



COVID-19 DAILY CREW QUESTIONNAIRE

Project Name: _____ Permit #: _____ Address: _____

QUESTION 1: Has anyone on this crew come into “close contact” with someone who has a confirmed or presumed COVID-19 diagnosis or symptoms within the past 48 hours?

“Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.

QUESTION 2: Is anyone on this crew ill or caring for someone who is ill within the past 48 hours? Other symptoms include fatigue, sputum production, muscle/joint pain, headache, chills, nausea or vomiting, nasal congestion or diarrhea.

QUESTION 3: Has anyone on this crew been asked to self-isolate or quarantine by their doctor or a local public health official?

QUESTION 4: Does anyone on this crew have or have had ANY of the following symptoms within the past 24 hours:



Fever of 100.4°F or more



Cough



Sore Throat



Shortness of Breath

QUESTION 5: Did you travel to work individually (walking or biking); by Public Transportation observing social distancing requirements; or in a private vehicle with no more than 2 people in it?

QUESTION 6: Has anyone on this crew **NOT** been cleared by a Medical Professional to return to the work site if any COVID-19 symptoms were experienced?

If the answer to any of these questions is YES, the individual is to leave the project and seek medical advice, in accordance with CDC Guidelines. Inform LKCO.

Date: _____ Company Name: _____

Foreman: _____ # of Employees on Site: _____

Please list the crew member’s names on site for the day.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TURN THIS INTO LKCO DAILY! LKCo Superintendent Signature: _____

LKCO PROJECT CONTACT:

Name _____

Mobile # _____

Lee Kennedy is committed to providing a safe and healthy work environment for our employees, trade partners, clients & the public. Our primary goal is to protect our workers while maintaining our business continuity. This document will address the LKCO policies and procedures we have implemented to achieve these goals. This information is subject to change and team members will be notified of changes as they occur. **Questions regarding anything related to this pandemic event should always be directed first to the Project Superintendent or Project COVID-19 Officer.**



ZERO TOLERANCE POLICY

- If anyone shows signs or symptoms of being sick, they are to be sent home
- If you see someone sick, they are to be sent home
- If you exhibit any symptoms, you are to notify your supervisor and go home

1 PROJECT-SPECIFIC RISK ASSESSMENT & PLAN

- LKCO will conduct a project-specific risk assessment and prepare a written plan. This plan will be forwarded to the client/owner and all subcontractors, asking recipients to train their respective employees under the plan. The written plan will be posted through the project site.

2 COVID-19 PREVENTION POLICY FOR ALL PROJECTS

EDUCATE (ALL TRADES & STAFF)

- Conduct a training session using this policy **AND** the project-specific plan
- Turn in sign-in sheet from training session to LKCO Superintendent

PRE-ENTRY REQUIREMENTS (ALL TRADES AND STAFF)

- All trades must complete the Wellness Self Certification **EVERY DAY**
- **EVERY PERSON** will undergo a temperature screening **EVERY DAY**
- Any person with symptoms of illness or a temperature of 100.4°F or more will be asked to proceed home and contact a medical provider

HANDWASHING STATIONS (LKCO)

- 1 station per every 40 workers **WITH SOAP DISPENSER**, and hot/cold water, where possible. If hot water is not possible, provide pump-type handwashing units
- Post handwashing signs at each station

PPE REQUIREMENTS (ALL TRADES AND STAFF)

- **ALL PERSONNEL** must wear cut-resistant gloves at all times
- Where 2+ workers **CANNOT MAINTAIN 6' DISTANCES**, workers must don **GLOVES, A FACEMASK AND SAFETY GLASSES**

SOCIAL DISTANCING

- **ALL PEOPLE MUST MAINTAIN 6' OF SEPARATION AT ALL TIMES**
- Stagger start/stop times to prevent gatherings of >10 people if possible (LKCO)
- Ride sharing is not allowed. Personnel must travel by themselves
- A temporary ban on food trucks is in effect
- Conduct meetings remotely if possible; if in-person meetings are conducted, maintain 6' of separation

CLEANING/ DISINFECTING (LKCO)

- High contact surfaces will be cleaned 2X daily, minimum, including bathrooms, handwashing areas, conference rooms, door handles, etc.
- Project will develop a project-specific cleaning/disinfectant program (see project-specific plan)

CLEANING/ DISINFECTING (ALL TRADES)

- Supply cleaning and disinfecting wipes for use by each company's trades
- Clean eating areas, tools, equipment, etc. frequently

3 RESPONSE

If You or Any of Your Household Has Symptoms:

- **STAY HOME**
- Notify your direct manager immediately
- Your manager will communicate internally using the chain of command
- Consult your doctor for guidance
- Notify LKCO of any potential illnesses

Follow these easy steps to help prevent the spread of infections.



Wash your hands often with soap and water for at least 20 seconds.



Staying home when you are sick.



Covering your cough or sneeze.



Cleaning and disinfecting frequently touched objects and surfaces



COVID-19 and flu spread when an infected person coughs or sneezes. Prevent the spread of these and other respiratory illnesses by washing your hands, covering your cough or sneeze, staying home when you are sick, and cleaning frequently touched objects and surfaces.

Signs and Symptoms of COVID-19, per the CDC

1. Cough
2. Fever (100.4°F or greater)
3. Shortness of Breath
4. Sore Throat
5. New loss of taste or smell
6. Chills/shaking with chills

Additional symptoms may include:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

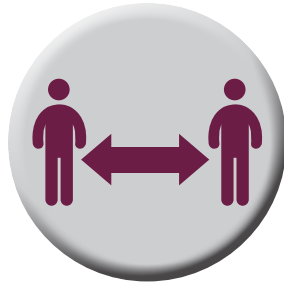
If you experience these symptoms, consult your doctor immediately. Remember, these symptoms may appear 2-14 days after exposure.

INDIVIDUAL



- Evaluate self and family for symptoms
- **DO NOT REPORT TO WORK IF SICK OR IF A HOUSEHOLD MEMBER IS SICK**
- **LEAVE WORK** if symptoms appear during shift & inform your Manger/Foreman
- Respond to daily wellness questions **TRUTHFULLY**

WELLNESS



- **MAINTAIN 6' DISTANCE**
- If <6', don PPE (Mask/Glasses/Gloves)

SOCIAL DISTANCING



- Wash hands for 20 seconds **OFTEN**
- Do not touch eyes, nose, mouth, face
- Clean and disinfectant your tools/machines **OFTEN**
- Inform Foreman if there is an issue/concern

HYGIENE, CLEANING & DISINFECTING



- **DON GLOVES 100% OF THE TIME**
- If <6', don Mask/Glasses/Gloves
- **ALWAYS HAVE PPE ON YOUR PERSON - CONDITIONS CAN CHANGE**

PPE



- Stay educated through official websites & publications
- Attend and participate in toolbox talks and stand-downs

TRAINING & EDUCATION

SUBCONTRACTOR

- Deliver *Wellness Questionnaire* **EVERY DAY, LEGITIMATELY**
- Do not allow sick workers on the project
- Send any worker exhibiting symptoms home
- If worker calls in/doesn't show, **FIND OUT WHY**
- Communicate all illnesses/symptoms to LKCO

- **ENFORCE 6' & PPE RULES RELIGIOUSLY** with employees
- Assign/coordinate work to maintain 6' rule
- For 'close contact' work, develop plan with crew
- Keep meetings to less than 10 people

- Provide cleaning solution for use by your employees
- Develop cleaning/disinfecting schedule for your equipment/tools
- Disinfect all common tools and areas
- Inform LKCO if there is an issue/concern

- Provide PPE for your employees (Masks, Gloves, Glasses)

- Conduct training using LKCO COVID-19 Site-Specific Plan
- Conduct training using LKCO COVID-19 General Policy
- Conduct training sessions weekly to keep workers up to date
- Develop list and plans for 'close contact' work - **TRAIN WORKERS**

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- Provide Wellness Questionnaire to All Subs/Visitors/Staff
- Implement/Oversee temperature scanning operation
- Communicate non-personal information to project if someone on project is sick

- Coordinate subs' work to accommodate 6' rule
- Use virtual meetings wherever possible
- Keep any necessary meeting to less than 10 people
- Coordinate start/stop or shift times to accommodate project

- Provide sinks/water/soap/towels - one per 40 employees
- Provide trash barrels at all sinks and bathrooms
- Develop cleaning/disinfecting schedule for high contact areas
- Implement project-specific cleaning/disinfecting schedule
- Address concerns brought to LKCO's attention

- Provide PPE for COVID-19 Officer(s)
- Provide PPE for temperature collectors
- Provide PPE for LKCO employees

- Hold stand-down within 3 days of return to work. Repeat as necessary
- Develop site-specific COVID-19 Plan - forward to all subs