

# COVID-19 EXPOSURE CONTROL, PREVENTION AND RESPONSE **PROGRAM**

UPDATE • 12/17/2020



## **Pandemic Health Prevention Statement**

SilMan takes the health and safety of our team very seriously. With the ongoing spread of the COVID-19, a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant to mitigate this pandemic. This is particularly true for the construction industry, which (in part) has been deemed “essential” during this declared ‘National Emergency’.

In order to stay healthy and maintain our operations, we have developed this *COVID-19 Prevention Program*, also named herein as *plan*, or *program*, which must be implemented within all home offices and across all remote worksites, companywide. Elements of this program may be exceeded in some local jurisdictions and at some host-employer facility worksites.

We will continue to monitor current information and guidance from the *government* [i.e. US Center for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), the World Health Organization (WHO), and/or State Public Health Departments, including local county/city public municipalities], as applicable, and update the team as necessary or as required by law.

Should any TM or requesting party have any questions, suggestions, or would like additional information about this plan, please refer to *Section I - System for Communicating*, herein.

**IMPORTANT:** This plan is based on the most current and available information from the government and is subject to change as new information is provided. Based on mandated changes and/or potential impacts to our operations, SilMan may be required to amend this plan at any time.

## **Plan References**

The following links contain the most up-to-date information on COVID-19 Shelter-In-Place Health Orders, reopening phase plans, and similar mandates for each area that SilMan conducts business. Additional links are provided in *Appendix M: General Resources on COVID-19*.

### **United States:**

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

OSHA - <https://www.osha.gov/coronavirus>

**California** - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

Cal/OSHA - <https://www.dir.ca.gov/title8/3205.html>

Alameda County - <http://www.acphd.org/2019-ncov.aspx>

**Mississippi** - [https://msdh.ms.gov/msdhsite/\\_static/14,0,420.html](https://msdh.ms.gov/msdhsite/_static/14,0,420.html)

Tupelo News (Lee County) - <https://www.newsbreak.com/mississippi/tupelo>

**Kentucky** – <https://govstatus.egov.com/kycovid19>

Bardstown (Nelson County) - <http://nelsoncountky.com/coronavirus-covid-19-information/>

## COVID-19 Exposure Control, Prevention and Response Program for All SilMan Operations

Update: 12/17/20

This updated program is pursuant to recently adopted CA Emergency Temporary Standard, Title 8 CCR 3205, to be adopted (in part) companywide

California's OSHA Standards Board adopted a new Emergency Temporary Standard in response to prevent workplace exposures to COVID-19. On 11/30/20, these emergency standards were approved by the Office of Administrative Law and take effect immediately.



The new standard's language is in line with Gov. Newsom's recently approved AB 685, set to be enforced on 1/1/21 until 1/1/23. The new emergency standards require all places of employment (employers) to establish and implement an effective written COVID-19 Prevention Program (CPP), per T8 CCR 3205(c), listed below.

The following **State of CA T8 CCR Emergency Temporary Standards for COVID-19 Prevention**, have been incorporated within this plan:

- 3205 - COVID-19 Prevention
- 3205.1 - Multiple COVID-19 Infection and COVID-19 Outbreaks
- 3205.2 - Major COVID-19 Outbreaks
- ~~3205.3 - Prevention in Employer Provided Housing N/A~~
- ~~3205.4 - COVID-19 Prevention in Employer Provided Transportation to and from Work N/A~~

Note: Additional guidance materials are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

This program is designed to help us eliminate, or control and prevent exposures to the SARS-CoV-2 virus that may be present in our workplace. It is further designed to help us effectively respond to individual TM exposures should they occur in the workplace.

### A. Purpose and Scope

The **purpose** of this plan is to provide current information to our team and outline the steps that SilMan and our partners can take to eliminate or reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick or infected.

The **scope** of this plan covers all operations (both field and office) on a daily basis, during this pandemic. The scope of this plan will cease as soon as the government (both Federal and State agencies) have lowered the coronavirus-infection rates to a controllable level and have lifted the 'shelter-in-place' orders across the nation and we are able to return to a 'normal' workplace.

## B. Definitions

The following **definitions** apply throughout this program:

1. “**COVID-19**” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
2. A “**COVID-19 case**” means:
  - a. A person who:
    - 1) Has a positive “COVID-19 test” as defined in this plan;
    - 2) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
    - 3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
  - b. A person is no longer a “COVID-19 case” in this plan, when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the CA Department of Public Health (CDPH) or the local health department.
3. A “**COVID-19 exposure**” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk-exposure period” defined by this section. This definition applies regardless of the use of face coverings.
4. A “**COVID-19 hazard**” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
5. “**COVID-19 symptoms**” means a current fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
6. “**COVID-19 test**” means a viral or molecular test for SARS-CoV-2 that is:
  - a. Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization (EUA) from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
  - b. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
  - c. Note: Currently, an “antibody test” is not an approved COVID-19 test for the presence of the coronavirus, or to determine if a person is a ‘COVID-19 case’.

7. “**Excluded**” means a TM is *excluded* from working at the current workplace. It primarily means being quarantined at home, but can also mean working alone at a separate work location approved by SilMan.
8. “**Exposed workplace**” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.  

Note: Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by *CA Labor Code section 6409.6(d)(5)*.
9. “**Face covering**” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
10. “**High-risk exposure period**” means the following time period:
  - a. For persons who develop COVID-19 symptoms: from 2 days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
  - b. For persons who test positive who never develop COVID-19 symptoms: from 2 days before, until 10 days after the specimen for their first positive test for COVID-19 was collected.

## C. Authority and Responsibility

### Employer

SilMan Industries (*Employer*), also named ‘SilMan’ herein, has the overall authority and responsibility for developing, updating, administering, and implementing this plan, at all worksites, and as often as necessary, based on the most current information provided by our federal, state, and local governments, as it applies to SilMan operations companywide.

SilMan is responsible for posting and/or providing a copy of the most current plan, including relative COVID-19 information to all Team Members (TMs), customers, partners, and visitors that may be affected by this plan.

### Pandemic Plan Administrator

Our *Pandemic Plan Administrator (PPA)*, Scott Harding, Corp. S&H Director; has the authority and responsibility for developing, updating, and administering this program, based on the most current information provided by our federal, state, and local governments. Our PPA will review this plan periodically (annually at minimum) and update it as deemed necessary, based on the most current information available.

Our PPA is responsible for ordering and distributing OSHA and EPA approved cleaning products, PPE, shields/guards, and similar items necessary to prevent the spread of this virus, as mentioned within this plan.

Our PPA is also responsible to ensure that the current plan is being implemented and enforced at all worksites and offices, including the coordination of assigning onsite COVID-19 Supervisors, providing necessary training, procuring proper and adequate PPE and cleaning supplies, administering reported COVID-19 cases, and notifying each affected TM and/or client, as required and in accordance with this plan.

## **Supervisors**

Our *Supervisors* (all managers and lead-foremen) must be familiar with this plan and be prepared to answer questions from fellow TMs, partners, and clients. Managers and supervisors must reinforce our safe-working-culture and set a good example by following this plan while onsite, including all COVID-19 prevention protocols set forth by our clients and the local government, where applicable.

This involves practicing good personal hygiene standards and following preventative health measures, as required onsite, to prevent the spread of the virus, all while maintaining our standard level of jobsite safety. We are asking that our managers and supervisors equally encourage and enforce the same level of standards on all fellow TMs, customers, and site visitors.

Supervisors must report to corporate HR and/or Safety, if they or any known affected TM is experiencing or developing any signs or symptoms of COVID-19, or may have come in contact with any one that has tested positive for COVID-19.

## **Employees**

We must all play our part to minimize the spread of COVID-19. We are asking all of our *employees* (TMs) to further support our safe-working-culture by practicing good personal hygiene standards and following established preventative health measures while at work.

As set forth below, SilMan has instituted various housekeeping, social distancing, and other health prevention methods on all job sites, in accordance with the most current health ordinances and our client's procedures. Therefore, we also expect our TMs to equally follow this plan as a condition of their employment, in addition to all other required safety and health rules, policies, and procedures, applicable to their work.

Affected TMs must report to their immediate supervisor(s), or directly to corporate HR and/or Safety, if they are experiencing or developing any signs or symptoms of COVID-19, or may have come in contact with any one that has tested positive for COVID-19.

## **Subcontractors, Customers, and Worksite Visitors**

We are asking all *subcontractors*, *customers*, and *worksite visitors* equally support our safe-working-culture by abiding by our posted signage, following physical distance protocols, practicing proper sanitary and hygiene standards and following SilMan's preventative health measures while working with us, regardless of location and length of time.

## D. Common Symptoms of COVID-19

TMs must familiarize themselves with the most **common symptoms** of COVID-19:

- Coughing;
- Fever or chills;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose (possible sneezing); or
- Nausea/vomiting and diarrhea;

**WARNING:** TMs with underlying health conditions or weakened immunities are typically impacted the most.

**TMs that have any of the following emergency warning signs** for COVID-19\*, must seek medical attention immediately:

- Trouble breathing;
- Persistent pain or pressure in the chest;
- Confusion, or inability to wake or stay awake; or
- Bluish lips or face

\*Note: This list is not all possible symptoms. TMs should go to the [CDC website](#) and call their primary healthcare provider for symptoms that are questionable, severe or concerning to them.

TMs are asked to **CALL 911** if they have a **medical emergency**. Understanding our own health condition is vital to avoiding this virus as much as possible.

**TMs that are sick and experience any of the above symptoms**, are asked to

- STAY at HOME, and NOT COME TO WORK.
- Immediately contact their healthcare provider for testing or treatment.
- Avoid going into public, unless essential for travel.
- Contact their supervisor if they experience these symptoms as it may affect their work status and exposure to the workplace.

**TMs that may have been exposed (in close contact < 6' for 15 min) to someone who knowingly shows COVID-19 symptoms or tests positive for COVID-19**, they must contact their supervisor, HR or Safety as soon as possible and wait for further instructions. They should also call their healthcare provider to see if testing is necessary.

## E. Identification and Evaluation of COVID-19 Hazards

### Site Inspections, Evaluations, and Assessments

In order to properly **identify** and **evaluate** COVID-19 hazards at each workplace, we will implement the following:

1. **Review applicable health orders and general industry-specific guidance** from the CDC, Fed/OSHA, State of California Dept. of Health, Cal/OSHA, and local health departments, related to COVID-19 hazards and prevention, and identify how it relates to our industry, worksite location, and/or operations.
2. **Conduct a workplace-specific identification of potential workplace hazards and exposures related to COVID-19.** This includes focusing on:
  - All interactions, areas, activities, processes, equipment, and materials that could potentially expose TMs to COVID-19. Unfortunately, during this pandemic, we must treat all persons as potentially infectious, regardless of symptoms or negative COVID-19 test results.
  - Identification of places and times when people may congregate or come in contact with one another, regardless of whether TMs are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
  - Evaluation of TM's potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how TMs and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Note 1: If a worksite is very large, complex, or when a more comprehensive assessment is necessary, we can use the *Appendix I: Identification & Evaluation of Site-Specific COVID-19 Hazards* form, or similar document, as a supporting checklist.

Note 2: Some client worksites are too large where this is infeasible. Therefore, this responsibility lies on the host employer, however, we will perform our own identification and evaluation in the area we are performing work, as it interacts within their facility.

3. **Evaluate existing COVID-19 prevention controls at each workplace** and the need for different or additional controls (including those in Section G herein) to be corrected, improved or implemented.
4. **Our Site Supervisors or our Safety & Health Managers will conduct periodic and random inspections at each workplace**, as needed, to identify unhealthy or unsanitary conditions, work practices, and work procedures related to COVID-19 and to evaluate our effectiveness and overall compliance with our COVID-19 policies and procedures. Currently we use our standard *Safety Audit* form, or our client's internal audit form. As an

option, we can use the *Appendix J: COVID-19 Workplace Inspection* form, or similar document, to ensure all inspection items have been conducted.

- Evaluate indoor workspaces on how we can maximize the volume of clean outdoor air (< 100 AQI)** and whether it is possible to **increase filtration efficiency** to the highest level compatible with our existing ventilation system. The shop or office manager will work with Safety on evaluating our current system and whether upgrades or modifications are necessary.

### Employee Participation

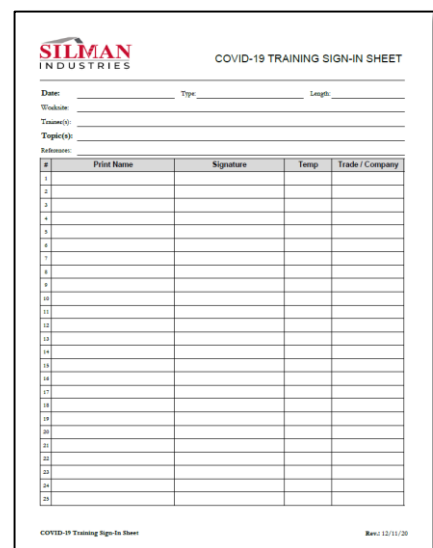
TMs and their authorized representatives are encouraged to **participate** in the identification and evaluation of COVID-19 hazards at each worksite by:

- Performing jobsite walks** for the sole purpose of hazard assessment before starting their project related tasks and during the course of each workaday, to personally identify and evaluate any COVID-19 potential hazards that may affect themselves and/or fellow TMs.
- Notifying the Site Supervisor** of the identified COVID-19 hazards that need correction, and evaluate its effectiveness once implemented or corrected.
- Offering suggestions for hazard correction(s) to corporate HR and/or Safety**, should the Site Supervisor not provide proper support or answer questions about reported corrections.

### Employee Screening and Responses to Employee Symptoms

Our TMs will be screened for COVID-19 related symptoms, in the following manner:

- In general, we ask that our TMs **self-screen** according to CDC & CDPH guidelines every day in the morning prior to leaving for work. This way, if any symptoms arise, they can contact their Site Supervisor for further direction on whether to come in to work or remain at home.
- At this time, we do not require our home offices or shops to perform **temperature screenings**, however a non-contact thermometer will be available at the front lobby entrance should any TM or visitor like to verify their temperature.
- All Site Supervisors have been issued **non-contact thermometers** for use on remote worksites. We recommend that our Site Supervisors screen all TMs onsite at the time of arrival, and document their temperatures on the *Daily Training Sign-in Sheet* (right).
- When screening is conducted by SilMan, non-contact thermometers will be used to screen TM's temperatures in the middle of their forehead at a safe and recommended distance.



The form is titled "COVID-19 TRAINING SIGN-IN SHEET" and includes the SilMan Industries logo. It contains fields for Date, Title, Type, Length, Trades, Trades(s), Title(s), and Address. Below these fields is a table with 20 rows and 4 columns: #, Print Name, Signature, Temp, and Trade / Company. At the bottom, it says "COVID-19 Training Sign-In Sheet" and "Rev: 12/11/20".

- TMs must not attempt to alter or falsify their surface or core temperature reading prior to being screened.
- Face coverings will also be used during screening by both screeners and if a TM's temperature is measured **above 100.4 deg. F**, they will be asked to not enter the facility and go home, or get tested for COVID-19 at a pre-designated testing facility.
- Some project sites require temperature screenings prior to entry into their facility. Often this is conducted by a third party or by the host employer, which also follow CDC guidelines and physical distance protocols.

## F. Correction of COVID-19 Hazards

Based on the severity of COVID-19 related hazards either discovered during a worksite inspection or assessment, or as notified by our TMs or clients, we will implement effective methods for correcting unsafe and/or unhealthy conditions, work practices, including policies and procedures in a timely manner, as follows:

1. If necessary, we will first document all reported and identified unsafe or unhealthy work conditions, practices or procedures using the *Appendix J: COVID-19 Workplace Inspection* form, or our internal *Safety Audit* form. Completed inspections/audit reports will be sent to the Site Supervisors and Project Managers for prompt correction.
2. Severe hazards must be corrected immediately. The severity of the hazard will be properly assessed and correction time frames will be assigned, as required.
3. Certain TMs may be assigned as being responsible for making timely corrections.
4. Our Safety Managers who conducted the initial inspection/audit must follow-up with Site Supervisors or the assigned correcting TM, to ensure listed items were corrected accordingly.
5. Once these items have been corrected, Safety Managers must close these items out on the inspection/audit form, by placing their initials and date of correction adjacent to the item.

## G. Control of COVID-19 Hazards

We will, to the best of our ability, attempt to control COVID-19 hazards by utilizing the following prevention methods, including our *Appendix D: Hierarchy of Controls*.

### ISOLATION CONTROLS

In order to eliminate our exposure to the virus, our highest-level control method is to **isolate (exclude) ourselves from others and public spaces**, by not leaving the house. We can have items delivered to our homes and sanitize them upon arrival. We can remain inside our homes with family (provided everyone is healthy).

In order to continue our operations, this is simply infeasible for those that must conduct *essential business* for SilMan. Therefore, this control method is encouraged only for those who are either sick, positive for COVID-19, or for TMs who can feasibly conduct work from home.

## **SUBSTITUTION CONTROLS**

A secondary level of control is for us to change certain ways that we conduct business, by substituting normal tasks with a high potential for exposure, with safer methods of less to zero exposure. Unfortunately, during a pandemic, the way we normally conducted day-to-day business in the past, must be rethought. Some examples of substitution controls we can use in the workplace are:

- Work from home instead of working from the office;
- Reschedule work to a different time or location to avoid increased interaction with others;
- Making phone calls or using web video conferencing instead of conducting in-person meetings;
- Instead of transferring items by hand, we can sanitize items, place them in bags/boxes, and hand to others, while practicing other controls;
- Avoid entering public spaces of more than 5 people;
- Use tablets and laptops for managing documents in lieu of handling hard copy paperwork;
- Wearing glasses instead of contacts;
- Using contact-free devices such as contactless thermometers; and
- Avoid sharing PPE, tools, and equipment.

## **ENGINEERING CONTROLS**

To further limit exposure to the virus, we will implement the following engineering control methods or prevention measures for situations where we cannot maintain at least six feet between others:

- **Installing physical barriers** is an option for stationary work stations, but this is not feasible for construction work. Therefore, we attempt to work at least 6-feet from others, but must rely on other control methods, including PPE during construction tasks.
- **We will evaluate indoor workspaces on how we can maximize the volume of clean outdoor air** (free from smoke or other harmful contaminants < 100 AQI) and whether it is possible to **increase filtration efficiency** to the highest level compatible with our existing ventilation system. We can **open up windows and doors** in our shops/offices or similar workplaces, to allow natural ventilation to flow. **If car-pooling TMs**, we can open car windows or change-out cabin filters.
- **On remote worksites, we can add industrial fans, blowers, or HEPA Air Scrubbers.** If the host employer's ventilation system is inadequate, we may offer suggestions to their

maintenance department or management to improve the air quality. If this cannot be done to a safe acceptable level, we may choose to leave the worksite.

- **We will properly maintain and adjust our owned mechanical ventilation systems** as often as necessary, to further prevent spread of the virus. The shop or office manager will work with Safety on evaluating our current system and whether upgrades or modifications are necessary

Exception: Outdoor air maximization is not required during circumstances where the air needs to be minimized due to other hazards such as wildfire smoke (AQI is > 100), or during inclement weather or extreme hot or cold temperatures.

## ADMINISTRATIVE CONTROLS

### Cleaning and Disinfecting

We have implemented the following cleaning and disinfection measures for frequently touched surfaces in our workplaces:

- **Provide all worksites and supervisors the adequate type and amount of cleaning and/or disinfecting supplies.** We will provide TMs adequate time for cleaning or disinfecting to be done properly.
- Upon request, **inform TMs and authorized employee representatives of the frequency and scope of cleaning and disinfection**, which is typically twice-daily, at the beginning and end of each work shift.
- We will **identify and regularly clean and disinfect frequently touched surfaces and objects**, such as doorknobs, handles, controls and handles on equipment and tools, handrails, bathroom fixtures, chairs, tables and any other commonly used/shared items in the workplace.
- **“Cleaning and disinfecting”** means using the proper disinfectant or cleaning solution that is approved by CDC as an effective product for killing 99.9% of aerosol transmittable diseases, common viruses, and germs. It also means completely wiping down the entire surface at least once and allowing to dry.
- **Cleaning and disinfecting must be done in a safe manner** that does not create additional hazards to TMs per our Hazard Communication Program. SDSs are to be provided to assigned TMs performing cleaning and disinfecting. Proper and adequate PPE must be worn, as recommended by the product’s SDS.
- **Prohibiting the sharing of PPE, and to the extent feasible**, items that TMs come in regular contact with such as phones, desks, keyboards, writing materials, paperwork, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment will be disinfected between uses by different people.

- **Sharing of vehicles** shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
- **In the event we have or had a 'COVID-19 case' present in our workplace**, we will clean and disinfect all areas, materials, and equipment used by the positive COVID-19 case during the high-risk exposure period. In extreme cases or outbreaks, we may hire an outside cleaning service to perform a full cleaning of the entire workspace.

## **Physical Distancing** (aka Social Distancing)

Where possible, we will ensure all TMs remain at least 6 feet of physical distance in our workplace by:

- **Eliminating the need for workers to be in the workplace** – e.g., telework or other remote work arrangements.
- **Reducing the number of persons in a single area at one time** or limiting access to areas where bottle-necking or close congregation may occur, such as elevators, stairways, hallways and corridors.
- **Using visual cues** such as postings, signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- **Staggering personnel** arrival, departure, work, and break times.
- **Adjusted work processes or procedures**, such as reducing production timeframes,
- **Allow greater distance** (6' +) between personnel, by separating chairs, desks, or workstations, etc.
- **TMs and visitors will be kept as far apart as possible** when there are situations where six feet of physical distancing cannot be achieved.

## **Worksite Visitors - All Worksites**

Visitors present a high risk of spreading the virus, since they may have been exposed to the virus and can bring it to the workplace unknowingly. Due to this higher risk, the following protective measures will be enacted.

- **Limit the number of visitors to each worksite** to only those necessary. Call via phone or video call instead of conducting in-person visits.
- **All visitors may be asked to provide a temperature screening or complete a questionnaire in advance** of arriving to each worksite, depending on host employer requirements. When screening is required, we will send all visitors in advance, our *Appendix B Visitor Travel/Exposure Questionnaire*. If the visitor's answers indicate a potential

exposure or positive COVID-19 case, they will not be permitted to enter the site until cleared by their healthcare provider, or until authorized by SilMan management or the host employer.

- **Delivery drivers** will be permitted to enter jobsites, but should communicate with SilMan site supervisors in advance of their arrival. Drivers coming into the jobsite and interacting with workers should be asked the same Travel/Exposure Questions (above), or may be asked to provide a temperature screening. Drivers must also follow SilMan’s exposure control procedures described herein. Drivers should remain in their vehicles other than to unsecure the load. Signatures on Bill of Ladings (Shippers) can be signed with a glove if required. Drivers are allowed to exit their cab to secure their loads, use the restroom, or support loading and offloading.

## Travelers and Travel Restrictions

CDC recommends that all travelers **avoid non-essential travel** to the following Level 3 destinations: [China, Iran, most European countries (Italy, France, Romania, Portugal, Spain, etc.), United Kingdom (UK) and Ireland]. Most individuals who have been in one of these Level 3 destinations during the previous 2 weeks may not be allowed to enter the US or will be subject to mandatory quarantine. For updated information, please visit the following CDC Travel link:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

TMs that are scheduled to travel, should contact their destination state and travel agency for any updated information and current travel restrictions. It is recommended to cancel any non-essential prescheduled trips until travel restrictions are lifted.

## Essential Travel

Based on Alameda County (CA) Health Orders released on April 29, 2020, **essential travel** means:

- Travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, Minimum Basic Operations, Outdoor Activities, and Outdoor Businesses.
- Travel to care for any elderly, minors, dependents, or persons with disabilities.
- Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
- Travel to return to a place of residence from outside the County.
- Travel required by law enforcement or court order.
- Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
- Travel to manage after-death arrangements and burial.

- Travel to arrange for shelter or avoid homelessness.
- Travel to avoid domestic violence or child abuse.
- Travel for parental custody arrangements.
- Travel to a place to temporarily reside in a residence or other facility to avoid potentially exposing others to COVID-19, such as a hotel or other facility provided by a governmental authority for such purposes.

TMs needing to travel for work during any state or county shelter in place orders where only essential workers are allowed to commence working, can use *Appendix A – Essential Industry Employee Letter*. This letter can be presented to any governmental authority or client that questions our TM's travel during these orders.

## **Hand Sanitizing**

In order to implement **effective hand-sanitizing procedures**, we will:

- Evaluate our existing handwashing facilities, hand-sanitizer stations, hand cleaning solutions used, and its effectiveness, and determine the need for additional or modified supplies and facilities, at each workplace.
- Supply each TM or remote worksite with effective hand-sanitizer in adequate supply, for general use, where normal handwashing facilities are not provided or available.
- Encourage each TM and visitor to clean their hands frequently, and allow TMs adequate time (at least 20 seconds each time) for handwashing and/or hand-sanitizing.
- Prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Follow manufacturer's labeling requirements and SDS for proper use and health concerns.
- Avoid over-use of hand-sanitizers, which can dry out skin and lower immunity.

## **Face Coverings**

*Face coverings* (masks) are made available and are provided at no cost to all TMs. Non-SilMan employees (visitors and subcontract employees) should have their own, but may be offered one if they do not have a mask or an adequate mask available.

Face covers must be made of adequate filtering material, preferably 2+ layers, that is known to reduce transmission of the virus, and must meet or exceed CDC recommendations for use and type of face covers. When worn, face covers must fully cover the nose and mouth.

We provide clean, undamaged face coverings and ensure they are properly worn by TMs when less than six feet away from another person, including non-employees, and where required by orders from the local government or health department.

New or damaged face coverings will be replaced at no cost to TMs upon their request and/or as required by the CDC or local health department. TMs are asked to replace damaged masks immediately and clean their own mask, as often as needed.

The following are **exceptions** to the use of face coverings in our workplace:

- **When an employee is alone** in a room.
- **While eating and drinking**, provided everyone remains at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- **TMs wearing a higher level of respiratory protection than a typical face cover**, and when required by the task, such as a sealed N95s, APRs, SARs, etc., must do so in accordance with CCR Title 8 section 5144 and related safety orders.
- **TMs choosing to wear N95s on their own at the workplace**, must receive and acknowledge - *Appendix D of 29 CFR 1910.134 – Voluntary Respirator Use Guidelines and Acknowledgement Form*. This is because using N95s have limitations and can be harmful if not understood. N95s are technically considered *respirators* under the standard, and TMs must be fit tested, medically evaluated, and trained, etc.
- **Alternatives/Accommodations will be considered** on a case-by-case basis for TMs who cannot wear face coverings due to a medical/mental health condition or disability, or who are hearing-impaired. This may involve the use of an effective non-restrictive alternative, such as a face shield with drape or similar, if their condition or disability permits it.
- **Certain tasks cannot feasibly be performed with a face covering** while working with others. In these situations, TMs will attempt to stay at least 6 feet apart. If TMs cannot work at least 6 feet apart and cannot wear a face cover, we will limit their exposure time to less than 15 minutes and provide them a physical barrier, like a face shield or guard, or implement other controls. In some cases, depending on the risk, the task may not be able to be performed.

**Signs will be posted** at all jobsites and home offices at the entrance or primary meeting location, informing all personnel (both SilMan and Non-SilMan employees) that face coverings are required when present at our owned premises or remote worksite. We will also **communicate workplace-specific face covering requirements** during our daily safety meetings, site orientations, and site postings.

**Any TM not wearing a face covering, shield or other effective alternative, for any reason**, must be at least six feet apart from all other persons, unless the unmasked employee is tested at least twice weekly for COVID-19. In addition, TMs that are not wearing face coverings, when required under this plan, may be subject to disciplinary action or may be asked to go home.

## **Other Personal Protective Equipment (PPE)**

**When physical distancing requirements (6-feet or more) is not feasible or maintained**, we will evaluate the need for additional PPE or similar protective devices and barriers necessary for

COVID-19 prevention. The need for PPE is always based on the hazard and exposure in relation to their task, as required by OSHA. PPE is provided at no cost to our TMs.

**In addition to our standard jobsite PPE** (safety glasses, cut resistant gloves, hard hats, steel toed boots, hi-viz vest), workers engaged in construction tasks will also be provided the following additional PPE:

- **Nitrile or Latex Gloves:** The type of glove worn must be appropriate for the task but also provide skin and sanitary protection. If gloves are not typically required for the task, then disposable gloves are acceptable. TMs must not share disposable gloves.
- **Face shields:** Face shields are optional and can be used for additional protection over safety glasses to protect from high velocity airborne droplets. Face shields can be used with or without face coverings or masks, however the use of both is may be necessary when working within 6 ft.
- **N95 Masks:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. These should be reserved for public healthcare workers and first responders. Plus, there is a global shortage of N95 masks. TMs should only wear N95 respirators if required by the task or hazard, such as concrete work or dusty operations. Engineering and administrative controls should be implemented first before relying on N95 masks alone.

**WARNING!** The use of any face-covering (mask) during high-heat or humid conditions while working, may increase health risks related to heat illness. An extensive [article](#) on this subject was released on 6/29/20, and can be used as a Toolbox Topic during heat waves.

## H. Investigating and Responding to COVID-19 Cases

SilMan will investigate and respond to positive COVID-19 cases as quickly as possible and as soon as a COVID-19 case is reported. Once reported and confirmed, our Safety Managers will conduct an investigation and begin tracking the potential exposure of each positive COVID-19 case to the best of our ability.

SilMan will take the following actions when there has been a known COVID-19 case contracted at our workplace:

1. **Determine the day and time the COVID-19 case was last present** and, to the extent possible, the **date of the positive COVID-19 test(s)** and/or diagnosis, and the **date the COVID-19 case first had one or more COVID-19 symptoms**, if any were experienced.
2. **Determine who may have had a COVID-19 exposure.** This requires an evaluation of the **activities** of the COVID-19 case and all **locations** at the workplace which may have been visited by the COVID-19 case during the *high-risk exposure period*.

Note: See *Section L. Exclusion of COVID-19 Cases* herein for exclusion requirements for TMs with COVID-19 exposure.

3. **Provide notifications to all affected personnel** of COVID-19 exposure or contraction, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case. Notifications will be provided in the following manner:
  - Initial phone call, text, or email to the affected person.
  - TMs testing positive for COVID-19 will be sent *Appendix C.1: TM Notification Letter*, via email or mailed to their residence.
  - TMs and non-SilMan employees who may have been exposed or in contact with a COVID-19 case during the *high-risk exposure* period, will be sent *Appendix C.2: TM Notification Letter*, via email or mailed to their residence.
4. **Offer COVID-19 testing** at no cost to TMs during their working hours for those who had a known COVID-19 exposure in the workplace, due to an outbreak as described in this plan, or as deemed by any governmental agency.
5. **Provide TMs that were tested** with the information on benefits described herein *Section L - Exclusion of COVID-19 Cases*.
6. **Investigate whether any workplace conditions could have contributed** to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
7. **Collect appropriate medical information** on COVID-19 case testing, follow up visits, treatments, and Work Status Reports as provided by the health care provider.
8. **Track and log each COVID-19 case** under investigation, using our internal *COVID-19 Case Tracking Log* or by using the *Appendix K: Investigating COVID-19 Cases* form.
9. **Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms will be kept confidential.** All COVID-19 testing or related medical services provided by SilMan, or host employers, under this plan must be provided in a manner that ensures the confidentiality of SilMan's TMs. We will ensure that all TM medical records required under this plan are kept confidential and are not disclosed or reported without the TM's express written consent to any person within or outside the organization.

Exception 1: Unredacted information on COVID-19 cases must be provided to the local health department, CDPH, Cal/OSHA, CDC, WHO, or the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Exception 2: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

## I. System for Communicating

Our goal is to ensure that we have **effective two-way communication** with our TMs, in a form they can readily understand, and includes the following:

1. **TMs can report COVID-19 related symptoms, including potential exposures and hazards** (without fear of reprisal), by:
  - **Contacting their immediate supervisor or SilMan representative**, either in-person, email or phone, whom shall report to corporate HR and Safety (below);
  - **Calling HR and/or Safety** at (510) 347-4800; or
  - **Emailing HR** at [hr@silmanindustries.com](mailto:hr@silmanindustries.com), and/or corporate **Safety**, Scott Harding, at [scottharding@silmanindustries.com](mailto:scottharding@silmanindustries.com)
2. **TMs needing accommodations for medical or other conditions** that put them at increased risk of severe COVID-19 illness are asked to contact HR and/or Safety using any of the methods in #1 above, at which time we will decide the best controls and/or accommodations to be implemented.
3. **TMs needing access to testing when not required**, should contact their primary health care provider or the local county health department. If a TM does not have a primary health care provider, they should contact HR (per #1 above), or their union representative.
4. **In the event we are required to provide access to COVID-19 testing** because of a known workplace exposure or outbreak, we will inform all affected TMs of the plan for testing, the reason for testing and the possible consequences of a positive test.
  - We will provide access to testing at no cost to TMs, during working hours. HR and Safety will contact an approved testing facility that is local to their assigned workplace and provide them our billing information.
  - We will provide each affected TM the testing center's name, location, phone #, and available times or appointments for testing.
  - TMs will also be informed of the reason for testing, and potential consequences for receiving a positive test result.
  - TMs that wish to opt-out of company-offered testing, may be subject to a 14-day quarantine, and must contact HR (per #1 above).
5. **Any TM, or person within or in contact with our workplace, needing information** about COVID-19 hazards that they may be exposed to, controls that are in place to mitigate those hazards, and/or a copy of SilMan's COVID-19 policy or procedures, should contact:
  - SilMan Safety at (510) 347-4800, or
  - SilMan's S&H Director, Scott Harding at (510) 314-4546, or email [scottharding@silmanindustries.com](mailto:scottharding@silmanindustries.com).
6. **Other methods of communicating COVID-19 related information, includes:**
  - "All-Team Meetings" via GoToMeeting webcast, on a weekly or bi-weekly basis.

- Intermittent communications via emails and phone calls to specific projects, teams, regions and/or individuals, either as requested or based on local health order updates, policy and plan updates.
- Toolbox talk training sessions where we present reminders, alerts, updates, etc.
- Host-employer announcements or postings of their requirements onsite should be communicated via pre-construction meetings and other formal communications between client and project management, prior to our arrival.

## J. Training and Instruction

We will provide effective training and instruction to our TMs that includes:

1. **Our COVID-19 policies and procedures** to protect employees from COVID-19 hazards.
2. **Information regarding COVID-19-related benefits** to which the employee may be entitled under applicable federal, state, or local laws.
3. **The fact that COVID-19 is an infectious disease** that can be spread through the air, COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, and the fact that an infectious person may have no symptoms.
4. **Methods of physical distancing** of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
5. **The fact that particles containing the virus can travel more than six feet**, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
6. **The importance of frequent hand washing** with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
7. **Proper use of face coverings** and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
8. **COVID-19 symptoms**, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
9. **COVID-19 related alerts, updates, and reminders**, either from internal management or the government, that affect our operations.

Training and instruction on all of the above items will be provided to our TMs during:

- “All-Team Meetings” via *GoToMeeting* webcast, on a weekly or bi-weekly basis.
- Site-Specific Safety Orientations provided either by SilMan or our host employers;

- Toolbox Talks and daily safety meetings at remote worksites;
- Intermittent communications via emails and phone calls to specific projects, teams, regions and/or individuals, either as requested or based on local health order updates, policy and plan updates.
- External training resources that offer courses on COVID-19 prevention, as provided by OSHA, CDC, health departments, affiliate organizations, or accredited training institutions.
- Host-employer announcements or postings of their requirements onsite should be communicated via pre-construction meetings and other formal communications between client and project management, prior to our arrival.

We will **document** all formal training for COVID-19 prevention, using our *Daily Training Sign-in Sheet*. We will document/track certain COVID-19 related courses using our *Master Training Log*. As an option we may elect to use *Appendix L: COVID-19 Training Roster*.

## **K. Reporting, Recordkeeping, and Accessibility of Records**

Our policy regarding reporting of COVID-19 cases and providing TMs the accessibility of information and records is to:

- **Report information about COVID-19 cases** at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- **Report any COVID-19-related serious illnesses or death** of a TM, immediately to OSHA, Cal/OSHA, and the local County Health Department, as required, when occurring in our place of employment or in connection with any employment. We will also record any COVID-19 work-related serious illnesses and/or death on our OSHA 300 logs.
- **Maintain records of the steps taken** to implement our written *COVID-19 Prevention Program*. Based on this updated *Cal OSHA Emergency Temporary Standard T8 CCR 3205*, released on 11/30/20. The first step is updating our plan based on the standard and all health departments in the states and counties we operate. Secondly, we will summarize (highlight) the updates to our existing plan and present this in a simplified format to our team. We will then present this information in hard copy form passed out to all TMs, via All-Team Meeting announcements, emails and daily toolbox talks.
- **Make our written COVID-19 Prevention Program** available at the workplace to employees, authorized employee representatives, and to representatives of the government immediately upon request.
- **Maintain a record of and track all COVID-19 cases** with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. We may use the *COVID-19 TM*

*Case Log* or *Appendix K: Investigating COVID-19 Cases* form to record and track all SilMan reported cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

- **Keep COVID-19 case's medical information confidential**, in accordance with *Section G.8* herein. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. This does not alter the right of TMs or their representatives to request and obtain an employer's *OSHA 300 Log*, without redaction, or to request and obtain information as otherwise allowed by law.
- **Access to employee records** will be provide to the TM and their representative, or to any requesting governmental authority, upon written request.

## OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, SilMan will determine if it meets the "work-related" criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires all employers to record work-related injuries and illnesses that meet certain severity criteria on the *OSHA 300 Log*, as well as complete the *OSHA Form 301* (or equivalent) upon the occurrence of these injuries.

For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that either results in a fatality, or results in an in-patient hospitalization of one or more employees, due to the Coronavirus exposure in an occupational environment. "In-patient hospitalization" is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has decided that COVID-19 should not be excluded from the coverage of the rule, like the common cold or the seasonal flu and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an *illness* under the rule. Thus, if a TM simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If a TM has a confirmed case of COVID-19 or a worksite is reported to have a high-risk exposure event or a workplace outbreak, SilMan Safety Managers will conduct an investigation of any workplace COVID-19 exposures to determine if the case is work-related or not. "**Work-relatedness**" is presumed for illnesses that result from events or exposures solely from or in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Refer to *Section N: Additional Considerations* for additional information.

SilMan’s investigation for positive COVID-19 cases will consider the work environment, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if a TM has a confirmed case of COVID-19 that is considered work-related under a high-risk exposure or a workplace outbreak (as defined herein), SilMan will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

## L. Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our *Section M - Return-to-Work Criteria* herein, has been met.
- Excluding TMs with COVID-19 exposure from the workplace for **14 days after** the last known COVID-19 exposure to a COVID-19 case.
- Whenever we have demonstrated that the COVID-19 case or an outbreak exposure is “work related”, we will continue and maintain a TM’s earnings, position, seniority, and all other employee rights and benefits. This will be accomplished by utilizing union or employer-provided TM sick (PTO) or leave benefits, including leave rights and similar compensation from public resources or from other means of maintaining earnings, rights and benefits, where permitted by law, and when not covered by workers’ compensation.

Exception 1: This section does not apply to any period of time during which the TM is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.

Exception 2: This section does not apply where SilMan demonstrates that the COVID-19 exposure is not work related.

- Providing TMs at the time of exclusion with information on available benefits.

Note: This section does not limit any other applicable law, SilMan policy, or collective bargaining agreement that provides for greater protections.

EXCEPTION to this Section: TMs who have not been excluded or isolated by the local health department need not be excluded by SilMan, if they are temporarily reassigned to work where they do not have contact with other persons until *Section M - Return-to-Work Criteria* herein, has also been met.

## M. Return-to-Work Criteria

- **COVID-19 cases with COVID-19 symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.

- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed COVID-19 symptoms**, will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- **A negative COVID-19 test** will NOT be required for a TM to return to work.
- **If an *order to isolate* or *quarantine* a TM is issued by a local or state health official**, the TM will be excluded from the workplace and not allowed to return to work until the period of isolation or quarantine is completed, or the order is lifted. If no period was specified, then the period will be 10 days from the time the *order to isolate* was effective, or 14 days from the time the *order to quarantine* was effective.
- **If there are no violations or orders by local or state health officer for isolation or quarantine**, the *Division* (Fed/OSHA or Cal/OSHA) may, upon request, allow TMs to return to work on the basis that the removal of a TM would create undue risk to a community's health and safety. In such cases, we will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the TM at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

## **N. Additional Considerations**

### **1. Multiple COVID-19 Infections and Outbreaks**

[This section will be added to our plan if our workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are 3 or more COVID-19 cases in our workplace within a 14-day period. Reference *T8 CCR 3205.1* for details.]

This section of this plan will remain in effect until there are **no new COVID-19 cases detected in our workplace for a 14-day period**.

#### **COVID-19 testing**

We will provide COVID-19 testing to all TMs in our exposed workplace except for TMs who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to TMs during their working hours.

COVID-19 testing consists of the following:

- All TMs in our exposed workplace will be immediately tested, and then tested again one week later. Negative COVID-19 test results of TMs with COVID-19 exposure will not

impact the duration of any quarantine period required by, or orders issued by, the local health department.

- After the first two COVID-19 tests, we will continue to provide COVID-19 testing of TMs who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- We will provide additional testing when deemed necessary by state or local health departments, Fed/OSHA or Cal/OSHA.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and TMs who had COVID-19 exposure are excluded from the workplace in accordance with *Section L - Exclusion of COVID-19 Cases*, and *Section M - Return to Work Criteria* requirements herein, including local health officer orders, if applicable.

### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with *Section H - Investigating and Responding to COVID-19 Cases*.

### **COVID-19 investigation, review and hazard correction**

In addition to *Section E - Identification and Evaluation of COVID-19 Hazards* and *Section F - Correction of COVID-19 Hazards*, we will immediately perform a review of existing COVID-19 policies, procedures, and controls and, if feasible, implement changes as needed to prevent further spread of COVID-19.

Our investigation and review will be documented and include:

- New or unabated COVID-19 hazards, including:
  - Our leave policies and practices and whether TMs are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air and indoor air filtration.
  - Lack of physical distancing.
- Updating and reviewing our plan:
  - Every 30 days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving outdoor air or indoor air filtration.
- Increasing physical distancing as much as possible.
- Implementing respiratory protection.
- Posting signage and new plans or orders at readily accessible locations (lobby, copy room, etc.).

### **Notifications to the local health department**

Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System (NAICS) code of the workplace of the COVID-19 case, and any other information requested by the local health department.
- We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **2. Major COVID-19 Outbreaks**

[This section will be added to our plan should our workplace experience 20 or more COVID-19 cases within a 30-day period. Reference T8 CCR 3205.2 for further details.]

This section of this plan will remain in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all TMs present at our exposed workplace during the relevant 30-day period(s) and who may be required to remain at the workplace. COVID-19 testing will be provided at no cost to TMs during their working hours.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with *Section L - Exclusion of COVID-19 Cases* and *Section M - Return to Work Criteria*, and any relevant local health department orders.

## **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of *Section H - Investigating and Responding to COVID-19 Cases*.

## **COVID-19 hazard correction**

In addition to the requirements of *Section F - Correction of COVID-19 Hazards*, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing *Respiratory Protection Program* to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- We will Implement any other control measures deemed necessary by local or state health departments, Fed/OSHA, or Cal/OSHA.

## **Notifications to the local health department**

Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System (NAICS) code of the workplace of the COVID-19 case, and any other information requested by the local health department.
- We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

**< END >**

## Updates:

- 12/14/20: Plan update based on current State and local county Health Orders affecting all SilMan workplaces including Cal OSHA T8 CCR 3205, effective 11/30/20.
- 7/1/20: Plan update based on current State and local county Health Orders released on or about 6/29/20. Modified multiple sections, numbered headings, reworded content based on updates, added new content based on Pandemic Preparedness Plan listed on ISNetwork.
- 5/4/20: Plan update based on current State and local county Health Orders released on or about 4/29/20 for CA Bay Area 7 local counties.
- 3/31/20: New plan implementation based on COVID-19 Shelter in Place orders and pandemic health ordinances from federal and state government agencies, on or about 3/16/20.

**APPENDIX A: Essential Industry Employee Letter**

Essential Industry Employee

**Re: Shelter-in-Place Orders – Essential Business Employee**

To whom it may concern,

Please be informed that the bearer of this letter is employed with **SilMan Venture Corp, dba SilMan Industries**, located at **1600 Factor Ave, San Leandro, CA**.

SilMan Industries is a **General Contractor** for many “essential business” owners and clients. We have reviewed all applicable Health Orders and have determined that our operations qualify as an ‘essential’ industry/business, or critical infrastructure, and that we are able to continue to operate under those Orders.

Employees in possession of this letter have also been deemed **essential** to the minimum basic operations of our business. All non-essential personnel have been notified to work remotely until further notice. Employees who are critical to the minimum basic operations of the business have been instructed to comply with social distancing protocols and preventative health controls within their jurisdiction, as well as other company and client safety and health requirements.

If you have questions regarding the nature or scope of this letter, please contact our Corporate S&H Director, **Scott Harding** at **510.314.4546**, or **Tom Mangin**, or **Rick Silva** at **510.347.4800**.


You may also call our corporate office at **510.347.4800** or email [HR@silmanindustries.com](mailto:HR@silmanindustries.com).

Sincerely,

**Tom Mangin**

*Owner/Principle*

## APPENDIX B: Visitor Travel Questionnaire



### VISITOR TRAVEL & EXPOSURE QUESTIONNAIRE

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Any person who by medical examination or supervisory observation is shown to have, or appears to have, an illness, open lesion including boils, sores or infected wounds or any other abnormal source of microbial contamination shall be excluded from entering into the facility in order to prevent the contamination of food/food ingredients or transmit disease to others within the facility.

**Visitor Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Purpose: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Travel Information**

1. Are you a US Citizen? \_\_\_\_\_ If No, What Country? \_\_\_\_\_
2. In the past 6 months, have you traveled outside the continental United States? \_\_\_\_\_  
If Yes, What Country(s)? \_\_\_\_\_  
Region within Country(s) \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_
3. Did you visit a farm, livestock facility or wet market in your travels? \_\_\_\_\_  
If Yes, where? \_\_\_\_\_
4. Have you been in contact with someone that has travelled outside of the US? \_\_\_\_\_  
If Yes, from what country and what were the dates: \_\_\_\_\_

**Medical Questions**

*If you answer yes to any of these questions, your access to this facility could be denied. A SilMan representative will make the final decision based on the information provided on this form.*

1. Are you currently experiencing any flu like symptoms? \_\_\_\_\_ If yes, have you been seen by a medical professional? \_\_\_\_\_
2. Have you or someone in your family been notified of coming into contact with someone that tested positive for COVID-19? \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**SilMan Review/Approval:**      Visitor is approved:  Yes     No

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Visitor Travel/Exposure Questionnaire
*Confidential*
Rev.: 3/31/20

## **APPENDIX C.1: TM Notification Letter** (positive COVID-19 case)

Date: Letter date  
To: **TM Name**  
From: Company Rep Name and Title

### **RE: Confirmed positive COVID-19 case at [site name in city, state].**

We are committed to providing a safe and healthy environment for all team members and clients. It is in the interest of these goals that we provide this information to you out of an abundance of caution.

We have been informed by company name at site name that an individual onsite has a confirmed positive case of COVID-19, based on test results obtained on or about date. Per company name's policy, this employee has been directed to self-quarantine, until permitted to return back to work.

We are alerting you to this development because, based on company name's investigation, we believe that you may have come in contact with a confirmed positive case, on or about date.

Based on SilMan's policy we are directing you to stay at home (i.e., self-quarantine) and not to report to site name, until at least 14 days from date of last potential contact with positive case. In the interim, we encourage you to monitor your symptoms daily and seek medical advice to see if a COVID-19 test is necessary, especially if experiencing symptoms related to the Coronavirus.

If you do not test positive for COVID-19 nor experience any symptoms within 14 days from date of last potential contact with positive case, you may return to work along with a confirmed negative test or a doctor's note from a licensed health care physician. However, please inform company contact immediately, if any flu-like symptoms arise or you test positive for COVID-19.

We will treat information regarding the identity of the confirmed positive COVID-19 case with confidentiality to the extent practicable, and will comply with all applicable laws regarding the handling of personal information. Furthermore, per SilMan's policy, we will not tolerate harassment of, nor discrimination or retaliation against anyone.

Please contact company contact at phone #, if you have any additional questions or concerns.

For more information about the latest developments of COVID-19, please visit the CDC website at: <http://www.cdc.gov/coronavirus/2019-ncov/index.html>

~Thank you.

Company contact name, SilMan Industries

**APPENDIX C.2: TM Notification Letter** (potential COVID-19 exposure)

Date: Letter Date  
To: **TM or representative name**  
From: Company Rep Name and Title

**RE: Confirmed positive COVID-19 case at [site name in city, state].**

We are committed to providing a safe and healthy environment for all team members and clients. It is in the interest of these goals that we provide this information to you out of an abundance of caution.

We have been informed by our client, client name(s), that an employee for company name has been tested positive for COVID-19 on or about date of known case. Per company name's policy, this employee has been directed to self-quarantine until permitted to return to work. Company name has also closed the plant until further notice.

We are alerting you to this development because, based on company name's investigation, we believe that you may have been exposed to a confirmed positive case on or about date.

**Case summary:** We were informed on date, that a company name's employee had been recently tested positive for COVID-19. This employee was working in location/area of the plant which is approximately \_\_\_ ft distance in relation to SilMan's designated work area(s). Our site team either had zero or a very low chance of contracting the virus within the past \_\_\_ days, as we may have explained tasks/routes taken that may have come in contact, even though our team maintained a 6-foot social distance, wore the recommended PPE, and had little to no close contact of any shared items. Company name is taking their own necessary precautions onsite including sanitation of the \_\_\_\_\_ line and other high-contact areas. Company name will continue to notify SilMan of any further developments should they arise.

In the interim, we encourage you to monitor yourself *daily* for common COVID-19 symptoms (per [CDC](#)). Should any symptoms arise, please inform your supervisor, seek medical advice and take a COVID-19 test if recommended by the assessment reviewing physician, especially if exhibiting COVID-19 symptoms.

If you do not get tested for COVID-19 nor experience symptoms, please continue to self-monitor daily.

If you do test positive for COVID-19 or experience flu-like COVID symptoms, please inform both Scott Harding (SilMan Safety) and your immediate supervisor, who will also notify client's name representative.

We will treat information regarding the identity of all TMs with confidentiality to the extent practicable and will comply with all applicable laws regarding the handling of such information.

Please contact Corp. HR dept. at 510.347.4800, or Scott Harding at 510.314.4546, if you have any further questions or concerns. For more information about COVID-19, please visit CDC at <http://www.cdc.gov/coronavirus/2019-ncov/index.html>

~ Thank you.

Scott Harding, Corp S&H Director, SilMan Industries

## **APPENDIX D: Hierarchy of Controls (COVID-19 prevention)**

### **Hierarchy of Controls – COVID-19 Prevention**

1. **Elimination** – Isolate yourself from others and public spaces. Don't leave the house. Have items delivered to your home and sanitized. Stay inside by yourself or with family (provided everyone is healthy).
2. **Substitution** – Use remote means for working or reschedule work. Make phone calls, use the internet, Zoom, GoTo Meeting, etc. **Place items in bags or boxes** instead of transferring by hand. **Avoid public spaces** of more than 5 people. **Wear glasses** instead of contacts.
3. **Engineering** – Monitor yourself and those closest to you. Keep an eye on potential viral symptoms (fever, coughing, and shortness of breath). **Wash your hands with soap and water frequently** (for appx 20 seconds), especially if touching anything public (money, handrails, push-buttons, doorknobs, etc).
4. **Administrative** – Maintain social distance of at least **6'** while working around others. Do not shake hands or make any personal contact. Avoid touching any shared items (paperwork, computers, tools, etc). **Cough/sneeze into your elbow** or jacket. **Avoid touching face, eyes, and mouth** with hands.
5. **PPE** – Wear additional personal protective equipment (when working within **6'** of others): N95 dust masks, rubber gloves (latex or nitrile), and safety glasses. **Optional higher-level PPE:** Sealed safety goggles, half or full-face respirator with P-100 filters, face-shields, and hooded Tyvek™ Suits with duct-taped cuffs.

## **APPENDIX E: Toolbox Talk #01**

### **What is COVID-19 and How It Spreads**

#### **What is COVID-19?**

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

#### **How is COVID-19 Spread?**

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

## APPENDIX F: Toolbox Talk #02

### COVID-19 Prevention and Work Practice Controls

#### Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use inside of elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT COME TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

#### General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#)[external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
  - This includes other elements of the jobsite where possible.
  - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before & after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - **Gloves:** Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
  - **Eye protection:** Eye protection should be worn at all times while on-site.

## **APPENDIX G: Social Distance Protocols & Preventative Health Measures (template)**

Company name: \_\_\_\_\_

Facility Name & Address: \_\_\_\_\_

Approx. gross SF of space open to the public: \_\_\_\_\_

**Implement all applicable measures listed below:**

### **Signage:**

- Post signage at each *public* entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear face coverings, as appropriate; and not shake hands or engage in any unnecessary physical contact.
- Post a copy of the **Social Distancing Protocol** at each public entrance to the facility.

**Measures to Protect Employee Health** (check all that apply to the facility):

- TMs who can carry out their work duties from home has been directed to do so.
- All TMs have been told not to come to work if sick.
- Symptom checks are being conducted before TMs may enter the work space.
- TMs are required to wear face coverings, if working within 6-ft of each other.
- All offices, desks, or individual work stations are separated by at least 6 feet.
- Break rooms, bathrooms, and other common items/areas are being disinfected frequently, on the following schedule: \_\_\_\_\_
  - Other (\_\_\_\_\_): \_\_\_\_\_.
- Disinfectant and related supplies are available to all TMs at the following location(s): \_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): \_\_\_\_\_
- Soap and water are available to all employees at the following location(s): \_\_\_\_\_
- Copies of this Protocol have been distributed to all employees. \_\_\_\_\_
- Optional - \_\_\_\_\_

**Measures to Prevent Crowds from Gathering** (check all that apply to the facility):

- \_\_\_\_\_

## Measures to Keep People at Least 6 Feet Apart (check all that apply to the facility):

- Post signs outside the office (or front door) reminding people to be at least 6 feet apart.
- All TMs have been instructed to maintain at least 6 feet distance from each other, except may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

## Measures to Prevent Unnecessary Contact (check all that apply to the facility):

- Prevent TMs from self-serving items that are food-related.
- Avoid sharing of pens, computers, laptops, copiers, phones and tools. Sanitized shared items before and after use.

## Measures to Increase Sanitization (check all that apply to the facility):

- Disinfecting wipes are available near front entrance and shop entrance.
- TM(s) are assigned to disinfect common or shared items regularly.
- Hand sanitizer, soap and water, or effective disinfectant is available to TMs.
- Disinfecting all high-contact surfaces frequently.

## You may contact the following person with any questions or comments about this protocol:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Preventative Health Measures

- Follow all CDC and local municipality guidelines.
- Non-essential airline travel will cease until further notice.
- Conduct business remotely (if possible). Instead, use the phone, email or teleconference.
- Keep a social distance of 6' between all personnel within proximity.
- Schedule & organize work accordingly to reduce the proximity of workers.
- Do not shake hands or make direct contact with others.
- Avoid contact with public surfaces (hand railing, laptops, doorknobs, etc.).
- Avoid handing-off items to each other (tools, paperwork, etc.).
- Avoid touching eyes, face, and mouth.
- Conduct meetings outside or in wide-open spaces.
- Keep an eye on everyone's health during the day. Be aware of viral symptoms.
- Practice personal hygiene by washing hands frequently with soap and water and using hand sanitizer.
- Cough/sneeze in your elbow or jacket inner lining.
- Avoid using contact lenses and wear prescription glasses instead.
- Depending on the environmental conditions/hazards, additional PPE will be required: Tyvek suits, N95 mask, rubber gloves, sealed goggles, and face shields.

**APPENDIX H: Public Entrance Signage (template)**



Welcome to SilMan Industries.

We are OPEN for business.

**If you enter our facility, please abide by our Social Distance  
Protocols and Health Prevention Measures:**

- AVOID ENTERING IF YOU HAVE ANY COVID-19 SYMPTOMS
- WEAR A FACE-COVERING WHEN WITHIN 6-FEET OF OTHERS
- MAINTAIN A MINIMUM 6-FOOT DISTANCE FROM OTHERS
- IF YOU NEED TO SNEEZE OR COUGH, PLEASE DO SO INTO YOUR ELBOW OR GO OUTSIDE
- DO NOT SHAKE HANDS, SHARE ITEMS, OR ENGAGE IN ANY UNNECESSARY PHYSICAL CONTACT.

**THANK YOU!**

## **APPENDIX I: Identification & Evaluation of Site-Specific COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether TMs are performing an assigned work task or not. For example - meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how TMs and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Date: \_\_\_\_\_ Workplace: \_\_\_\_\_

Competent-Person conducting evaluation: \_\_\_\_\_

Name(s) of TMs and authorized representatives that also participated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Location and times	Potential for COVID-19 exposures and employees affected - including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## APPENDIX J: COVID-19 Workplace Inspection Form

Date: \_\_\_\_\_ Workplace: \_\_\_\_\_

Competent-Person conducting evaluation: \_\_\_\_\_

Exposure Controls	Status	Responsible Person	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Re-routing of TMs in/out of worksite			
Other:			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection -frequently enough & w/adequate supplies			
Hand washing facilities - adequate # and supplies			
Disinfecting and hand sanitizing solutions - being used according to manufacturer label instructions			
Rescheduling work			
Other:			
<b>PPE (not shared, available and being worn)</b>			
Face coverings - cleaned sufficiently and often			
Gloves			
Face shields/safety glasses			
Respiratory protection			
Other:			



<b>Notice given</b> (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) <b>of the potential COVID-19 exposure to:</b>			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

\*Should SilMan be made aware of a non-employee infection source COVID-19 status.

- **Note 1:** All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of TMs, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
- **Note 2:** All TM's medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.



## **APPENDIX M: General Resources on COVID-19**

### **Federal Government**

WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

USDOL: <https://www.dol.gov/coronavirus>

CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

### **State and County Municipalities**

California - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

Alameda County - <http://www.acphd.org/2019-ncov.aspx>

Mississippi - [https://msdh.ms.gov/msdhsite/\\_static/14,0,420.html](https://msdh.ms.gov/msdhsite/_static/14,0,420.html)

Tupelo News (Lee County) - <https://www.newsbreak.com/mississippi/tupelo>

Kentucky – <https://govstatus.egov.com/kycovid19>

Bardstown (Nelson County) - <http://nelsoncountky.com/coronavirus-covid-19-information/>

### **SilMan Industries**

SilMan Corporate office main - 510.347.4800

Corp. S&H Dept. – Scott Harding at 510.314.4546, or [scottharding@silmanindustries.com](mailto:scottharding@silmanindustries.com)

SilMan HR Dept. – Rick Silva at 510-347.4800, or email [HR@silmanindustries.com](mailto:HR@silmanindustries.com)