

# WIGHTMAN COVID-19 PROTOCOL FOR FIELD WORK

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TO: Wightman Staff  
ISSUE DATE: May 5, 2020  
RE: Wightman COVID-19 Protocol for Field Work

Wightman (W+) is a professional services firm engaged in Planning and Design, Construction Inspection, Material Testing, Surveying, Architecture, Environmental, Reality Capture, and Civil Engineering. As per the requirements of the Executive Order (EO 2020-70; May 01, 2020) issued by the State of Michigan which is effective starting May 07, 2020 (12:01am), W+ has carefully analyzed our operations and determined that the following activities can continue, or commence, with COVID-19 mitigation measures applied:

- Travel-for-work and activities required to support essential services, or for conducting minimum basic operations of our offices, and at home staff supporting these services.
- Work that is traditionally and primarily performed outdoors, subject to enhanced social distancing rules.
- The construction industry, including workers in the building trades, subject to enhanced social distancing rules.
- The real estate industry, including agents, appraisers, brokers, inspectors, surveyors, and registers of deeds, provided that there are no more than four people on a premise at any one time and subject to enhanced social distancing rules.

As per EO 2020-70, construction sites (both essential infrastructure and others) must adopt a set of best practices to protect their workers from infection. These practices must include the following:

- Designating a site supervisor to enforce COVID-19 control strategies; the supervisor must remain on-site at all times during activities.
- Conducting daily health screenings for workers which include a questionnaire paired with temperature screening.
- Adhering to social distancing specifications as best possible.
- Creating dedicated entry points, if possible, or issuing stickers or other indicators to show that workers received a screening before entering the worksite on each particular day.
- Identifying choke points and high-risk areas (like hallways, break areas, water stations, etc.) and control these to enable social distancing.
- Ensuring sufficient hand-washing or hand-sanitizing stations at the worksite.
- Requiring that face shields or masks be worn when workers cannot consistently maintain six feet of separation from other workers (i.e. enhanced social distancing).
- Providing instructions for the distribution of personal protective equipment and designate onsite locations for soiled masks.
- Encouraging the use of work gloves, as appropriate, to prevent contact with contaminated surfaces.
- Notifying contractors/subcontractors or owners of any confirmed COVID-19 cases among workers at the worksite.
- Restricting unnecessary movement between project sites.
- Creating protocols for minimizing personal contact upon delivery of materials to the worksite.
- Limiting in-person interactions or gatherings of any size where 6-feet of distance between individuals cannot be maintained.
- Adopting protocols to limit the sharing of tools/equipment to the maximum extent possible to ensure frequent and thorough cleaning of tools/equipment/frequently touched surfaces.

W+ is involved in construction activities to varying degrees and with differing levels of project responsibility; we require that you communicate directly with your Client to determine which organization operating on a specific site will be responsible for the above-listed items.

W+ anticipates that where we are considered as being the Prime Contractor or Client Representative, we will be responsible for advising the Client of the requirements or undertaking the management of these on behalf of the Project. Where W+ is considered a Subcontractor, we anticipate that the organization and/or entity who holds Prime Contractor responsibilities will ensure these items are achieved for compliance purposes. Communication and coordination must occur between W+ and Clientele to determine if COVID-19 mitigation measures may alter the project scope or costs. W+ will not charge clients additional fees for protocol established to be followed by W+



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personnel; however, additional fees must be communicated to Clients who request and/or require W+ develop and manage these protocol for personnel outside of our organization.

If W+ personnel enter a worksite that is not addressing the mitigation outlined as being required in EO 2020-70, they should communicate professionally with the Site Supervisor and the W+ Project Manager. If W+ personnel feel as though their health is at risk because mitigation measures are not being applied as outlined, we support standing down until matters are resolved.

W+ will provide or reimburse personnel for the purchase of the following personal protective equipment and/or materials: cleaning/disinfecting supplies for use on equipment/materials/vehicles; reusable or disposable masks for use when enhanced social distancing cannot occur; safety glass; gloves; and, thermometers.

Note that these requirements are also to be applied when working in Indiana, where activities occur for businesses considered as being essential or otherwise.

EA 2020-70 requires that individuals continue to “Stay Home, Stay Safe.” W+ personnel have been directed to work from home, where at all possible. Personnel who cannot work from home in order to support the services listed above, must take the following precautions to help prevent the spread of COVID-19 and protect their health and safety:

1. **Stay home** if you are sick or have been in contact or exposed to someone who has been. It is critical that W+ employees do not report to work while they are experiencing any of the following symptoms: fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, sudden loss of taste or smell, headache, chills, sweats, fatigue, diarrhea or vomiting. Currently, the Center for Disease Control and Prevention (CDC) recommends that employees remain at home until 72 hours after they are free of fever (100 degrees) or signs of a fever without the use of fever-reducing medications.
2. **Pre-screenings** must be completed each morning, prior to arriving at the worksite. This will require everyone complete a digital form which is comprised of defined questions and taking your own temperature. Information uploaded will remain confidential. Employees who report to work ill or demonstrate symptoms will not be permitted to work or be sent home in accordance with the CDC health guidelines.
3. **Handwashing:** Good hygiene and thorough handwashing are some of the easiest and most effective ways to prevent the spread of germs. Follow these five simple and effective steps for 20 seconds: wet, lather, scrub, rinse, dry. Use alcohol-based hand-rub if you don't have immediate access to soap and water.
4. **Prevent** germs from spreading by covering your mouth with a tissue or the inside of your elbow when coughing or sneezing and discard tissues appropriately.
5. **Disinfecting/Cleaning:** Clean frequently touched surfaces and use paper towels or gloves when using door handles or other high traffic areas. Shared equipment, materials and vehicle-interiors must be disinfected at the start and end of each workday, as well as when other individuals are anticipated to use these.
6. Apply **social distancing** while in the field or operating on behalf of W+.
  - Travel independently, in order to maintain 6 feet between yourself and others.
  - While on a worksite, maintain 6 feet between yourself and others.
  - Conduct meetings remotely by using MS Teams, conference calls or other suitable platforms. If in-person meetings are required, maintain 6 feet between attendees.
  - If social distancing (i.e. maintaining 6 feet between individuals) is not possible, W+ employees must wear a face covering as outlined in W+'s *COVID-19 Guidelines – Face Coverings*, issued on April 16, 2020.
7. **Carry** the *W+ Authorization to Travel* with you when working outside of your home.

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## FIELD (VEHICLE/EQUIPMENT) CLEANING PROTOCOL

- Travel independently. Where more than one person is required to travel in a vehicle, masks must be worn.
- Wear gloves or paper-towels while anticipated to be touching surfaces; this would include driving, equipment handling, etc.
- Use a spray bottle of plain dish soap and water (30% soap, 70% water) or rubbing alcohol and water (80% rubbing alcohol, 20% water) to disinfect surfaces and kill coronavirus.
- Spray down surfaces in vehicles at start and end of each workday, as well when vehicle operation changes hands.
- Spray down equipment/material surfaces at start and end of each workday, as well as when these change hands (i.e. transfer from one person to another) or upon leaving a site.

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The Center for Disease Control (CDC) has revised their recommendations on how individuals can protect themselves from contracting coronavirus (otherwise known as COVID-19). New information shows that the virus can spread between people interacting in close proximity (i.e. speaking, coughing, or sneezing, even if symptoms are not showing); because of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures may difficult to maintain, especially in areas of significant community-based transmission.

Wightman emphasizes the CDC's statement that maintaining 6-feet social distancing remains important to slowing the spread of the virus. Wightman is now requiring that personnel who are working outside of their homes (i.e. essential office and/or field staff) and cannot maintain 6-feet distance or more from other individuals at this time, use simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Although cloth face coverings fashioned from household items or made at home from common materials are considered a voluntary health measure by the CDC, in an attempt to be proactive and protect the health of our people, Wightman is making this a work requirement.

CDC guidance on how to wear a cloth face covering, is as follows:



Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

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.

Cloth face coverings should be routinely washed depending on the frequency of use. A washing machine should suffice in properly washing a face covering. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Information on how to construct your own face covering using readily available materials can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Note that the cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.