



## **MILESTONE PROCEDURES AND PROTOCOLS RELATED TO COVID-19**

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**Milestone Construction Services, LLC (MCS) has instituted the following best practices and project procedures to ensure our employees, clients, vendors, suppliers and subcontractors are safe and to mitigate the impact of this virus in our community.**

**ALL subcontractor and vendor/supplier personnel working on Milestone's construction sites MUST adhere to the following:**

- Continually follow CDC guidelines: <https://www.cdc.gov/coronavirus>.
- Implement the recommended social distancing on the project site and in job trailers/field offices.
- To the best extent possible labor crews will be staggered and separated in order to maintain social distancing.
- MCS superintendents will travel alone in their own vehicle to and from their respective jobsites.
- Promote and adhere to respiratory etiquette.
- Group lunches and or break times will not be permitted. If required, staggered lunch and break times may be implemented.
- All applicable project meetings will be held via telephone or video conferencing.
- MCS reserves the right to limit individuals coming to the jobsite and direct suppliers to certain designated areas in order to control the flow and numbers of workers on the jobsite.
- MCS employees and subcontractors must always practice good hygiene, which includes, but not limited to, frequent handwashing - avoid touching eyes, nose and mouth with unwashed hands. See attached CDC recommendations.
- At all times while on site all workers must wear a mask or bandana that covers their nose and mouth as well as wear eye protection. Each subcontractor or worker will need to provide their own mask and eye protection.
- All workers will have their temperature taken by a MCS Superintendent twice a day with a touch free thermometer. The first temperature reading will occur in the morning (prior to entering the jobsite) and the second will occur at the end of the workday (prior to leaving the jobsite). All names and temperature readings will be logged for record. Anyone's temperature reading that is higher than 100.1 degrees will be immediately removed from the jobsite. If a worker is removed from the jobsite due to a high temperature reading, MCS will inform the client as well as the respective company for which the worker is employed. This said worker will not be allowed back onsite until a 14 day self-quarantine occurs and there are no underlying symptoms present upon their return.
- Throughout the workday a MCS Superintendent will wipe down all common (touchable) surfaces such as door handles, elevator buttons, hand railings, etc.
- MCS reserves the right to remove anyone from the project whom they feel are not following the guidelines and procedures outlined above.
- On a daily basis, all workers will have to sign and execute the Subcontractor/Vender/Supplier Non-Exposure Certification Form (see attached). A copy of each daily form will be issued to our clients on a weekly basis for record.
- For record, a copy of this document will be given to all workers on their first day on the project and posted on site.

**Milestone Construction Services, LLC will continue to monitor the current situation and will adjust our policies, procedures and guidelines accordingly or as warranted. In addition, we also strongly encourage any team member who has concerns about the health of any person onsite to notify us immediately.**

**We are confident that with the cooperation of all team members we will make the current situation better and make our project sites safe for all. Thank you in advance for your cooperation and continued support.**

April 17, 2020



# How to Protect Yourself and Others

## 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, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often

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- **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.

### Avoid close contact

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- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Cover your mouth and nose with a cloth face cover when around others

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- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

## Cover coughs and sneezes

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- **If you are in a private setting and do not have on your cloth face covering, remember to always 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.

## Clean and disinfect

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- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.