.)
- When working in a group atmosphere, as few employees should be assigned to a task as possible.

Employees should also adhere to state-level guidelines—including, but not limited to, executive orders from the Governor—to ensure their safety outside of work.

7.1 Workplace Modifications or Changes

In order to ensure adherence to physical distancing guidelines, departments should assess their workspaces for necessary modifications and changes. Modifications or changes could include:

- Considering more appropriate spaces that allows for 6-foot spacing between employees

7.2 Hygiene Practices

- Eliminate handshaking and other forms of physical contact
- Wash hands frequently with soap and water for at least 20 seconds before or after going to the restroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- When sneezing or coughing, cover your mouth and nose with a tissue and discard the tissue. If you do not have a tissue, cough or sneeze into your upper sleeve and not in your hands.
- Wash or sanitize hands after touching surfaces
- Wash or sanitize hands after removing gloves.
- Avoid touching your face
- Elimination of shared water jugs – personal water bottles only
- Do not share food or beverages with anybody

8.0 Personal Protection Equipment

Ajax Paving is committed to ensuring the health and safety of all its employees Therefore Ajax Paving will supply all employees with personal protective equipment, including surgical masks and other forms of face coverings while at work.

8.1 Daily Use of Face Covering for Employees

Ajax is responsible for issuing masks and or facial coverings to all Ajax employees. All employees are required to wear a face covering if maintaining 6-foot social distancing is not possible. Employees should be issued a mask or face covering at the beginning of their shift if a new one is needed.

Masks and face coverings can be re-used by employees provided the masks do not get soiled, wet, or exposed to employees that test positive for COVID-19. Whenever an employee requires a new mask, they should notify their Foreman. Employees are not required to return the mask at the conclusion of their shift.

Employees are required to wear the mask or face covering and eye protection in the following circumstances:

- When interacting with other employees within 6 feet
- Driving in a car with another individual in the passenger seat.

Employees are reminded that while masks and face coverings provide important protection in daily activity, social distancing and hand hygiene are the most important steps to take to prevent the spread of COVID-19.

8.2 Employees Interfacing with the Public

Employees should not interact with the public while on a work site.

8.3 Use of Gloves

Multiple styles of gloves will be provided to workers at each jobsite. Gloves shall be readily available and encouraged to be worn where feasible.

The appropriate gloves shall be worn when disinfecting tools or equipment.

8.4 Use of Eye Protection

Eye protection will be worn by all employees at all times who are at an Ajax Paving jobsite.

9.0 Worksite, Vehicle, and Equipment Cleaning

The Safety department has established a guidance document to ensure that all high-touch or high-traffic surfaces are sanitized frequently. Implementation of a guidance checklist for worksite employees can help reduce the risk of the spread of infection. At a minimum, disinfectant wipes or a disinfectant spray should be used to clean commonly used surfaces frequently (e.g. arm rests, steering wheels, hand rails, touch screens etc.). Employees working within vehicles should use a disinfectant product for commonly used surfaces (gear shifter, steering wheel) before and after every shift. The cleaning steps outlined below should be taken routinely, based on frequency of use.

#	Surface / Touch Point	Disinfectant	Disinfectant Measure	Frequency	PPE
1	Steering wheel/device	Bleach solution / Alcohol based disinfectant/ EPA grade disinfectant solution	Spray towel and wipe / Sanitation wipe / Pressure Sprayer application	Before use and/or after another employee contact surface/equipment	Safety Glasses Gloves Hi-Vis Vest Other as necessary per Safety Data Sheet of product
2	Door Handles				
3	Gear shifting controls				
4	Mirrors / Window Controls				
5	Wiper / Turn Signals				
6	Arm Rests				
7	Door Grab Handles				
8	Seat Levers				
9	Seat belt clasp / buckle				
10	Electronic Devices (phone, tablet, radio, laptop, etc.)				

Employees must ensure they remove trash and personal belongings from equipment/break areas at the end of use. Project Management teams will schedule more frequent janitorial services if it becomes necessary. This may include porta johns, trailer cleanings, sanitation stations, etc.

10.0 Distribution of Supplies

In order to ensure the effective implementation of this policy, all departments should ensure they have an adequate amount of necessary supplies on site. A list of the types of supplies that may be necessary is provided below. Departments should keep a minimum 30-day supply on site.

- Face Coverings / Masks
- Hand Sanitizer
- Gloves
- Eye Protection
- Surface disinfectant (i.e. Bleach/water, cleaning chemical, alcohol-based product)
- Liquid Soap
- Wash Stations – if applicable

10.1 Emergency Supplies Coordinator

In order to effectively allocate and distribute PPE and sanitization supplies to all employees, each job site must will have Emergency Supplies Coordinator. In most cases, this will be a parts runner from the maintenance facility or a member of the Safety Department. The Supplies Coordinator in conjunction with the Project team will be responsible for:

- 1) Identifying the supply needs for their job site
- 2) Submitting orders for supplies
- 3) Coordinating the pickup/delivery of supplies
- 4) Overseeing the distribution of supplies
- 5) Monitoring sanitation supplies & PPE needs

Date	Revision or Modification	Author
5/29/20	Initial release of document.	M. Payne
6/8/20	Minor revisions made to sections 2.0, 2.1, 5.3, 7.2, 10.1.	M. Payne