

HAMEL | COVID-19 OPERATION PLAN



Update: November 2020

This plan guides Hamel employees through a widespread outbreak of illness or disease in order to maintain the continuity of our business and remain a viable entity during a potential crisis. The elements of this plan will help to minimize the impact of this pandemic on the company and provide guidance for a safe workplace for all our employees and subcontractors. This plan temporarily replaces normal operations as enacted by Hamel. This pandemic operation plan is meant to supplement normal operations and/or other specialized planning required for operations during a pandemic that has affected the normal operations and construction practices.

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I. Background

COMPANY – Founded in 1988, Hamel has earned a reputation for excellence in multifamily construction and renovation having completed and delivered over 35,000 units of workforce, affordable, market-rate, adaptive reuse, senior living, historic, and mixed-use housing, including over 6,000 resident-in-place renovations. With offices in Elkridge, Maryland, and Washington, DC, Hamel's diverse team is comprised of over 150 employees. Hamel's personnel run and operate on average 20 to 25 construction projects concurrently in the Maryland, Virginia, and District of Columbia region.

COVID-19 – Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease was first identified in December 2019, and has since spread globally, resulting in the ongoing 2019–20 coronavirus pandemic.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

On March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization. The United States declared the COVID-19 pandemic a National Emergency on March 13, 2020.

While the National Emergency remains in place as of the most recent update to this plan (November 2020), the region has started to reopen.

II. Safe Work

At Hamel, Safety is the top priority for all our workers and subcontractors across our projects. This is particularly critical during the current pandemic as the construction industry is fortunate to be an essential business. This plan follows and adopts available guidelines from the U.S. Center for Disease Control and Prevention ("CDC") and the Occupational Safety and Health Administration ("OSHA") guidance on COVID-19.

III. COVID-19 Response Team

Hamel has established a COVID-19 Response Team to oversee the response, to ensure business continuity, to anticipate impacts to projects and operations, and to assist with developing strategies to minimize the effects of the pandemic.

The COVID-19 Response Team is comprised of the following:

Phil Gibbs	Tom Wahl
John Hamel	Michael Mueller
Beth Dodson	Tim Bowes
Oscar Macció	Rochelle Brimmer
Steve Thompson	

IV. Responsibilities

A. Responsibilities of Managers and Supervisors

All managers and supervisors must:

1. Be familiar with this plan and be ready to answer questions from employees.
2. Always set a good example by following this plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus.
3. Encourage the same behavior from all employees.
4. Evaluate and implement project-specific COVID-19 steps as agreed to and developed with clients, management companies, etc.
5. Ensure site practices are followed.
6. Promptly report issues to the COVID-19 Response Team.
7. Immediately report to Human Resources any COVID-19 related personnel issues.

B. Responsibilities of Employees and Workers

Hamel asks every employee to help with prevention efforts while at work. In order to minimize the spread of COVID-19 at offices and jobsites, everyone (employees and all workers alike) must be vigilant of their surroundings and take personal responsibility. As set forth below, Hamel has instituted various housekeeping, social distancing, and other best practices at our jobsites. These are to be followed by all workers, visitors, and guests.

Everyone's health and well-being are of utmost importance. If someone is sick, feeling sick, caring for someone who is sick, or has been in direct and close contact with someone who is sick, we urge you to stay home, notify your supervisor and follow the recommendations of the CDC and health professionals. If anyone is concerned with the health of themselves or others, we recommend that they refer to the CDC Risk Assessment tools, the CDC Apple COVID-19 Screening App, or their supervisor for guidance.

1. The CDC has provided guidelines which are summarized below for workers, regardless of exposure risk:
 - a. CDC defines close contact as 1) You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more; 2) You provided care at home to someone who is sick with COVID-19; 3) You had direct physical contact with the person (hugged or kissed them); 4) You shared eating or drinking utensils; and 5) They sneezed, coughed, or somehow got respiratory droplets on you.
 - b. Stay home when needed. If you have or think you have symptoms or have tested positive for COVID-19, stay home and find out what to do if you are sick and find out when you can be around others then notify your supervisor right away.
 - c. Monitor your health. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Take your temperature if symptoms develop. As soon as possible, please seek testing as soon as possible.
 - d. Always wear a mask (over your mouth and nose) at work. Wear a mask when you leave home. Also wear a mask when visitors come into your office space (and make sure they also wear a mask). Interacting without wearing a mask

increases your risk of getting infected. Wearing a mask does not replace the need to practice social distancing.

- e. Practice social distancing by maintaining at least 6 feet between you and others. Avoid close contact with others on your commute to work, if possible.
- f. Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. If your hands are visibly dirty, use soap and water instead of hand sanitizer. Avoid touching your eyes, nose, and mouth if you have not washed your hands.
- g. Remember to cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- h. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If you cannot avoid using someone else's workstation, clean and disinfect before and after use.
- i. Clean and disinfect frequently touched surfaces and objects. To disinfect objects, use EPA-registered disinfectants.

2. In addition, employees and workers must familiarize themselves with the symptoms of COVID-19 pursuant to the CDC guidelines, which include the following:

- 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

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

If you develop a fever and/or symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK, call a healthcare provider right away and notify your supervisor.** Additionally, if you believe that you have come into close contact with someone showing these symptoms, call a healthcare provider and notify your supervisor right away.

We encourage employees to get tested for COVID-19 if concerned over exposure.

Employees **must immediately** notify HR if getting tested for COVID-19 and/or needing to take any time off related to COVID-19.

V. Information and Communication

With changes related to the COVID-19 pandemic, continuous communication and the distribution of pertinent information is critical between all levels at Hamel. The following process is to ensure that communication is accurate and efficiently distributed:

- A. Information shared on Hamel's behalf is to be approved by the COVID-19 Response Team, before it is sent to owners/clients, Hamel's offices, Hamel's projects, and subcontractors.
- B. Use reputable sources for information such as:
 - 1. Centers for Disease Control ([cdc.gov](https://www.cdc.gov))
 - 2. Occupational Safety and Health Administration ([osha.gov](https://www.osha.gov))
 - 3. Local health departments / organizations related to specific projects
- C. If requests for information or action regarding COVID-19 are made by owners/clients, the request must be submitted to the COVID-19 Response Team prior to replying to the owner/client.
- D. Certain worker information – anything regarding medical evaluations, testing, treatment, or status is protected by Federal Law and must be treated as confidential. Only approved personnel are to collect and disseminate this information – no information may be shared with anyone that is not approved to receive it.

VI. Jobsite Protective Measures + Controls

Hamel has instituted the following protective measures at all project sites. While everyone is encouraged to monitor workers/colleagues and offer respectful reminders to the below safety policies, each team shall designate a COVID-19 Enforcer:

- A. General Safety Policies and Rules
 - 1. EVERYONE (ALL WORKERS, VISITORS, GUESTS, ETC,) MUST WEAR FACE COVERING AT ALL TIMES. Those that do not follow this requirement, shall be asked to leave the site.
 - 2. EVERYONE (ALL WORKERS, VISITORS, GUESTS, ETC,) MUST SIGN-IN AND RESPOND TO THE PROVIDED QUESTIONNAIRE (SEE ATTACHED FORM). Information shall include a phone number for contact should tracing be required. Sign-in sheets and questionnaires shall be stored for at least 21 days.
 - 3. JOB SPECIFIC STAGING PLAN WILL BE PREPARED AND FOLLOWED TO PROVIDE LOCATION OF HANDWASHING STATIONS AND MANAGE JOBSITE TRAFFIC.
 - 4. EVERYONE IS STRONGLY ENCOURAGED TO WEAR PROTECTIVE EYEWEAR AT ALL TIMES.
 - 5. JOBSITE TRAILER MUST REMAIN LOCKED AT ALL TIMES AND VISITORS ARE PROHIBITED.
 - 6. MEETINGS AT JOBSITE TRAILERS ARE PROHIBITED.
 - 7. Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
 - 8. Safety/Subcontractor meetings will be by telephone or other virtual means, as feasible. If safety/subcontractor meetings are conducted in-person, they will be held

outdoors or in a large open area, attendance will be collected verbally, and the superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. ALL MEETINGS WILL BE LIMITED TO 10 people and participants must remain at least six (6) feet apart.

9. Employees must avoid physical contact with others and direct employees/contractors/visitors to maintain social distances of at least six (6) feet, where possible. Face masks must be worn at all times.
10. For jobsite trailer use, only necessary employees should enter the trailers and all employees MUST maintain 6 feet social distancing while inside the trailers.
11. All in-person meetings will be limited. To the extent possible, meetings will be conducted by virtual means (i.e. MS Teams, Zoom, WebEx, etc.).
12. Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than 10 people.
13. Employees and workers must follow the CDC and OSHA guidelines for constant hand washing.
14. Where access to running water for hand washing may be impracticable, a Handwashing Station will be provided. In addition, whenever available, alcohol-based hand sanitizers and/or wipes will be provided.
15. Tools MUST NOT be shared.
16. Due to limited availability and the need to prioritize N95 respirators to First Responders, the use of N95 masks will be limited to when required by OSHA guidelines. Additionally, whenever possible the use of N95 masks will be reduced by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
17. Employees and all workers are encouraged to minimize or eliminate ridesharing. While in a vehicle, employees and workers must ensure adequate ventilation and wear a face covering.
18. If practicable, employees should use/drive the same truck or piece of equipment every shift.
19. In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
20. Jobsites will be staged for access and flow to minimize worker's contact by implementing One-Way stairwells, creating "Entry Only" and "Exit Only" points, etc.
21. Lunch breaks will be staggered to reduce the congregation of workers and larger spaces, where possible, will be provided for lunch breaks.

B. Workers entering an Occupied Building

1. When employees perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19. Workers MUST NOT enter any of these spaces while they are actively occupied unless a protocol has been designed following the CDC Guidelines with everyone adhering to it.
2. During this work, employees must wear masks, gloves, and maintain social distance

throughout the workday.

C. Jobsite Signage

1. COVID-19 posters as provided and/or recommended by CDC, OSHA, local health authorities, and developed by Hamel shall be posted around jobsite access points, outside of jobsite trailer and at building entry points.
2. Whenever possible, all signage will be provided in English and Spanish along with Notices as they might be required from time to time due to policy updates

D. Activities Separation and Planning

The intent is for each subcontractor crew to remain separated from the other trades in accordance with their planned activities. The flow of the people to and from the work area must include the organization of work crews so that they do not remain together. We recommend social distancing by maintaining 6 feet of separation for any activity. This includes:

1. A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6 feet from other individuals
2. Anywhere a line can form (bathrooms, elevators, material hoists, trash chutes, etc.), display visible markers on the ground to show required spacing between people (painted lines, tape on the floor, etc.).
3. Entering the jobsite. Where feasible, staggered starts and controlled entry gates to ensure separation best practices are in place.
4. Exiting the site. Where feasible, staggered quit times and controlled entry gates to ensure separation best practices are in place.
5. Working on site. Plan work to eliminate cross-contamination of crews as much as possible while maintaining the 6-foot distancing requirements.
6. When practicable, designate stairwells as up only or down only to avoid passing employees within the 6-foot distancing requirements.
7. When practicable, when walking in hallways employees should step into units to avoid passing within the 6-foot distancing requirements.
8. Taking breaks. Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than 10 people.
9. Trade/subcontractor trailers, job boxes, and established work areas are to be separated by at least 6 feet from each other.
10. Workers are not to share tools. If more tools are required due to multiple users, additional tools shall be purchased to prevent transfer. If workers MUST share tools, tools must be thoroughly disinfected with a Clorox-type wipe between users.
11. No sharing of PPE for workers.
12. Delivery drivers/visitors are to be managed with the same min 6-foot distancing and separation as needed. Drivers shall remain in the truck cab until designated subcontractor representatives can supervise separation activities during the unloading/loading of materials and equipment. No visitors are allowed on site without prior approval and specific escort.
13. Protocols for entering occupied units:
 - a. Entering occupied units will be for essential/emergency services only and in

protective gear, such as gloves, face masks, safety glasses.

- b. Pre-project planning and inspections will no longer occur in occupied units.
- c. Cabinet template measuring will take place only in vacant units.

E. Jobsite Cleaning and Disinfecting

Hamel has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

1. Jobsite trailers and break/lunchroom areas to be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves, as recommended by the CDC.
2. Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
3. Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. Hamel will ensure that hand sanitizer dispensers are always filled as often as supplies are available and hand washing stations will be provided. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
4. Hamel will ensure that any disinfection shall be conducted using one of the following:
 - a. Common EPA-registered household disinfectant.
 - b. Alcohol solution with at least 60% alcohol; or
 - c. Diluted household bleach solutions (these can be used if appropriate for the surface).
5. Hamel will maintain Safety Data Sheets of all disinfectants used on site.

VII. Separation and Prevention

A. Meetings

1. Only up to 10 people would be allowed to meet in person if meeting space offers sufficient room for everyone to maintain a least 6 feet of social distances and everyone must wear a face mask at ALL TIMES.
2. In individual office meetings, shall be limited to 2 people and both must wear a face mask at ALL TIMES.
3. Toolbox talks and safety orientations are only to be held in groups where at least 6 feet minimum distance per person is possible and separated by subcontractor. These meetings will be held in outdoor or large site areas with no more than 10 individuals.

B. Practice "Extreme Personal Hygiene"

1. DO NOT shake hands or have bodily contact with others.
2. Must wear a face mask at ALL TIMES.
3. Avoid touching eyes, nose, and mouth with your hands.

4. It is recommended that all construction workers wear cut-resistant gloves or the equivalent. Reminder that these gloves should be cleaned after each use with soap and water to reduce the spread of the virus.
5. Cover your mouth and nose with a tissue when you cough or sneeze.
6. Dispose of used tissues in the trash or flush down a toilet.
7. If tissues are not available, cough/sneeze into your elbow – not into your hand.
8. To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.
9. Wash hands thoroughly with warm water and soap after using the bathroom, coughing, sneezing, or encountering people or surfaces.
10. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
11. To avoid external contamination, we recommend everyone bring food from home.
12. Stay away from public areas and events if you are not feeling well, have flu-like symptoms and/or have a temperature, stay at home. This includes work! Do not risk infecting others.

C. Communications

1. Posters and signs will be displayed in areas (break areas, restrooms, site gates, etc.) reminding people to stay home if not feeling well, signs and symptoms of COVID-19, proper handwashing.
2. Project teams/offices will continue to receive and communicate the latest procedures, requirements and educational information learned to prevent the spread of COVID-19.
3. Any suspected/actual COVID-19 cases must be reported via email, managed, and closely monitored by Hamel following the guidelines contained within this plan.
4. Each site shall ask their subcontractors to maintain a Daily Log that is submitted to HAMEL that includes an employee roster. Subcontractors should also maintain an emergency contact for each employee.

D. Resources

1. Projects must evaluate and prepare for additional resource and material needs such as cleaning supplies, hand washing stations, PPE, restroom facilities and third-party services to assist with cleaning.
2. All occurrences must be reported to ensure the proper tracking the impacts and effects of this virus on jobsites.

VIII. Protocols for Sick Office or Site Employees

A. Guidance for Sick Employee at the Office or on Construction Project

1. If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing

or other symptom-altering medicines (e.g., cough suppressants). Employees are encouraged to be tested for COVID-19. To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

2. If Employee visits a doctor and is given medication, doctor recommendations for return to work will be followed.
3. Office area, jobsite trailer, or work areas will be disinfected following the confirmation from an employee who has been tested positive for COVID-19. The area will be certified as disinfected by a cleaning company, experienced in treating contaminated areas and surfaces before others can enter the space.

B. Guidance for Sick Subcontractor Staff on Construction Project

1. If a subcontractor staff exhibits COVID-19 symptoms, the worker must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). To the extent practicable and permitted by law, subcontractor must provide evidence that a worker can return to the jobsite.
2. If worker goes to the doctor and is given medication, doctor recommendations for return to work will be followed.
3. The work area will be disinfected by a third-party cleaning crew to reduce the risk of exposure contamination.

IX. Handling Cases of COVID-19

Hamel recognizes the potential of exposure to COVID-19 on our projects and offices and the impact it could have on our people and the company. Accordingly, we have the following plan in place in the event that an individual test positive for COVID-19 and was present on a jobsite or at a Hamel office.

Section 1 - Protect People and Reduce the Spread of COVID-19

A. Communicate with Individual with or suspected of COVID-19

1. Confirm individual is receiving the care they need.
2. Confirm areas and people the individual had contact with and during what time.
3. Determine if the individual knows when they might have been exposed.
4. Encourage the employee to eliminate contact with other people as much as possible to keep from potentially spreading illness.
5. For Hamel employees who have tested positive, communicate all available resources and benefits available to them.
6. Confirm with an individual that they should not return to work until a doctor confirms it is safe.
7. Employees that test positive and are symptom free may return to work when at least seven

(7) days have passed since the date of his or her first positive test and have not had a subsequent illness.

8. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least 7 days have passed since symptoms first appeared.
9. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. Hamel will require an employee to provide documentation clearing their return to work.

B. Identify Close Contacts

If Hamel learns that an employee has tested positive, Hamel will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and may direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for up to 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier. Any worker that came into close contact with the infected worker will be asked to leave the job or office and remain home for a period of 14 days. CDC defines close contact as 1) You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more; 2) You provided care at home to someone who is sick with COVID-19; 3) You had direct physical contact with the person (hugged or kissed them); 4) You shared eating or drinking utensils; and 5) They sneezed, coughed, or somehow got respiratory droplets on you.

1. Any worker that came into close contact and exposure with someone that has a confirmed diagnosis of COVID-19 will be asked to leave the job or office, contact a healthcare provider and be encouraged to be tested. Workers shall notify their supervisor and/or Human Resources right away. Return to work will be subject to negative test results, lack of symptoms and a doctor's recommendation.

C. Separate & Inform Workers with Close Contact, Provide Direction

Hamel will inform those who were in close contact, both verbally and in writing, of the situation.

1. Keep the identity of the individual with COVID-19 **private**.
2. CDC recommends that these individuals limit public activities.
3. People (Hamel and subcontractor employees) should self-quarantine and work from home until they are symptom free for 3 days from the day they had contact.

D. Self-quarantine

When people are in self-quarantine, they may have no symptoms, but because there is a possibility that they might have been exposed, the CDC and healthcare leaders indicate they should stay away from others in public settings as well as others in their own home as much as possible. People in self-quarantine should not go to work, school, or any public places where they could have close contact with others.

E. Inform People, Client, and Subcontractor Principals

On a project, the Project Executive or Senior Project Manager is responsible for informing client and subcontractors after obtaining approval and guidance from the COVID-19 Response Team.

1. Keep the identity of the individual with COVID-19 private.

2. Hamel shall inform everyone working at the project or office location of the situation. We recommend that people be gathered in small groups to deliver the message and be provided written guidance.
3. Written guidance should outline facts of the situation, Hamel's response and ongoing steps to protect people.

Section 2 - Sustain Business Operations

A. Immediately Stop Work in Area / Control the Situation

The Project Superintendent is responsible to stop all work directly associated with the area in question. The area should be controlled in such a manner to eliminate the potential for both worker and public exposure. Contact the resources provided within this plan.

B. Post Warnings

The Project Superintendent shall post signage, barricades, and other protective measures to ensure the area remains undisturbed.

C. Cleaning

The project team will work with Subcontractors of an exposed employee to determine the scope of cleaning needed and locations needing to be cleaned. Cleaning must comply with the guidance outlined within this plan, OSHA's standards and follow CDC guidelines for Environmental Cleaning and Disinfection including proper disposal of regulated waste. Post applicable warning notices that alcohol-based cleaning products may be flammable.

X. Recordkeeping

If a confirmed case of COVID-19 is reported, Hamel will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employees. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from the coverage of the rule— like the common cold or the seasonal flu— and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, the Company will assess any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from exposure outside of the work environment, it would *not* be work-related, and thus not recordable.

Hamel's assessment will consider the work environment itself, the type of work performed, the risk

of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID- 19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

XI. Confidentiality/Privacy

Except for circumstances in which Hamel is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

XII. Resources & Forms

The following is a list of resources, contacts and tools related to this Plan.

A. COVID-19 Response Team Phone Numbers and Emails:

Phil Gibbs	(410) 782-3074	pgibbs@hamelbuilders.com
Tom Wahl	(410) 782-3146	twahl@hamelbuilders.com
Michal Mueller	(410) 782-3150	mmueller@hamelbuilders.com
John Hamel	(410) 782-3263	jhamel@hamelbuilders.com
Beth Dodson	(410) 782-0164	bdodson@hamelbuilders.com
Tim Bowes	(410) 782-3277	tbowes@hamelbuilders.com
Rochelle Brimmer	(443) 459-4169	rbrimmer@hamelbuilders.com
Steve Thompson	(443) 459-4166	sthompson@hamelbuilders.com
Oscar Macció	(202) 559-0370	omaccio@hameldc.com

B. COVID-19 Disinfecting Resources:

Corporate Maintenance Group, LLC	www.corpmg.com	(410) 309-3300
Alan Vandenberg (443) 691-9007 Account Executive/Quality Control	avandenberg@corpmg.com	
Marathon Builder Services	www.marathonbuildingservices.com	
Stefan Triandafilou (240) 460-6078 President	stefan@marathonllc.com	

C. Jobsite Questionnaire Form (attached)

D. Information & Testing Resources

CDC Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Maryland Testing Information: <https://coronavirus.maryland.gov/pages/symptoms-testing>

District of Columbia COVID-19 Testing Sites: <https://coronavirus.dc.gov/testing>

Virginia Testing Information: <https://www.vdh.virginia.gov/coronavirus/covid-19-testing>

PROJECT NAME: _____

PROJECT ADDRESS: _____

Date: _____



MANDATORY Daily Subcontractor Personnel Log & COVID-19 Symptom Check

Each subcontract foreman/supervisor must log all personnel on site along with their emergency contact number and do a symptom check each morning by asking each employee the following questions. Please practice social distancing when performing these checks (e.g., in an open environment, maintaining 6 feet of distance). Completed form must be provided to Hamel before starting each workday.

1. Have you tested positive for COVID-19 in the last 14 days?
¿Ha dado positivo por COVID-19 en los últimos 14 días?
2. Are you experiencing any symptoms of COVID-19 (fever, cough, shortness of breath)?
¿Tiene algún síntoma de COVID-19 (fiebre, tos, dificultad para respirar)?
3. Have you been in close proximity for a prolonged time with someone who has tested positive for COVID-19?
¿Ha estado en estrecha proximidad durante un tiempo prolongado con alguien que haya dado positivo en la prueba de COVID-19?
4. Have you been transferred from a project that has stopped due to confirmed case of COVID-19?
¿Ha sido transferido de un proyecto que se detuvo debido a un caso confirmado de COVID-19?

Subcontractor <i>Empresa</i>	Name <i>Nombre</i>	Did You Answer Yes to Any Question?*	Date <i>Fecha</i>	Emergency Contact <i>Contacto De Emergencia</i>	Signature <i>Firma</i>	HAMEL ONLY! Foreman (F) Mechanic (M) Laborer (L) Visitor (V)
		<i>¿Respondió Sí A Alguna Pregunta?*</i>				

*If "Yes" to any of the questions, you CAN NOT enter the project. Consult with your supervisor and/or Hamel before re-entry.

**Si respondió "Sí" a cualquiera de las preguntas, NO PUEDE ingresar al proyecto. Consulte con su supervisor y / o Hamel antes de reingresar.*