

# COVID-19 Workplace Safety Plan

Updated: 6-23-2020



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## Workplace Safety Plan/Personal Safety

1. Schedule for cleaning and disinfecting work areas, especially common areas:
  - See daily Safety Officer Checklist (pages 4 & 5) which includes scope of sanitization/cleaning, date, and times
  - Cleaning supplies for tools, workstations, and hands—including alcohol-based hand sanitizer with over 60% alcohol—are available throughout the facilities
  - Signage is posted throughout facility reminding to wash hands, social distance, and use other recommended safety practices
2. Implementing social distancing:
  - If distancing is not possible due to specific work activity, acceptable face covering (a mask) must be worn
  - Tightly confined spaces, including workplace vehicles, will be occupied at under 50% capacity and occupants will wear masks
  - Tape defining 6' spaces on floor near entry doors and Daily Screening areas
  - Signage throughout facility reminding to practice social distancing
  - Any necessary team gatherings will be held outdoors or in appropriately sized (open) well-ventilated space
  - For visitor information, see point #7 below
  - Noted 6' distancing on Daily Protocol and limited occupancy signs
    - Main breakroom: temporary occupancy 6 people
    - NWW breakroom: temporary occupancy 4 people
    - Main EC conference room: temporary occupancy 3 people
    - Phonebooth conference room EC: temporary occupancy 2 people
    - WC breakroom: temporarily closed
3. Changes to work schedules – n/a at this time
4. Physical workspaces: decrease contact between coworkers
  - Those who are able to work from home will do so until further notice
  - Lunches in shifts to limit number of folks off at once – implementation of lower occupancy signs
  - Tools are not to be shared, however, if this cannot be avoided they must be sanitized prior to and after use (also see Safety Checklist, page 4 and point #1 above)
  - Handwashing stations will be used at job sites
  - ALL: Physical separation by machinery/worktables

5. Monitoring employee health:
  - See: COVID-19 and the Workplace (page 6) regarding illness or potential illness and actions to follow
  - See also: Daily Self Screening (page 7) taking place at the office, mills, shops, and jobsites
  - Daily coworker screenings are collected, logged, and stored should the need occur to reference them at a later date
6. Personal protective equipment (PPE) such as gloves or masks:
  - Masks/face coverings are required to be worn when coworkers are unable to maintain 6' social distance
  - Masks/face coverings are available in the office, shops, and mills and will be restocked weekly/as needed
  - Masks/face coverings should be cleaned or discarded/replaced when damaged or soiled
  - Gloves are available for any who would like to use, but are not mandatory EXCEPT for shared equipment that would degrade under normal sanitizing protocols; see management/leaders/signage for details
7. Regarding visitors:
  - Showrooms are open by appointment and our Farmington NY showroom is open to walk-ins
  - Screening check, which will be logged, (page 8) and masks will be required for any essential non-employees who have an appointment
8. Continuing business travel restrictions:
  - We will continue to limit to only what is exceptionally necessary travel
9. If a coworker develops symptoms, is exposed to a COVID-19 positive/suspected case, or tests positive:
  - See COVID-19 Quarantine Protocols (pages 9 & 10)

# COVID-19 Safety Officer Checklist--East Coast

Date \_\_\_\_\_

## Designated Safety Officer:

Name \_\_\_\_\_ Time in \_\_\_\_\_ Time out \_\_\_\_\_

Name \_\_\_\_\_ Time in \_\_\_\_\_ Time out \_\_\_\_\_

Name \_\_\_\_\_ Time in \_\_\_\_\_ Time out \_\_\_\_\_

Morning self-assessment forms filled out  7am

Verify current signage in place  7am

Check supplies of sanitizer and wipes  7am

## Wipe down surfaces with disinfectants:

Entry and interior doors  12:30pm  5:00pm

Bathroom door  12:30pm  5:00pm

Faucet handles  12:30pm  5:00pm

Fridge handles  12:30pm  5:00pm

Microwave front  12:30pm  5:00pm

Machinery/tools used during shift is wiped down  5:00pm

Forklift handles/seats  12:30pm  5:00pm

## Protocol observations:

Hand washing  7am  9:30am  12:30pm  3:30pm

6' distance  7am  9:30am  12:30pm  3:30pm

Masks  7am  9:30am  12:30pm  3:30pm



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# COVID-19 Safety Officer Checklist--West Coast

Date \_\_\_\_\_

## Designated Safety Officer:

Name \_\_\_\_\_ Time in \_\_\_\_\_ Time out \_\_\_\_\_

Name \_\_\_\_\_ Time in \_\_\_\_\_ Time out \_\_\_\_\_

Name \_\_\_\_\_ Time in \_\_\_\_\_ Time out \_\_\_\_\_

Morning self-assessment forms filled out  7am

Verify current signage in place  7am

All staff on site given verbal briefing about company policy  7am

Assign forklifts and drivers  7am

Verify front door is locked with key inserted into deadbolt  7am

## Wipe down surfaces with disinfectants:

Entry and interior doors  12:30pm  5:00pm

Bathroom door  12:30pm  5:00pm

Faucet handles  12:30pm  5:00pm

Fridge handles  12:30pm  5:00pm

Microwave front  12:30pm  5:00pm

Machinery/tools used during shift is wiped down  5:00pm

Forklift handles/seats  12:30pm  5:00pm

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6' distance  7am  9:30am  12:30pm  3:30pm

Masks  7am  9:30am  12:30pm  3:30pm



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6-22-2020

# Daily protocol: safety precautions for COVID-19 spread prevention

As part of our new daily protocol, please:

- Wash your hands immediately upon arriving at work then go to your screening station.
- Follow procedures/answer all daily screening questions before starting your workday.
- Leave your completed screening form in the designated box/area. The Safety Officer will review/archive each form.
- Maintain a distance of 6 feet from all other people.
- When social distancing cannot be maintained a face mask is required.
- Wash your hands after each break, after bathroom use, or each time you leave/return to work.
- Avoid sharing tools—if you must share, sterilize the tool/shared surface prior to AND after use.
- Sanitize your station at the end of each workday—this includes all handles, buttons, cords, tools, etc.
- Sign out at the end of your day in the screening area; the Safety Officer will then check your station, etc.
- Do not come to work if you are sick.
- Do not come to work if:
  - You exhibit the symptoms of COVID-19.
  - Have knowingly been in contact with anyone who has tested positive to COVID-19.
  - Have knowingly been in contact with anyone who has been asked to remain quarantined because they may have COVID-19.

Note: we are all in a very fluid situation; the law/government may issue changes overnight/daily. The leadership team continues to meet daily and monitor updates on the COVID-19 pandemic. We will inform you of changes. Please talk with your manager for any issues that arise for you.



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5-18-2020

# Daily Employee Self-Screening Report

I affirm that I have **not**

- had COVID-19 symptoms\* in past 14 days
- had a positive COVID-19 test in past 14 days
  
- I also certify that I have not knowingly been in close or proximate contact\*\* with **confirmed** or **suspected** COVID-19 case in past 14 days.

## PLEASE PRINT

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

Signature: \_\_\_\_\_

\*According to the CDC guidance on “Symptoms of Coronavirus,” the term “symptomatic” includes people who have the following symptoms or combinations of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, recent loss of smell or taste.

\*\*Close or proximate contact: this is defined as being within six feet of an infected individual for at least 10 minutes.



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6-22-2020

# COVID-19 Visitor Screening

I affirm that I have **not** knowingly been in close or proximate contact in the past 14 days with anyone who has confirmed or suspected COVID-19 or who has symptoms\* of COVID-19.

I also certify that I am **not** experiencing any symptoms\* of COVID-19, **nor** have I tested positive for COVID-19 in the last 14 days.

## PLEASE PRINT

First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\*According to the CDC guidance on “Symptoms of Coronavirus,” the term “symptomatic” includes people who have the following symptoms or combinations of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, recent loss of smell or taste.



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5-19-2020



# COVID-19 Quarantine Protocols

In accordance with New York Department of Health and CDC updated guidance issued the week of 6.8.2020, applying to all non-essential coworkers:

***If a coworker comes to work symptomatic (ill) or develops COVID-19 symptoms at work:***

Under the prior guidance, a non-essential employee could not return to work for 14 days. The coworker will be separated and sent home immediately and may return to work upon completing at least **10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.** Note that in this case, it does not matter if close or proximate contact with an infected individual can be identified.

***If a coworker tests positive for COVID-19:***

Under the prior guidance, a non-essential employee could not return to work for 14 days. Now, if an employee tests positive for COVID-19, the employee may return to work upon completing **at least 10 days of isolation from the onset of symptoms or after the first positive test if the employee is asymptomatic.** This applies regardless of whether the employee was symptomatic or asymptomatic at the time of the positive test.

***If a coworker comes into close or proximate contact with a person who has COVID-19:***

If an employee had close or proximate contact with a person with COVID-19 for a prolonged period of time and the employee then experiences COVID-19 like symptoms the employee may return to work upon completing at least **10 days of isolation** from the onset of symptoms.

**What is a “prolonged period of time” for close or proximate contact?**

According to the guidance, this is defined as being within six feet of an infected individual for **at least 10 minutes.** A person is considered infected for the period of time beginning 48 hours before the illness onset until the infected individual is isolated. Additionally, the local health department will be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

***If a coworker comes into close or proximate contact with a person who has COVID-19 AND the coworker does NOT experience COVID-19 related symptoms:***

This is where the Guidance significantly differs from the prior guidance. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time, the employee may return to work upon completing **14 days of self-quarantine.**

**Please note, this creates a different timeline:**

If a coworker comes into close or proximate contact with a COVID-19 positive individual AND the coworker is not experiencing COVID-19 related symptoms, the coworker may return to work after 14 days of self-quarantine. If that coworker later develops COVID-19 symptoms, **they must self-isolate for at least 10 days from the onset of symptoms.** (For example, if a coworker self-quarantines after coming into close or proximate contact with a COVID-19 positive individual and develops COVID-19 symptoms on the fifth day, that employee must self-isolate for at least 10 days from the fifth day, until the employee becomes asymptomatic.)



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6-22-2020

# COVID-19 Quarantine Protocols

## Applying to essential coworkers:

**The rules are different if the employee is essential.** If an employer wants to bring back an employee regarded as essential, meaning “critical for the operation or safety of the workplace,” the coworker must be asymptomatic. The manager must complete documentation defining the coworker’s essential nature. We will consult with “appropriate state and local health authorities” regarding this coworker. Additionally, the coworker must follow the below protocols, which will be monitored and documented by the coworker and their leader/manager:

- 1. Regular monitoring.** The employee must self-monitor and check his or her temperature and COVID-19 symptoms every 12 hours. The temperature may not be 100.0 degrees or higher.
- 2. Face mask.** The employee must wear a mask in the workplace at all times for 14 days after exposure.
- 3. Social distancing.** The employee must maintain at least six feet of distance from others.
- 4. Maintain quarantine.** The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

As in all circumstances, we must continue to regularly clean and disinfect all areas, such as machinery, bathrooms, common areas, and shared equipment/tools.



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6-22-2020

# **This site practices COVID-19 safety**

***By being on this site you agree to:***

- **Wash your hands upon entry to this site, after bathroom use, after breaks, or if you sneeze or cough.**
- **Keep a distance of 6' between you and anyone else on site.**
- **Not share tools. Should you need to use a shared tool, clean before & after use.**
- **Wear a mask whenever social distancing cannot be maintained.**
- **Not come to this site if you are sick.**
- **Not come to this site if:**
  - **You exhibit the symptoms of COVID-19**
  - **Have knowingly been in contact with anyone who has tested positive to COVID-19**
  - **Have knowingly been in contact with anyone who has been asked to remain quarantined because they may have COVID-19.**

**For your protection and that of our coworkers,  
we have instituted a COVID-19 Safety Plan to address necessary COVID-19 precautions.  
This plan is available on our website and upon request should you like to view it.**



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5-18-2020

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