



Tigard HS Modernization Coronavirus/COVID-19 Action Plan

Updated April 3, 2020 v.7

Pence Construction is committed to providing a healthy work environment, being socially responsible, and protecting our community and customers. The following plan identifies the steps at Tigard HS Modernization and will be updated as Government guidelines continue to develop.

Social Distancing Officer Name: Franto Sternot

Contents

1. Prevention Measures
2. Reactive Measures
3. Communications Strategy
4. Wellness Consideration

Prevention Measures

Goal: Prevent and limit an outbreak on site, should a carrier bring it to the campus. We invite all trade partners to submit their own Coronavirus/COVID-19 action plan (specific to their company) or adopt this plan.

Steps:

Personal Hygiene

- Take your body temperature each day before and after work
- Do not report to work if you're experiencing a fever, dry cough, or other symptoms of COVID-19
- Shower when returning home from work or public places
- Avoid touching your face with unwashed hands
- Require the use of safety glasses on all site employees

LAKE OSWEGO

5400 Meadows Road, Suite 400
Lake Oswego, OR 97035

BEND

19570 Amber Meadow Dr., Suite 150-F
Bend, OR 97702

503.252.3802

pence.net

Oregon, 153167 | Washington, PENCECL821P3

- Require the use of gloves on all site employees
- Avoid close contact with others, especially those who are sick
- Wash your hands thoroughly with soap and water for 20 seconds, especially before and after contacting shared surfaces like doorknobs, touchscreens, buttons, and tools.
- Utilize hand sanitizer when soap is not available
- Encourage respiratory etiquette, including covering coughs and sneezes
- Do not share your cell phone and tools
- Refrain from shaking hands with others
- Never hold meetings (such as site safety meetings) over 10 people.
- Discuss this plan at site safety meetings, onboarding, and orientations
- Discontinue the use of accountability workstations located in the Pence trailer. Subcontractors shall continue to fill out the pre-task plans and daily reports, forklift inspections, hot-work permits, etc. and submit electronically.

Sanitizing and Disinfecting

- It is important to disinfect surfaces that are handled by multiple people
 - Wipe down all tables, countertops, microwave surfaces, and chairs with a virus-killing disinfectant such as Lysol after each eating shift
 - Disinfect jobsite trailers and meeting rooms after meetings held
 - Disinfect other highly touched surfaces throughout the day
 - Disinfect touchable surfaces in vehicles, lifts, cranes/hoists
- Post signage at all site entrances instructing people with symptoms, contact with a sick person, or a sensitive travel history to not enter the site. Signage will be furnished by the Pence Office.
- Post signage at all sanitation facilities with instruction on proper handwashing and hygiene
- Setup sanitation service to service facilities daily
- Lock and secure sanitation facilities when not on site
- Implement the following culinary guidelines
 - Any catered lunches will be individually prepared meals
 - Use gloves when stocking bottled water
 - Use pre-packaged utensils
 - Do not reuse coffee cups or water glasses. Single service only.
 - Do not provide general food for self-serve (donuts, etc.)

Social Distancing

LAKE OSWEGO

5400 Meadows Road, Suite 400
Lake Oswego, OR 97035

BEND

19570 Amber Meadow Dr., Suite 150-F
Bend, OR 97702

503.252.3802

pence.net

Oregon, 153167 | Washington, PENCECL821P3

- Limit the number of workstations in each single width of job trailer to 5 workstations. To be clear, a double-wide trailer is two widths.
- Limit the number of workstations in each enclosed job trailer office to 2 workstations
- Repurpose your conference room to workstations, if necessary, to achieve the above
- If you cannot achieve the above on your jobsite, consider the following the changes, in order:
 - Add a job trailer to the project
 - Move an employee from the jobsite to the Lake Oswego Office (Consult with your PX)
 - Move an employee to a work from home setting (Consult with your PX)
- On projects with lunch trailers, limit the trailer to no more than 10 users at a time, and maintain 6' minimum of social distance.
 - Where this is not possible consider the following changes, in order:
 - Outside eating
 - Eating in shifts
 - Please maintain the cleanliness of the lunch trailers as you are doing with your office trailers
- Do not allow the use of a common water cooler. We should provide bottled water for our crews outside the job trailers. We should encourage our crews to bring water from home. We will not be providing water for subcontractor crews. We will be posting coffee use sanitation protocol shortly.
- No in-person internal meetings of more than 10 people and at least 6 feet apart. Use remote options.
 - Share meeting minutes, schedules, agenda electronically
- Limit site gatherings to outdoor and to 10 people in an area large enough for good spacing (6 feet)
- Do not pass around sign-in sheets
- Federal, state and local guidelines to maintain a distance of 6' or more to be followed in all work conditions. Part of the pre-task plans shall involve planning work to allow this distancing. Work that involve clusters or small crews of employees (such as concrete placements, drywall hanging, etc.) must be evaluated. The Governor's Executive Order allows for a minimum of 3' where the 6' rule cannot be achieved. The evaluation shall include the following:
 - If the task requires workers to be closer than 6', refer to site management for a task specific pre-task plan. Such plan must then

LAKE OSWEGO

5400 Meadows Road, Suite 400
Lake Oswego, OR 97035

BEND

19570 Amber Meadow Dr., Suite 150-F
Bend, OR 97702

be approved by the Safety Department. The following guidelines will generally be approved when all other mitigations are exhausted:

- **Work is less than 6', but more than 3' apart** – Workers wear a “homemade mask” as defined by the CDC.
 - The CDC’s definition for a “homemade mask” includes bandanas, neck gaiters, or other products as approved by the Safety Department.
- **Work is less than 3' apart** – Workers wear a “homemade mask” as defined by the CDC and a full face shield.
 - The CDC’s definition for a “homemade mask” includes bandanas, neck gaiters, or other products as approved by the Safety Department.
- **Work requires employees touching** – Not permitted.
- Does the work need to be done to maintain critical path at the present time? What is the real impact of not performing this specific task?
- There are likely circumstances that will require being within 6' for short periods of time, i.e. hallways, stairs, doorways, rigging loads, etc. Please be mindful of your personal hygiene during those moments.
- Bottom-line, if you can't maintain 6 feet of social distance from your co-workers, reach out to your supervisor for guidance.
- On any Owner-occupied project, maintain a social distance of 10 feet from all non-construction individuals. Use physical barriers (fences, barricades, temp walls, etc.) where possible.
- Discourage unnecessary site visitors
- Post signage at your trailer door encouraging phone calls instead of in person questions. This signage is prepared and available to print at all jobsites.
- Ensure workers are traveling to and from the jobsite separately if they cannot maintain 6' between them.

Additional Health and Safety Informational Resources

- <https://www.cdc.gov>
- <https://www.oregon.gov/oha/pages/index.aspx>
- <https://doh.wa.gov/emergencies/coronavirus>

LAKE OSWEGO

5400 Meadows Road, Suite 400
Lake Oswego, OR 97035

BEND

19570 Amber Meadow Dr., Suite 150-F
Bend, OR 97702

503.252.3802

pence.net

Oregon, 153167 | Washington, PENCECL821P3

Reactive Measures

Assumption: Pence is notified of a worker testing positive or presumed positive by a medical doctor.

Guidelines: In determining how to respond to reports of COVID-19 exposure, Pence will follow the guidelines established by the CDC, found here: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

Action Steps:

- Setup incident command group with Pence/Day CPM/Tigard-Tualatin School District.
- Identify essential operations team to secure site. This should be the minimum number of people possible.
- Communicate situation with trade partners via email and mass text notification “Site/specific area will be closed tomorrow for preventative measures related to COVID-19”
- Refer to and follow the COVID-19 Exposure Decision Guide
- After cleaning is complete an analysis of the situation with incident command group will be conducted for any additional actions
- Re-open site for work only after authorization of Company Principals

Communications Strategy

Tigard-Tualatin School District Point of Contact: Eric Nesse 503-431-4000

Day CPM Point of Contact: Wes Winship 971-708-9779

Pence Construction Point of Contact

Kurt Schwabauer –Senior Superintendent 503-932-2062

CA White – Senior Project Manager 503-932-8708

Paul Schulz – Principal 503-209-3579

Communications Protocol for Site Shut Down (Either Due to Exposure or AHJ)

- Confirm with Pence Construction Principal that the site will be shut down
- Gather Superintendents and Project Managers to communicate shut down of site and confirm roles and responsibilities
- Pence will establish a small team to call/e-mail all services, deliveries, vendors, shipping companies that the site will be closed to all visitors. Any

LAKE OSWEGO

5400 Meadows Road, Suite 400
Lake Oswego, OR 97035

BEND

19570 Amber Meadow Dr., Suite 150-F
Bend, OR 97702

503.252.3802

pence.net

Oregon, 153167 | Washington, PENCECL821P3

deliveries in transit will be communicated to Pence Main Office for further planning.

- Each trade partner will communicate shut down to their teams, identify who can gather their personal items and leave, and who needs to stay and close the site
- If entire site cannot be secured in a single day, small crews will return the following day to finish the work
- Each trade partner will confirm with Pence that their work areas have been secured, deliveries have been canceled, materials have been secured, trash has been removed, jobsite trailers cleaned out; and will walk with Pence Superintendent for sign off prior to leaving the site.

Wellness Considerations

- This is a stressful time for all people. Overcommunicate and support each other.
- Stay well rested
- Use the Pence EAP available through HR
- Things you can do to support yourself:
 - Avoid excessive exposure to media coverage
 - Take care of your body. Eat healthy, exercise regularly, avoid alcohol and drugs
 - Make time to unwind and remind yourself that strong feelings will fade

LAKE OSWEGO

5400 Meadows Road, Suite 400
Lake Oswego, OR 97035

BEND

19570 Amber Meadow Dr., Suite 150-F
Bend, OR 97702

503.252.3802

pence.net

Oregon, 153167 | Washington, PENCECL821P3