

## **Infectious Disease Control Protocol and Policy**

FRONTIER Building will take proactive measures to protect employees and the worksite in the event of an infectious disease outbreak. It is the goal of FRONTIER during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe at the worksite.

FRONTIER is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

### **Preventing the Spread of Infection at the Jobsite**

FRONTIER will ensure a clean worksite for all its employees by providing either hand washing stations or hand sanitizer stations or both as well as other safety items at each project site. Employees may also purchase hand sanitizer or disinfectant spray locally and submit receipts for reimbursement. Management will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules to be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the worksite. The best strategy remains the most obvious which is frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans.

*Superintendents should follow these general practices to help prevent exposure to coronavirus:*

- Frequently wash your hands with soap and water for at least 20 seconds
- If soap and running water are not available, use an alcohol-based hand rub that contains at least 60% alcohol
- Wear latex gloves and change them often – these can be worn under your Radnor safety gloves, as well
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Do not share tools or any multi-user devices and accessories such as iPads, laptops, hand-held radios, computer stations, etc.
- Limit the exchange/sharing of paper documents by encouraging use of electronic communication whenever possible
- Do not share personal protection equipment (PPE)
- Avoid close contact with people who are sick
- Practice Social Distancing (keep a 6 foot distance between people)

*Superintendents should ask the following questions of any party entering the jobsite. If they answer “yes” to any, they should be asked to leave the jobsite immediately. Anyone asked to leave should not return to work until 24-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.*

- Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
- Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?
- Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?

### ***Limiting Travel***

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis.

### ***Telecommuting***

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

### ***Staying Home When Ill***

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. *Please refer to the Employee Handbook for details on the sick leave policy.*

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

### ***Requests for Medical Information and/or Documentation***

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### ***Confidentiality of Medical Information***

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

## **Social Distancing Guidelines for Worksite Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, FRONTIER Building may implement these social distancing guidelines to minimize the spread of the disease among the staff.

*During the workday*, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Encourage employees to bring their own lunch and consider eliminating truck where possible.
6. Ensure all lunch trucks are utilizing servers for bulk food trays; no self-serve from food trays. Food items are to be individually wrapped when possible.
7. Lunch Time & Breaks should be staggered to limit risk of employees congregating.
8. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

### ***Outside activities***

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

*Listed below are useful links to educational resources that can help answer questions that you may have.*

*What You Need to Know Resources:*

[How to Protect Yourself](#)

[How to Clean & Disinfect](#)

[If You Are Sick](#)

[Frequently Asked Questions](#)

[Hand Hygiene](#)

[How to Remove Gloves Safely](#)