

TRULINE
CONSTRUCTION
SERVICES, INC.

COVID-19 WORK SITE SAFETY PLAN



REVISION 5 : 02/22/2021

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WORK SITE HEALTH AND SAFETY COVID-19 POLICY STATEMENT

At Truline Construction Services ("Truline") we are committed to ensuring the health and safety of our workforce including taking the appropriate steps to limit the spread of the SARs-CoV-2 novel coronavirus and the disease it causes, COVID-19. Our top priority is the health and safety of all personnel present on our work sites, including but not limited to Truline employees, subcontractors, clients, and visitors. This plan outlines guidelines, policies, and procedures that will be followed on all Truline work sites in order to address the safety of our workforce during this pandemic.

Because the future of the COVID-19 pandemic is uncertain and circumstances change frequently, we will continue to update this Work Safety Plan to follow public health and construction industry best practices to prevent infection and protect all individuals present on our work sites. The current version of this plan is available at <https://truline.box.com/v/Truline-COVID19-Safety-Plan> or by emailing your request to Melissa Raulston, mraulston@trulinecm.com We will continue to develop, implement, communicate and review workplace guidance, policies and protections.

COVID-19 (C19) COMPLIANCE OFFICER

Melissa Raulston is the Truline Construction Services designated COVID-19 ("C19 Officer") Compliance Officer who develops all COVID-19 related policies, procedures, and guidelines. Melissa Raulston can be reached at mraulston@trulinecm.com or (212) 542-8500.

The COVID-19 Compliance Officer:

- Performs risk assessments
- Consults an array of public health guidance, including but not limited to [OSHA](#)/NIOSH, the [CDC](#), [New York State](#) and [City](#) guidelines, and construction best practices to eliminate, isolate, and mitigate COVID-19 hazards on the work site.
- Makes company policy recommendations.
- Creates and implements guidelines.
- Creates and implements guideline-based policies and procedures to be followed by Work Site Safety Monitors, Truline employees, subcontractors, vendors, and others present on Truline work sites.

- Ensures guidelines, policies, and procedures are communicated clearly and effectively to all Truline employees, subcontractors, vendors, and other personnel who are present on the work site.
- Ensures all documentation related to policies and procedures is timely, relevant, and accessible to all required entities, including but not limited to OSHA, NYC Dept of Buildings, and the NYC Department of Health.

The C19 Officer is not present on work sites on a daily basis; daily processes and procedures are implemented by Work Site Safety Monitors, in coordination with the C19 Officer and in accordance with all guidance outlined in this document.

Truline Work Site Supervisors are the designated Work Site Safety Monitor for their work site and are responsible for implementing, monitoring, and controlling compliance with policies and procedures by all personnel on the work site. The C19 officer is available by phone, email, or in person, as needed, to coordinate with all Work Site Safety Monitors should there be questions or concerns about the guidelines and their implementation. Work Site Safety Monitors are provided with on-going training, materials, and guidance related to COVID-19 safety best practices.

WORK SITE SAFETY MONITOR COMPLIANCE RESPONSIBILITIES

- Performing or assigning a Truline employee to perform work site check-ins of all personnel who request entry to a Truline work site.
- Record-keeping as required for compliance with all aspects of this policy
- Conducting site-specific orientations for all personnel entering the work site in order to familiarize them with any specific information or safety protocols needed to navigate the work site.
- Immediately informing C19 Officer of individuals who develop symptoms on the work site.

- Coordinating with C19 Officer to designate single entry and exit points to work site, where possible. Identifying and clearly marking entrance(s) and exit(s) to work site. Including entry/exit information in the site-specific orientation.
- Coordinating with C19 Officer to ensure there is sufficient up-to-date signage erected in all appropriate locations on work site to educate all personnel about the COVID-19 controls on site.
- Monitoring compliance with physical (social) distancing guidelines. In instances where there is non-conformance with physical (social) distancing, contacting the C19 Officer to intervene.
- Coordinating with C19 Officer to ensure a one-way system of walkways through the work site, where practical. Widening walkways where practical/possible, to allow physical (social) distancing where one-way walkways are not practical. Developing markers to indicate direction of movement throughout work site and enforcing adherence to directional markers. Ensuring directional information is included in the site-specific orientation
- Monitoring compliance with face covering/PPE protocols.
- Promoting and coaching good work site and personal hygiene practices to all personnel onsite.
- Ensuring regular cleaning and disinfecting of all facilities and high-contact surfaces on work site.
- Ensuring hand washing stations and hand sanitizing stations are replenished as required.
- Coordinating with C19 Officer for needed supplies for cleaning, disinfecting, and personal hygiene products.

COVID-19 SCREENING AND ASSESSMENT PROTOCOLS

Truline uses the following COVID-19 screening and assessment protocols. The C19 Compliance Officer is tasked with communicating these protocols clearly to all employees, visitors, and subcontractors prior to their implementation.

- All personnel who request entry to a Truline work site must [register with the Truline COVID-19 Portal](#) and attend the COVID-19 Virtual Orientation prior to arriving at the work site. Inspectors and other personnel affiliated with the NYC Department of Buildings are exempt from this requirement.
- Any person refusing screening will be denied access to the work site.
- All sub-contractors will be notified by email of the registration, orientation, and screening requirements for their workers. Subcontractors are responsible for ensuring that their workers comply with all Truline COVID-19 policies and procedures.
- Daily Virtual Screening for COVID-19 is required of all workers and visitors and is completed using the [Truline Virtual Screening System](#). The Virtual Screening determines whether the worker or visitor has:
 - Experienced any symptoms of COVID-19 in the past 14 days.
 - Tested positive for COVID-19 in the past 14 days
 - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19
 - IF the person has been EXPOSED to COVID-19:
 - Have they tested positive within the last 90 days and recovered?ⁱ
 - Have they received both doses of the vaccine within the past 90 days?ⁱⁱ
 - Are they experiencing COVID-19 symptoms?
- The Daily Virtual Screening must be completed no more than three (3) hours prior to arriving at the work site to ensure the answers accurately reflect the person's current condition/situation.
- The screening is conducted from the employee/worker's own computer/phone/tablet. No person is asked to verbally provide answers to the COVID-19 screening questions or to show or otherwise divulge their responses to any Truline employee.

- The responses are assessed by the Screening System to determine the Entry Status of the person being screened. If the responses indicate that the person:
 - Has not had COVID-19 symptoms in the last 14 days
 - Has not tested positive for COVID-19 in the last 14 days
 - Has not been in close contact for the last 14 days with anyone who has had symptoms or tested positive for COVID-19
 - OR the person HAS been EXPOSED to COVID-19 AND:
 - Has tested positive in the last 90 days and recovered OR
 - Has received both doses of the vaccine within the last 90 days AND
 - Is not experiencing COVID-19 symptoms

The Entry Status is set to "TRUE" and the underlying answers to the health-related questions are permanently destroyed in order to protect the screened person's privacy. The person is added to the Entry List for the day and may proceed to the work site to check in.

If the person has been EXPOSED to COVID and has tested positive in the last 90 days and recovered, they MUST provide proof of both the last positive and negative tests to confirm they fall within the safe limits for entry to the job site.

If the person has been EXPOSED to COVID and had received both doses of the vaccine within the last 90 days, proof must be provided of vaccination to confirm they fall within the safe limits for entry to the job site.

- If the person being screened responds in the affirmative to one or more of the screening questions, indicating they have or have had COVID-19 symptoms and/or a positive test and/or potential exposure to COVID-19 AND they have NOT received both doses of the vaccine within the last 90 days, Entry Status is set to FALSE and the underlying answers to the health-related questions are permanently destroyed in order to protect the screened person's privacy. The screened person may not enter the work site and is not added to the Entry List for the day, ensuring that no Truline employee is aware of the person's health status.

A private email is sent to the person providing them with COVID-19 testing information and resources. A private email is also sent by the Virtual Screening System to the C19 Officer indicating the reason for not allowing the person to enter the work site so that the C19 Officer can take any necessary actions, including contacting the NYC Department of Health and/or the NYC Test and Trace Corps if required.

- Any person on the work site who is determined by the Work Site Supervisor to have any COVID-19 symptoms will be sent home and asked to contact their health care provider or NYC311 for medical assessment and COVID-19 testing. The Work Site Supervisor will notify the C19 Officer if any person is sent home for this reason.

The person may not return to the work site without a Doctor's note confirming it is safe for the person to return to work. The reason for sending the person home will not be disclosed by any Truline employee to any person other than the C19 Officer.

- Any person who voluntarily leaves the work site because they feel unwell must notify the Truline C19 Officer of any COVID-19 symptoms they may be experiencing and may not return to the work site without a Doctor's note confirming it is safe for the person to return to work. The reason for the person's absence will not be disclosed by any Truline employee to any other person.
- Employees, workers, or visitors who are alerted that they have come into close or proximate contact with a person with COVID-19 outside the work site, and have been alerted via tracing, tracking or other mechanism, are required to self-report their status to their employer and to the Truline C19 Officer at the time of alert and will not be permitted to remain or return to the work site.

The worker or visitor may only return to the work site with a Doctor's note confirming it is safe for the person to return to work. The reason for the person's absence will not be disclosed by any Truline employee to any person other than the C19 Officer.

- The NYC Department of Health may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- Personnel on the work site may not discuss the health situation of any other person on the work site. It is a violation of the NYC Human Rights Law to harass or discriminate against a worker or employee because of a medical condition, such as COVID-19.

PHYSICAL (SOCIAL) DISTANCING

[Per guidelines issued by the State of New York](#), any work occurring indoors (e.g. construction within an existing building), no more than 1 worker per 250 square feet is allowed. See job specific guidelines for maximum workers allowed on specific work sites. Occupancy limits excludes supervisors. A distance of at least six feet must be maintained among workers at all times, unless safety of the core activity requires a shorter distance (e.g. dry walling, glazing, lifting). Any time

workers must come within six feet of another person, acceptable face coverings must be worn. Workers must be prepared to don a face covering if another person unexpectedly comes within six feet.

The workforce is required to practice physical (social) distancing by limiting person-to-person contact within six feet (Six-Foot Rule). All employees will follow the Six-Foot Rule at the workplace, whether indoors or outdoors. Where a risk assessment identifies work where the Six-Foot Rule cannot be maintained, additional safety precautions are required to manage the risk.

The following physical distancing guidelines apply to all Truline work sites:

- Non-essential visitors are prohibited from all work sites.
- When working in occupied buildings, every effort will be made to reduce or eliminate contact between construction workers and personnel working in the occupied portions of the building.
- Designated areas for pickups and deliveries will be established, limiting contact to the extent possible. Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands using hand sanitizer with at least 60% alcohol content before unloading goods and materials.
- On-site interactions between all personnel should be limited insofar as possible.
- Face-to-face meetings are limited to 10 people or less. As much as possible, meetings between office staff will be conducted via conference call or other virtual meeting tools. Meetings at the work site or requiring in-person discussion will be held outdoors if possible and will follow the Six-Foot Rule. Meetings will be held in open, well-ventilated spaces and it will be ensured that individuals maintain six feet of social distance between one another (e.g. if there are chairs, leave space between chairs, have employees sit in alternating chairs).
- Requirements for personnel working within six feet of each other:
 - No worker has symptoms of COVID-19.
 - The close contact work cannot be avoided.
 - Appropriate PPE use to include face covering
 - Hand washing/sanitizing before and after working in shared space
- All high-contact surfaces will be cleaned/disinfected before and after working in a shared space
- The number of work areas, seating areas, and any other areas that encourage congregation,

will be modified or restricted, so that personnel are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing work areas without appropriate cleaning and disinfection between use.

When distancing is not feasible between work areas, the use of face coverings or physical barriers (e.g. plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation) will be required. If needed, physical barriers will be put in place in accordance with OSHA guidelines. Physical barrier options may include: strip curtains, plexiglass or similar materials, or other impermeable dividers or partitions.

- The use of tightly confined spaces (e.g. elevators, hoists, vehicles) by more than one individual at a time, unless all employees in such space at the same time are wearing acceptable face coverings, is prohibited. However, even with face coverings in use, occupancy will never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant. Measures to prevent congregation in elevator waiting areas and limit density in elevators, such as enabling the use of stairs, will be taken.
- Measures will be put in place to reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces. Signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate will be implemented.
- Signs will be posted throughout the site, including those consistent with NYC Department of Health and CDC guidelines. The following signage will be present on all Truline work sites; additional customized signage will be used to mark entries, exits, or to post other work site specific information.
 - [NYC Stop The Spread](#)
 - [Prevent the Spread of Germs](#)
 - [Protect Yourself from COVID-19](#)
 - [Maintain your Social Distance](#)
 - [Wash Your Hands \(Espanol\)](#)
 - [Cleaning and Disinfecting Your Facility](#)
 - [NYS: Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)
 - [Make a Plan to Clean and Disinfect](#)
 - [Disinfectant Use \(One Pager\)](#)
 - [Types of Masks](#)
 - [Cloth Face Coverings](#)
 - [How to Wear a Mask](#)

- [Donning and Doffing PPE](#)
 - [Wearing and Removing Gloves](#)
 - [Contact Tracing \(Answer the Phone!\) \(Espanol\)](#)
 - [Download This Safety Plan](#)
-
- Schedules will be staggered where possible for employees to observe social distancing (i.e., six feet of space) for any gathering (e.g. coffee breaks, meals, and shift starts/stops).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FACE COVERINGS

As required by [New York State and Governor's orders](#), Truline will enforce a policy of mandatory face covering when social distancing is not possible. Appropriate face coverings include but are not limited to, disposable/surgical masks, cloth facial coverings that cover both nose and mouth, face shields, and respirator masks including N95 and KN95 masks. An adequate supply of face coverings, masks, and gloves will be on hand in the event an employee needs a replacement, or a visitor is in need.

All appropriate and required PPE, including face coverings, are provided by Truline to all Truline employees at no cost to the employee. All subcontractors are required to provide appropriate PPE to their workers at no cost to the workers, to train them in the correct donning, doffing and disposal of PPE to avoid infectious disease transmission, and to familiarize themselves with all work site-related PPE guidelines. The Truline face-covering policy is considered the minimum requirement for all persons present on the jobsite; subcontractors may enforce a more stringent policy than Truline requires at their discretion.

Face coverings must be cleaned or replaced after use and may not be shared. Dedicated receptacles for PPE disposal will be provided on the work site. Truline employees will be provided with washable/reusable face coverings that they may take home and wash for reuse. Note that cloth face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that impose a higher degree of protection for face covering requirements. For example, if N95 respirators are traditionally required for specific construction activities, a cloth or homemade mask would not suffice. OSHA standards for such safety equipment must be adhered to.

Truline employees are allowed to provide and use their own acceptable face coverings as long as they meet the minimum standards required by this policy; this guidance shall not prevent employees from wearing their personally owned protective coverings. A face covering with an exhalation valve is prohibited from all Truline work sites as it allows unfiltered exhaled air to escape to others.

Truline will make N95/KN95 respirators available for voluntary use by Truline employees. Because the respirator itself can become a hazard to the worker if used improperly or not kept clean, the [employee must sign a waiver indicating voluntary use of the respirator](#). The waiver informs the employee of certain precautions to be followed to ensure that the respirator itself does not present a hazard. [Videos provided by OSHA in both English and Spanish](#) outline the requirements for voluntary use of respirators, as outlined on the waiver.

OTHER PROTECTIVE EQUIPMENT

Measures will be put in place to limit the sharing of objects, such as tools, machinery, materials, and vehicles, as well as the touching of shared surfaces, such as railings. Truline recommends the use of disposable gloves when in contact with shared objects or frequently touched surfaces. Gloves should be properly disposed of after contact with potentially infectious surfaces. Disposable gloves should not be worn in place of washing hands nor should they be worn in place of work gloves when required. If workers choose not to wear disposable gloves, workers are required to sanitize or wash their hands per CDC guidance before and after contact with shared objects, either by hand-washing with soap or the use of hand sanitizer.

Additional protective equipment such as clothing covers, face-shields or goggles, provided by the subcontractor to their workers or provided by the worker for personal use, are permissible on the work site as long as the use of said equipment does not interfere with performing work in a safe manner.

Face coverings and disposable gloves are not to be considered a substitute for tool and task-specific required PPE such as work gloves. Use of PPE required by regulatory standards is not affected by this program. Compliance with all applicable OSHA standards is required.

PPE-related work site posters:

- [Types of Masks](#)
- [Cloth Face Coverings](#)
- [How to Wear a Mask](#)
- [Donning and Doffing PPE](#)
- [Wearing and Removing Gloves](#)

WORKER HYGIENE POLICY

Good hygiene and infection control practices are followed according to CDC guidelines, as a minimum. Workers are required to wash hands frequently with soap and water for at least 20 seconds or use hand sanitizer with a minimum of 60% alcohol when soap and water are not available. Workers are responsible for following all worker hygiene policies, with the following handwashing practices promoted and encouraged by work site supervisors:

- After coughing or sneezing
- Before and after eating
- Before and after being on public transport if you must use it
- Before and after being in a crowd (especially an indoor crowd)
- When you arrive and leave buildings including your home or anyone else's home
- Before having a cigarette or vaping
- After contact with high-touch surfaces including shared tools

Temporary handwashing stations are supplied by Truline when there is no ready access to an indoor bathroom or washing facilities at a work site. Hand sanitizing stations with 60% alcohol hand sanitizer will be placed throughout the work site. Garbage cans are supplied next to handwashing stations and toilets for disposal of tissues/towels. Hand hygiene stations will be provided at entrance and exit from worksite, near portable restrooms (as applicable), and in other locations as determined by Work Site Supervisor and maintained as follows:

- **For handwashing:** Soap, running water, and disposable paper towels.
- **For sanitizer:** Alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.

Worker Hygiene work site posters:

- [NYC Stop The Spread](#)
- [Prevent the Spread of Germs](#)
- [Protect Yourself from COVID-19](#)

- [Maintain your Social Distance](#)
- [Wash Your Hands \(Espanol\)](#)

Workers are encouraged to bring their own food and beverages to the work site. Food and beverages may not be shared and must be consumed in a manner that abides by the Physical (Social) Distancing guidelines. Workers may not congregate inside or outside the work site during breaks or lunch.

Workers are encouraged to clean and disinfect their personal equipment, such as hard hats daily.

WORKPLACE SANITATION

Truline follows a regimen of frequent cleaning and disinfection of high-touch surfaces, including but not limited to toilets, machinery, tools, PPE, handles, touch screens, doors, door knobs, railings, laptops, and furniture. EPA-approved cleaning disinfectants are used. Disinfectants are allowed to saturate surfaces for a minimum time of one minute in order to adequately disinfect them.

Regular cleaning and disinfecting of all common and meeting areas occurs at least once, and preferably twice a day. Regular cleaning and disinfecting of portable restrooms will be conducted every two hours. All cleaning and disinfection will be logged. For work sites located in office buildings or other facilities that provide restrooms, Truline shall not be responsible for the cleanliness of the facilities beyond bringing unacceptable conditions to the attention of building management.

The Work Site Supervisor ensures there is a schedule for cleaning, sanitizing and stocking of all restroom facilities, porta-potties, hand sanitizing, and handwashing stations and that these cleanings/re-stockings are logged. In addition, workers are responsible for cleaning and disinfecting all machines, tools or vehicles before and after use.

Workplace Sanitation work site posters:

- [Cleaning and Disinfecting Your Facility](#)
- [NYS: Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)
- [Make a Plan to Clean and Disinfect](#)
- [Disinfectant Use \(One Pager\)](#)

GUIDELINES FOR PERFORMING SANITATION AND DISINFECTING

Per the CDC, Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will also reduce the time the virus survives on surfaces and objects. Doors and windows will be opened where possible to help reduce any virus present in the air or on surfaces.

Normal routine cleaning with soap and water removes germs and dirt from surfaces and lowers the risk of spreading COVID-19 infection. Disinfectants kill germs on surfaces and reduce the risk of spreading infection even further.

Indoor cleaning will be focused on “high-touch” surfaces and objects such as door handles, railings, and light switches, as well as any restroom facilities managed by Truline. “High-touch” surfaces will vary by work site as well as by the stage of the project.

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. Truline will maintain existing cleaning and hygiene practices for outdoor areas. There will be targeted use of disinfectants on outdoor hard surfaces and objects frequently touched by multiple people.

Truline will follow a regime of cleaning and disinfecting that includes:

- An [EPA-approved disinfectant](#) will be used for daily cleaning. Where an EPA-approved disinfectant is not available or practical, a solution of 1/3 cup of bleach added to 1 gallon of water, or a 70% alcohol solution will be used instead, per [CDC ReOpening America Guidelines](#).
- Per the [CDC Guidance for Cleaning & Disinfecting](#), areas unoccupied for 7 or more days need only routine cleaning. Outdoor areas such as sidewalks do not require disinfection.
- Cleaners must wear PPE during all cleaning activities. This will include a face covering, disposable gloves, and eye protection. Cleaners will be trained on safe donning, doffing and disposal of PPE to avoid infectious disease transmission
- Dirty surfaces must be cleaned using a detergent or soap and water prior to disinfection. Follow all disinfection procedures as outlined in [NYS: Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) and [Disinfectant Use \(One Pager\)](#)

- Cleaners must wash their hands per CDC guidelines` immediately after PPE is removed.

IF PERSONNEL BECOME SYMPTOMATIC DURING THE WORKDAY

Any person who shows [symptoms consistent with COVID-19, per the CDC](#):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

will be treated as a suspected COVID-19 case. Work Site Supervisors are to immediately contact the C19 Officer for any suspected COVID-19 cases present on the work site.

Personnel who become sick during the day will immediately be separated from other employees and asked to leave the work site. The sick person will be advised to contact their healthcare provider or to call NYC 311 in order to determine next steps for being tested and/or treated for their symptoms. The NYC Department of Health will be advised of the situation and Truline will take appropriate mitigation steps per the advice of the Department of Health.

The work site will not be closed unless such closure is recommended by the NYC Department of Health. The areas used by the person who is sick will be closed until they are appropriately cleaned per [CDC Guidance for "Cleaning Spaces with Suspected/Confirmed Cases"](#) If possible, outside doors and windows will be opened and ventilating fans will be used to increase air circulation in the area occupied by the unwell person as well as throughout the work site.

The C19 Officer will determine if any persons on the work site have had close contact with the sick person and contact them to inform them that they may have been exposed to COVID-19. The source of the potential exposure will not be disclosed to the close contacts. The exposed person(s) will not be allowed to enter the work site until they have been tested for COVID-19 and provided a Doctor's note to the Truline C19 officer stating that they may safely return to work.

CLEANING SPACES WITH SUSPECTED/CONFIRMED CASES

The CDC recommends that cleaning an area with disinfectant after a suspected COVID-19 case has left will reduce the risk of passing the infection on to other people. The following guidelines will be followed for cleaning spaces where a suspected/confirmed case of COVID-19 was present and the cleaning is to be performed by Truline:

- Where possible, Truline will wait a minimum of 24 hours before cleaning and disinfecting the closed areas to minimize potential of other persons being exposed to respiratory droplets. If waiting 24 hours is not feasible, Truline will wait as long as possible prior to cleaning and disinfecting.
- All items and surfaces that the employee has had contact with will be cleaned and disinfected following the cleaning procedures outlined in this document and the [CDC Guidance for "Cleaning Spaces with Suspected/Confirmed Cases"](#)
- PPE procedures for routine cleaning will be followed with the addition of safety glasses or face shield. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), additional clothing protection such as a Tyvek suit will be provided to the cleaner.
- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
 - Objects which are visibly contaminated with body fluids
 - All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Disposable cloths or paper towels and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and other items that have been touched by the symptomatic person. Care will be taken to avoid creating splashes and spray when cleaning.

- All PPE and disposable cleaning products used for cleaning in an area with suspected/confirmed cases will be double-bagged, stored securely for 72 hours, then thrown away in the regular garbage.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.
- In the event that Truline personnel are not comfortable cleaning an area where a suspected/confirmed COVID-19 case has been present, the cleaning will be performed by a professional environmental services company.
- All subcontractors will be notified by email that the contaminated area has been cleaned and that work in that area may resume.

OSHA RECORDABLE ILLNESS REQUIREMENTS

If an employee or worker tests positive for COVID-19 and they have been on the work site on any of the 14 days prior to being tested, they are REQUIRED to notify the Truline Construction C19 Officer. The C19 Officer is required by OSHA to investigate the case as it relates to the Truline work site by asking the following questions:

1. How does the worker believe they contracted COVID-19?
2. While respecting worker privacy, discuss with the worker about work and out-of-work activities that may have led to the COVID-19 illness
3. Review the work environment for potential COVID-19 exposure, especially as it may relate to one or more other instances of COVID-19 in the workplace. The following criteria will be used by OSHA to determine if the worker's COVID-19 infection is related to the work environment:
 - COVID-19 illnesses are likely work-related when several cases develop among workers who work closely together and there is no alternative explanation.
 - A worker's COVID-19 illness is likely work-related if it is contracted shortly after lengthy, close exposure to a particular client or coworker who has a confirmed case of COVID-19 and there is no alternative explanation.

- A worker's COVID-19 illness is likely work-related if his job duties include having frequent, close exposure to the general public in a locality with ongoing community transmission and there is no alternative explanation.
- An worker's COVID-19 illness is likely not work-related if they are the only worker to contract COVID-19 in their vicinity and their job duties do not include having frequent contact with the general public, regardless of the rate of community spread.
- An worker's COVID-19 illness is likely not work-related if they, outside the workplace, closely and frequently associates with someone (e.g., a family member, significant other, or close friend) who (1) has COVID-19; (2) is not a coworker, and (3) exposes the employee during the period in which the individual is likely infectious.

If, after the reasonable and good faith inquiry described above, Truline cannot determine whether it is more likely than not that exposure in the workplace played a causal role with respect to a particular case of COVID-19, Truline will not record that COVID-19 illness on the OSHA Form 300. It is important as a matter of worker health and safety, as well as public health, for Truline to examine COVID-19 cases among workers and respond appropriately to protect workers, regardless of whether a case is ultimately determined to be work-related.

If the case is determined to be OSHA-recordable, it will be recorded as a respiratory illness on OSHA Form 300.

Please see ["Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 \(COVID-19\)"](#) for more information on determining whether a COVID-19 case in the workplace is considered a 'recordable incident'.

CONTACT TRACING

Contract tracing will be delegated to the [NYC Test and Trace Corps](#). If a person is confirmed positive for COVID-19, the C19 Officer will reference the COVID-positive person's work site schedule using the Work Site Entry Logs to help determine who the person may have come in contact with and potentially exposed to COVID-19. The C19 Officer will contact the NYC Test and Trace Corps to report the COVID-19 positive case and will provide daily logs for all workers on the work site during the relevant time period.

RETURN TO WORK

Any person either being a suspected or confirmed case of COVID-19 or having a known "close contact" with a confirmed or suspected case of COVID-19, may not return to the work site until the person has provided a [doctor's note confirming that they may return safely to the work site](#). The note will be submitted to the Truline COVID-19 Officer using the Return to Work Online form that will be emailed to them by the Truline Virtual Screening System.

COVID-19 TRAINING FOR TRULINE EMPLOYEES

All Truline employees have received training regarding these policies and procedures. Training includes the signs and symptoms of COVID-19, how to prevent exposure and transmission of COVID-19, the reasons for staying home from work when sick, and how to use COVID-19 safety supplies and PPE. All Truline management and Work Site Supervisors have completed the Truline COVID-19 Virtual Orientation and have attended the following 2-Hour COVID-19 Construction Remote Training Course: <https://www.site-safety.com/course/2-hour-covid-19-construction-training-remote/>

ORIENTATION FOR ALL WORK SITE PERSONNEL

All workers must attend a work site COVID-19 Virtual Orientation prior to the first day of work. The Virtual Orientation is completed online and is available in both English and Spanish. The Virtual Orientation covers all general Truline COVID-19 policies and procedures that are applicable on every Truline work site, including daily screening policies, physical (social) distancing requirements, PPE requirements, worker hygiene, work site sanitation, and Truline's policies regarding persons with suspected or confirmed COVID-19 symptoms on the work site.

Additionally, each work site will have site-specific guidelines including designated entries/exits, direction of movement through the job site, and other information pertinent to navigating the work site safely. Because many of our work sites are located in office buildings, we must coordinate with the building owner to determine the site-specific requirements for each project. Workers will be notified of the site-specific details as soon as they are known and sent email reminders regarding the site specifics each day upon completion of their daily screening.

Truline Work Site Supervisors will conduct regular ToolBox Talks to remind employees and workers of our COVID-19 policies and procedures, as well as any site-specific policies that must be followed. Examples of hand-outs to be used during these Talks:

- [Signs and Symptoms of COVID-19](#)
- [ARBTA COVID-19 Toolbox Talk](#)
- [Handwashing](#)
- [Cleaning Tools to Prevent the Spread of COVID-19 \(Español\)](#)

COMMUNICATION PROTOCOLS

Communication with persons on the work site will consist of:

- Signage communicating COVID-19 safety procedures and protocols as prescribed by New York City, New York State, OSHA, CDC, NYC Department of Health and other local, state, and federal agencies
- Signage providing a download link for the Truline COVID-19 Work Safety Plan, available here: <https://truline.box.com/v/Truline-COVID19-Safety-Plan> along with contact information for the Truline COVID-19 Officer
- Signage for any site-specific information including max occupancy for the work site
- Mandatory Virtual (Online) Orientation for all employees, workers, and visitors to communicate Truline's specific work site COVID-19 policies and procedures
- Site-specific orientations conducted by the Work Site Supervisor to communicate any work-site specific COVID-19 policies as well as to communicate reminders of all COVID-19 work site safety procedures and protocols
- All persons who have completed the Virtual Orientation may receive occasional email communications from covid19@trulinecm.com or mraulston@trulinecm.com to advise them of any major changes or updates to the Truline Work Site Safety Plan.

- Any person who has been identified as a suspected COVID-19 case will receive email communication and/or a phone call from the Truline COVID-19 Officer regarding their next steps in order to return to the work site. All responses are confidential and are not viewed, shared, or otherwise disseminated to any other Truline employee. Responses may be shared by the COVID-19 Officer with the NYC Department of Health and/or the NYC Test and Trace Corps on their request.
- Any person who has been identified as a confirmed positive COVID-19 case will receive a phone call from the Truline COVID-19 Officer to conduct the OSHA Recordable Illness Interview. All responses are confidential and are not viewed, shared, or otherwise disseminated to any other Truline employee. Their status, along with all potential 'close contacts' who worked near the person confirmed positive will be shared by the COVID-19 Officer with the NYC Department of Health and/or the NYC Test and Trace Corp on their request.
- Truline makes every effort to protect the privacy and confidentiality of our employees, workers and visitors. Discussion of any person's health status is prohibited by any employee, worker, or visitor to any Truline work site. Where discussions must take place regarding an individual's health – for example, if a worker begins to show COVID-19 symptoms while on the work site, every precaution will be taken to ensure that the discussion is private and confidential.
- Any questions or concerns regarding Truline's COVID-19 policies should be directed to the COVID-19 Officer: Melissa Raulston, mraulston@trulinecm.com Please include a call-back number in your email.

PRIVACY

Truline makes every effort to protect the privacy and confidentiality of all employees, workers, and visitors to Truline work sites.

- The answers you provide during the Virtual Online Screening are destroyed within an hour of provision unless there is a technical issue that delays the destruction of the data or causes the data to be destroyed manually by the COVID-19 Officer. In no case are the data stored for more than 24 hours.
- If you fail the Virtual Online Screening, the COVID-19 Officer is notified via email prior to the destruction of your responses of the reasons for the failed screening. The COVID-19 Officer will use these responses for several purposes:
 1. To determine if you are self-reporting that you are COVID-19 positive and to take the next steps, including contacting the NYC Department of Health and the NYC Test and Trace Corps.
 2. To determine if you are reporting that you have symptoms of COVID-19 or have been in close contact with any persons who have COVID-19 and to contact you to inform you of the next steps you must take to return to the work site.
- Work Site Supervisors and any persons responsible for the work site check-in process do not have access to the Virtual Online Screening forms, nor can they see the underlying health-related data of any person completing the Virtual Online Screening.
 - The check-in process is designed such that only persons who have passed the screening are displayed in the check-in list. If you have failed the screening for any reason or are quarantined due to a suspected or confirmed case of COVID-19, you are not listed in the check-in list and Truline's employees have no knowledge of your screening status.

- Strong security measures are in place for the Truline COVID-19 portal, including:
 1. URL-based access control that prohibits visitors, workers, or employees from accessing pages and information not necessary to the performance of their duties.
 2. Roles-based and permissions-based access control that prohibits visitors, workers, or employees from accessing pages and information not necessary to the performance of their duties.
 3. Database access controls which prohibit access to all underlying data by anyone other than the COVID-19 officer.
 4. All visits to the Portal are logged and time-stamped at log-in.
 5. The use of SSL throughout the Portal system to ensure all data are encrypted when submitted.
 6. The Portal is securely hosted on servers secured and maintained by Google. Additional security measures to protect both the website and database from intrusion are provided by the hosting service.
 7. No data are printed or stored on paper in any Truline office or work site.

WELL-BEING RESOURCES

We support well-being and resilience for our employees and for all personnel on our work sites by providing information to address potential health impacts of COVID-19:

- Physical, Mental, Emotional and Financial Well-Being: [COVID-19 Financial Impact Resources for Individuals and Families](#)
- COVID-19: Coping and Emotional Well-Being: <https://www1.nyc.gov/site/doh/covid/covid-19-mental-health.page>
- New Yorkers can call the COVID-19 Emotional Support Hotline at 1(844)863-9314 for mental health counseling.
- [Information and Tips for High Risk Groups](#)
- Phone-a-Clinician: New Yorkers who have symptoms or questions about Coronavirus (COVID-19) can call 1(844)NYC-4NYC to connect to a medical provider free of charge seven days a week from 9 am - 9 pm.

IF YOU ARE CONCERNED YOU HAVE OR HAVE BEEN EXPOSED TO COVID-19

- If you are concerned that you have, or have been exposed to COVID-19, **DO NOT GO TO WORK**. Do not take public transportation or visit public areas. Isolate yourself from others and get tested as soon as possible.
- Do not visit an Emergency Room unless you are experiencing a health emergency. The following symptoms are considered a health emergency and require immediate attention by calling 911:
 - Trouble breathing
 - Persistent pain or pressure in the chest or abdomen
 - New confusion or inability to stay awake
 - Blue lips or face
 - Difficulty speaking
 - Sudden face drooping
 - Numbness in the face, arm, or leg
 - Seizure
 - Any sudden and severe pain
 - Uncontrolled bleeding
 - Severe or persistent vomiting or diarrhea

Testing is available throughout the five boroughs:

- Community testing sites operated by NYC Health + Hospitals offer free and convenient testing on a walk-in basis, with no appointment necessary:
<https://www.nychealthandhospitals.org/covid-19-testing-sites/>
- Contact the NYC Department of Health Hotline: 888-364-3065
- CityMD offers testing at all of its New York City sites on a walk-in basis, seven days per week. Visit <https://www.citymd.com/news/covid-19-testing-update> for locations and hours throughout the five boroughs.
- To find a testing site near you visit <https://www1.nyc.gov/site/coronavirus/resources/covid-testing.page>
- For additional COVID-19-related resources, visit the [NYC COVID-19 Citywide Information Portal](#)

I **When to Quarantine** - Center for Disease Control, Updated February 11, 2021
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

IIII **Interim Clinical Considerations for Use of mRNA COVID-19 Vaccines Currently Authorized in the United States** – Center for Disease Control, Updated February 10, 2021 <https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html>