

**Korotkin Associates, Inc. 21 Patterson St., San Francisco CA, 94124**  
**415-282-6806**  
**COVID-19 Health and Safety Plan (HASP)**

Employees shall follow the following guidelines to protect from COVID-19.

- A. Ensure sanitation and hygiene.
  - 1. Employees shall wash hands with soap and water for at least 20 seconds whenever possible. When soap and water are not possible, employees will use hand sanitizer with at least 70% alcohol or wipes approved to kill COVID-19 as listed by the Center for Disease Control ([cdc.gov](https://www.cdc.gov)). Employees shall wash with soap and water for at least 20 seconds/ sanitize at the following times:
    - a. Upon getting to work
    - b. After taking off gloves
    - c. Before eating
    - d. Before touching face
    - e. Upon leaving work
  - 2. Avoid touching face
  - 3. Long hair is to be tied back
  - 4. Sanitize surfaces before touching, and at end of shift, using a bleach dilution of 1/3 cup per gallon as a spray or using a saturated but not dripping cloth. Prepare and keep spray bottle with bleach solution in the vehicle and in the shop. Avoid getting on clothes or surfaces where it can discolor the object. Always wear gloves when using bleach.
  - 5. Sanitize surfaces of:
    - a. Tools
    - b. Vehicle
    - c. Surfaces in shop, including doorknobs, light switches, handrails
- B. Social Distancing
  - 1. Maintain minimum 6' distance from all persons at all times.
  - 2. Cone work area to separate from pedestrians and maintain 6' distance from all persons.
  - 3. Stay home if displaying symptoms of COVID-19.
- C. Personal Protective Equipment
  - 1. Gloves to be worn at all beginning, performing, and exiting the workday. Wear a fresh pair of gloves each time after removal. Do not touch personal items, such as cell phone, with gloves. If personal items are touched, disinfect after.
  - 2. Do not touch face with gloves.
  - 3. Wear mask or bandana at all times. When taking off mask, grab side straps and do not touch face.
  - 4. Wear safety glasses at all times.
- D. Separate sets of supplies
  - 1. Each employee shall operate their own vehicle, which they must disinfect.
  - 2. Each employee shall have their own set of tools, which they must disinfect.
  - 3. Each employee shall have designated PPE that is not to be shared, which they must disinfect.
  - 4. Each employee shall have own water bottle, rather than shared water cooler.
  - 5. Each employee shall have own writing utensils.
  - 6. Designated employee shall exclusively handle field notebook.
- E. After work
  - 1. Upon arriving home
    - a. Remove boots/shoes and leave by door
    - b. Remove all clothes and place in designated laundry bag or washing machine. Launder using warmest possible setting appropriate to material.
    - c. Wash hands and disinfect anything touched upon entering home.
    - d. Shower immediately and wash hair, warm water is adequate, doesn't have to be hot.

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**Social Distancing and PPE**

Employees are to remain 6' apart at all times from any person. This is especially important because sometimes people who have COVID-19 display no symptoms. In addition, PPE including gloves, masks/ bandana, and safety glasses are to be worn at all times. There are no tasks servicing this task order that require workers to come within 6' of each other.

However, if there is an emergency that requires employees to come within 6' of each other, PPE must be kept on and sanitization procedures followed.

**Communication of COVID-19 Workplace Safe Practices**

- This notice will be displayed at the entrance to the workplace, above the sink, above the workers mailboxes, and in each vehicle. Signs will be placed throughout the workplace, reminding workers to wash their hands and to socially distance, stay 6' apart from one another.
- Contractor shall fully inform onsite personnel of this notice and any modifications, changes, and required actions prior to conducting any additional work activities.
- The Site Safety Representative is responsible for implementing this plan.
- Daily Tailgate meetings regarding this information will be held online using Zoom or communicated via email.

**Respiratory Etiquette**

Cover coughs and sneezes with tissue, handkerchief, elbow or shoulder. Sanitize hands after coughing or sneezing. Have designated trash receptacle for tissues, etc. that may have body fluids present.

**Symptoms of COVID-19**

Symptoms include fever, cough, difficulty breathing, tiredness, extreme nausea. Do not come into work if displaying any of these symptoms.

**Screening**

The SSR will visually screen people as they come to the jobsite, asking how they feel.

**Procedure if worker becomes sick on site**

Should a worker begin displaying symptoms or become sick on site, they are to isolate. They should immediately return to their designated vehicle with their belongings and contact their medical provider to determine what the next steps are. If allowed by physician, the sick worker is to park their designated work vehicle outside the shop, so as not to enter the premises and drive their personal vehicle to seek medical help.

**Sick employees are to stay home**

Since different people experience different symptoms, it is important that workers stay home when displaying any kind of illness. Staying home is encouraged; the employer may not take punitive action.