



Updated April 21, 2020

# **Rectenwald Brothers COVID-19 Preparedness Plan**

# Rectenwald Brothers COVID-19 Preparedness Plan

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## Purpose

To protect Rectenwald Brothers team members, customers, sub-contractors and guests to Rectenwald Brothers offices and job-sites from COVID-19 exposure.

## Method

Establish phased plan that will address the potential exposure and prevention of spread. The plan will include:

- **Awareness and Prevention**
- **Enhanced Surveillance of “High Risk” or Possible Exposure**
- **Exposure Reporting Responsibilities**
- **Travel Guidelines In and Outside the U.S.**
- **Remote Work**

## Plan

Phase One – Awareness and Prevention

Phase Two – Risk Mitigation

Phase Three – Exposure, Illness, and Quarantine

If there is any concern or potential exposure to COVID-19 at any Rectenwald Brothers office or jobsite, you are required to notify Jerry Rectenwald at [jerry@rectenwald.com](mailto:jerry@rectenwald.com) / (724) 772-8282 x316

# PHASE ONE: AWARENESS AND PREVENTION

# Awareness and Prevention

## Slow the Spread

THE PRESIDENT'S **CORONAVIRUS GUIDELINES** FOR AMERICA

## 15 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

**IF YOU FEEL SICK**, stay home. Do not go to work. Contact your medical provider.

**IF YOUR CHILDREN ARE SICK**, keep them at home. Do not send them to school. Contact your medical provider.

**IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE** for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

**IF YOU ARE AN OLDER PERSON**, stay home and away from other people.

**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 other people.



For more information, please visit  
**CORONAVIRUS.GOV**

THE PRESIDENT'S **CORONAVIRUS GUIDELINES** FOR AMERICA

## DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

**IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY**, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

**AVOID SOCIAL GATHERINGS** in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

**AVOID DISCRETIONARY TRAVEL**, shopping trips, and social visits.

**DO NOT VISIT** nursing homes or retirement or long-term care facilities unless to provide critical assistance.

**PRACTICE GOOD HYGIENE:**

- Wash your hands, especially after touching any frequently used item or surface.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.

**CORONAVIRUS.GOV**

School operations can accelerate the spread of the coronavirus. Governors of states with evidence of community transmission should close schools in affected and surrounding areas. Governors should close schools in communities that are near areas of community transmission, even if those areas are in neighboring states. In addition, state and local officials should close schools where coronavirus has been identified in the population associated with the school. States and localities that close schools need to address childcare needs of critical responders, as well as the nutritional needs of children.

Older people are particularly at risk from the coronavirus. All states should follow Federal guidance and halt social visits to nursing homes and retirement and long-term care facilities.

In states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.

# AWARENESS AND PREVENTION

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## Awareness

Rectenwald Brothers is actively monitoring the spread of the Coronavirus (COVID-19). As case numbers increase globally and across the United States, we would like to urge everyone to exercise caution and be vigilant in practicing social distancing, good hygiene, and taking precautions recommended by the Centers for Disease Control and Prevention (CDC) and The U.S. Department of State.

## Prevention

The CDC does anticipate the virus to spread but have stressed there is no need to panic. The practice of standard sanitation and hygiene regimens remain a top priority:

- Always practice proper sterilization and infection control measures
- Utilize frequent and thorough hand washing with soap and water for at least 20 seconds
- Hand sanitizer, with at least 60% alcohol content, is a secondary option
  - *Additional hand sanitizer will be made available in all Rectenwald Brothers Construction offices and jobsites*
- Please practice proper etiquette when coughing or sneezing. (<https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>)
- Avoid touching your eyes, nose and mouth areas
- Everyone who has not yet had a flu shot should get one as soon as possible – any preventive measures that will keep you from needing to visit medical facilities will help prevent the spread of COVID-19
- Routinely clean frequently touched surfaces such as workstations, countertops and doorknobs
  - Additional disinfectant spray and cleaning wipes will be made available in all Rectenwald Brothers Construction offices and jobsites. The internal cleaning crews will handle daily cleaning of offices and common areas, but team members are also encouraged to clean work areas.*

## Sick Team Members

If you are sick, **please stay home**, avoid contact with others and notify your manager. If you have symptoms of acute respiratory illness, or any concerns about COVID-19, please contact a doctor for evaluation. The CDC recommends calling the doctor first for further instruction. If you have been sick, please ensure you are fully recovered and not contagious before returning to work. “Fully recovered” means you are fever free for 24 hours without the use of fever-reducing medications.

# AWARENESS AND PREVENTION

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## **Rectenwald Brothers Customers**

We are regularly sending updates of our internal plan to all Rectenwald Brothers team members, and our COVID-19 task force is continuously updating our preparedness plan to address the health and safety of Rectenwald Brothers team members, our customers, subcontractors and supply chain partners. We continue to monitor and evaluate risks related to business continuity in our supply chain and impacts on our project sites and facilities. Our number one priority is the safety of the people working on our projects.

## **External Communications**

Given Rectenwald Brothers reach across the United States, we are regularly contacted by media outlets to contribute on a wide range of subjects. As a reminder, if you are contacted by the media regarding what Rectenwald Brothers is experiencing with COVID-19 or our preparedness, please direct all inquiries to Jerry Rectenwald – 724-772-8282 x316 / [jerry@rectenwald.com](mailto:jerry@rectenwald.com).

# AWARENESS AND PREVENTION

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## Questions for Visitors and Guests

To prevent the spread and reduce risk of exposure of COVID-19, we are conducting a screening questionnaire for all visitors prior to scheduling a visit. If a potential visit is essential to business, we will send a questionnaire to visitors to disclose recent travel history to assess risk. When considering meetings, please **lean toward technology – conference calls and video calls** to limit the number of visitors to our locations.

1. Have you, or anyone in your household traveled to – or have you been in close proximity to – anyone who has traveled to a CDC defined outbreak area in the past 14 days?
2. Have you, or anyone in your household returned from a cruise in the last 14 days?
3. Do you have a new, or worsening cough, shortness of breath, or fever?
4. Have you been exposed to anyone known to have been diagnosed with COVID-19?

# State, County or City “Shelter in Place” Orders

States, counties, or cities issuing orders more stringent than in the preparedness plan must be followed. Carefully assess any order issued. Many orders are exempting construction as an essential infrastructure sector, allowing work to continue on job sites.

Check the State, county and city website where your project is located to assure compliance with all orders. If uncertain, please contact the Rectenwald Brothers Leadership Team for direction.

All other parts of this preparedness plan must continue to be utilized when continuing work in geographies allowing construction operations.

# Office Visitor Process

All visitors must be scheduled and within 24 hours of arrival have filled out and submitted the COVID 19 AWARENESS questionnaire. Submit completed questionnaire to Jerry - [jerry@rectenwald.com](mailto:jerry@rectenwald.com)

**If no to  
all questions**



Rectenwald Brothers team member they are visiting must meet them in the lobby upon arrival

The proper PPE is given and temperature screening.

**If yes to  
any questions**



Visitor is not allowed in the building at this time

**Response**



At this time, we will not be able to allow you in the building. We are happy to schedule a teleconference or Zoom meeting instead of a face-to-face visit.

# Jobsite Check-in

Follow Posted signs for entry.



Proceed to wash station

- Wash hands for at least 20 seconds

Gather Protective Equipment

- Face mask and gloves

Move to check-in Supervisor table

- Mandatory temperature screening
- Disinfectant spray
- Fill out the COVID 19 AWARENESS questionnaire

Rectenwald Brothers is actively monitoring the spread of the Coronavirus (COVID-19). As case numbers increase globally and across the United States, we would like to urge everyone to exercise caution and be vigilant in practicing social distancing, good hygiene, and taking precautions recommended by the Centers for Disease Control and Prevention (CDC) and The U.S. State Department.

**NOTE: If any team member answer yes to any of the first two questions, they are to report to this information to their supervisor and Jerry Rectenwald immediately.**

1. Have you been exposed to anyone positively being diagnosed with COVID-19? Yes \_\_\_ No \_\_\_
2. Do you have a new or worsening cough, shortness of breath, or fever? Yes \_\_\_ No \_\_\_
3. Do you know and understand the COVID 19 Preparedness Plan? Yes \_\_\_ No \_\_\_
  - ❖ If no, who did you speak with to get a better understanding?  
\_\_\_\_\_
4. Are you working within six (6) feet of another worker? Yes \_\_\_ No \_\_\_
  - ❖ If yes, find an alternative way to perform the work or alternative task
5. Are you using respiratory etiquette, covering coughs & sneezes? Yes \_\_\_ No \_\_\_
6. Are you frequently and thoroughly washing your hands? Yes \_\_\_ No \_\_\_
7. Are you provided with adequate handwashing stations? Yes \_\_\_ No \_\_\_
8. Are you washing shared hand tools and equipment? Yes \_\_\_ No \_\_\_
9. Are you using other workers phones? Yes \_\_\_ No \_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

YOUR COMPANY (EMPLOYER) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PROJECT Name & NUMBER \_\_\_\_\_

# Workplace Required Posters

## TOOLBOX TALK

### THE NEW CORONA VIRUS

Respiratory Syndrome from Wuhan, China- (2019-nCoV)

#### WHAT IS IT?

Corona is a large group of viruses which can infect both humans and animals with cold-related diseases. The intensity of the infection ranges from common cold to acute respiratory syndrome.

However, the new strain of Coronavirus, called 2019-nCoV, is a novel virus to humans. So the information related to the disease, including symptoms and means of treatment is limited.

The CDC, in cooperation with WHO and international experts, are working to combat the virus.

#### IS THERE A TREATMENT OR A VACCINE?

There is currently no treatment beyond supportive medical care to relieve symptoms.

#### HOW CAN I PROTECT MYSELF AND MY PATIENTS FROM THE CORONAVIRUS?

- AVOID CONTACT WITH OTHERS, AND WASH YOUR HANDS FREQUENTLY
- MAINTAIN GOOD HYGIENE HABITS AT ALL TIMES
- WEAR A FACE MASK WHEN DEALING WITH INFECTED PATIENTS
- USE TISSUES WHEN COUGHING OR BLOWING NOSE
- WASH AND PREPARE FOOD CAREFULLY
- EXERCISE AND PROPER SLEEP WILL BOLSTER THE IMMUNE SYSTEM

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#### WHAT ARE THE SYMPTOMS OF THE VIRUS?



In advanced cases, the patient can have serious complications that can result in death, such as:



#### HOW DOES THE VIRUS TRANSMIT?



### SOCIAL DISTANCING

IN ORDER TO HELP STOP THE SPREAD OF COVID 19 PLEASE MAINTAIN A **6 FOOT** DISTANCE FROM EACH OTHER ON THIS JOB SITE

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### THIS JOB SITE REQUIRES A COVID-19 SAFETY PLAN

**ENTRY REQUIRES:**

- A COVID-19 Plan Submitted by Your Company.
- Documentation of COVID-19 Employee Training.
- Sanitation Procedures For:
  - Personnel
  - Equipment & Tools
  - Materials

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### DO NOT ENTER

### COVID-19 SYMPTOMS

- Fever
- Cough
- Difficulty Breathing

### CONSTRUCTION SITE HAS SPECIFIC GUIDELINES

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## Rectenwald Brothers CORONAVIRUS (COVID-19) SAFETY GUIDELINES

#### WHAT IS COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that attacks the lungs and chest. The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person.

### 15 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your STATE AND LOCAL AUTHORITIES.

**IF YOU FEEL SICK,** stay home. Do not go to work. Contact your medical provider.

**IF YOUR CHILDREN ARE SICK,** keep them at home. Contact your medical provider.

**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.

**IF YOU ARE AN OLDER PERSON,** stay home and away from other people.

**IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION** that can put you at increased risk, stay home and away from other people.

#### IMPLEMENTING SOCIAL DISTANCING

- Temporarily suspending all large in-person meetings and general assemblies.
- If you are sick in any way, even if you suspect it is common cold or bad allergies, stay home.
- Continue to practice good hygiene and awareness. Refrain from shaking hands.
- Visitors must complete the Coronavirus Survey prior to entering the project site or office.

Our top priority is to protect Rectenwald Brothers team members, family members, customers, sub-contractors, and guests to Rectenwald Brothers' offices and jobsites.

#### HOW LONG DOES COVID-19 LIVE ON SURFACES?

SURFACE	LIFESPAN OF COVID-19
Air	2 hours
Copper	4 hours
Cardboard	24 hours
Stainless Steel	2-3 days
Plastic	3 days

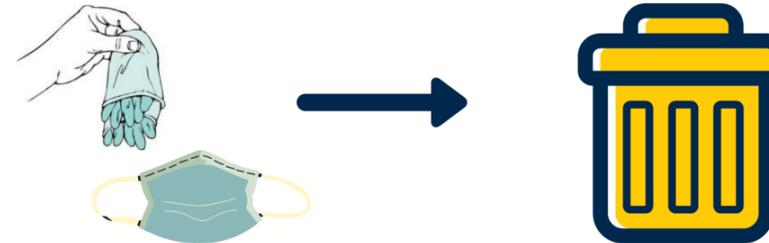
#### WHAT ARE THE SYMPTOMS OF THE VIRUS?

#### HOW IS THE VIRUS TRANSMITTED?

#### HOW CAN I PROTECT MYSELF AND MY TEAM MEMBERS FROM THE CORONAVIRUS?

## MASK AND GLOVE DISPOSAL

All masks and gloves should be removed & properly disposed in standard trash receptacles before leaving buildings.



Please DO NOT litter.

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# AWARENESS AND PREVENTION

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## JOBSITE COMMUNICATION

- Communicate the plan to our Executive Team, COVID-19 task force. Ensure that they either have a plan or recognize the importance of having their people stay home or send anyone home that is ill. We expect transparency from them concerning this situation and we will be transparent with them.
- Communicate these expected measures at the job site wide safety meetings to the workers on site.
- Reduce meetings that require a large number of people to gather in our trailers. Conduct meetings out on site where people can spread out, hold individual meetings, or allow people to conference in. We are working to get our sites set up with video conferencing so we can see who we are meeting with and share visual information, which allows for a more successful meeting.
- Keep your trailers clean and sanitized.
- We know travel may be the biggest concern. Consider alternatives to public transportation such as driving. If you can't drive consider prolonging your rotation on site until the situation is stabilized. Remember, if you do use any type of public transportation, always follow the standard precautionary recommendations.

# AWARENESS AND PREVENTION

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## BUSINESS AS USUAL WITH HEIGHTENED AWARENESS

### Travel

Please follow the recommendations of the U.S. Department of State, which can be found here: [\(click for travel advisory list\)](#).

*All Rectenwald Brothers team members should seek approval from your supervisor prior to scheduling travel outside of the U.S. They will help you determine how to handle communication with your customer, and how to proceed with travel plans. We do not want anyone to be uncomfortable or feel pressured to travel. If you have concerns with domestic travel, please also discuss this with your supervisor. If you have customers that will be traveling to the U.S. from any locations affected by COVID-19, please consult with your supervisor to determine how to best handle their needs. Many of our customers who have imposed travel restrictions have encouraged video conferencing as a best practice. We should embrace this technology to limit travel as much as possible until travel restrictions are lifted.*

### **Potential Project Impacts**

Several of our customers have informed us they are imposing travel restrictions and anticipate delays with equipment being manufactured in China or Italy. There is the likely potential we will see other delays and cost impacts from our supply chain on projects. Please review these risks with your Supervisor to make sure we are protecting our customers and Rectenwald Brothers from any potential impacts to their projects, as it relates to COVID-19. Notices and proposal clarifications where required should be implemented.

### **Additional Information**

The safety of our team members is our highest priority. For more information about the virus, please visit the [CDC](#), [OSHA](#) or [WHO](#).

# AWARENESS AND PREVENTION

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## ENHANCED SURVEILLANCE OF “HIGH RISK” OR POSSIBLE EXPOSURE AT WORK

### Purpose of Surveillance

To prevent exposure and transmission in the workplace. Travel areas both internationally and domestically are being monitored daily and will be updated accordingly. Please contact your supervisor for updates and to determine if travel is appropriate.

### How?

Identify high risk individuals for exposure

- Traveled within past 14 days either internationally or domestically, especially in areas of known positive COVID-19
- Aware of or have been identified as having close contact with a suspected or confirmed case of COVID-19
  - *If you think you have been exposed or in close proximity to an individual who is symptomatic, tested positive for COVID-19 or in the testing process, please do not come to the office or jobsite and contact your manager for further instructions.*

### Monitor individuals for symptom onset at work or home

- Team members who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work or become sick during the day, should be separated from other employees, instructed to cover nose/mouth with tissue, sent home immediately and advised to contact a healthcare professional.
- Cleaning with Lysol (spray and wipes) is required in affected areas, wearing the appropriate PPE and N95 mask.
- Non-Rectenwald Brothers personnel should be made aware of Rectenwald Brothers enhanced surveillance and abide accordingly.

# AWARENESS AND PREVENTION

## INDIVIDUAL'S REPORTING RESPONSIBILITY

*The objective of this action plan is to uphold Rectenwald Brothers core values: Safety and Quality of Life. To combat the COVID-19 pre-pandemic in our homes and workplace, we must be proactive in reporting any symptoms related to COVID-19. This applies to all Rectenwald Brothers team members, family members, and non-Rectenwald Brothers personnel.*

### **Responsibilities**

Rectenwald Brothers team members and non-Rectenwald Brothers personnel that may have been exposed, who have been in close proximity to a co-worker/family member/friend who is symptomatic; who have tested positive for COVID-19 or are in the testing process, have a responsibility to report this to their supervisor. Please contact your manager for instructions, and **do not come to the office or jobsite.**

The definition of symptomatic: cough, shortness of breath, and/or fever. Expectations if you are symptomatic:

- Rectenwald Brothers and non-Rectenwald Brothers personnel should monitor their symptoms from home and seek medical attention accordingly
- If any of the above is confirmed to have COVID-19, manager should inform fellow co-workers of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA)
- Managers should instruct Rectenwald Brothers team members to work from home (if possible) through the incubation period of 14 days
- Be fever-free for at least 24 hours without the use of fever-reducing or cough suppressing medications before returning to work

### **Preventative Measures On-Site**

- Work with sub-contractor management to communicate and educate workforce through jobsite wide safety talks
- Address anyone who displays illness on the jobsite and reinforce that if they are sick, they are to stay home
- Conduct smaller meetings in open areas rather than the office trailer
- Keep trailers and job site as clean and as disinfected as possible

# AWARENESS AND PREVENTION

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## REQUIRED STEPS FOR TEAM MEMBERS TRAVELING

- Team members should discuss all travel plans with their supervisor prior to travel within or outside the United States. For most up-to-date positive reported COVID-19 cases globally, click [here](#). For most up-to-date positive reported COVID-19 cases in the US, click [here](#).
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel.
- Team members are advised to check themselves for symptoms of acute respiratory illness before starting travel. Team members must notify their supervisor and stay home if they are sick, or if a family member exhibits symptoms of acute respiratory illness.
- Ensure team members who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly seek medical attention.

**\*Maps updated regularly by the CDC at noon Mondays through Fridays. Numbers close out at 4 p.m. the day before reporting.**

# PHASE TWO: RISK MITIGATION

# RISK MITIGATION

## BUSINESS TRAVEL AND FACE-TO-FACE MEETINGS

### **Business Travel, Inter-Office Meetings and External Conferences**

We are not currently prohibiting essential, domestic travel if it is necessary to deliver our projects, meet customer needs, maintain relationships, and keep our business running effectively, but we want you to have the flexibility to minimize travel when possible. We encourage any travelers to cut back where it makes sense, use best judgement when deciding to schedule air travel and limit the number of in-person team members attending meetings, with the remaining team members joining virtually. Travelers should be mindful of travel advisories, practice good hand hygiene and be familiar with the areas in which they are traveling.

**This guidance is intended to reduce air travel, not eliminate travel altogether.**

- *We will continue to monitor the latest updates in COVID-19 spread and will update communication regarding best travel practices as necessary.*
- *If anyone is uncomfortable with any business-related travel, we will make accommodations for you to avoid it, but please review this with your manager. We want everyone to feel safe as they work in this environment.*
- *Encourage driving if possible*

# RISK MITIGATION

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## Internal Meetings

Leverage virtual collaboration to conduct virtual meetings and stay in touch with co-workers who are working remotely.

In an abundance of caution, we are trying to avoid contributing to community spread due to travel. Please use discretion, and if you need help deciding, contact your manager.

## Virtual Working

If you have concerns or are in an [“at-risk population”](#) as defined by the CDC and would like to consider working at home, please discuss with your manager.

- **If you have a laptop, take it home with you in case you must work from home unexpectedly.**
- **If you do not have a Rectenwald Brothers issued laptop, please contact the helpdesk at [jmccaffrey@rectenwald.com](mailto:jmccaffrey@rectenwald.com)**

(If you can perform your work remotely, please discuss and obtain approval from your manager first.)

# PHASE THREE: EXPOSURE, ILLNESS AND QUARANTINE

# EXPOSURE, ILLNESS AND QUARANTINE

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## EXPOSED Rectenwald Brothers TEAM MEMBER

If a team member tests positive for COVID-19, you are required to report this information to your manager and may not report to work; either office or jobsite. Individuals who test positive for COVID-19 must abide by the following:

- All business travel is suspended.
- Withdraw from or cancel participation for any external conferences or trade shows.
- Do not go to any Rectenwald Brothers office or jobsite, we will make arrangements for you to work remote.

If an exposure is confirmed, adhere to the following:

- Keep record of contact tracking of exposed team member
- Close office/jobsite down for deep cleaning and sanitizing may be completed
- Affected team members will self-quarantine for a period of 14 days, or until it is confirmed they do not have COVID-19

**Reminder:** You must be fever and symptom free for at least 24 hours without the use of fever-reducing or cough suppressing medications, and you are required to provide a doctor's note to return to work. Prior to returning to work, please contact **Jerry Rectenwald** at [jerry@rectenwald.com](mailto:jerry@rectenwald.com) / (724) 772-8282 x316

# EXPOSURE, ILLNESS AND QUARANTINE

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## JOB SITE PROTOCOL

### **Team Member Illness**

If a team member is sick or there is a possibility of COVID-19 exposure:

- Stay at home
- Call your doctor and request next steps guidance for getting tested for coronavirus
- Doctor statement is required prior to coming back to work
- If the Coronavirus is confirmed, transparent communication to the workforce will be important. This can be done by conducting a stand down or through subcontractor management

### **Site Management Illness**

If our primary Site Manager is sick or there is possibility of COVID-19 exposure:

- Evaluate the team member in the secondary role and conclude if they have the capabilities to step into the primary role for a short time period while the primary Site Manager is recovering.
- If the secondary person does not have the capabilities to manage the site while the primary Site Manager is recovering, we will see if another Site Manager is available to oversee the site.

# Rectenwald Brothers COVID-19 Exposure Level ID

# Levels of Exposure

Exposure History	Asymptomatic Showing no symptoms	Showing Symptoms or confirmed COVID -19 test
<p><b>LEVEL 1 (High Risk):</b> Any individual who has tested positive for COVID-19, or individual who lives in same household as someone who has tested positive</p>	<ul style="list-style-type: none"> <li>• Self-Isolate</li> <li>• No public activities.</li> <li>• Daily active monitoring, if possible based on local priorities</li> </ul>	<p>Immediate self-isolation/assessment by physician. Notify your manager.</p>
<p><b>LEVEL 2 (Medium Risk):</b> Any individual who has had close contact with a person with confirmed COVID-19 (within 6 feet of infected person for extended period of time)</p>	<ul style="list-style-type: none"> <li>• Recommendation to remain at home or in a comparable setting</li> <li>• Practice social distancing</li> <li>• Active monitoring as determined by local priorities</li> </ul>	<p>Recommended to self-quarantine, seek medical advice to determine need for testing, practice social distancing, monitor symptoms (if any). Notify your manager.</p>
<p><b>LEVEL 3 (Low Risk):</b> Individual(s) who have been in the same indoor environment as a person with confirmed COVID-19 for a prolonged period of time, but not meeting the criteria of “close contact” (living with/caring for in same household)</p>	<ul style="list-style-type: none"> <li>• No restriction on movement</li> <li>• Self-observation</li> </ul>	<p>Self-monitor for symptoms for 14 days from last known exposure. If symptoms develop, self-quarantine immediately and contact your physician. Notify your manager.</p>
<p><b>Level 4 (No Identifiable Risk)</b> All other situations were contact may have occurred with people that have symptoms, but not confirm case of COVID-19.</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Self-isolation, social distancing, Person should seek health advice to determine if medical evaluation is needed. Travel on commercial conveyances should be postponed until no longer symptomatic</p>

# Definitions per CDC

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We want everyone to feel comfortable with dealing the multiple situations that can occur on our projects as we work through the COVID-19 situation. So we wanted to provide you with a specific document that outlines our project protocols for Rectenwald Brothers team members and our contractor base. The majority of the information comes straight from the CDC, some information is Rectenwald Brothers specific to how we want to execute the program.

**Symptoms compatible with COVID-19**, for the purpose of these recommendations, include subjective or measured fever, cough, or difficulty breathing.

**Self-observation** means people should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should take their temperature, self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

**Self-monitoring** means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

**Self-monitoring with public health supervision** means public health authorities assume the responsibility for oversight of self-monitoring for certain groups of people. The ability of jurisdictions to initiate or provide continued oversight will depend on other competing priorities (e.g., contact tracing, implementation of community mitigation strategies). Depending on local priorities, CDC recommends that health departments consider establishing initial communication with these people, provide a plan for self-monitoring and clear instructions for notifying the health department before the person seeks health care if they develop fever, cough, or difficulty breathing. As resources allow, health authorities may also check in intermittently with these people over the course of the self-monitoring period. If travelers for whom public health supervision is recommended are identified at a US port of entry, CDC will notify state and territorial health departments with jurisdiction for the travelers' final destinations.

**Active monitoring** means that the state or local public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever, cough, or difficulty breathing. For people with high-risk exposures, CDC recommends this communication occurs at least once each day. The mode of communication can be determined by the state or local public health authority and may include telephone calls or any electronic or internet-based means of communication.

**Close contact** is defined as:

a) being within approximately 6 feet (2 meters) of a confirmed 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)

# Definitions per CDC continued

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**Isolation** means the separation of a person or group of people known or reasonably believed to be *infected with a communicable disease and potentially infectious* from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

**Quarantine** in general means the separation of a person or group of people reasonably believed to have been *exposed to a communicable disease but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**Conditional release** defines a set of legally enforceable conditions under which a person may be released from more stringent public health movement restrictions, such as quarantine in a secure facility. These conditions may include public health supervision through in-person visits by a health official or designee, telephone, or any electronic or internet-based means of communication as determined by the CDC Director or state or local health authority. A conditional release order may also place limits on travel or require restriction of a person's movement outside their home.

**Controlled travel** involves exclusion from long-distance commercial conveyances (e.g., aircraft, ship, train, bus). For people subject to active monitoring, any long-distance travel should be coordinated with public health authorities to ensure uninterrupted monitoring. Air travel is not allowed by commercial flight but may occur via approved noncommercial air transport. CDC may use public health orders or [federal public health travel restrictions](#) to enforce controlled travel. CDC also has the authority to issue travel permits to define the conditions of interstate travel within the United States for people under certain public health orders or if other conditions are met.

**Congregate settings** are crowded public places where close contact with others may occur, such as but not limited to shopping centers, movie theaters, stadiums.

**Social distancing** means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

**CDC defines HIGH risk level** as any person known to have (COVID-19) or any person living in the same household as or giving direct care (in the home) for a person with confirmed COVID-19 infection. For our chart, we will call level 1 (High risk) a person who has tested positive for COVID-19.