



**Infectious Illness
Preparedness and Response Plan
COVID-19**

Caston, Inc.

March 2020

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INTRODUCTION

In February 2020, the U.S. Centers for Disease Control and Prevention released a statement advising communities to prepare for a domestic outbreak of COVID-19, a new coronavirus strain. Caston, Inc. understands that our business is “Essential” and operation must continue to serve our local population’s construction needs. Caston, Inc. also acknowledges that an outbreak of any infectious illness, including COVID-19, would be detrimental to our community. To guide preparation, response, and recovery from any such potential outbreak, Caston, Inc. will adhere this Infectious Illness Preparedness and Response Plan. This document provides information about each jobsite's plans and responsibilities in the event of a local or regional outbreak of COVID-19. It is intended to be supplemental to the information provided by the Local County Department of Health and Environment, California Department of Public Health and Environment, and the Centers for Disease Control and Prevention. For the most current information about COVID-19 or any other public health concern, please access the information provided by these public health organizations. Caston, Inc. is closely monitoring information from local, state, and national health officials for ongoing developments related to the global outbreak of COVID-19. As additional information becomes available, the company will continue to communicate with our employees and trade partners.

Please show your support by demonstrating the following:

1. MAINTAIN SOCIAL DISTANCING
2. WASH HANDS OFTEN
3. COVER NOSE AND MOUTH WHEN COUGHING OR SNEEZING
4. STAY HOME IF YOU ARE SICK
5. AVOID CONTACT WITH ANYONE WITH COLD OR FLU-LIKE SYMPTOMS
6. CLEANING FREQUENTLY TOUCHED SURFACES
7. REPORTING ALL INCIDENTS IMMEDIATELY.

Developed in March, 2020

Infectious Illness Preparedness and Response Plan

PURPOSE

Caston, Inc.'s Infectious Illness Preparedness and Response Plan will serve as a resource guide for planning for, responding to, and recovering from a pandemic that may impact or is impacting our business and communities. Unlike most other disasters or crises, a pandemic is people-centric and will require a community and people-focused response. Although this document is specifically focused on outlining the company's response to COVID-19, the same or similar strategies may be used to address any highly infectious illness that may impact our community.

The primary goals of this plan are to:

- Prevent or minimize the spread of illness while preserving, to the extent possible, the continuity of essential construction functions.
- Continue the essential operations of Siliconsage, as possible, in the event of increased employee absences due to an outbreak of a highly infectious illness.
- Ensure effective, timely, and situation-sensitive decision-making related to any outbreak that is impacting or has the potential to impact Caston, Inc. and the surrounding communities.
- Establish a clear communications plan that ensures that employees staff receive timely and accurate information regarding illness prevention and infection control strategies as well as information about impacts to the construction industry and available services.

BACKGROUND INFORMATION

COVID-19 The 2020 outbreak of COVID-19, commonly referred to as "coronavirus," originated in the Wuhan province of China. Symptoms of COVID-19 reportedly include mild to severe respiratory illness accompanied by fever, cough, and shortness of breath. The virus is spread person-to-person via respiratory droplets produced when an infected person sneezes or coughs. The droplets can land in the mouths or noses of people who are nearby, within a distance of about six feet, where the droplets are then inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, though this is not considered the primary method of transmission. Symptoms typically appear within two to 14 days of exposure to the virus.

Those most at risk people for contracting the virus, as of early March 2020 per the County Department of Health, are those who have recently traveled to China or those who have been in close contact with people who have been diagnosed with COVID-19.

According to the County Department of Health, there are several strategies that can prevent the spread of germs and prevent the spread of this or other respiratory illnesses, including:

- Washing hands often with soap and water or an alcohol-based hand rub
- Covering nose and mouth when coughing and sneezing
- Avoiding close contact with anyone with cold or flu-like symptoms
- Getting a flu shot if you have not received one this year
- Cleaning frequently touched surfaces and objects, and
- Remaining home if you are sick.

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- Social distancing to the maximum extent possible.

You are encouraged to notify the company and share information about symptoms and whether you or a family member has had a positive influenza or COVID-19 diagnosis. In accordance with the Family Educational Rights Protection Act, or FERPA, Caston, Inc. will not identify the name(s) of those confirmed to have tested positive for COVID19 in any communication.

Caston, Inc. also follows guidelines provided by the California Department of Public Health, for use in evaluating whether an employee is too sick to work for any illness. Employees are encouraged to consult these guidelines.

AUTHORITY

The State of California has the primary responsibility for public health matters within its borders, including isolation and quarantine authority. That authority is usually exercised locally by the County Department of Public Health. In a pandemic situation, the Department of Public Health collects and analyzes health information, conducts epidemiologic investigations, institutes isolation and quarantine measures and, may close any business if there is reasonable cause to believe that the business activity in question may endanger the public health. Caston, Inc. has authority to take actions to minimize the impact of a pandemic.

INFECTIOUS DISEASE OUTBREAK COORDINATION TEAM

The Operations Manager and Admin. Manager will act as the coordination team (“Coordinators”) for Caston, Inc. The

Coordinators are responsible for monitoring and managing the day-to-day response. Should an infectious disease outbreak become more severe than anticipated, it will be the responsibility of the County Public Health department to issue quarantine orders, direct business closure, and provide critical information designating key healthcare facilities as well as the distribution of anti-viral medications.

RISK ASSESSMENT

As a novel (new) disease spreads throughout the world, people have little or no immunity and there will be limited vaccines available during the initial onset, which may result in a pandemic.

The assumptions used in this planning process are:

1. A pandemic is a public health emergency that takes on significant political, social, and economic dimensions and will be governed by factors that cannot be known in advance.
2. A pandemic could last from 18 months to several years with at least two peak waves of activity. In an affected community, a pandemic wave may last about 6 to 8 weeks.
3. Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be in limited supply.
4. Non-medical containment measures will be the principal means of disease control until enough vaccinations are available.
5. Based on previous pandemics, the clinical attack rate (those persons becoming ill) is likely to reach thirty (30) percent in the overall population.

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SYMPTOMS

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

These symptoms may appear 2-14 days after exposure (based on the incubation period of MERS-CoV viruses), but not limited to:

- Fever
- Cough
- Shortness of breath

If you develop emergency warning signs for COVID-19 get medical attention immediately. Potential symptoms include*, but not limited to:

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

Note: *This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

If you're experiencing symptoms, call your medical provider. The CDC urges those who may have been exposed to avoid public places and limit contact with other people.

HOW TO PROTECT YOURSELF

Note: *Older adults and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Please consult with your health care provider about additional steps you may be able to take to protect yourself.

Know How it Spreads:

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Clean your hands often:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

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- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact:

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

Take steps to protect others:

A. Stay home if you're sick

- Stay home if you are sick, except to get medical care.

B. Cover coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

C. Wear a facemask if you are sick:

- If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. Learn what to do if you are sick. [https://www.cdc.gov/coronavirus/2019-](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

- If you are **NOT** sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

D. Clean and disinfect:

- Clean AND disinfect frequently touched surfaces
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html> daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection. https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaningdisinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html

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Work Operations During Coronavirus Disease 2019 (COVID-19) Outbreak Daily Work Plan Requirements:

- Subcontractor shall coordinate crew sizes with the GC on daily reports to follow CDC guidelines.
- Workers will maintain clean work areas, tools and equipment to help maintain sanitary conditions.
- The designated worker break area will be divided into several zones. No more than 10 workers will be allowed in a zone together at any given time.
- GC and subcontractor shall attempt to minimize the number of employees gathered at one time, including for meetings, orientations, etc.
- If any worker is feeling sick, he/she will be asked to go/stay at home.
- Crews should attempt to spread-out as much as possible. GC shall not trade stack subcontractors in an effort to prevent employees from working in close proximity to one another.
- GC shall provide additional handwashing stations.
- All workers within the work zone shall comply with social distancing guidelines to the maximum extent possible. It is understood that some workers may need to be in close proximity to one another, as the work activity requires.
- All workers in a work zone shall take precautions to avoid comingling with other workers outside of their work zone.
- Employees are free to wear additional PPE as long as PPE does not interfere or endanger employees while performing their assigned work activities.
- Employees are not obligated to work on any project or in any situation where they feel unsafe.

- Any additional and reasonable requirements which may be in place by the controlling contractor at the project site.

On-Site Meeting Guidelines:

- All meetings shall be conducted with adequate space to maintain minimum social distancing spacing between workers as recommended by County Health and/or CDC.
- Sign in sheets will NOT be utilized
- Workers may text sign in for time stamps
- Use text, emails, skype and FT for communication

Maintain safe work practices (including but not limited to):

- Handwashing – All workers shall wash hands at beginning/end of shift, beginning/end of each break, and before/after each restroom use.
- Workers shall strive to avoid sharing tools/equipment whenever possible.
- Workers are not recommended to carpool to work.
- Workers shall limit their interactions with others on the jobsite (social distancing).

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Chain of Command:

The following work hierarchy applies for management of onsite crews. In the event that a manager can no longer work due to injury or illness, and that person cannot be replaced with an employee of equal title, then the employee in the position below him in the hierarchy structure shall be promoted into the role of the man who is no longer working. This is to be decided on a case-by-case site specific basis.

- Superintendent
- Operations Manager
- Manager of Administration
- Foreman

Quarantine Plan:

In the event an employee on Caston, Inc.'s construction crew becomes sick or starts feeling unwell with symptoms that may indicate infection of the COVID-19 virus, that employee shall be immediately quarantined.

Response to a Positive COVID-19 Test:

If the sick individual tests positive for Coronavirus (COVID-19), that employee will remain in quarantine, away from the jobsite, for at least 14 days or until tests are negative, following CDC guidelines for quarantine. Medical attention should be sought if conditions worsen, and as necessary. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If the infected employee had been in close, direct contact with any of the other members of the

subcontractor's crew, those members of the crew shall stop work and will be asked to self-isolate themselves for 14 days. Those employees shall remain in quarantine for 14 days or until negative test results are provided. Those who test positive shall remain in quarantine and follow CDC quarantine guidelines to preserve their health and the health of others. Medical attention should be sought if conditions worsen, and as necessary. Those who test negative, will be allowed to return to work at the construction site. <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

The controlling contractor shall provide a quarantine location at the project site for any employees who become sick or begin showing symptoms while at the project site. The determination will then be made how to safely transport the individual to the appropriate medical facility.

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