

		Gutter Flow Systems Safety Management System		Doc No:	COVID-19
				Initial Issue Date	July 1, 2020
<b>CORONAVIRUS (COVID-19)</b>				Revision Date:	Initial Version
				Revision No.	0
				Next Review Date:	Feb 22, 2021
Preparation: Management	Authority: Owner			Page:	1 of 3- 1 - Page 1 of 3

## **COVID-19 (Coronavirus) Action Plan**

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This interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available. <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

## **GUTTER FLOW SYSTEMS. Action Plan:**

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### 1. Jobsite Protocol:

- GUTTER FLOW SYSTEMS. On site personnel are to be on alert for any Covid-19 symptoms.
- All personnel MUST test before starting work for the day. This includes Ingham County Health Department questionnaire and taking their temperature.
- No visitors are permitted to enter GUTTER FLOW SYSTEMS workplaces, including jobsites, unless fundamental to the execution of the work.
- Personnel must wear safety glasses and masks over NOSE and MOUTH when within 6 feet of other people outdoors and at all times indoors unless they are within a closed off space only they will be within.
- It is the responsibility of the personnel to utilize proper PPE while on the job site- GFS recommends use of masks, hand sanitizers, and disinfectants
- When possible to work out with the customers, GUTTER FLOW SYSTEMS is providing a contactless work environment.
- GUTTER FLOW SYSTEMS personnel are encouraged to report any situations in which they feel WHO, CDC, or local health dept recommendations are not being followed

### 2. Office Protocol:

- GUTTER FLOW SYSTEMS will perform as much client contact, networking, and supply pick up utilizing contactless systems when possible.
- All non-essential visits to vendors, subcontractors, clients, etc. are to be done virtually or through online ordering whenever possible.
- Limit all person to person contact.
- Follow all CDC protocol.

### 3. COVID-19 Measures:

- Personnel who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify the Owner and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- If personnel of GFS is confirmed to have COVID-19, GUTTER FLOW SYSTEMS will inform fellow personnel of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Personnel exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
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4. General Protocol:

GUTTER FLOW SYSTEMS. will actively encourage sick personnel to stay home:

- If personnel or subcontractor personnel are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the jobsite and/or office and call (or go to) the doctor:
  - Fever
  - Cough
  - Shortness of breath
- Personnel who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants). Personnel should immediately notify their supervisor and stay home if they are sick.
- GUTTER FLOW SYSTEMS. will communicate with our subcontractors and temporary staffing companies about the importance of sick personnel staying home and/or going to the doctor.
- Per CDC recommendations, personnel who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other personnel and be sent home immediately.
- GUTTER FLOW SYSTEMS. will communicate the following to its personnel and contractors:
  - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
    - Coughing or sneezing
    - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
  - To help stop the spread of germs:
    - Cover your mouth and nose with a tissue when you cough or sneeze.
    - Put your used tissue in a waste basket.
    - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
    - Remember to wash your hands after coughing or sneezing
    - Avoid unnecessary contact with others
  - Use disposal paper tissue and no-touch disposal trash receptacles.
  - Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - Perform routine environmental cleaning:
    - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

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GUTTER FLOW SYSTEMS. is committed to the safety of its personnel, vendors, subcontractors, clients, and the community. The above action plan is consistent with the CDC's Interim Guidance which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. GUTTER FLOW SYSTEMS.'s leadership is committed to providing the best work environment possible for all staff and jobsites and we will continue to monitor the CDC website for updates. We will make revisions to this policy as updated information is available.