



RCG COVID-19 RESPONSE PLAN



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All,

In these unprecedented times, I hope you and all your families are safe and healthy.

Our top priorities are taking care of our community and supporting our clients, ensuring we provide excellent service while implementing the safest possible working environments. The COVID-19 pandemic is going to be with us for a while, therefore it is inherent that all of us willingly adapt and collaborate to see this through and take the necessary measures to maintain safe working conditions for all.

The following response plan is being rolled out across all RCG construction sites. The intent is to have a layered approach where health and safety guidelines are held to the highest of standards. While RCG will take the lead in this, we need full participation and buy-in from subcontractor ownership to ensure the absolute best outcome for all of us. Our response plan encapsulates all authorized site visitors, not only workers but also clients, consultants, client vendors, building management personnel, etc. All will be required to take their temperature and complete a site orientation. The response plan will be updated as needed to meet site specific conditions, or to coordinate with and support specific property managers' protocols. RCG project managers will take the lead in communicating job specific changes. Ultimately it will be the decision of state and local officials to reopen, but it will be the willingness to cooperate communally that will determine if we stay open.

With a positive approach and everyone's best effort to comply, we stand the best possible chance to beat this virus, or at the very least buy ourselves enough time until a vaccine is readily available for distribution.

Together, we will win this fight.

Stay strong,



Pat Reidy

President



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SITE ACCESS

Orientation

Prior to arriving at the jobsite, all construction personnel must complete the RCG COVID-19 orientation.

Staggered Starts

This will be project specific, driven by the RCG project manager and superintendents in coordination with property managers and subcontractors. Trades' start times may change as projects progress based on the needs of each project. Depending on the manpower for a trade, subcontractors will be asked to start 15 or 30 minutes apart, with start times between 5 a.m. to 8 a.m.

Site Arrival

A minimum of 6 feet distance between workers is required. Masks are to be worn prior to arriving at the building. If personnel arrive prior to their designated start time, they will not be permitted onto the jobsite, and shall follow social distancing guidelines while waiting. RCG will work with building managers to enforce any rules in place for number of people permitted to enter the elevator. Personnel that do not cooperate and comply with this will be asked to leave the building.

Temperature Readings

To further prevent the spread of COVID-19, anyone entering the job site will be required to have their body temperature taken, in line with EEOC and CDC guidelines, using a digital non-contact thermometer. Larger construction sites will have an [infrared camera](#) installed. Those with a normal body temperature will be given a wristband upon entering the job site. Wristbands will be color coded, and will change every day. Those recorded above 100.4°F will be re-checked in 15 minutes. Thereafter, if a fever still persists, the individual will be denied access and will not be permitted to return until authorized by a doctor, or after a 14-day quarantine.



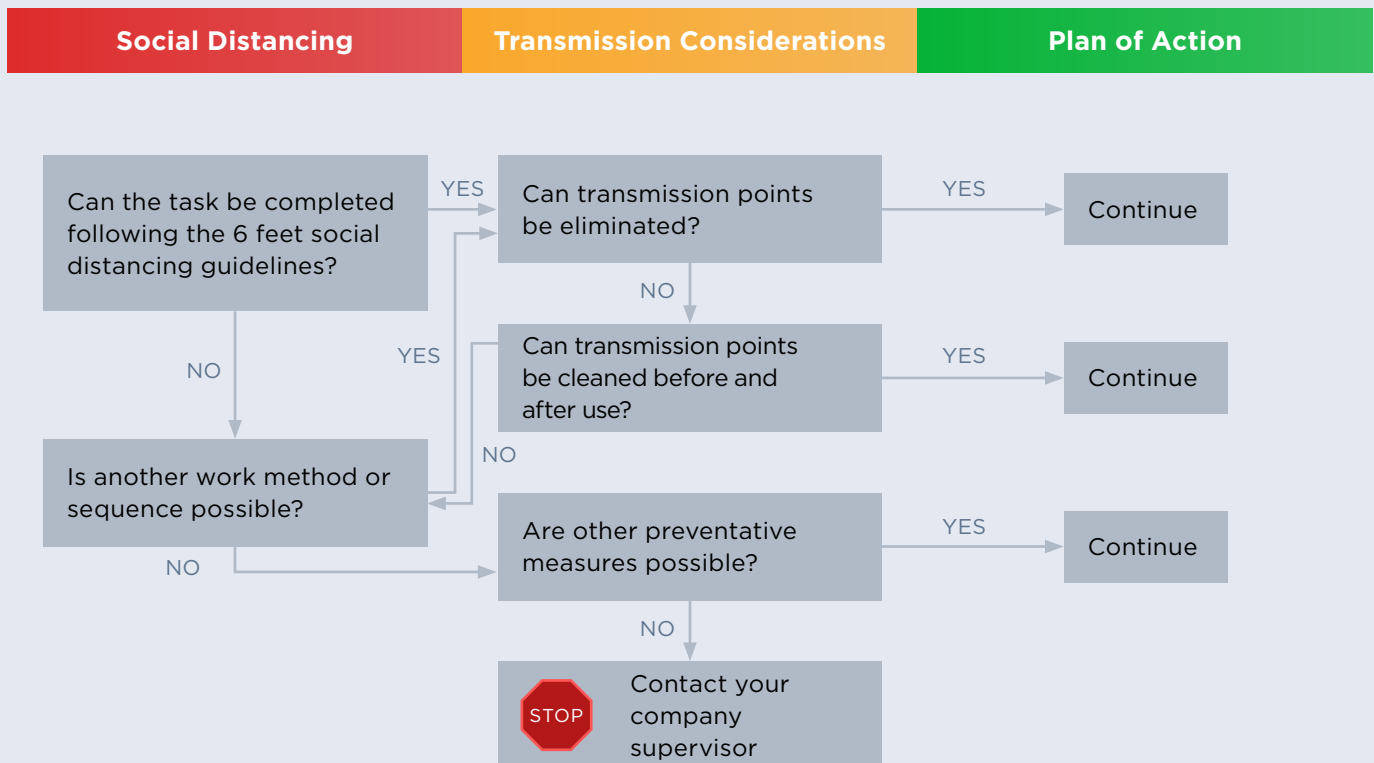
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SOCIAL DISTANCING

What is social distancing?

Social distancing, or physical distancing, is a set of interventions or measures taken to prevent the spread of COVID-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. In order to slow the transmission rate of COVID-19, a social distancing of 6 feet is recommended.

The flow chart below is provided to assist in the review of work processes with social distancing in mind.

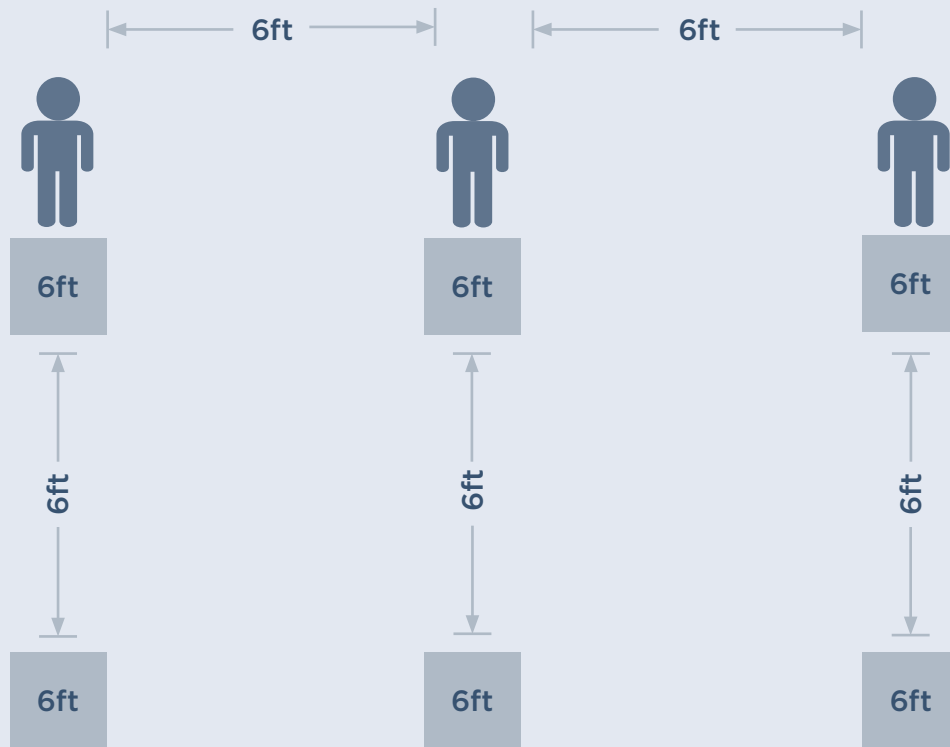


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Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

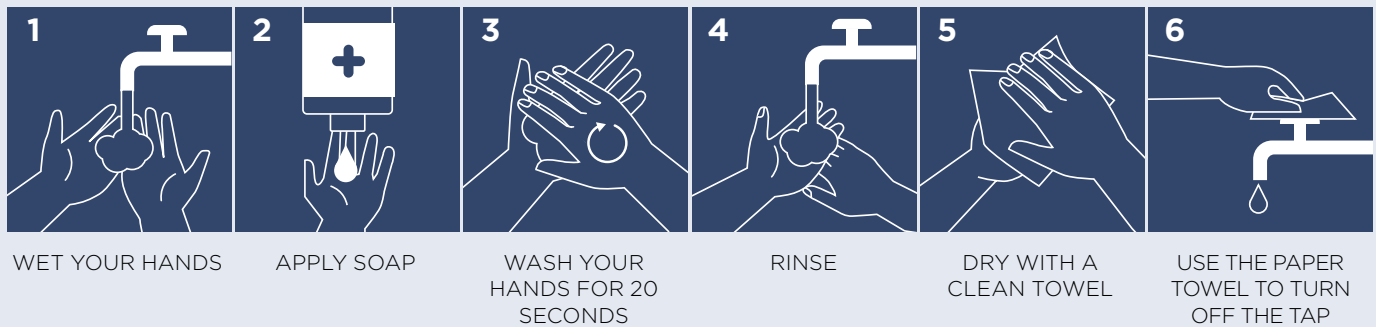
It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Social distancing helps limit contact with infected people and contaminated surfaces.



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HYGIENE, PPE & SANITIZING

All personnel on site including subcontractors, clients, consultants, client vendors, property management, and authorized visitors are required to have their own PPE as per CDC and OSHA requirements. It is incumbent on subcontractors to ensure they offer the first line of defense for all their workers. RCG will provide sanitizing stations and sinks with soap to wash hands as needed. In any instance where there is a conflict between CDC and OSHA guidelines, please see your supervisor for directions.



Good Hygiene and Hand Washing

All site personnel should follow this advice and encourage others to follow this advice as well.

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

Cover coughs and sneezes.

- ✓ Throw used tissues in the designated trash bin.
- ✓ 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.



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Disposable Gloves

Do not wear disposable gloves in place of washing your hands. The virus can get on gloves in the same way it gets on your hands. Also, your hands can become contaminated when you take them off. Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give you a false sense of security.

You might potentially:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on
- contaminate yourself when taking off the gloves or touching surfaces
- not wash your hands as often as you need to and touch your face with contaminated gloves

Masks

All workers are required to wear a face covering mask in line with CDC guidelines to limit any exposure in the field. Workers that arrive at a jobsite without a mask, or are not wearing their mask while working, will be asked to leave.

Field Sanitizing

RCG will work with all property managers to customize a site specific plan for daily and weekly sanitizing using [Fiberlock ShockWave™ solution](#) with the [Titan airless sprayer](#) and handheld pump sprayers. Daily sanitizing will cover all high touch areas including but not limited to the freight car, jobsite, bathrooms, designated break areas, subcontractor shanties, and field offices. Weekly sanitizing will cover larger sections of the job site. To sanitize finished spaces, RCG will use the [Clorox® Total 360 System](#), which applies the disinfectant with an [electrostatic sprayer](#).



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COFFEE AND LUNCH BREAKS

To limit the traffic of workers and staff entering/exiting from the jobsite and building, we encourage all workers and staff to bring food from home for their coffee and lunch breaks. If this is not a viable option, we would encourage that one person from each company/crew is designated to retrieve lunches from outside sources. Staggered lunches/breaks may be required to avoid elevator traffic. During breaks we encourage that construction personnel maintain social distancing in the **designated break area(s)** and sit no closer than 6 feet from each other. After each break, trash must be disposed of in designated trash bins. Following breaks, surfaces are to be wiped down with disinfecting wipes provided by the workers/staff employers. RCG will continue to sanitize all surfaces on a daily basis.



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ADMINISTRATION

Management of Meetings

All meetings, where possible, are to be conducted via video conferencing unless it is absolutely necessary to meet face-to-face. In these circumstances, keep the numbers attending as small as possible ensuring the mandatory 6 feet distance apart. The meeting time should be kept as brief as possible.

Site Meetings

- ✓ Only 'absolutely necessary' meeting participants should attend.
- ✓ Attendees should be 6 feet apart from each other.
- ✓ Rooms should be well ventilated/windows open to allow fresh air circulation.
- ✓ Consideration to be given to hold meetings in open areas where possible.

Paperwork

RCG will limit the amount of paperwork brought to site. Documents will be viewed on iPads and TVs. All site paperwork that is typically handed/submitted daily should be left in a designated drop box outside the field office and also emailed to the RCG team for record. A follow-up phone call should be made to confirm receipt.

Samples and Submittals

Samples and hard submittals should be submitted to RCG's designated drop box. Please send a photo via email of items left in drop box for record and a follow-up phone call should be made to confirm receipt. After 24 hours has passed, the RCG team will collect items from the drop box.

Deliveries

All construction deliveries to be scheduled with the RCG team at least two weeks in advance. Basis will be first come, first served and ultimately contingent on freight elevator availability.



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COVID-19 AT WORK

By entering the construction site, each worker is confirming that they have not had a fever or symptoms of the COVID-19 virus, as well as that they have not been exposed to anyone confirmed to have COVID-19 within the last 14 days.

If an individual starts to feel unwell on the jobsite, they should leave the jobsite immediately and call their primary care physician to outline their current symptoms. While they wait for advice, they should remain at least 6 feet from other people. They should avoid touching people, surfaces and objects. They should be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the trash. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.



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Additional resources include:

- New York State **guidance** on workforce executive orders
- CDC **information, announcements** and **guidelines** on COVID-19
- New York State's **resource page** for COVID-19 updates and information
- New York City's business **resource toolkit** for COVID-19
- New York City Health Department's **resource page** for citizens, including factsheets in 22 languages for your diverse communities and workforces
- New York Cares offers **information and updates** on how to stay active and support your community through donations and volunteering
- **Response and advice** from World Health Organization
- OSHA **guidelines and recommendations**
- **Workplace laws** from the Equal Employment Opportunity Commission



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