Member Value Proposition

Founded on the merit shop philosophy, we help members develop people, win work and deliver work safely, ethically and profitable for the betterment of the communities in which they work.

Charlotte – Triad – Triangle – Coastal – Lowcountry – Midlands - Upstate
INTRODUCTION: PANELISTS

Amy Sullivan Hicks
ABC Carolinas

Richard Cerretti
JE Dunn Construction

Ben Wilhelm
McFarland Construction

Chris Bullard
ABC Carolinas

Marcus Rabun
Myers & Chapman

Michael Byrd
Brasfield Gorrie

Joey Smith
Frampton Construction
• Coalition of 35+ Charlotte-Area General Contractors

• 4C Mission: Create a consistent safety environment across job sites in our region in order to keep employees, subs, vendors, owners, and the public safe and healthy as well as to keep our projects moving forward as an essential business.

• What we have been working on…
  • Establishing Consistent Jobsite Protocols
  • Sourcing Needed Supplies (Face Masks, Cleaning, Temperature Scanning)
  • Ensuring Inspectors Have Safe Access to Project Sites
  • Short & Long Term Implications of Working in the Office & Field
CHARLOTTE COMMERCIAL CONSTRUCTION COALITION (4C)

PARTICIPATING GENERAL CONTRACTORS INCLUDE

Balfour Beatty
Concorde Construction
Batson-Cook Construction
Barringer Construction
Edifice General Contractors
Beck
Brasfield & Gorrie
Build Tech
Carocon
Frampton Construction
Eldredge
Gilbane
Choate Construction
Harker Collaborative Construction
Hendrick Construction
Holder
Metcon
McFarland Construction
Messer
Rogers
SC Hondros & Associates, Inc.
Samet Corporation
Shelco Building Excellence
Turner
Vannoy Construction
Whiting-Turner
CONSISTENT SAFETY PROTOCOLS
SAFETY GUIDELINES DURING THE COVID-19 OUTBREAK

AS ESTABLISHED BY THE CHARLOTTE COMMERCIAL CONSTRUCTION COALITION

- SOCIAL DISTANCING
  - DISTANCIAMIENTO SOCIAL
- COVER YOUR MOUTH
  - CUBRETE LA BOCA
- FRESH AIR
  - AIRE FRESCO
- STAY HOME IF SICK
  - QUÉDASE EN CASA SI ESTÁ ENFERMO
- ESSENTIAL WORKERS ONLY
  - SOLO LOS TRABAJADORES NECESARIOS
- LIMIT GATHERING
  - LIMITAR LAS REUNIONES EN GRUPO
- WASH HANDS OFTEN
  - LAVARSE LAS MANOS CON FRECUENCIA
- CLEAN SURFACES
  - SUPERFICIES LIMPIAS
- BEEN IN CONTACT? STAY HOME!
  - ¿HA ESTADO EN CONTACTO? ¡QUÉDATE EN CASA!
- AVOID TOUCHING FACE
  - EVITE TOCARSE LA CARA
- 6' DISTANCE IN ELEVATORS
  - 6' DISTANCIA EN ELEVADOR
- DAILY HEALTH CHECKLIST
  - CHEQUEO DIARIO DE LA SALUD

PLEASE SEE YOUR PROJECT GENERAL CONTRACTOR FOR ADDITIONAL INFORMATION OR ANY QUESTIONS.
**SAFETY GUIDELINES DURING THE COVID-19 OUTBREAK**

**SOCIAL DISTANCING**
- Stay at least 6 feet (2 meters) from other people.
- Wash hands thoroughly at the beginning and end of each workday.
- Empty jobsite trash cans on a daily basis.
- Limit gatherings for lunch, breaks and meetings to less than 10 people.
- Maintain social distancing every 6 feet.
- Keep buildings well ventilated. Air changes per hour should be greater than 10.
- Use hand sanitizer acceptable.

**WASH HANDS OFTEN**
- Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Wash your hands after blowing your nose, coughing, or sneezing.
- Wash your hands before and after breaks and meals, and before leaving work area.
- Avoid touching your eyes, nose, mouth.
- Clean hands of project personnel before entering jobsite.
- Use hand sanitizer stations at entry to project.
- Hand sanitizer acceptable.
- Hand wash stations at entry to project.

**AVOID TOUCHING FACE**
- Avoid touching your eyes, nose, mouth.
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**COVER YOUR MOUTH**
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

**CLEAN SURFACES**
- Clean and disinfect frequently touched surfaces daily.
- Any shared tools or equipment must be sanitized between users. This includes, but is not limited to, hand/hydraulic or electric equipment, contractor-owned equipment, PPE, power and hand tools, vehicle, tool boxes, ladders.
- Disinfect all equipment thoroughly at the beginning and end of each workday.
- Empty jobsite trash cans on a daily basis.

**FRESH AIR**
- Encourage outdoor meetings, increase ventilation indoors and use clean air machines.
- Look at changing the outside air exchanges through the HVAC system.
- Prop doors open whenever possible.

**LIMIT GATHERING SIZE**
- Minimize gatherings for lunch, breaks and meetings to less than 10 people.
- Maintain social distancing every 6 feet.
- Every 6 feet.
- Every 6 feet.
- Every 6 feet.

**BEEN IN CONTACT? STAY HOME!**
- Stay at home and notify your supervisor and follow company policy.

**DAILY HEALTH CHECKLIST**
- Grade staff to monitor health.
- GC team to conduct routine morning health check before work begins. Ensure everyone feels healthy.

**DAILY SCHEDULE SOCIAL**
- Maintain at least 6 feet (2 meters) of distance from others.
- If the activity requires 2 or more people in proximity, wear a mask. The team must be divided into groups of no more than 10 people.
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**GUIDE IN CASA SI ESTAS ENFERMO**
- Si alguien se ve enfermo, déjale saber a su supervisor, o al supervisor de una persona si no es justificado, sera te pedir que abandonen el sitio del proyecto.
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**GUÍA DE SEGURIDAD DURANTE EL Brote del COVID-19**

**SUPERFICIES LIMPIAS**
- Limpia y desinfecta las superficies que son tocadas frecuentemente.
- Estas incluyen herramientas, herramientas, PPE, accesorios, rejas, los manillares de las puertas, interruptoras de luz, masa, escritorios, teclados, inodoros, grifos y higienizadores.
- Cualquier herramienta o equipo compartido debe estar desinfectado entre los usuarios. Esto incluye, pero no se limita a, maquinaria o equipo de alguien, equipo propiedad del contratista, PPE, herramientas de energía y manos, vehículos, equipos de herramientas, escaleras.
- Desinfecte todos los equipos a fondo al final de cada día.
- Limpie los objetos diariamente.

**DISTANCIA SOCIAL**
- Manténgase al menos 6 pies (2 metros) de distancia de otras personas.
- Si la actividad requiere a 2 o más personas en proximidades menores de 6 pies, el equipo personal asignado para que sea utilizado, incluyendo las mascarillas o el protector para la boca completa.
- Considere trabajos por turnos para mantener el distanciamiento social de 6 pies.

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- Desinfecte todos los equipos a fondo al final de cada día.
- Limpie los objetos diariamente.
SAFETY GUIDELINES DURING THE COVID-19 OUTBREAK

ADMINISTRATIVE GUIDELINES

Post CDC guideline signage on your jobsite.

First aid kits should be well stocked and have nitrile gloves and a breathing barrier.

Update site logistics plans to show hand wash, hand sanitizer and tool disinfecting stations.

In the event of an employee calling in sick, determine reason for calling in sick. Are they sick themselves, taking care of others, previously exposed to others, or just unsure of what to do? Determine state of situation and notify job superintendent. This needs to clearly communicated to subcontractors onsite as well.

In the event of a possible contamination on your jobsite, determine who the infected person was in contact, where they worked, what tools they used, etc. Relay information to Superintendent for further guidance. DO NOT suspend work, send people home, or take other actions unless directed by companies leadership. DO NOT discuss any employees medical status as they are protected under HIPAA. Do your best to control spread of rumors and misinformation.

Keep roster of all persons on jobsite in case its needed for later reference (include owners, inspectors, visitors, delivery drivers, etc.)

Guía de seguridad durante el brote del COVID-19

GUIAS ADMINISTRATIVAS

Publique la guía de seguridad del CDC en su sitio de trabajo.

Los botiquines de primeros auxilios deben estar bien abastecidos y tener guantes de nitrilo y mascarillas

Indicar claramente la localización de las áreas para el lavado de manos, el desinfectante de manos y las estaciones de desinfección de herramientas.

En el caso de que un empleado se escuse por estar enfermo, determine la razón de su enfermedad. ¿Están enfermos ellos, están cuidando a familiares enfermos, previamente expuestos a otros, o simplemente inseguro de qué hacer? Determinar el estado de la situación y notificar al superintendente de trabajo. Esto también debe comunicarse claramente a los subcontratistas en el sitio de trabajo.

Si se sospecha que una persona de COVID 19, notifique inmediatamente al propietario y a su jefe de compañía.

ESTABLECIDO POR LA COALICIÓN DE CONSTRUCCIÓN COMERCIAL DE CHARLOTTE / ABRIL 2020

AS ESTABLISHED BY THE CHARLOTTE COMMERCIAL CONSTRUCTION COALITION / APRIL 2020
**SIGNAGE ON ACTUAL/POTENTIAL CASES & RETURNING TO WORK**

**IF ANY PERSON AT A JOB SITE OR OFFICE TESTS POSITIVE OR IS SUSPECTED OF HAVING COVID-19**

**THIS PROCESS APPLIES WHEN ANYONE AT THE JOBSITE OR OFFICE**
- Tests Positive for COVID-19
- Has a test result pending for COVID-19
- Is suspected of having COVID-19 by a medical professional

**SUPERINTENDENT OR OFFICE LEADER WILL:**

**ASK ILL PERSON TO LEAVE IMMEDIATELY**

- When was ill person last onsite?
- Did ill person have any symptoms while onsite?
  
  **IF YES:**
  - Where was ill person last onsite?
  - Who did ill person have close contact with onsite?

**IDENTIFY CLOSE CONTACTS TO LEAVE IMMEDIATELY**

- Ask close contacts to leave immediately.

**MANAGE INCIDENT.**

1. Consult with safety manager, project team and BUL on scope of cleaning.
2. If ill person had symptoms while onsite, identify all subcontractors or other persons onsite that had close contact with the ill person on the work they became symptomatic, and contact the project team to notify them. For guidelines on how to handle potential exposure reference www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html

**CLEAN**

- Consult with safety manager, project team and BUL on scope of cleaning.
- If ill person had symptoms while onsite:
  - Notify client of current situation.
  - Notify subcontractors that are actively working on the site.

**COMMUNICATE**

- Contact the project team, BUL, and safety manager. Immediately notify the superintendent.
- Notify client of current situation.
- Notify subcontractors that are actively working on the site.

**TRACK**

- Safety Manager tracks:
  - Initial response and remediation
  - Individuals impacted
  - Facilities
  - Notifications of appropriate authorities

**WHEN AN INDIVIDUAL WITH COVID-19 (POSITIVE OR SUSPECTED) CAN RETURN TO WORK**

**THIS PROCESS APPLIES WHEN ANYONE AT THE JOBSITE OR OFFICE**
- Tests Positive for COVID-19
- Has a test result pending for COVID-19
- Is suspected of having COVID-19 by a medical professional

**ANYONE WHO IS NOT FEELING WELL OR WHO IS SHOWING SYMPTOMS SHOULD STAY HOME.**

**AN INDIVIDUAL CAN RETURN TO WORK BY FOLLOWING PATH A OR PATH B**

**PATH A**

- Received two (2) negative COVID-19 tests
- No signs of illness or fever, without using fever-reducing medicine, for 7 days.
- Or:
  - When a doctor says it is okay to return to work.

**PATH B**

- Completed self-isolation per CDC guidelines or as directed by medical professional.
- No fever for at least 72 hours (without use of medicine that reduces fever).
- No symptoms.
- At least 7 days have passed since symptoms first appeared.

**If the person exhibits a fever with one (1) of the other symptoms, reference “Return to work when actual/ suspected COVID-19 case exists”**

For all questions regarding when an individual can return to work, contact your BUL.

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**NON-COVID-19 ILLNESS: WHAT TO DO WHEN SOMEONE IS SICK**

**THE PERSON IS NOT FEELING WELL**

- Stay home.
- Seek medical care if necessary.
- RETURN TO WORK ONLY WHEN:
  - No signs of illness or fever, without using fever-reducing medicine, for 7 days.
  - OR:
    - When doctor says it’s okay to return to work.

For all questions regarding when an individual can return to work, contact your BUL.
Anxious and/or Impacted by COVID-19?  What are my options as an essential employee?

Continue Working
Our work is not only Essential - so are you!

The Health and Safety of both you and your families is of the utmost importance. We welcome you to continue working during this Pandemic. We have implemented some additional safety protocols, following the CDC guidelines as a result of COVID-19, that you must adhere to in order to ensure the safety of you and others.

Keep in mind, the climate continues to change with more & more restrictions so this is no guarantee that our work will not be impacted at some point during this pandemic.

Federal Paid Leave
(Max 10 days or 80 hours)

You qualify if you:
✓ Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
✓ Are experiencing symptoms of COVID-19 and are seeking medical diagnosis,

100% of Pay
Max amount $511/per day or $5,110 over entire paid sick leave period

You qualify if you are:
✓ Caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
✓ Caring for your child whose school or childcare provider is closed or unavailable due to COVID-19 related reasons;

2/3rd's of Pay
Max amount $200/per day or $2,000 over entire paid sick leave period

Federal FMLA
(Max 12 weeks)

You qualify:
✓ If you are caring for your child (18 or younger) whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

The first 10 days of Federal FMLA are unpaid, but federal paid leave can be used to cover this time.

An additional 10 weeks of 2/3rd's of Pay
No interruption in benefits!

Unemployment

The federal government under the CARES Act has enhanced the NC State Unemployment program.

If you feel that by working you or your family members’ health could be placed in jeopardy, you could leave your employment and apply for Unemployment.

Here are some things to take into consideration:
✓ The maximum NC Unemployment weekly benefit amount is $350.00 (The CARES Act adds an additional $600)
✓ The one week waiting period & work search requirements have been waived.
✓ A person’s unemployment insurance benefits are calculated based upon wages earned during a 12-month period.
✓ WB Moore benefits would end effective same day and employee would be eligible for COBRA.
✓ We will do our best to bring back those who end their employment due to COVID-19 reasons.

Questions about unemployment?
Contact NC DES for more information:
1-888-737-0259
https://des.nc.gov/apply-unemployment

Questions? We’re here for you! Please reach out via email at wbmhr@wbmoore.com or call the hotline at 704-943-0956
McKenney’s COVID-19 Prevention Jobsite Safety Practices to Help Slow the Spread

Avoid Groups
1. Keep a crew at a minimum of 6’ during Flex & Stretch and PTPs.
2. Avoid close contact with people who are sick.
   a. Close contact includes riding in the same vehicle, eating lunch together, living in the same household or being within 6’ of an infected individual for a prolonged period of time.
   b. The infected contact does not include walking past someone, working on the same job site as someone, or being in the same general area or location as an infected individual.
3. Schedule work so as not to overlap with other trades.
4. Take breaks in outdoor areas if possible; maintain separation and receive fresh air.
5. Avoid commonly used areas/main entry points into buildings: use service entrances and loading docks.
6. Do not allow gatherings of 10 people or more and ensure a 6’-foot distance between people when meeting in smaller groups.
7. Schedule/attend meetings online or via conference call whenever possible.

Mobile Equipment
Scissor lifts, single man lifts, lulls, forklifts, pallet jacks, duct jacks
1. Do not share equipment with other trades.
   a. Lock up control boxes and take keys out of equipment to prevent others from using our equipment.
   b. Don’t borrow mobile equipment from other trades or companies.
2. Get unused or non-needed equipment off the job.
3. Identify cardboard, plastic and metal surfaces and schedule to clean at the beginning & end of shift, after lunch or significant periods away from/between use of equipment.
4. Follow cleaning guidelines in the middle of this page. If bleach solution is not available or if bleach is harmful to material, use dish soap and water to clean surfaces.
5. Slown down equipment in the sun when possible to help equipment dry.

Pre-Task Plans (PTPs)
1. PTPs must include hazard identification of potential COVID-19, along with specific hazard prevention steps to reduce the likelihood of exposure, including, but not limited to:
   a. Identify physical distancing measures for the job.
   b. Identify any challenges for when/where physical distancing is not possible.
   c. Identify any PPE needs.
   d. Any schedule/work order changes that may influence the above.
   e. Use and cleaning of PPE, with a reminder not to share gloves, glasses and face shields.

Ladders
1. Do not share tools/equipment with other trades.
   a. Lock up tools/equipment in carts and gang boxes every shift.
   b. Don’t borrow tools from other trades or companies.
   c. Keep in height size ladders for each crew.
2. Clean gloves at end of shift.
3. If you are not using tools keep them locked inside your gang box/cart.
4. You may also use apprentice clean tools, duct jacks, chain falls, gang boxes and any other equipment you have on the job.
5. Follow cleaning guidelines in the middle of this page. If bleach solution is not available or if bleach is harmful to material, use dish soap and water to clean surfaces.
6. Place tools in the sun when possible to help equipment dry.
7. Schedule tool cleaning at the beginning & end of shift; after lunch or significant periods away from/between use of equipment.
8. Take 5 minutes at the end of each workday and spray down everything you will be using the following morning.

Hand Sanitizing
1. Hand washing stations must be provided for McK crews throughout the active job areas (one per floor/one per crew) and contain soap and water.
2. If soap and water are not available, a hand sanitizer with at least 60% alcohol must be provided (one per floor/one per crew).
3. Wash your hands frequently and thoroughly using soap and water for at least 20 seconds.
4. Hard wash prior to shift/prior to breaks & lunch/o other bathroom use – or any other opportunity.
5. Avoid touching your eyes, nose and mouth with unclean gloves and unwashed hands.

Tools/Equipment
1. Do not share tools/equipment with other trades.
   a. Lock up tools in carts and gang boxes every shift.
   b. Don’t borrow tools from other trades or companies.
   c. Contact the tool room to get individual tools for each crew member.
2. Contact the room to get individual tools for each crew member.
3. If you are not using tools keep them locked inside your gang box/cart.
4. You may also use apprentice clean tools, duct jacks, chain falls, gang boxes and any other equipment you have on the job.
5. Follow cleaning guidelines in the middle of this page. If bleach solution is not available or if bleach is harmful to material, use dish soap and water to clean surfaces.
6. Place tools in the sun when possible to help equipment dry.
7. Schedule tool cleaning at the beginning & end of shift; after lunch or significant periods away from/between use of equipment.
8. Take 5 minutes at the end of each workday and spray down everything you will be using the following morning.

Food & Personal Belongings
1. Prepare food at home and avoid sharing food while at the jobsite.
2. Do not eat off the food trucks which travel between job sites and have large groups using them. Avoid all food trucks till further notice.
3. Avoid eating lunch in groups where possible.
4. Don’t huddle together in areas like the buck hoist platform or elevator lobby where possible.
5. Wash items like jackets, vests, and gloves at home at the end of each day.
6. Limit your crew size to end of shift.
7. Personal belongings bring to the jobsite, such as lunch boxes and toolboxes, should be wiped down with a cleaning solution mentioned in the middle of this page before bringing to the jobsite each day.

McKenney's Jobsite Safety Practices to Help Slow the Spread

Slow The Spread
1. Port-a-Johns/Bathrooms
   a. Where possible, a separate, dedicated Port-a-Johns should be provided for McK crews.
   b. Portable bathrooms will be serviced at a minimum of three (3) times a week where we are responsible.
   c. For Port-a-Johns/bathrooms. These units should be cleaned sanitized more frequently based on inspections and reports of use.
   d. Hand sanitizer shall be provided in/or around all Port-a-Johns/bathrooms.

Buck Hoists/Receivers
1. Arrange shift schedule to access/exit floors using buck hoist off-hours from the rest of the project.
2. If McK workers observe a buck hoist that is full and will not allow 6’ social distancing, they are to wait for another car.
3. Turn your back to other passengers on the hoist during transit.
4. Do not interact/shake hands and avoid touching other workers while entering/riding/exiting the hoist.
5. Avoid touching the doors, walls and sides of the buck hoist/elevator if possible.

COVID-19 Prevention

Bleach
The ratio for bleach to water is 1:33 parts bleach to 1 gallon of water. For spray bottle: 3 teaspoons - less than half an ounce of bleach - 5 tablespoons – 1/3 a cup of bleach to 1 gallon of water. For portable bathrooms will be serviced at a minimum of three (3) times a week where we are responsible. For Port-a-Johns/bathrooms. These units should be cleaned sanitized more frequently based on inspections and reports of use. Hand sanitizer shall be provided in/or around all Port-a-Johns/bathrooms.
SOCIAL DISTANCING IN VEHICLES (ENGLISH & SPANISH)

SOCIAL DISTANCING IN VEHICLES
COVID-19 PREPAREDNESS PLAN

Preventing the spread of COVID-19 starts below, we all reach the job site. Protecting yourself from the spread of COVID-19 is as important when traveling to work as it is at while at work or home. Due to the highly contagious nature of the virus, it’s important we all do our part to ensure that we are protecting ourselves, our co-workers and in turn, our families and the general public.

When possible, employees should use personal transport to reduce the number of people in an enclosed space. If that is not an option, please follow this temporary guidance to help prevent further cases.

This guidance will be withdrawn once conditions allow.

Ensure the same crew members travel together each day to limit potential exposure to others.

- New PPE (face covering) while carpooling
- Use hand sanitizer before and after traveling
- Wear a face covering when in vehicles

HOME & COMMUNITY QUARTERS

If you share a small living space, the same risks apply. Remember to:

- Maintain as much physical distance as possible
- Wash your hands often
- Sanitize commonly-touched surfaces (doorknobs, door handles, light switches, etc.)
- DO NOT share food or drinks
- Wear a face covering

- Regularly clean all common areas that are likely to be touched.
- Steering Wheel, Gear Stick, Handbrake, Door Handles, Radio and Infotainment Controls, Steering Column, Stalks, Instrument, Windows, Wipers, Dashboard, Controls - Electronic Panels, Seat Position Controls - Drive Frame

DISTANCIA SOCIAL EN VEHICULOS
PLAN DE PREPARACION ACERCA DE COVID-19

Para prevenir la propagación de COVID-19 es igual de importante al viajar al trabajo como mantenerse en el trabajo y en la casa. Debido a la infecciosidad altamente contagiosa del virus, es importante que todos hagamos lo que podamos para asegurarnos que no existen propagación a nosotros mismos, a nuestros compañeros de trabajo y a su vez, a nuestras familias y al público en general.

La propagación de la propagación de COVID-19 remite antes de que todos regresen al lugar de trabajo y a su lugar de residencia. Cuando posible, empleados deben usar un modo de transporte en personal para limitar su propagación. Si no es posible, se recomienda seguir estas guías para ayudar a evitar casos adicionales.

Esta guía se retirará cuando las condiciones lo permitan.

2 SEATS (Single-Bed Truck)
5 SEATS (2-Bow Car or SUV)
6-8 SEATS (3-Bow Car, SUV or Mini-Van)

- Always wear a mask in the vehicle!

2 ASIENTOS (Vehículo de Cama Individual)
5 ASIENTOS (Vehículo de 2 Files/SUV)
6-8 ASIENTOS (Vehículo de 3 Files, SUV o Mini-Van)

La limpieza y el desinfectante de las áreas en común que se lavan, Pulsera de Piel de Rana, Mezcla, Estuches de radio, Ventanillas y estaciones de luz y colores para el uso en el área de trabajo, la limpieza de las manos es vital y lavar las manos frecuentemente.

Siempre mantenga una distancia segura entre las personas y el uso de mascarillas cuando sea posible.

- Mantenga una distancia segura en las áreas comunes.
- Limpie y desinfecte el área de trabajo.
- Use el desinfectante adecuado.
- Use el desinfectante de manos.
- Limpie y desinfecte el área de trabajo.
- Mantenga una distancia segura en las áreas comunes.
Wear a mask. Slow the spread. Protect your neighbors.

Join Novant Health as we partner with others in communities we serve to support wearing a mask to help prevent the spread of the coronavirus. Although masking will not replace hand hygiene, social distancing or staying home, it's another powerful tool that can support the recovery of our communities. The steps we've taken to control the spread of the coronavirus are working and we believe that community masking will have additional benefits.

What you need to know about masking

The Centers for Disease Control and Prevention (CDC) recommends wearing face masks in public settings where other social distancing measures are difficult to maintain. This can include grocery stores and pharmacies.

We ask all patients and approved visitors entering Novant Health facilities to wear a mask or facial cloth over their face. If you don't have a mask, we can give you one when you arrive. Our team members will also be masked while providing care.

Surgical masks and N95 respirators are still critically needed for healthcare workers. To help conserve our supplies, please consider other face coverings, such as cloth masks.

Washing your hands is still one of the simplest, most effective ways to slow the spread and protect yourself and others.
RESOURCES: CLEANING SUPPLIES & MASKS
FACE MASKS & CLEANING/DISINFECTING RESOURCES

GREENBIRD LABS
Dave O'Brien – (919) 606-7253
dave@greenbirdlabs.com

BEVERLY KNITS
https://usafacemaskbki.com/collections/all
Parker Sytz – (704) 860-3484

INTERSTATE SERVICES
Alex Denton – (803) 448-3917
adenton@interstatesolutions.net

FAGALA BIOHAZARD
John Fagala
jfagala@hotmail.com

FB MEDICAL
Fred Beyers – (704) 681-0053
Fred@fb-medical.com

PARKDALE MILLS
facemasks@parkdalemills.com or
Stacey.Heafner@parkdalemills.com

ENVIRONMENTAL DIVERSIFIED SERVICES (EDS)
Jeff Rizzo – 704-363-2233
jeff.rizzo@edsdiversified.com
Blair Prentice – 704-226-8021
blair.prentice@edsdiversified.com

BRAND RPM
Michael Samuelson – (704) 965-6843
michaels@brandrpm.com

JOOLA MEDICAL
http://www.joolamedical.com/

KESCOR FIRE PROTECTION
Eric Dyer
edyer@kescor.com
(704) 453-9484
TAGS MARKETING

Tom Simpson tsimpson@tags-marketing.com
Steve Taggart stevet@tags-marketing.com

Wipes
Masks/PPE

Good Hands Hand Sanitizer


Hydrogen Peroxide, Nixall, and Bioesque

Product Identifier

Product Name: TAG Advanced Peroxide Cleaner No. 8314
General Use: Ready-to-Use cleaner to remove mold and mildew stains from porous and non-porous surfaces
Product Description: Mold and mildew stain remover
Chemical Family: Peroxide/detergent blend

Pricing:

All prices include 10% packing charge and freight.  An additional 3% GST will be charged for shipments to the following provinces: BC, MB, AB, SK, NT, NU, PE, NS, NB, Atlantic, Prince Edward Island, the Territories of the NWT and the Yukon.  All orders are subject to our S&H policy, which includes packaging, insurance and freight.  We strive to keep freight costs to a minimum.  We will only ship items over $150 F.O.B. On orders of less than $150 we will add a $25.00 freight charge to cover the cost of packaging and insurance.  To place an order, please contact one of our sales representatives or call 440-915-6766.  We accept Visa, MasterCard, American Express, and Discover.

Need a Little More:

- 5-Quart Pail - $295
- 275 Gallon Tote - $8900
- 275 Gallon Tote 5 Pack - $44500/Tote
- 275 Gallon Tote 10 pack = $8000/Tote

Production Time:

- Bottles: 2.5 weeks (based on 85% ACD)
- Gallon, Drum, Tote: 2 weeks

For more information or to place an order, please contact:

E: tsimpson@tags-marketing.com
T: 440-915-6766
F: 440-915-6772

Susannah Stone-Gill

OSHA

Lee McKinney (Industrial Hygiene Consultant)
Consultative Services Bureau
Office: 440-915-6766
TEMPERATURE SCANNING & EQUIPMENT CONTACTS

OCCUMEDX
Kalen Stovall – 256-221-6163
kalen.stovall@occumedx.com
Main Phone & Email
980-223-5849
info@occumedx.com

S1 SAFETY
Doug Chincar – 813-951-4583

MEDIX TEAM
Nick Burrows – 630-330-6445

AERO TEK
Kara Sparks – 773-577-0485

MED COR
Troy Butler – 815-347-9774


https://infraredcameras.com/thermal-infrared-products/hot-spot_non-contact-infrared-thermometer/

https://iproven.com/products/non-contact-thermometer-nct-978  (Currently sold out, but potential for re-stock)
REOPENING OFFICES
RECOVERY READINESS: A HOW-TO GUIDE FOR REOPENING YOUR WORKPLACE

4/22/2020

As areas stabilize from the COVID-19 pandemic and stay-at-home restrictions are lifted, organizations will begin to bring workers back into the physical workplace. It’s already begun in some parts of the world. In fact, as of April 2020, we have helped move our own employees, and those of our clients, back into more than 600 million square feet of properties globally.

The “Recovery Readiness: A How-to Guide for Reopening your Workplace,” outlines some of the best thinking and practices that our more than 53,000 professionals have compiled across the globe and also includes insights from key partners. The recommended practices and protocols already have been implemented at locations across the globe with tremendous success.

We are proud to release this comprehensive guide and look forward to connecting with you to learn more about how we can help.


• Comprehensive guide available for download
• Also features checklist & webinar resources
A holistic approach to re-entering your workspace
Prepare your workspace and your people to safely and efficiently resume operations.

Click into each service to learn more.

- JLL “A guide to returning to work in the next normal” available for download
RETURNING TO OFFICES SAMPLES/GUIDES

QUICK START GUIDE
for Office Leaders and Business Unit Leaders

Office Leaders and Business Unit Leaders are charged with re-opening JE Dunn offices in a safe and healthy manner. What follows is a top-level checklist of issues to consider before an office can open as well as those continuing considerations once an office is open. All re-openings will be phased, slow, gradual and careful.

More details and specific checklists to help you are provided as attachments to the longer Coronavirus Return-to-Office Plan.

Questions? Email StaySafe@jedunn.com

PRE-OPEN ACTIONS

☐ Density & Spacing Assessment. Meet with designated safety leaders to develop re-opening details for each individual office (density is density and social distancing assessment).

☐ Detailed Checklist Review. Review the Re-Opening Re-Entry Checklist for various pre-open considerations to implement (steps taken will vary by location).

☐ Planned Return & Staggered Start. Develop a plan that matches the planned return schedule and consider implementing daily staggered start times.

☐ Pre-Clean. Ensure a full-office standard cleaning including common spaces as well as individual workspaces is complete.

☐ Social Distancing Plan. Designate a Social Distancing Coordinator to assist employees and enforce social distancing continuously throughout the location.

☐ Facility Logistics. Assess the building environment and needed adjustments (including infrastructure inspection, special processes to be implemented / installed before return, etc.).

☐ Supply Ordering. Coordinate logistics timely delivery of needed safety supplies, hygiene supplies, cleaning supplies, etc.

☐ Communication. Deliver pre-return communications to all employees at your location, regardless of return timeline (email outreach, “virtual town hall,” Q&A calls, etc.).

ONCE-OPEN ACTIONS

☐ Planned Return & Staggered Start. Implement planned return and staggered start times, if necessary, per the previously developed schedule.

☐ Local Orders. Center with Legal to ensure any local orders applicable to your location are followed and shared to all affected employees.

☐ Employee Health Self-Monitoring. Frequently check with managers to ensure employees are monitoring their health and getting answers to any questions they have.

☐ Social Distancing. With your Social Distancing Coordinator, continually monitor and support strict social distancing practices within the office.

☐ Cleaning & Disinfecting. Ensure routine cleaning is increased, including coordination with building management services as needed.

☐ General Illness. Ensure that employees reporting any signs of illness do not come to work and do not return until 24 hours pass with no symptoms without the aid of medicine.

☐ Positive / Suspected Cases and Close Contact Tracing. Ensure all positive /suspected cases do not come to the office, ensure all positive /suspected cases on an office are sent home and advised to seek proper medical care.

☐ Guests / Meetings. Guests should not be invited, and meetings should be virtual if possible, essential in-person meetings must be 10 persons or less and follow social distancing.

RETURN TO OFFICE

PLANNED OFFICE SCHEDULE

JE Dunn’s guidelines for returning our employees to offices, project site offices, and logistic centers are summarized here. Separate offices may have specific guidelines.

The priority is to keep employees safe and comfortable. The company will also help maintain productivity, but health and safety are the priorities.

Guidelines and schedules are subject to change as conditions develop and new information becomes known.

WHEN

<table>
<thead>
<tr>
<th>PHASE 1</th>
<th>PHASE 2</th>
<th>PHASE 3</th>
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<tbody>
<tr>
<td>May 18, 2020</td>
<td>June 1, 2020</td>
<td>TBD</td>
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WHO

As Needed, Comfortable, Able, Otherwise Work from Home

Comfortable, Able

All Employees

WHAT

Before coming to work each employee will screen for temperature and health every day

Maintain social distance everywhere – the 6 feet work environment

Masks are optional unless ordered by government authority

Daily cleaning and disinfecting of common areas and personal work space

Bring your own water container, office supplies and served food will not be provided

Travel only will be permitted if essential to the business, with supervisor approval

Guests, including business partners, should not be invited to offices

Essential in-person meetings only if less than 10 people

IF YOU FEEL SICK, ARE CARING FOR OTHERS, OR ARE NOT COMFORTABLE GOING TO WORK, LET YOUR SUPERVISOR KNOW, AND STAY HOME.
RETURNING TO OFFICES SAMPLES/GUIDES

We are aware that the CDC’s recommendations have helped slow the spread of Covid-19, and we think it is imperative that we continue to follow these recommendations for the next several weeks. The Governor on Friday, May 8, 2020, modified the NC Stay at Home Order. We intend to align our working practices with the CDC’s advice and recommended government phased re-openings. We need to pay attention to the following guidelines to continue to get this virus under control.

If you feel sick, do not come to the office
If you have been in contact with someone who is sick, stay home.
See attached NC documents – Workplace guidelines

Social Distancing
- We will have signage for days through sign-up genius
- No more than 15 employees in the office at one time
- No more than 5 visitors at one time (see visitor rules)
- You can sign up for no more than 3 consecutive days (Monday-Friday)
- You must sign up for weekend days and notify Melissas as well. If you plan to visit the office on the weekend (this includes just stopping by and picking items up),
- Twenty-four hours before a day you have not signed up for, and there are slots available, you may sign up.
- You can trade days with others if full, but you must have a person cancel, and you sign up in that we have a total of how in office.
- If you sign up and end up not coming, please cancel your day or notify Melissas, so we keep an accurate log of who is in the office. (keep this to a minimum so we can allow everyone a chance to use the office).
- Maintain minimum 6 feet separation at all times.
- No meetings of greater than 10 people (assumes 6’6” and conference rooms and break room will only have an allowable number of chairs per the below)
- No more than 3 in the large conference room
- No more than 3 in the small conference room
- No more than 8 in the breakroom
- If 10 people needed, you have to meet open air and still practice social distancing
- Disability Policy for face to face communication when private meetings not required
- Continue to use remote work practices for meetings when necessary

- No outside visitors allowed without invitation, and Melissas being notified of their arrival day and time (exceptions for couriers & other necessary deliveries) Each visitor must walk or sanitize their hands upon arrival. These visitors are only allowed in one of the two conference rooms, breakrooms, or outside an office that is not open to regular work. We are continuing to have face mask required for anyone else. NO VISITING IN NON-DEPARTMENTAL OFFICES WITH NON-MAC EMPLOYEES.
- Only when your office can accommodate safe social distancing can it be used for meeting with MAC employees and no more than 5 in any larger office.

Face Masks or Gaiter Requirements
- A face mask is required outside your office when walking the halls, using common areas (e.g., restrooms, coffee rooms, breakroom, etc.) and anything not social distancing cannot be followed.
- If you are meeting with internal MAC employees in any of the designated conference areas, outside or, in each other’s office, you do not have to wear a mask. It is up to your discretion, but social distancing is required.
- It is up to the person(s) meeting with an approved outside visitor if you would like to require a mask be worn during that meeting and sick (including visitors) are required to wear a face mask/gaiter from getting to the meeting room and back out of any meeting locations during the visit. This requirement includes of NMAC’s formal Personnel as they visit the office.
- If you have to ride in a vehicle (in company business) with more than one occupant, you have to wear a face mask or gaiter.

Personal Hygiene
- Wash hands when you enter the office with soap and water or hand sanitizer
- Wash hands on each contact with shared surfaces (non-touch visits, water cooler, opening doors, visits to any of your conference rooms, etc.)
- Keep your hands high, high, for bumps, etc.
- Avoid touching your face.
- No eating in common areas. Eating and drinking are only allowed in your office, outside, or off-premises.
- Cover coughs and sneezes with an elbow to prevent the spread of germs and wash or sanitize your hands afterward.

Cleaning
- Clean as you go after each use.
- Thoroughly clean all of your area and are accountable.
- Our offices are being professionally cleaned twice a week in the evenings. In addition to regular cleaning practices, the following sanitation practices include:
  - Disinfectant wipe down of conference tables 1-5 times a week
  - Disinfectant spray down of conference tables 1-5 times a week
  - Door handles disinfected 1-5 times a week
  - Individual office meeting and sitting areas disinfected 1-2 times a week (we’ll have supplies for the individual to do more often if desired)

Daily Cleaning Procedures
- Wipe down surfaces and sprays used with VetraWipe in common areas (after disinfecting; if that are located on the table, see below, disinfecting the table after use).
- The meeting organizer is responsible for this task and must designate someone before the meeting.
- Periodic wipe down of common office furniture (desk, chairs, scanners, countertops)
- Distributing wipes or disinfectant and disposable paper towel are provided (if provided)
- We do not use antibacterial products. (e.g., Clorox wipes)
- Wipe down high traffic door handles twice daily.
- Wipe down all individual areas twice daily.
- Wipe down all shared surfaces and appliances in kitchen twice daily.
- Everyone responsible for wiping down surfaces in their office after any expense meetings and as needed.

Other Requirements
- If you have a project you are going to visit and plan to change to the office, you must come to the office before going to the field. You are not to go to the field and then go into the office.
- If you need a personal item come to the office for a meeting, we recommend you arrive prior to going to the field whenever possible. If this is not possible, you must sand the item room or outside sitting area to conduct your meeting. We must follow the fix mask requirements above.
- The refrigerator, microwave, and coffee pot are available for use with the following guidelines:
  - Refrigerator:
    - No sharing of any items out of the refrigerator. It can only be for storing your lunch/refreshments that must be taken to your office to consume.
    - No use of the cooler in the freezer
    - No sharing of the water fountain that is in the refrigerator
  - Microwave:
    - You are required to clean before and after each use. Wipes or disinfectant and disposable paper towels will be available.
    - No sharing of food
  - Coffee Pot:
    - The pot must be washed with hot water and soap before making coffee
    - We will designate someone only in the individual who will make coffee.
    - Only disposable cups are allowed, and a new cup must be used each time you use it.
    - The handle will be wiped down twice daily, but the cups or dishwasher will be provided for your use before handling.
- We have installed 4 wall mounted hand sanitizer dispensers in our common areas and will have bottles in other locations.
- Front door, rear door to common areas, breakroom, secondary rear door to Mezz.
- All Elevens will be changed on Friday, May 8, 2020
- Cleaning Supplies:
  - Disinfectants w/spray bottles with disposable towels will be placed in commonly used areas of the office (wipes are limited so please use them appropriately and collect all waste in all areas)
  - We have plenty of soap on bar and sanitizer on hand
  - VetraWipe and spray bottles on hand (use in conference rooms after each use and appropriately as not to waste products)

Upgrade
You will be receiving new signage around the office to remind us of all of the best practices.
- Our main goal is to provide a safe environment for all employees and anyone who visits our office. These policies will continue to change as we move through the different phases of reopening while aligning with national, state, and local guidelines. We look forward to being able to continue more in-person interaction safely at the Carol Baldwin building. Please reach out to your supervisor if you have any questions or recommendations on how we can improve our safety environment. Stay safe!
MECKLENBURG COUNTY RESOURCES
DIRECTORS

Patrick Granson  – Director of Code Enforcement (980.314.3434)
Melanie Sellers  – Director of Plan Review & Permitting (980.314.3108)
David Gieser  – Director of Inspections (980.314.3093)

PLAN REVIEW

Scott Westbrook  – Residential & Small Commercial Plan Review Manager (980.314.3114)
Tom Smith  – Commercial Plan Review Manager (980.314.3194)

COMMERCIAL INSPECTIONS

Steve Pearson  – Commercial Inspections Team Manager (980.314.3062)
Allen Croom  – Inspections Supervisor, Building (980.297.5839)
Bob Hartman  – Inspections Supervisor, Electrical (980.722.3618)
Andrew DeMaury  – Inspections Supervisor, Mechanical & Plumbing (704.200.5595)

RESIDENTIAL INSPECTIONS

Jeff Griffin  – Team Manager (704.634.8847)
Mike Kale  – Inspections Supervisor (980.521.6757)
Brandon Burgin  – Inspections Supervisor (980.259.9200)
David Barrett  – Inspections Supervisor (980.722.0259)

MULTI-TRADE INSPECTIONS

Clayton Goodman  – Team Manager (980.314.3174)
James Kluttz  – Inspections Supervisor

MEGA PROJECTS

Andy Herring  – Mega-Multifamily Code Enforcement (980.722.9259)
Eric Moore  – Mega-Multifamily Senior Code Official
Gene Murphy  – Mega Multifamily Senior Code Official (980.214.7564)

SPECIAL PROJECTS

Howard Grindstaff  – (980.314.3171)

MECKLENBURG CO. HEALTH DEPT

Susannah Stone-Gill

OSHA

Lee McKinney  (Industrial Hygiene Consultant)
Consultative Services Bureau
Office: 440-915-6766
MECKLENBURG COUNTY CODE ENFORCEMENT

COVID-19 INTERIM POLICY

• Go to their website for full details on policies and more
• Interim Policy = Social Distancing & Live Remote Inspections (LRI)
• Social Distancing – clear site when inspecting, etc.
• LRI – Verify qualifies for live remote, ensure all technical requirements met, can schedule online, and note it is subject for audit like any other inspection
• Items that DO NOT quality for LRI
  • First-time framing inspections for wood-framed structures
  • First-time electrical rough inspections
  • Temporary power/utility connections
  • Temporary Certificate of Occupancy (TCO) inspections (available only for commercial projects)
  • Final inspections for occupancy approval
CHARLOTTE COMMERCIAL CONSTRUCTION COALITION (4C)

May 20, 2020