



Essential Operations at Jody Miller Construction, INC.

Due to the novel Coronavirus Outbreak (COVID-19), and the recently issued “Stay Home-Stay Healthy” proclamation 20-25 by Governor Inslee, Jody Miller Construction has been working hard to align our work and practices with the recommendations and guidelines of OSHA, the CDC and WHO (World Health Organization) as it relates to our office and job sites. After careful examination and review it has been determined that work at various sites is deemed essential under “OTHER COMMUNITY BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS” and thus will remain open and operational. With the onset of COVID-19 all operational JMC job sites and offices are being supplemented by this document to reflect the preventative and protective measures being taken in order to maintain as safe and healthy of a work environment as possible. Jody Miller Construction’s top priority is the safety and health of all subcontractors, suppliers, employees, partners and clients, and we want to thank you for working with us as a team during these unprecedented times.

Preventative Measures

Jody Miller Construction has designed a Pandemic Protocol to address infection control for all project sites and office locations. We ask that everyone strictly adhere to these newly issued standards created in order to protect and maintain a safe and healthy work environment for all.

- Jody Miller Construction will monitor all subcontractors’ employees on site for illness. Any individual showing signs of illness, specifically symptoms of COVID-19 (described by the CDC as fever of above 100.4°F, cough or shortness of breath) will be sent home immediately. Any individual sent home for these reasons will only be allowed to return to work after providing a doctor note stating he is COVID-19 free.
- Additional wash stations are located near designated entrances and all restrooms. Wash hands before and after entering. Wash using soap and hot water, or disinfectant that contains at least 60% alcohol, for at least 20 seconds per CDC guidelines.
- Subcontractors will clean and maintain all trailers per CDC standards.
- Bleach stations are set up in designated areas for disinfecting and cleaning all tools and ladders.

- All manlifts and forklifts are to be thoroughly sanitized prior to use.

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- All frequently touched surfaces, such as workstations, eating surfaces, countertops, doorknobs and sanitation facilities, are to be routinely cleaned and sanitized.
- A 6' distance between individuals is to be in effect at all times (including meetings, breaks and lunch hours). When the required 6' rule cannot be met masks are required to be worn. Subcontractors are responsible for providing their own PPE (masks and nitrile gloves).
- Jody Miller Construction asks that all individuals practice proper coughing and sneezing etiquette- using an elbow, tissue or mask to cover the mouth and then promptly and properly washing/disinfecting hands.
- Meeting attendance limitations have been put in place, including holding all safety/foreman meetings outside or in an open environment.
- Questions or concerns are asked to be addressed in a digital format to avoid unnecessary exposure.

**Please note that these protocols are fluid depending on CDC guidelines.*

In the Event of a Confirmed Case of COVID-19

In the event of an exposure either through a positive test of an employee (or employee's family member), trade partner, owner, or visitor the following steps shall take place:

- Employees who are well but who have a sick family member at home with a confirmed positive COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Jody Miller Construction will do an assessment in consultation with regional health professionals while also following CDC guidelines.
- If an employee is confirmed to have COVID-19, Jody Miller Construction will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees 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.
- Jody Miller Construction's crisis management plan shall be utilized to contact the appropriate parties both within Jody Miller Construction Inc. but also with the project stakeholders (Owners/

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Subcontractors/Vendors/Staff). Jody Miller Construction will notify local public health agencies as required.

- Each exposure will be addressed individually by Jody Miller Construction's management team. Management will collect the site visitation log to be provided. This log will be utilized to help inform health services of any potential interactions that may have resulted in a potential exposure.
- A risk assessment will be conducted to evaluate exposure and severity. Risk definitions can be found in Section 8 of Jody Miller Construction's Pandemic Protocol
 - For a medium or low risk event: the above communication steps will be followed. Sanitization of the site and or elements of the site shall be determined in consultation with local health services and management. This determination may or may not require the shutdown of the location in question in order to perform those services. Staff will be notified of the event through the crisis management plan.
 - For a high-level exposure risk: Jody Miller Construction will shut down the project for a period of at least 48 hours. During this time, we will have the project disinfected by a qualified environmental cleaning service, then reopened. During this time, we will engage local health services and ask for assistance in additional recommendations and communication protocols. When we can reopen the location, we will require personnel associated with the site to monitor their temperature daily if directed by local health authorities. Communication of these steps will be through the HR department and Safety teams.
 - In all circumstances Jody Miller Construction will follow the guidance of federal, state and local authorities.

Jody Miller Construction recognizes that the COVID-19 pandemic is unprecedented. Both governmental and health professional guidance and directives have been and continue to be fluid, and we are working diligently to learn and adhere to what steps we should be taking to mitigate the spread of COVID-19. We will continue to monitor new directives and changes in guidance and update our protocols and guidelines when and as warranted. We hope that you also work diligently to implement all protocols to protect yourselves, your coworkers, loved ones and

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worksites. We are all in this together and hope to continue to be able to navigate these uncertain times with as little disruption to our work as possible while ensuring the utmost safety for all.

The health and well-being of the Jody Miller Construction community is our primary concern. Our efforts will continue to be guided and in accordance with all applicable federal, state and local laws. We will continue to monitor information as it becomes available and update our jobsites with any protocol changes as needed. In the meantime, feel free to contact your Superintendents, Project Managers, or Office Support Staff with any questions or concerns you may have. In addition, please take time to review the following information and resources available regarding mitigating the spread of COVID-19:

[CDC Risk Assessment Page](#)

[Interim Guidance for Businesses](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

[COVID-19 United States Statistics \(Updated Daily\)](#)

[Jody Miller Construction Pandemic Protocol](#)

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