



COVID-19 SAFETY DOCUMENTS

TABLE OF CONTENTS

APPENDIX A.....	SAFETY PROCEDURES
APPENDIX B.....	POSITIVE TEST PROTOCOL
APPENDIX C.....	POSITIVE TEST WORKSHEET
APPENDIX D.....	WORK STATUS QUESTIONAIRRE
APPENDIX E.....	ESSENTIAL PERSONNEL TRAVEL LETTER
APPENDIX F.....	COVID-19 WEEKLY SUPERVISOR CHECKLIST
APPENDIX G.....	COVID-19 WEEKLY SUBCONTRACTOR CHECKLIST
APPENDIX H.....	FIT FOR DUTY PERSONNEL STATUS

COVID-19 SAFETY PROCEDURES



Mid-State Construction

Program Version: 01

PPE Level: 2

General Procedures

- Ensure the office or project has a sufficient number of employees to perform all measures listed effectively and in a manner that ensures the safety of the public and all personnel. Non-essential personnel are not permitted at any Mid-State controlled location.
- Handle food with care and avoid food sharing with others. Do not have employees eat in big groups (greater than 10 employees) at lunch area locations. Provide a sufficient amount of space for employees to have breaks and meals while maintaining a social distance of 6 feet. Arrange seating (if applicable) to have employees facing forward and not across from each other in eating and break settings.
- General guidelines suggest not exceeding 10 employees in a group and maintaining 6 feet apart between personnel whenever possible.
- Employees are preferred to not work in groups greater than 5 employees. Employee groups will be assigned a crew leader. The crew leader will report to Mid-State supervision. Employees are to report directly to their work station(s) and check in with their crew leader daily.
- Stagger work start and stop times for employees when practical to prevent gatherings of large groups entering or leaving the premises at the same time.
- Limit persons in employee common areas (break rooms, conference rooms, and training locations) at any one time to the number of employees that can maintain a social distance of 6 feet.
- Do not share tools unless they are cleaned properly. Ensure the hygiene practices and tool disinfection is observed by the employee utilizing the tool. Ensure you actually witness the cleaning. Do not take another employees word that they cleaned a tool before giving it to you.
- Stay at home if you are sick to avoid contaminating other individuals and minimize in-person social interaction in public places.
- A morning huddle will be conducted with all Mid-State personnel with regards to their health. Any employees reporting sick and/or unable to work due to COVID-19 will be sent home immediately. The morning huddles shall be conducted by individual crew leaders and reported back to site supervision.
- Conduct all meetings and trainings virtually (phone or internet). If meetings are held in person, limit the meeting to the fewest number of employees possible (not to exceed 10 employees at one time / maintain a social distance of 6 feet).
- Mid-State personnel shall report their health status to the Director of Personnel / Safety on a regular basis. Any changes in health status that affect you availability for work shall be reported to Human Resources.
- Temporal thermometers are made available at all Mid-State work locations. Employees have the option to take their own temperature and advise Mid-State supervision of the reading. The thermometer shall be cleaned between each use. If the reading is 100.4 degrees F or higher, the employee will be directed to go home and contact their medical provider for further guidance. In an acute case where the employee requires transportation, isolate the employee and call 911 for assistance.

Infected or Sick Employees

- Sick and/or infected employees are to stay home and seek proper medical attention. The Work Status Questionnaire will be utilized for return to work protocol.
- Symptoms to watch for include fever, cough and shortness of breath. The Emergency Warnings Signs for COVID-19 include difficulty breathing or shortness of breath, persistent pain or pressure in the chest, confusion or inability to arouse and blueish lips or face. COVID-19 Symptoms can take 2-14 days to appear.
- Anyone who has tested positive for the virus and/or has been in contact with someone who has the virus is not to report to work and shall notify our office immediately.
- The Mid-State Office will follow-up with all affected Mid-State personnel on a weekly basis. Intermittent updates can be emailed by affected employees to sheri@mid-stste-inc.com
- Reference COVID-19 POSITIVE TEST PROTOCOL for additional information.

Sanitation and Sterilization Procedures

- Ensure all porta-john facilities are equipped with hand sanitizer stations inside the restroom. If they are not equipped, contact the vendor and requested that they be installed (even if an additional cost is associated). They shall be disinfected at a minimum of two times per day. Personal Protective Equipment (PPE) shall be utilized during cleaning operations (See product SDS information). At minimum disposable gloves should be worn in addition to the designated PPE Level when cleaning and disposed of properly after usage.
- Provide adequate soap and disposable paper towels at hand washing facility locations. Wash your hands regularly with soap and water. Refrain from touching your face and do not shake hands with people. Avoid touching surfaces all together when possible.
- Make hand sanitizer and disinfecting wipes readily available for employees to utilize. Cleaning and disinfecting supplies shall be requested from the Mid-State supervisor by the individual crew leaders. When these supplies are limited and/or unavailable a hand washing station shall be provided.
- Regularly disinfect surfaces like doorknobs, tables, desks, tools and equipment handles.
- Clean and disinfect high touch areas routinely in accordance with guidelines issued by the Center for Disease Control and Prevention (CDC), in spaces that are accessible to personnel.
- Maintain pre-existing cleaning protocols previously established for the office or project.
- Subcontractors are required to follow the same direction for sanitation and sterilization of their tools and equipment.

Mid-State Offices

- Accesses to all Mid-State Office locations (corporate and field) are to be restricted to essential business only. All offices will be locked with key fob access only. Signage is to be posted on the door with the applicable phone number provided.
- All meetings should be conducted by conference call or utilize a Go To Meetings / Zoom Meeting via the internet whenever possible. For in-person meetings standard conference rooms are restricted to four employees at a maximum. Groups of up to six people may utilize the Blue Building training center (spaced out to maintain 6 foot distance between personnel).
- All general communication shall be done by phone rather than in person.
- Employees in the office should sanitize their work locations regularly and keep to their office location. No congregating inside offices. Only the employees who are located in that office space are permitted to enter. Employees are not permitted to enter another employee's office space unless they are permitted by the employees who work at that location. Conversations shall be conducted at the doorway whenever possible. Management will consider moving employees to other locations to keep personnel working in close proximity to each other at a minimum.

- Coffee machines or any community beverage location will be restricted and not in use to prevent the spread of the virus. Water coolers locations will be removed unless they can be disinfected on a regular basis (after each use). Employees will be encouraged to bring their own water. Bottled water will be provided. Used bottles are not permitted to be re-filled and shall be discarded properly after use. No touch water coolers are permitted.
- All common locations (lunch rooms, restrooms, conference rooms, etc..) shall be cleaned and disinfected on a regular basis. A cleaning schedule shall be identified and assigned to the appropriate personnel responsible,
- Antibacterial soap and/or hand sanitizer stations shall be provided periodically throughout all office locations.
- All “thumb in” locations will be suspended. Paper sign in sheets can be utilized for field personnel. An email can be sent to payroll regarding any sign in required at office location. Verbal verification by the crew leader to Mid-State supervision can be completed over the phone.
- All purchases shall be monitored and essential to operations. Limit unnecessary spending whenever possible.

Travel Restrictions

- It is not recommended to travel at this time. Any employees currently expected to travel in the near future shall notify the Mid-State office. The Center for Disease control strongly discourages unnecessary travel.
- Avoid large gatherings or events where you would be in close contact with other people.
- For more information contact the Center for Disease Control (CDC) by phone at 1-800-232-4636.
- All regular travel shall be restricted to essential business only.

General Information (Toolbox Talk – Postings)

- Review toolbox talk document provided by the Mid-State Safety Department with all project personnel (including subcontractors) at your project.
- Post all applicable documents at the job site per the Mid-State Safety Department direction.

Personal Protective Equipment (PPE)

- Provide masks for Mid-State employees to wear at the project / office. Masks are mandatory while at an Mid-State controlled location except to the extent an employee is using break time to eat or drink in accordance with the guidance provided by the Department of Health and CDC. Subcontractors shall provide their own masks for their own personnel.
- Personal Protective Equipment Level will be determined by the Mid-State Safety Department.
 - o **Level 1 Protection:** Hard Hat, Safety Glasses, and Work boots.
 - o **Level 2 Protection:** Hard Hat, Safety Glasses, Work boots and Facemask
 - o **Level 3 Protection:** Hard Hat, Safety Glasses, Work boots, Facemask and Gloves
 - o **Level 4 Protection:** Hard Hat, Safety Glasses, Work boots, Facemask, Gloves and Face Shield / Goggles
 - o **Level 5 Protection:** Hard Hat, Safety Glasses, Work boots, Facemask, Gloves, Face Shield / Goggles and Disposable Body Suit

COVID-19 POSITIVE TEST PROTOCOL

Mid-State Construction Inc.

Document Version: 01

PPE Level: 02



Introduction

Mid-State recognizes the potential of exposure to Coronavirus (COVID-19) on our projects and offices and the impact it could have on our people and the company. Accordingly, we have the following plan in place in the event that an individual tests positive for COVID-19 and was present on a Mid-State project site or office.

COVID-19 Communication

- Any information in regards to a COVID-19 positive test shall be directed to the Mid-State office immediately. The office point of contact is Sheri Caw (sheri@mid-state-inc.com) at 814-941-4828
- Confirm that the individual is receiving care they need.
- Identify areas and people the individual had contact with while at the project.
- Try to and determine if the individual knows when they might have been exposed.
- Confirm that individual should not report to work and should self-quarantine to avoid contact with other people as much as possible to keep from spreading illness.
- Confirm with an individual that they should not return to work until a doctor confirms it is safe.
- The Mid-State Safety Department will investigate all Positive Case Notification.

If an individual receives notification of a positive diagnosis of COVID-19 while at the project or office, please isolate them in a separate room and provide them a mask to wear (if available). The comfort and the care we show is important to everyone's mindset.

Identify Close Contacts

Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk, as does exposure to a severely ill patient).

The CDC defines close contact as:

- Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (10 minutes); close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case.
- or –
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).
- Direct or close contact outlined above within a 48 hour period before symptom onset to the time at which the patient (case) was isolated.

If the employee remains asymptomatic, the person should adhere to the practices set out by the CDC Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

If the employee becomes sick during the workday, the person should be sent home immediately. Surfaces in the employee's workspace should be cleaned and disinfected. Information on other employees who had contact with the ill employee during the time the employee had symptoms and 48 hours prior to symptoms should be compiled. Others at the workplace with close contact within 6 feet of the employee during this time would be considered exposed.

Separate & Inform Workers with Close Contact, Provide Direction

Mid-State shall inform those who were in close contact of the situation.

- Keep the identity of the individual with COVID-19 private.
- The Centers for Disease Control and Prevention recommends that these individuals limit public activities.
- Promptly notify employees who were close contacts of any known exposure to COVID-19 at the Mid-State controlled facility consistent with applicable confidentiality laws.
- People who are non COVID-19 positive but have been in close contact to a COVID-19 infected individual should self-quarantine and work from home (if possible) until they are symptom free for 14 days from the day they had contact.
- If employees are non-symptomatic they shall refer to the Mid-State COVID-19 Work Status Questionnaire.

Self-Quarantine

When people are in self-quarantine they may have no symptoms, but because there is a possibility that they might have been exposed, the CDC and healthcare leaders indicate they should stay away from others in public settings. People in self-quarantine should not go to work, school, or any public places where they could have close contact with others.

Inform People, Client, and Subcontractor

Mid-State will provide notification to all site personnel, contractors, vendor, clients, etc...

- Keep the identity of the individual with COVID-19 private.
- Mid-State shall inform everyone working at the project or office location of the situation. We recommend that people be gathered in small groups to deliver the message and be provided written guidance.
- Share facts of situation, our response, and ongoing steps to protect people.

Immediately Stop Work in Area / Control the Situation

The Mid-State Project Superintendent is responsible to stop all work directly associated with the area in question. The area should be controlled in such a manner to eliminate the potential for both worker and public exposure.

A determination will be made by Mid-State management as to the length of time the project/ office will be required to shut-down until the location and/or area is deemed safe by Mid-State management. Locations will need to be sterilized prior to re-opening.

Step 1: Quarantine the Whole Building / Office

- Evacuate building or notify all personnel and subcontractors not to report back until they notified that it's safe to return. Secure the facility and perimeter security system
- Send all employees home and instruct to self-quarantine away from others (when possible)
- Send notice to owners, subcontractors and vendors regarding the positive notification.
- Shut down building or office (Minimum 24 Hours) and Identify where that employee has been and whom they were in contact with
 - Close off areas visited by the person who is probable or a confirmed case of COVID-19.
 - Open all doors and windows (wherever possible and done safely) to increase air circulation throughout the space. Utilize ventilation fans to increase air circulation in the area.
 - Self-Quarantine employees who were knowns to be in contact with the infected individual (follow Mid-State Work Status Questionnaire)
 - COVID-19 Operations Team to meet regarding protocol
 - Document clear areas and locations that haven't had exposure
 - Document locations with known exposure

Cleaning

Wait a minimum of 24 hours, or as long as practical, before beginning cleaning of disinfection. Work with the Mid-State office to determine the scope of cleaning needed. Cleaning must comply

with OSHA's standards, including proper disposal of regulated waste. Post applicable warning notices that alcohol-based cleaning products may be flammable.

Cleaning supplies shall be requested by Mid-State supervision. Follow all applicable SDS information when utilizing the various products. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment such as tablets, touch screens, keyboards, remote controls and anything used by the ill person, focusing especially on frequently touched surfaces.

- Site Supervision, Safety and Management must agree to re-open building even if the maximum one week (168 hours) time frame has elapsed (Choose Option A, B or C)

Option A: 3rd Party Vendors – COVID Cleaning Services. The scope of work needs to be defined before contact with a vendor is made. The determination between a positive COVID-19 cleaning service and regular cleaning service needs to be communicated.

- Pinnacle Professional Cleaning Services: 801 Pleasant Valley Blvd, Altoona, PA 16602
 - o Phone: 814.515.3512 (Same Day Response Time)
- Serve Pro of Altoona: 2309 Union Ave, Altoona, PA 16602
 - o Phone: 814.946.0119 (48 Hour Response Time)
- Service Master Restore: 3344 E Pleasant Valley Blvd, Altoona, PA 16602
 - o Phone: 814.569.3790
- Heritage Environmental Services, LLC: 159 S. Johnson Road, Houston, PA 15342
 - o Phone: 724.873.5736

Option B: Mid-State Self Clean

- *Concrobium – Vector Fog (ULV Fogger)*
 - o Broad Spectrum Disinfectant II (40 Gallons); 1 Gallon = 400-1500 sq. ft. Coverage; Thoroughly Wet the Area (10 Minutes Minimum)
 - o Bleach Solution in Pump Sprayer
 - o Identify Team: Employees for Clean-Up; Training on How to Utilize Fog Machine and applicable cleaning agents; Review SDS
 - o PPE Required: Goggles, Suit, Boots Covers, Gloves, Facemask. Discard After Use
- Sunbelt Rentals: 1 800-892-8677; Sams 400 – 3 Stage Medical Air Scrubber (UV Air Scrubber)

- Complete disinfection of a standard 800 cubic foot room in minutes. Features high-speed motor disinfects 400 cubic feet per minute, 10' x 10' x 20' Room Air Exchange Rate: 9 min.

Option C: One Week Lock-Down (7 Days) – Close down access to the entire project. Open all windows and doors in the locations deemed to potentially be infected. Ensure a constant airflow is maintained and admit natural UV light (sun light) if possible. Consult with the CDC and local government agencies for guidance on determining when the location is deemed safe to return.

Step 2: Re-Open Space

Personnel Screening

Certain jobsites located in areas near high COVID-19 positive cases or that experience a positive test from someone at the project / office will initiate a process to require temperature checks at designated points on the jobsite.

Implement temperature screening before employees enter the Mid-State controlled facility, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work, and send employees home who have an elevated temperature or fever of 100.4 degrees F or higher. Ensure employees practice social distancing while waiting to have temperatures screened.

The thermometer shall be cleaned between each use. If the reading is 100.4 degrees F or higher, the employee will be directed to go home and contact their medical provider for further guidance. In an acute case where the employee requires transportation, isolate the employee and call 911 for assistance.

Employees performing screening operations (taking temperatures) shall be equipped with the proper PPE determined by the Mid-State Safety Department. Examples: Disposable rubber gloves, face mask, eye protection, etc..

Level 1 Protection: Hard Hat, Safety Glasses, and Work boots.

Level 2 Protection: Hard Hat, Safety Glasses, Work boots and Facemask

Level 3 Protection: Hard Hat, Safety Glasses, Work boots, Facemask and Gloves

Level 4 Protection: Hard Hat, Safety Glasses, Work boots, Facemask, Gloves and Face Shield / Goggles

Level 5 Protection: Hard Hat, Safety Glasses, Work boots, Facemask, Gloves, Face Shield / Goggles and Disposable Body Suit

Post Warnings

The Project Superintendent shall post additional signage, barricades, and other protective measures to ensure the area remains undisturbed. This location needs to be restricted to prevent access.

All warnings, postings and/or safety notices shall be posted at the project bulletin board, inside the office and/or at locations readily visible to employees working at the project.

Reduce the Spread of the Virus

- All personnel on jobsites are required to wear all personal protective equipment at all times, especially if work requires proximity to other workers. The level of protection shall be determined by the Mid-State Safety Department.
- Provide resources that promote personal hygiene, for example, tissues, no-touch trashcans, hand soap, hand sanitizer, disinfectants and disposable towels for employees to clean their work surfaces.
- Provide regular access to hand washing with soap, hand sanitizer, and disinfectant wipes and ensure that common areas are cleaned on a regular basis.
- Water coolers locations will be removed unless they can be disinfected on a regular basis (after each use). Employees will be encouraged to bring their own water. Bottled water will be provided at the project. Used bottles are not permitted to be re-filled and shall be discarded properly after use.
- Place informational postings to educate employees, subcontractors, owners, vendors, and visitors on how to protect themselves and mitigate the spread of the virus.

Information Technology

- The Project Superintendent shall immediately notify the Mid-State Information Technologies Department of any computer needs.
- Assure communications and information technology capacity is able to support employees working remotely due to either self-quarantine or diagnosis (if at all possible).

Continuity of Operations

- Provide support to ensure that core functions, people and skills are identified and that strategies are in place to ensure continuity of operations (if at all possible).
- Consult with the Director of Personnel / Safety in order to prepare the project site or office to safely function with a potential for increased absenteeism and a reduced workforce.
- Sick employees should follow CDC recommended steps. Employees should not return to work until the CDC criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Compliance with Regulatory Obligations

- Mid-State will monitor and stay in compliance with the recommendations, requirements and guidelines from the CDC and other agencies with authority and expertise in the area of COVID-19.
- Mid-State will review and comply with all local governmental guidance including OSHA CFR 1904 Record keeping requirements
- Ensure that Mid-State controlled facility has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet.
- Ensure that all employees are made aware of these required procedures by communicating them, either orally or in writing, in their native or preferred language, as well as in English or by a methodology that allows them to understand.

Mid-State Positive COVID-19 Test Worksheet

Employee Name:	Click or tap here to enter text.	Date Notified:	Click or tap to enter a date.
Office or Project Number:	Click or tap here to enter text.	Date of Positive Test:	Click or tap to enter a date.
Employee Number:	Click or tap here to enter text.	Phone Number:	Click or tap here to enter text.

☐ Contact Sheri Caw at 814-941-4828 immediately

☐ Contact the infected employee and advise them to self-quarantine and to stay out of work at least 14 days from the date of a positive test.

Is the employee hospitalized? ☐ Yes ☐ No

Dates of Quarantine: Click or tap to enter a date. **to** Click or tap to enter a date.

Describe:

☐ Ensure confidentiality with the infected employee and explain that they will not be identified by name to their co-workers as having contracted the virus unless permission is explicitly given.

Does the employee give us permission to share their name? ☐ Yes ☐ No

If yes, obtain permission in writing.

☐ Ask employee: When did the symptoms first occur and where were you?

Date of first symptoms: Click or tap to enter a date.

Describe:

☐ Ask the infected employee, to the best of their ability, to name all company locations, areas and offices in which they were physically present for the 72 hour period prior to their first symptom until out of work place:

Locations:			

☐ Ask the infected employee, to the best of their ability, to name or identify any individuals that ~~they~~ in direct contact (within 6 feet for a period of time) with in the workplace for the 72 hour ~~period~~ to the first symptom until out of the work place:

Please include any Mid-State employee from all operations (Office, Projects, Distribution Center, Shop)

List Named Individuals:			

☐ Explain to the infected employee that they must contact their Healthcare Provider (HP) prior to returning to work and that they must be completely symptom free without the use of any medical intervention (Prescription or over the counter medications) for at least 3 days. Seven days shall have elapsed from the time their first symptom occurred.

☐ Ask the infected employee to have their physician complete a Medical Referral Form prior to returning to work.

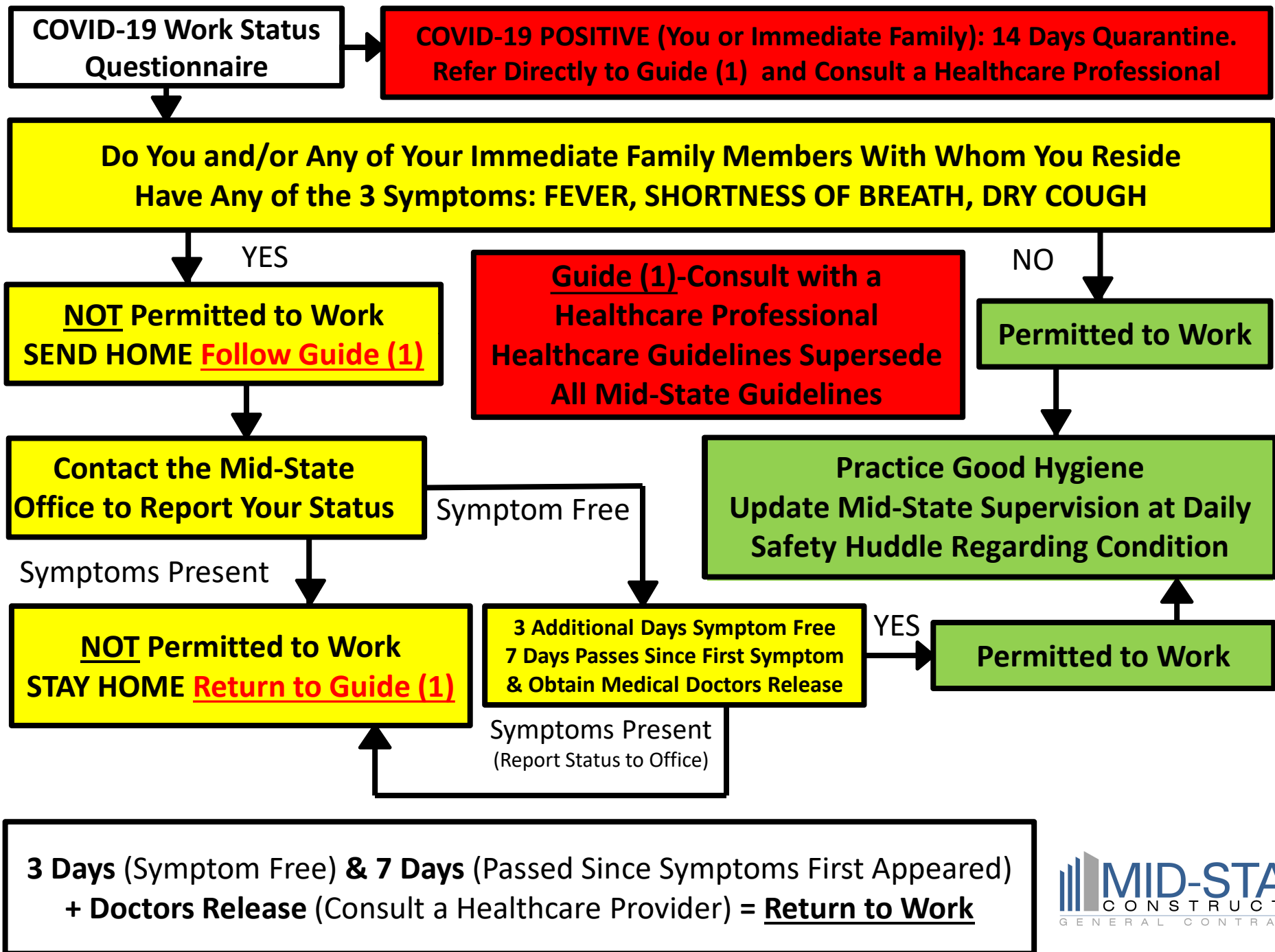
☐ Contact each employee identified as having direct contact with the infected employee. Without disclosing the infected employees' identity, advise them that an individual that has tested positive for COVID-19 listed them as person in which they have had direct contact within 14 days of them testing positive.

List of Employees Identified as having Direct Contact with an Infected Employee:

Employee Name	Employee Number	Project Number or Office Location	Phone Number	Out of work until the following date:	Comments (Return to work date once free of symptoms without intervention for 3 days and 7 days elapsed since first noticed symptom)

Instructions for each Employee identified as having Direct Contact with an Infected Employee:

- ☐ Direct the employee to stay home for the next 14 days and seek medical treatment if they are having symptoms. Do not visit any offices or worksite locations. They should stay home and not have direct contact with any individuals.
- ☐ Reinforce to the employee that their safety and well-being is of utmost importance during this time.
- ☐ Inform the employee that they will likely be receiving a call from the Dept. of Health per protocol.
- ☐ Encourage the employee to utilize remote work if they have the ability and are free of symptoms while quarantined.
- ☐ Explain to the employee that confidentiality is needed at this time. It is not appropriate to share the name of an infected individual with anyone inside or outside of the organization. Under no circumstances should the employee share the name of the infected individual or the incident of positive test to anyone inside or outside of Mid-State (including, but not limited to co-workers, vendors, government agencies, family, or friends).
- ☐ Inform the employee that they are not permitted to speak to the media or post any information about the incident on social media. Mid-State communication and legal teams will handle all communications.
- ☐ Ensure the employee that all impacted work areas will be sanitized according to CDC guidelines.
- ☐ Explain to the employee that they must contact their Healthcare Provider prior to returning to work that they must be completely symptom free without the use of any medical intervention (prescription or over the counter) for at least 3 days prior to returning. Seven days shall have elapsed since their first symptom occurred.



WEEKLY COVID-19 SAFETY CHECK LIST REPORT

MID-STATE CONSTRUCTION INC.

Week Ending: _____

Superintendent: _____

Date: _____

Job Number: _____

Please Return the Completed Document to the Mid-State Office Weekly

NO.	DESCRIPTION OF TASK	MARK "X" WHEN COMPLETED	M	T	W	T	F
1.	Daily Safety Huddle conducted at the project. Report any changes in health status below: (Symptoms Include FEVER, SHORTNESS OF BREATH, DRY COUGH) Employee: _____ Employee: _____ Note: Employees listed shall be sent home and shall contact HR / Safety Department						
2.	Subcontractor Status Report: Report any issues to Sheri Caw and document						
3.	COVID-19 Personal Protective Equipment (PPE) Supply: Gloves, Face Coverings Note: Supervisors shall contact the Mid-State Office if supplies are needed						
4.	Restrooms (Porta-Johns) equipped with hand sanitizer (Disinfected 2x Daily)						
5.	Hand Wash Station provided (1 Station per 20 Employees)						
6.	Disinfecting and Cleaning Supply: Bleach Solution, Disinfecting Wipes, Spic and Span Cleaner, Antibacterial Aerosols, Soap, Disposable Paper Towels, etc.. Note: Supervisors shall contact the Mid-State Office if supplies are needed						
7.	Safety Meeting Review / Toolbox Talk completed with all personnel						
8.	General Practices: Disinfect all common areas and surfaces regularly						
9.	Maintain 6' Distance when possible between co-workers and other contractors						
10.	Work in Groups of 5 or Less. Contact Eugene Hadden if the group exceeds 5 employees. The CDC recommends no more than 10 people to an area or group						
11.	Practice Good Hygiene: Cover your mouth when coughing, discard tissues properly and regularly wash your hands. Do Not Share Tools						
12.	Stay Home if You Are Sick. Contact HR if you are unable to work due to COVID-19						
13.	Other:						
Signature: _____			Date: _____				

WEEKLY SUBCONTRACTOR COVID-19 SAFETY CHECK LIST REPORT								
MID-STATE CONSTRUCTION INC.								
Week Ending: _____			Superintendent: _____					
Date: _____			Job Number: _____					
Please Report to the Superintendent Daily on Sections 1-5 and Any New Workforce Orientations. Subcontracts are Required to Submit the Completed Document to Site Supervision Weekly.								
No.	Subcontractor Status	Responsibility	M	T	W	R	F	Notes
	All employees/2nd tier subcontractors on Day 1 are to report to the Mid-State Superintendent and review all the items below	Subcontractor Foreman, Mid-State Superintendent						
1	Confirm with Mid-State Superintendent daily on OSHA Level of PPE required	Subcontractor Foreman						
2	No Subcontractor employees/2nd tier subcontractors have fever, dry cough or shortness of breath	Subcontractor Foreman						
3	No Subcontractor employees/2nd tier subcontractors have anyone living with them that have fever, cough, or shortness of breath	Subcontractor Foreman						
4	No Subcontractor employees/2nd tier subcontractors have been in close contact (within 6' for 10 minutes) with someone (e.g. co-worker) that have fever, cough or shortness of breath	Subcontractor Foreman						
5	No subcontractor employees/2nd tier subcontractors have been on another job that had someone tested positive for Covid 19 within the past 14 days.	Subcontractor Foreman						
Items 3-5 reviewed every day with returning Subcontractor workforce by Subcontractor Foreman, reported to Mid-State Superintendent. Items 6-12 are covered along with 1-5 on any Day 1								
6	All Subcontractors are to maintain 6' working distance apart when possible. Masks are to be worn other than when operating equipment, or at lunch break.	Subcontractor Foreman						
7	Limit work groups to 5 people when possible, get with Superintendent on need for between 6-10 workers	Subcontractor Foreman						
8	Utilize hand sanitizer in porta johns, and sink/wash station for hands	Subcontractor Foreman						
9	Wipe down all tools and equipment when done, no sharing of tools	Subcontractor Foreman						
10	Handle food with care, avoid sharing food and eating together in groups	Subcontractor Foreman						
11	Disinfect your trailer/office area at least daily: wipe door knobs, plan table/surfaces.	Subcontractor Foreman						
12	Ensure you have cleaning supply stock for your tools, office/trailer: wipes, hand sanitizer, bleach, spray bottles, paper towels	Subcontractor Foreman						
Name (Print):		Signature:					Date:	

MID-STATE CONSTRUCTION INC. – FIT FOR DUTY PERSONNEL STATUS

The following self-declaration conditions are to be acknowledged daily by all workers on jobsite:

1. I do not have a confirmed coronavirus (COVID–19) diagnosis.
2. I am not under investigation for potential COVID-19 infection and I am not waiting for test COVID-19 results.
3. I do not have a temperature above 100.4° F.
4. I do not have symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing.
5. In the past 14 days, to my knowledge, I have not come in contact with someone who either has a confirmed coronavirus (COVID–19) diagnosis or is under investigation for potential COVID-19 infection and is awaiting test COVID-19 results.
6. In the past 21 days I have not traveled to an area that has been designated by the CDC as a Level 3 Travel Health Notice. Refer to the Centers for Disease Control and Prevention (CDC) for the most updated list.
7. Per Department of Health guidelines and definitions, I have avoided Non-Essential travel due to known local spread of COVID-19.
8. To the best of my knowledge, I am reporting to work fit for duty.

If any employee does not meet the conditions listed above, they do not report to work. If the employee has symptoms as described in numbers 3 and 4 above, they will be isolated, instructed to self-quarantine, removed from the jobsite and highly encouraged to seek medical attention.