

April 9, 2020

This COVID-19 response plan has been drafted to comply with the Centers for Disease Control Guidelines, Los Angeles Building & Safety Department latest version of COVID-19 SAFETY GUIDANCE FOR CONSTRUCTION SITES AS OF MARCH 31, 2020 and Public Order Provided by Mayor Eric Garcetti Under City of Los Angeles Emergency Authority.

- **LISTEN TO AND FOLLOW GUIDELINES** provided by the Centers for Disease Control, Los Angeles Building & Safety. These guidelines are posted on sharpeinteriorsystems.com "COVID-19 Response & CDC"
- **IF YOU FEEL SICK**, stay home, do not go to work, contact your medical provider, inform your supervisor and follow official CDC guidelines.
- **IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE** for the coronavirus, keep the entire household at home. Do not go to work, contact your medical provider and notify your supervisor.
- **IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION** that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from people.

GUIDELINES

DESIGNATE A SITE SPECIFIC COVID-19 SUPERVISOR TO ENFORCE THE GUIDELINES

- This person will be an onsite worker designated to carry this role and will be onsite during construction activities.
- This person will be responsible for maintaining a daily workers attendance log.
- Require anyone who is sick to stay home.

PRACTICE SOCIAL DISTANCING BY MAINTAINING 6-FOOT DISTANCE FROM OTHERS

- Identify "choke points" & "high risk areas" where workers are forced to stand together and control them so social distancing is maintained.
- Minimize interaction when picking up or delivering materials (6-foot separation/distance)
- Minimize or prevent the sharing of tools, phones, office equipment. Disinfect them before and after use.
- Practice 6-foot rule during breaks, lunch times, man lifts, elevators and when walking to and from the jobsite
- Try staying in your own work area, minimizing unnecessary contact with others.

WEAR PERSONAL PROTECTIVE EQUIPMENT (PPE) such as gloves, goggles/safety glasses, and face masks. All workers will wear face masks/face coverings during work hours. At this time, the face coverings are not medical-grade masks or N-95, but rather, fabric coverings or cloth mask.

EMPLOYEE START TIMES WILL BE STAGGERED ACCORDING TO EACH PROJECTS RECOMMENDATIONS

POST, IN AREAS VISIBLE TO ALL WORKERS REQUIRED HYGIENIC PRACTICES:

- Wash your hands often with soap and water for at least 20 seconds, use hand sanitizers with at least 60% alcohol.
- Avoid touching your face with unwashed hands.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently touched objects & surfaces, tools, workstations, keyboards, phones, handrails, equipment, controls, elevator buttons, and door knobs handrails.
- Wash stations and sanitizers in multiple locations. Do not remove supplies from toilet areas and washing stations.
- No joking about being sick (No horseplay).

**GOOD HABITS START AT HOME! REMEMBER YOU ARE
ONLY AT WORK 8 OF THE 24 HOURS IN A DAY!**