

A construction worker wearing an orange long-sleeved shirt, brown pants, a white hard hat, and a tool belt is standing on a silver scissor lift. The worker is reaching up to work on a ceiling structure, possibly installing or adjusting a light fixture. The background shows a large, modern building interior with glass walls and metal framing. The overall scene is brightly lit, suggesting an indoor construction or renovation project.

# ROCK SPRING

## CONTRACTING

# **COVID 19**

## Policies and Response Plan

As of 11.16.20

# ROCK SPRING

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## C O N T R A C T I N G

As the spread of Coronavirus (COVID-19) continues to evolve, Rock Spring Contracting has implemented responses for inquiries from our customers, employees, subcontractors, and vendors regarding our plan of action for addressing this constantly changing situation.

Because COVID-19 developments are continually changing, it's possible that our current action plans will change as well. Our team meets regularly to review CDC updates and modify our action plans as needed. We will notify appropriate parties of any changes to the protocol as they are made.

Our priority is, and always will be, the health and safety of our employees, and other partners.

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# Rock Spring COVID 19 Response Plan

## **Prevention Guidelines**

# Rock Spring Coronavirus (COVID-19) Response Plan

(Originally set in place on 3.10.20)

## Prevention Guidelines

As the coronavirus (COVID-19) continues to spread, the health and safety of our employees and partners is Rock Spring's top priority, therefore effective immediately, we are taking the following actions.

- All Foreman are required to address and review all COVID-19 safety requirements and procedures at the beginning of each day.
- Foreman should screen employees prior to entering job site. *Reference Job Entry Screening questions.*
- Individuals who believe they are at risk or have been exposed to the coronavirus should not be at work and are encouraged to contact their personal healthcare provider.
- Employees must notify their manager if they are experiencing any symptoms, or if they have recently traveled to a country on the CDC list.
- OFFICE EMPLOYEES are encouraged to follow staggered office schedule to allow for proper social distancing and telework.
- Face coverings are required at all times.
- We are prohibiting large gatherings and events per the recommendations by local jurisdictions.
- No business related travel outside of DC, Maryland and Virginia.
- Whenever possible, we're encouraging the use of virtual meetings.
- All in-person meetings are limited to a maximum of 6 individuals and masks are mandatory.
- Carpooling is discouraged.
- FIELD EMPLOYEES are discouraged from congregating for lunch or breaks, and should do their best to remain at a distance from each other while working when possible.
- All employees shall disinfect and remove all personal belongings, tools, and equipment on a daily basis.
- Employees must keep their PPE clean and sanitary. Avoid sharing of used PPE; glasses, gloves, etc. Practice proper disposal of used PPE.
- We will follow our General Contractor partner's decisions regarding job site closures.

Rock Spring will continue to closely monitor and follow the guidance and recommendations set forth from the CDC, as well as local health agencies and government, and we will comply with any new legislation passed related to the virus.

We are encouraging our employees to use the same basic health rules they would use with any virus. Staying at home when sick and regular and complete hand washing are the start.

# Rock Spring Coronavirus (COVID-19) Response Plan

*(Originally set in place on 3.10.20)*

## Prevention Guidelines (cont.)

The CDC and local health officials continue to share the following best practices as important steps to prevent the spread of this virus:

- **Face coverings should be worn at all times.**
- **If you are sick, please stay at home.**
- Avoid interaction with people who are sick/ill.
- Do not travel if possible.
- Wash your hands often with soap and water.
- Avoid touching your eyes, nose and mouth.
- Use an alcohol-based sanitizer if soap and water are not available.
- Cover your mouth and nose with a tissue or your sleeve when coughing or sneezing.
- Clean and disinfect your frequently touched objects and surfaces using a household cleaning spray or wipe. This includes workstation devices, cell phones, and door handles.
- Avoid skin to surface contact when using public transportation or mass transit.
- Do not share food, drinks, tobacco products, etc.
- Keep doors propped open where possible to limit the amount of contact on door handles.

## Rock Spring Coronavirus (COVID-19) Job Entry Screening

All employees/vendors should be asked COVID-19 screening questions prior to entering the worksite. If they answer “yes” to any, they should be asked to leave the worksite immediately.

- ✓ Have you, or anyone you have had close contact with, been in contact with a person that has tested positive for COVID-19?
- ✓ Have you, or anyone you have had close contact with, been in contact with a person that is in the process of being tested for COVID-19?
- ✓ Have you, or anyone you have had close contact with, 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?
- ✓ When required, temperature should be taken prior to entering site.

# Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

## Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

## Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

## Shortness of breath



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



# How to Protect Yourself and Others

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often

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- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact

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- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick**. [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Cover your mouth and nose with a cloth face cover when around others

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- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

## Cover coughs and sneezes

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- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **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.

## Clean and disinfect

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- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

## Rock Spring COVID 19 Response Plan

### **Exposure/Potential Exposure Guidelines (and return to work plans)**

# Rock Spring Coronavirus (COVID-19) Identification & Action

## Exposure / Potential Exposure Guidelines

As the coronavirus (COVID-19) continues to spread, the health and safety of our employees and partners is Rock Spring's top priority.

In addition to our employee facing response plan the following procedures are being implemented for prompt identification and isolation of sick or exposed employees:

- All Foreman are required to address and review all COVID-19 safety requirements and procedures at the beginning of each day.
- Individuals who believe they are at risk or have been exposed to the coronavirus should stay home and report the concern to their supervisor immediately.
  - **REPORTING STEPS:** Supervisor is notified → Supervisor notifies Safety Manager (tracking begins) → Safety Manager notifies Company Officers → Company Officers notify GC/Customer/Partners as needed

## EXPOSED but not exhibiting symptoms

- Begin tracking (Date of Exposure, Symptoms – if any, Test Results, Status, etc).
- Employee required to stay home from work for 14 days, absent of a negative test result.
- If employee can be tested, they can return to work with a negative test result and no symptoms.

## EXPOSED AND/OR EXHIBITING SYMPTOMS

- Begin tracking (Date of Exposure – if any, Symptoms, Test Results, Status, etc).
- Employee required to stay home from work for 14 days, absent of a negative test result.
- If employee can be tested, they can return to work with a negative test result and only once all symptoms have subsided.
- Absent testing, the employee can return to work after at least 14 days but must be at least 7 days symptom free.

## TESTED POSITIVE

- Begin tracking if not already.
- Based on tracing protocol, notify exposed employees, subcontractors, and all other relevant Rock Spring partners immediately, while maintaining confidentiality as required by the ADA.
- Perform tracing risk assessment to determine exposure risk and exposed individuals.  
*Refer to Tracing Form.*
- Send home all employees who worked closely with that employee for a 14-day period of time to ensure the infection does not spread. (Ask infected employee to identify all individuals who worked in close proximity (three to six feet) with them in the previous 14 days.)
- If possible, close off areas used by the ill person to clean and disinfect the area. Open outside doors and windows to increase air circulation in the area.

## Rock Spring Coronavirus (COVID-19) Identification & Action

### Exposure / Potential Exposure Guidelines (cont.)

- Employee required to stay home until all of the following criteria are met:
  - 7 days after all symptoms have subsided
  - Proof of 2 negative test results or a note from their health care professional

If an employee is required to stay home for any of the above scenarios, they can use any type of Paid Time Off that is available to them, or chose to have unpaid time off.

By coming to work and on to project sites, employees are self-certifying that they are not sick and able to work within the guidelines of the CDC.

CDC Guidelines for Discontinuation of Isolation for Persons with COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

## Rock Spring Coronavirus (COVID-19) Tracing

Please fill out this form if a Rock Spring or subcontractor employee receives a positive COVID 19 test result.

Name:

Job Site:

Last day on job site:

Date tested:

Notified of positive test result:

Employee with COVID Questions:

- When did you start exhibiting symptoms?
- Did you have a fever? If yes, when did that start?
- What was your path of travel on the job site?
  - What floors did you go on?
  - Who did you work alongside? (Less than 6 feet apart)
    - For how long? More than 5 minutes, multiple times a day?
- Do you carpool with someone to work?
  - Do they have symptoms?
  - Have they been in close contact with someone who tested positive?

Questions for persons of contact:

- Where you in close contact with the individual who tested positive?
- If yes, for long?
- How many times were you in close contact? For how long?
- Were you both wearing a face mask?
- Do you eat lunch with this person?
- Are you having any symptoms of COVID 19?

# Rock Spring COVID 19 Response Plan

## **Other Information & Resources**

# Rock Spring Coronavirus (COVID-19) Response Plan

## Other Resources & Information

- Social Distancing
  - Wear face coverings at all times.
  - Restrict access to confined areas (field office, control room, etc.) to only essential staff needed to operate.
  - If possible, stagger work hours to avoid everyone arriving and leaving at the same time.
  - Do not congregate in lunch areas – eat separately.
  - Do not use a common water cooler. Use individual bottles or personal cooler.
  - If possible, keep operations separate. Do not stack trades/subcontractors.
  - Discourage carpooling to worksite
  - When possible, perform all meetings online or via conference call. Do not host large group meetings - CDC defines large group as 10+ people.
  - When possible, keep a 6 foot distance between people.
  - When possible, allow non-essential personnel to work from home to limit the number of people at a worksite.
  - Non-contact greetings only. Discourage hand-shaking and other contact greetings.
- Promote good hygiene
  - Provide hand sanitizing stations. If soap and water is not available, use alcohol-based (60 – 95%) hand sanitizer.
  - Encourage people to cover mouth and nose with a tissue when you cough or sneeze or use the inside of elbow. Throw used tissues in the trash.
  - Discourage touching eyes, nose and mouth.
  - Provide additional port-a-potties.
  - Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).
  - Utilize disposable hand towels and no-touch trash receptacles. Identify specific locations and practices for daily trash.
  - Request additional/increased sanitation (disinfecting) of portable toilets.
  - Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.
- Resources
  - [Center for Disease Control and Prevention](#)
  - [OSHA Guidance on Preparing Workplaces for COVID-19](#)
  - [TN Department of Health](#)



# Rock Spring Coronavirus (COVID-19) Response Plan

**Travel Policy** – revised 11/16/20 as Holidays are approaching.

## **Domestic Travel:**

Please follow state and CDC recommendations for Domestic travel (travel within the continental United States). Currently the State of MD recommends that you avoid non-essential travel outside of DC/MD/VA to states with high COVID-19 positivity or case rates. This means any state with case rates of above 20 per 100,000 people over the past seven days or a testing positivity rate above 10%. The latest data by state can be found here: [https://covid.cdc.gov/covid-data-tracker/#testing\\_testsperformed](https://covid.cdc.gov/covid-data-tracker/#testing_testsperformed)

## **International Travel:**

While international travel is not recommended, if Rock Spring employees do travel internationally, they will be required to be tested for COVID upon return from the trip prior to returning to work. If test results are positive, the employee must quarantine for 14 days and follow the “Rock Spring COVID Identification and Action” guidelines for returning to work.

Please send your test results to your supervisor before returning to work.

The number of COVID 19 cases is rising in this region, and we ask that you reinforce the importance of all protocols both at work and with your family. Remember to maintain at least 6 feet social distance when possible, wear a face covering at all times, and frequently wash hands. These things help mitigate the spread of the virus.

Always be aware of symptoms, take the proper precautions and contact your supervisor immediately if you have COVID symptoms that require testing or follow up. Symptoms of COVID-19 include coughing, fever, shortness of breath, and loss of taste or smell. It is important to follow all guidelines provided at this time, including staying at home if you are sick, continuing preventive measures, and practicing social distancing.

# ROCK SPRING

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