



Proven Ability & Exceptional Service

FL Lic. # EC0002698

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STATE OF FLORIDA CERTIFIED WBE

COVID-19 Recommended Practices for Erwin Electric, Inc. Construction Sites, Offices and Work Areas.

3/20/2020

To the Customers, Employees, General Contractors, Subcontractors, Vendors and other persons whom we come into contact with on a daily basis:

Erwin Electric, Inc is concerned with the COVID-19 spread and impact on each and everyone of you. We are developing and instituting this Infectious Disease Preparedness and Response Plan to guide protective actions against the spread of COVID-19.

All employees shall follow federal state and local recommendations regarding preventing the spread of COVID-19.

Personal Responsibilities:

It is critical that employees NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, body aches, chills or fatigue. As per the CDC website list regarding COVID-19 symptoms.

Individuals should seek medical attention if they develop these symptoms.

Symptoms specifically relating to seasonal allergies, such as a runny nose/stuffy nose, that do not include the more serious symptoms listed above, shall not require the employee to be removed from a jobsite.

Social Distancing:

Do not host large group meetings. CDC recommends that we avoid gatherings of 10+ people; and when meeting, that we keep a 6-foot distance between people. Perform Meetings online or via conference call whenever possible.

Limit the number of our workers in close proximity on a jobsite to 10 or less.

Discourage handshaking and other contact greetings.



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Jobsite / Office Practices

Supervisors should ask the following questions to all employees prior to entering a jobsite. If they answer yes to any, they should be asked to leave the jobsite immediately. Anyone asked to leave should not return to work until 24 hours after they are free from a fever without the use of fever reducing medications. Supervisors shall contact Human Resources immediately with anyone who answers yes.

- Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
- Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- Have you, or anyone in your family traveled outside the U.S. within the last two weeks?
- Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, body aches, chills, or fatigue?

If you are sick, do not go to work. Protect yourself from getting sick. Learn cough and sneeze etiquette.

Perform hand hygiene at the entrance to your workplace and other workplace areas.

Clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. It is especially important to clean hands after going to the bathroom, before eating, and after coughing, sneezing or blowing your nose.

Try to stay three to six feet away from others in gatherings, meetings and training sessions.

Avoid contact with sick people.

Avoid touching your eyes, nose, or mouth with unwashed hands.

Do not congregate in lunch or break areas.

Do not share personal tools.

Sanitize shared jobsite tools and equipment (core drills, lifts, ect).

Do not share personal protection equipment (PPE).

Sanitize reusable PPE per manufacturers recommendations prior to each use.

Ensure used PPE is disposed of properly.



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Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.

Disinfect reusable supplies and equipment.

Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, ect.
Instruct workers responsible for trash removal in proper PPE/hand washing practices.

Provide routine environmental cleaning (doorknobs, keyboards, counters and other surfaces).

Avoid areas where multiple trades are in close proximity to each other.

Utilize hand towels and no touch trash receptacles.

Request additional/increased sanitation(disinfecting) of portable toilets.

Use disposable gloves where available. Wipe down all tools before storing or at the end of every shift.

Avoid using pressurized air or water sprays that may result in the generation of bioaerosols.

Managing Sick Employees

We encourage sick employees to stay at home. Employees who have symptoms of acute respiratory illness are required to stay home and not return to work until they are fever free of fever (100.4 degrees or greater, using an oral thermometer), signs of a fever and any other symptoms for at least 24 hours, without the use of fever-reducing medicine. Employees should notify their supervisor and stay home if they are sick.

Employees who appear to be sick or have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day, will be separated from other employees and sent home immediately. Identify possible infected spaces, tools, areas and determine whether those areas can be effectively disinfected and assist in risk assessments to determine the need to close the site down completely or partially for a period of time to allow focused cleaning. Coordinate notifications with general contractors and others, professionally, regarding any possible infected persons.

It is important to maintain a stable approach to assessing and addressing these evolving situations. Attack the problem, not the people. Protect the people. The efforts should focus on the virus.

This is an evolving policy. Correction and changes are likely. Stay informed and up to date. Train employees. Communicate. Visually assess your crews. Contact myself or Human Resources with any questions or concerns.

Thank you,

Doug Erwin

V.P. Erwin Electric, Inc.