



WD Construction's COVID-19 Virus Procedures and Best Practices

March 24th, 2020

Daily Procedures

- Office areas will have routine cleaning each day.
- Common areas on each project will have routine cleaning each day.
- During breaks, WD will require all subcontractors to maintain social distancing.
- Any other areas on a project that have high levels of foot traffic, with frequently touched areas, will be part of the routine cleaning each day. (stairway railings, door handles, tables, switches, etc.)
- Subcontractors should do the same cleaning methods in their offices, storage areas, equipment, and other work areas.
- Subcontractors should furnish an email or daily log to the project superintendent that will include: (shall be submitted and collected electronically)
 - Accurate headcount
 - Verification that each worker has verbally confirmed they are not experiencing any of the COVID-19 symptoms.
 - Other practices and strategies they will be doing each day to maintain social distancing in work areas. Engineering controls, administrative controls, safe work practices and PPE should all be considered for the specific tasks.
 - Sharing of tools or equipment between workers should not be allowed.
- No subcontractor supervisors, foremen or managers should be allowed to review hard copies of the project plans in the office. Electronic materials should be reviewed only. Each participant should have access on their own device and practice social distancing for in person questions.
- WD will be performing routine inspections of the project throughout the day to make sure all personnel are practicing social distancing and identifying any additional cleaning needs and areas. Stop work immediately if groups are congregated and ask for everyone to separate.
- Lunch trucks will not be permitted to visit the project during break times or lunch, to maintain social distancing.

Weekly Procedures

- Construction office areas will have a deep cleaning each week.
- Subcontractors will be required to do the same deep cleaning methods in their construction offices, storage areas, equipment, and other work areas on site.
- If you have any concerns with subcontractors individually regarding concerns about their practices, etc. please report to the WD Superintendent on site for the matter to be directly addressed.

Meetings

- All meetings should be held in open areas where social distancing is being practiced. These meetings should minimize personnel the best way possible. It is suggested conference calling or video meetings are used to minimize any in person encounters or contact, if possible.
- No handshaking, horseplay or physical contact will be allowed during meetings or on site.
- No food is to be brought to any meeting to eliminate anything being shared. This includes joining co-workers for lunch, birthday celebrations, etc.
- Owner meetings will be held via video or call, if possible.
- Avoid any in person meetings onsite, if possible. Keep number of personnel as low as possible for meetings that must proceed and practice social distancing without sharing devices, paperwork, etc.
- All plans being reviewed are accessible to each subcontractor electronically on Procore. If you do not have a log in or access to Procore please email your name, company, current project you are working with WD Construction on and a preferred email address to bmcelravy@wdconstruct.com to get access to all the electronic project files via Procore.

Additional Safe Work Practices

- DO wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol.
- DO maintain social distancing practices by staying 6 feet away from others.
- DO cover your cough or sneeze with a tissue and throw it away immediately.
- DO avoid touching your eyes, nose and mouth.
- DO wear appropriate Personal Protective Equipment (PPE).

Confirmed case of COVID-19

- Anyone with knowledge of a worker onsite that has been exposed to, or is showing symptoms of COVID-19, must stop work immediately and bring to the attention of their supervisor and the project superintendent.
- Project Superintendent will post his/her number on outside of the office area to receive calls only and will make themselves available during business hours.
- Notify the local health departments or other government agencies to seek guidance and follow protocol.
- Notify your risk department to seek guidance and follow protocol.
- Notify your legal representation to seek guidance and follow protocol.