



Real People. Real Solutions.

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**Date:** 4/06/2020  
**To:** Bolton & Menk Clients  
**From:** Bradley C. DeWolf, P.E., President/CEO; Kreg J. Schmidt, P.E., COO/Vice President  
**Subject:** Field Staff and Construction Site Guidance – COVID-19

Bolton & Menk is committed to stopping the spread of COVID-19 while ensuring that the essential business of public services and infrastructure construction can continue. The safety of the public and our employees is paramount. Therefore, the following guidance has been prepared for Bolton & Menk staff working in the field and on construction sites.

### **Reporting to Work**

You must not report to work (office, field, or construction site) if you are experiencing a fever (>100.4 F), cough, or difficulty breathing. Prior to leaving your home each day, you must take your temperature and record it. If you are at work and experience any of these symptoms you must leave work immediately. Please contact your supervisor to let them know you will not be reporting to work, or have left work, and to receive further instructions.

For additional information on what to do when you are sick and when to seek medical attention, please refer to CDC guidance here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

You also must not report to work in any of the following instances:

- If you, or anyone in your family, have been in contact with a person that has tested positive for COVID-19.
- If you, or anyone in your family, have been in contact with a person that is in the process of being tested for COVID-19.
- If you, or anyone in your family has traveled outside of the U.S. within the last two weeks.
- If you have been directed to self-quarantine due to possible exposure to COVID- 19.

### **Protecting Yourself & Others**

#### **Hand Washing**

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

#### **Social Distancing**

- Maintain at least 6 feet of distance (10 feet when possible) between yourself and other people.
- Do not host large group meetings. Perform meetings online or via video and/or phone conference whenever possible. If it is necessary to meet in person, gatherings must not include more than 10 people and a 6-foot distance (10-ft when possible) must be maintained between people. Face covers must be worn in these instances.
- To limit the number of people on a construction site, non-essential personnel must work from home when possible.
- Do not shake hands or use other contact greetings.

### Cloth Face Covers

- In accordance with CDC guidelines, cover your mouth and nose with a cloth face cover when around others.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker, such as an N95 or surgical mask. We are currently working to secure appropriate face coverings for staff. Until company provided face coverings are available, home-made (self-sourced) cloth face coverings must be used. Guidance for creating a home-made face cover can be found here: <https://youtu.be/tPx1yqvJgf4> and here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- For CDC guidance on the proper use of cloth face coverings (cleaning, sterilizing, proper removal), see here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Continue to keep 6 feet (10 feet when possible) between yourself and others. The cloth face cover is not a substitute for social distancing.

### Coughing and Sneezing

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Field and Construction Site Best Practices

- Clean and disinfect frequently touched surfaces daily. This includes field tools, vehicle handles and steering wheel, lunch cooler, and other frequently touched items such as desks, phones, keyboards, toilets, faucets, etc.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Do not share tools.
- Do not share personal protective equipment (PPE).
- Sanitize reusable PPE, safety glasses, hard hats, vests, etc., prior to each use. Use wipes, sanitizer, or plain soap and water.
- Utilize disposable gloves where appropriate; wash hands after removing gloves.
- Do not use a common water cooler. Use your own individual water bottle.
- Do not ride share. All vehicles must be single occupant.
- Do not enter non-Bolton & Menk field offices or trailers. Others must not enter Bolton & Menk's field office or trailer

### Property Owner Contact/Meetings

- When possible, contact with property owners must be initiated and completed by phone.
- If phone contact is not possible, and it is necessary to approach property owners at home, field staff must follow these procedures:
  - Staff must wear a Bolton & Menk branded safety vest and cap or hard hat to be readily identifiable as Bolton & Menk employees.
  - After knocking on the door or ringing the doorbell, field staff must step back at least 10 feet from the door.
  - When greeted by property owner, clearly introduce and identify yourself as a Bolton & Menk employee and project representative.
  - Do not wear your cloth face covering until you clearly establish contact and identify yourself to the property owner. Always maintain 6 feet (10 feet when possible) between yourself and other people.
  - Staff must avoid entering homes unless absolutely necessary and must only do so upon express permission from the homeowner.

- Before entering the home, staff must ask homeowners the following:
  - Has anyone in the home been in contact with a person that has tested positive for COVID-19?
  - Has anyone in the home been in contact with a person that is in the process of being tested for COVID-19?
  - Has anyone in the home traveled outside of the U.S. within the last two weeks?
  - Has anyone in the home been directed to self-quarantine due to possible exposure to COVID- 19?
- If the answer to any of the above questions is yes, then staff must not enter the home.
- If access to the home is approved, staff must wash or disinfect their hands prior to entering the home, remove their shoes prior to entering the home, and must wear a cloth face covering. Staff must maintain at least 6 feet of distance (10 feet when possible) between themselves and others while in the home.