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THERMA LLC - SAFE OPERATING PROCEDURES – COVID-19 EXPOSURE CONTROLS

Overview

Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

Key Terms

Symptoms: when a person is demonstrating symptoms consistent with the disease.

The following symptoms may appear **2-14 days after exposure**.

- Fever
- Cough
- Shortness of breath

Asymptomatic: when a person is a carrier for a disease or infection but experiences no symptoms.

Close Contact: being within approximately 6 feet of a COVID-19 infected person for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care 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).

Potential Exposure is defined as:

- Individual ill, not confirmed as COVID-19.
- Individual in contact with someone ill, not confirmed as COVID-19.

As a reminder, all employee health information is private, protected information. You cannot not share any employee's personal health information, including whether they have tested positive for COVID-19.

Laboratory-Confirmed Exposure is defined as:

- Individual ill, laboratory-confirmed as COVID-19.
- Individual in close contact with someone ill, laboratory-confirmed as COVID-19.

Impacted employees/on-site personnel:

Assess level of close contact per CDC definition, if:

1st Degree Exposure: High/Medium:

- If the person who has had close contact with an individual who has tested positive, then they are to stay home. This is called "self-quarantine".
- They are to contact their personal Physician, who will monitor and provide further instructions.
- **ACTION - Impacted employees notified, sent home for 14 days.**

2nd Degree Exposure: Low/No Risk:

- If the employee lives with a person who has been exposed to COVID-19, and they have been instructed to self-quarantine, then they should check with their physician to see if a COVID-19 test is required.
- In general, individuals in this situation are considered low risk and should report to work. **If you feel sick, you should stay home.**
- **ACTION - Impacted employees notified, sent home, asked to self-monitor and to await confirmation of testing/doctor recommendation**

Health & Hygiene

First and foremost, stay home if you are sick. We encourage all employees to practice good everyday respiratory etiquette and hand hygiene as recommended by the Centers for Disease Control (CDC). This virus is disseminated in the same manner as colds and the flu. Each individual can help prevent the spreading of this virus by using the same preventive measures:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose when you cough or sneeze. Throw the tissue away and wash your hands.
- Clean and disinfect objects and surfaces that have been touch.
- Avoid close contact with people who are sick.

Social Distancing

Social Distancing of 6' should be maintained whenever possible. Action to achieve this includes but is not limited to; temporary suspension of food trucks, staggering lunch periods, staggering project start/arrival and end times, and multiple small stretch and flex sessions to replace one all hands session. Implement administration controls where social distancing cannot be achieved (e.g. manlifts). For this example, additional controls include, but are not limited to:

- Limit the max number of occupants.
- Limit the number of stops made (every third floor; ground, fourth, seventh, etc).
- Limit gate opening/closing to manlift operator.
- Increase cleaning and disinfecting schedules of manlift.
- Provide additional PPE to lift operators.

Individual Presents with Signs and Symptoms of an Illness

1. Conducted Health Assessment (using COVID-19 Illness/Health Assessment)
If affirmative, employee sent home asked to contact doctor
2. HR and/or Safety will follow up on employee's status as appropriate
3. Employee will need to provide a doctor's release prior to return

Laboratory-Confirmed Exposure

If an employee has a positive COVID-19 test result, **they are to stay home**. The employees' treating physician will monitor and provide instructions.

1. Immediately notify project management and safety.
 - a. Conduct investigation to determine extent of exposure per CDC close contact definition.
 - b. The Director of Safety will contact the applicable county health department as determined on investigation.
2. Determine jobsite actions – e.g. temporary partial/full closure based on exposure investigation (final determination made by Executive Management).
3. Notification to Client, Subcontractors, and Vendors as appropriate should include:
 - a. Jobsite status
 - b. Date ill employee was last on site
 - c. Locations/areas used by employee
 - d. Confirmation of notification of others per CDC close contact definition
 - e. Confirmation that affected areas have been cleaned per CDC recommendations
4. Notification to employee or other outlining actions taken/requirements to return.

Discontinue Home Isolation

People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:

If NO test is performed to determine if still contagious, they can leave home after these four things have happened:

ONE. They have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)

AND

TWO. Other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

THREE. At least 7 days have passed since symptoms first appeared.

AND

FOUR. Can return to work after they have provided a medical release from their physician.

If a test is performed to determine if still contagious, they can leave home after these four things have happened:

- ONE. They no longer have a fever (without the use medicine that reduces fevers)

AND

- TWO. Other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

- THREE. They have received two negative tests in a row, 24 hours apart.

AND

FOUR Can return to work after they have provided a medical release from their physician.

Individuals with laboratory-confirmed COVID-19 who have not

had any symptoms may discontinue home isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness. They can return to work after they have provided a medical release from their physician

Cleaning & Disinfection

Help in prevent the spread of illness is critical. Follow the general recommendations for routine cleaning and disinfection on jobsites.

Regularly Clean & Disinfect high touch surfaces:

- Gang box handles
- Entry gates, doors, handles, interior and exterior doorknobs, locks
- 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

Timing and location of cleaning and disinfection of surfaces

- At a project, warehouse, office, or other facility:
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets.
 - **Open outside doors and windows to increase air circulation in the area.**
 - If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons**, focusing especially on frequently touched surfaces.

Surfaces

- 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.

- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- 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.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims are suitable for porous surfaces

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person should be washed separately.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

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 good ventilation during use of the product.

COVID-19

EXPOSURE CONTROL

GUIDE



Safe operating procedures & return to work guidelines for Therma employees

SYMPTOMS / DIAGNOSIS	STAY AT HOME	RETURN TO WORK
<p>Fever (temp >38°C/100°F)</p>	<p>STAY AT HOME</p>	<p>After at least 72 hours of no fever without the use of antipyretics (ie., fever reducing medications such as Motrin, Tylenol etc.)</p> <p>AND</p> <ul style="list-style-type: none"> • Symptoms have significantly improved <p>AND</p> <ul style="list-style-type: none"> • Contact Mike Fisher at 408-210-2300 prior to return to work
<p>One or more of these symptoms without fever</p> <ul style="list-style-type: none"> • Cough • Shortness of breath • Sore throat • Nasal congestion/runny nose • Body aches 	<p>STAY AT HOME</p> <ul style="list-style-type: none"> • If these symptoms get better after 2 days call Mike Fisher at 408-210-2300 prior to return to work • If these symptoms worsen after 2 days <p>OR</p> <ul style="list-style-type: none"> • If you develop a fever, then continue to stay home & contact Mike Fisher at 408-210-2300 	<ul style="list-style-type: none"> • If able, work from home • If able, attend meetings by phone/video • If symptoms get better after 2 days & you feel well enough to work, but have cough, cold or allergy symptoms wear a face mask to work after confirming your return to work with Mike Fisher at 408-210-2300 • Disinfect your hands after touching items others may have touched • Do not shake hands with others
<p>Diagnosis of COVID-19</p>	<p>Stay at home, self isolate & monitor your symptoms</p>	<ul style="list-style-type: none"> • 14 Days after onset of symptoms • 5 days after resolution of symptoms <p>WHICHEVER IS LONGER</p> <p>OR</p> <ul style="list-style-type: none"> • If you develop a fever, then continue to stay home & contact Mike Fisher at 408-210-2300

COVID-19

FOREMAN ASSESSMENT SURVEY

Steps to mitigate the community spread



To mitigate the community spread of COVID - 19, supervisors are required to review the recommendations outlined below and complete the survey with their team each day before the start of work. Make sure your daily briefing is documented.

Recommendations to Stop the Spread of Germs:

- If you have a fever, cough, shortness of breath, sore throat, nasal congestion/runny nose, or body aches, you must stay home.
- See Stay at Home Guidelines for more details.
- Regularly wash hands with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.
- Practice social distancing (maintaining 6' distance from others).
- Avoid sharing personal items with coworkers (dishes, cups, utensils, towels, tools)
- Disinfect your workspace, tools and equipment daily

Questions for employees:

1. Do you have signs of fever or measured (100.4F or greater) fever, cough, shortness of breath, sore throat, nasal congestions/runny nose, or body aches?
2. Have you, or anyone that you have been in close contact with (within 6 feet for at least 5 minutes), been diagnosed with COVID-19?
3. Have you been issued a public health order to enforce isolation, quarantine or conditional release related to COVID-19?

RESPONSES and ACTIONS:

1. No to ALL questions, the worker(s) may begin and/or continue work.
2. **YES** to ANY question, the worker(s) is required to immediately leave the project and remain off work for the durations outlined in the Stay at Home Guidelines. (FEVER: Can return after a minimum 72 hours fever-free while not taking any fever reducing medications, AND symptoms significantly improved. SYMPTOMS without fever: Can return after a minimum 48 hours, AND symptoms significantly improved, AND no fever develops. Therma employees must call Mike Fisher prior to return to work).
3. **YES** to any question the supervisor must complete the Illness/Health Assessment Questionnaire and forward to Mike Fisher. (mfisher@therma.com)

COVID-19 ILLNESS/HEALTH ASSESSMENT QUESTIONNAIRE

Key questions to ask when assessing close contact exposure



1. Are you experiencing any symptoms such as fever, cough or shortness of breath?

☐ Yes

☐ No

Comment:

2. Have you been in close contact with anyone who has been diagnosed with COVID-19?

CLOSE CONTACT is defined as:

- a. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time: close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

-OR-

- b. Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)

☐ Yes

☐ No

Comment:

3. Have you had close contact* with anyone who may have COVID-19 but is yet to be confirmed?

☐ Yes

☐ No

Comment:

4. Are you currently in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19?

☐ Yes

☐ No

Comment:

5. Have you traveled internationally in the last 14 days?

☐ Yes

☐ No

Comment:

By signing below, I certify that all the information is true and correct to the best of my knowledge.

Employee Name: (print)

Employee Signature:

Date: