



The Raymond Group, Raymond Southern-California Inc., Raymond – San Diego Inc., Raymond – Northern California Inc., George M. Raymond Co., which from this point of the document on will be called the Company

COVID-19 PLAN

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General Recommendations for Routine Cleaning and Disinfection on Jobsites

The health and safety of everyone on our projects is Raymond's number one priority. The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. As we continue to manage the evolving COVID-19 situation responsibly, we encourage all team members to support and assist in routine cleaning of frequently touched surfaces on our jobsites with household cleaners and EPA-registered disinfectants that are appropriate for the surface. **Remember to always follow label instructions and the Safety Data Sheet (SDS) for proper handling and personal protection while using the selected chemicals.** Labels contain instructions for safe and effective use of the cleaning product, including precautions you should take when applying the product, such as wearing gloves and making sure you have proper ventilation during the use of the product.

- **CLEANING** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and, therefore, any risk of spreading infection.
- **DISINFECTING** works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

REGULARLY CLEAN & DISINFECT FREQUENTLY TOUCHED SURFACES SUCH AS:

- Gang box and handles
- Entry gates, doors, handles, interior, and exterior doorknobs, locks, tables, copiers
- Lunch areas, conference rooms and other tables/chairs (including backs and arms)
- Light switches
- Plan tables
- Shared hand/power tools, cords, battery charging stations, etc.
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas

PPE AND PERSONAL HYGIENE

- Fully vaccinated employees are not required to wear a mask or physical distance while in the workplace.
- Employees working outdoors are not required to wear masks regardless of vaccination status.



- Employees will self-attest to their vaccination status.
- Clean hands often, including immediately after removing gloves, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer with at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.
- Use preventive actions while at work, including recommended [hand hygiene](#) and avoiding touching eyes, nose, or mouth with unwashed hands.
- Use of water distribution stations must be sanitized prior to each use.
- Do not carpool with other staff unless they are family members living within your household.
- Coughing and sneezing etiquette, including covering a cough or sneeze with a tissue or a sleeve instead of a hand.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals, pets, or close interaction with other persons
 - Before and after providing routine care for another person who needs assistance (e.g. a child)
 - Upon arrival and before leaving work

HOW TO CLEAN AND DISINFECT SURFACES

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method, and contact time, etc.).



In addition to the above preventative cleaning and disinfecting measures, in the event of a suspected or laboratory-confirmed case of COVID-19 on the project, please follow these guidelines as established by the CDC to clean and disinfect your jobsite:

- Temporarily close off areas used by the ill individual
- Use appropriate PPE – disposable gloves
- Wait as long as practical before cleaning and disinfecting to minimize the potential exposure to respiratory droplets
- Open outside doors and windows to increase air circulation in the area
- Clean and disinfect all areas used by the ill individual, focusing on frequently touched surfaces

Your help in preventing the spread of illness is critical. If you are sick, stay home. Contact your supervisor if you have any questions or concerns.

Remember to maintain physical distancing of 6' or more when possible.

Site Specific Covid-19 Supervisor (SSCS) – The SSCS will monitor and implement all recommended safety practices regarding the COVID-19 virus with all contractor staff members. Supervisors will have the authority, through consultation with the SSCS, to halt all activities that do not adhere to the COVID-19 safety practices. This person will be responsible to maintain supplies of disinfectants and make sure that workers follow decontamination, hand washing, distancing, and PPE rules.

Deliveries of Product/Material –

- Establish a drop-off location and all the procedures to be used at the drop-off point.
- Create signage to easily identify drop-off points. Include contact information on the signs to assist with questions leading up to delivery and upon arrival.
- A specific plan will be addressed with a JHA.

First Aid – Employees will follow our Physical Distancing Risk Assessment when administering first aid.

General contractors /Owner's plan may superseded this plan.



Illness Exposure Protocol

Observed Illness (observed by others, information that comes out of questioning an individual) and/or
a Communicated Illness (individual that notifies us)

1. General Illness Defined as:

If an Individual shows signs of an illness (i.e., fever, cough, or shortness of breath), then:

1. Manager contacts HR and Safety
Employee will be instructed to take an approved COVID-19 Viral test consisting of a SARS Nasal or Throat Swab Test. If an approved COVID-19 Viral Test is **not taken**, the employee will be instructed to seek medical attention for their symptoms. HR & Safety will follow up on the COVID-19 Viral test results and/or doctor's recommendations to determine if the employee is clear to return to work.

2. Laboratory-Confirmed Exposure Defined as:

If an Individual is confirmed COVID-19 or someone has had contact with someone confirmed COVID-19, then:

- Assess level of close contact per CDC definition, if:
 - **High/Medium:** impacted employees will be notified to take an approved COVID-19 SARS nasal or throat swab test.
 - **Low/No Risk:** impacted employees will be notified and asked to self-monitor.

If an employee is confirmed to have COVID-19 infection, Raymond will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees will then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

Employers have a general duty to provide a safe workplace under Cal/OSHA and federal OSHA. The CDC advises that if an employee is confirmed to have COVID-19, Raymond inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

Investigating and Responding to COVID-19 Cases in the Workplace

We investigate all COVID-19 cases in the workplace. Our investigation includes verifying COVID-19 case status, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

We maintain a daily log to keep track of all employees and visitors at our workplace. This includes name, contact information, date and time in. We will use this information to identify individuals to contact following notification of a COVID-19 case at our workplace.

We will not reveal any personally identifiable information or employee medical information to any person or entity unless required by law (such as Cal/OSHA, local health department, and local law enforcement).



We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the following actions:

1. Determine the day and time the COVID-19 case was last present at the workplace, locations/areas worked, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high-risk period. The high-risk period **for persons who develop symptoms** is from two 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. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Notify in writing all employees and their authorized representatives, independent contractors and other employers onsite who were potentially exposed. Individuals with close contact will be instructed to quarantine at home. **CDC defines [close contact](#) as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period, starting 2 days prior to symptom onset until the sick person is isolated.** When providing notice under this section, we will not disclose the identity of the infected person(s).
4. We will provide employees with potential COVID-19 exposure information about access to COVID-19 testing, which will be offered at no cost during working hours, and isolation requirements resulting from a positive test.
5. Investigate whether any workplace factors contributed to the infection and how to further reduce that potential exposure.

The Raymond Group's Notification to Client, Employees, Subcontractors, Vendors, Insurance, Union Officials, and Health Officials as appropriate (no notice for general illness).

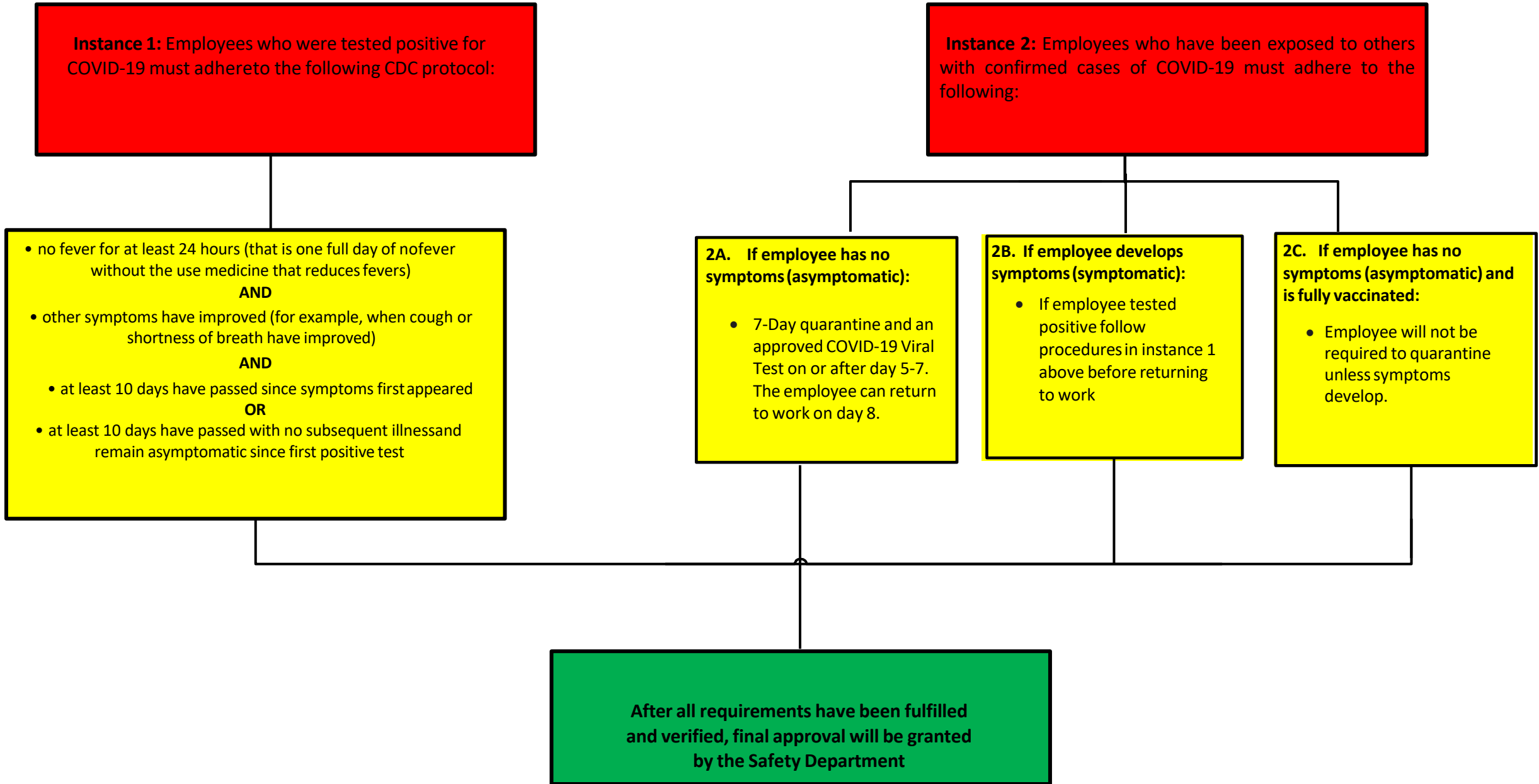
Testing

Raymond will provide testing to all employees at no cost during working hours except for those not present during the outbreak period. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. This testing will be done immediately after determination of an outbreak, and then again one week later; negative test results will not change the quarantine or health order status of any individual. Following these two tests, we will provide continuous testing to employees in the workplace during the defined outbreak period at least once a week, or more frequently if recommended by the Local Health Department. We will provide additional testing as required by the Division in accordance with any special order from Cal/OSHA.

We will provide information about [COVID-19 related leave benefits](#). **Confidentially will be maintained at all times.**

The Raymond Group follows the regulations per the Cal OSHA Emergency Temporary Standards.

Raymond COVID-19 Return to Work Plan





Employee Training and Instruction

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at The Raymond Group including:

- Information on how COVID-19 spreads and infects people.
- Symptoms of COVID-19.
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- Our symptom screening procedures for employees and all other visitors to the workplace.
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
 - Requiring employees to stay home when sick.
 - During an outbreak, employees will maintain at least 6' of separation from other individuals in the workplace.
 - Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
 - Proper use of a face coverings and the fact that a face covering is NOT respiratory protection.
 - Covering coughs and sneezes.
- Acceptable PPE and proper use.
- What to do if they are sick and how to obtain a COVID-19 test.
- Employee benefits.
- The contents of this plan.
- For information on the COVID-19 Vaccine please visit <https://www.vaccines.gov/>



MEMORANDUM

Date: June 18, 2021
From: Edward Hanley, Director of Safety
Re: Raymond Employee Health Information

Do not Communicate Confidential Employee Information

The Raymond Group has always put the health and welfare of our employees as a number one priority. The privacy and confidentiality of all employees health condition or vaccination status, "will remain private."

If you have a request from a customer, trade partner or anyone else regarding an employee's health condition or vaccination status please respectfully, decline to share this information due to privacy and confidentiality laws. Please direct all requests to Ed Hanley (Safety Director) or Jan Jensen (HR Director) for further assistance.

Upon notification of (3) or more COVID Cases at a Raymond Project within a 14-Day period, the Safety Department will notify the local health department and follow the guidance given.

Ed Hanley (925) 602 – 4294 x348

Jan Jensen (714) 288 – 8151 x215

COVID-19 INVESTIGATION



Questions for Employees	Answers
1 Comprise a list of employees they were in contact with employee confirmed positive.	
2 When was the supervisor notified of positive COVID-19 test?	
3 What was the employee's start date on the project?	
4 The date Raymond was notified of exposure or potential exposure?	
5 Did employee recently travel? If so, where and travel dates?	
6 What project and what are within the project area was the employee working?	
7 What tasks was employee performing?	
8 What tools, material, or equipment was employee using?	
9 Was employee sharing tools, material, or equipment with other employee(s)? If so, who?	
10 Please list the names of the coworkers the employee was working with?	
11 Did the employee notify anyone of symptoms and if so to whom ie. co-workers or supervisor?	
12 Was there exposure to the employee from confirmed family members?	
13 Was employee exposed to any other coworkers that have tested positive or with symptoms?	
14 Note of absences of above mentioned employees and reason for absence?	