



Coronavirus (COVID-19) Preparedness and Response

In light of the recent appearance of COVID-19, Tyler 2 Construction is launching a three-phase protocol intended to provide guidance to staff, customers, and subcontractors to improve infection control practices and prevent the spread of the virus. Each phase relies on staff following the guidance issued in the previous phase(s).

Phase 1: Company-wide Preparedness

Staff, customers, and subcontractors are encouraged to take pro-active steps to respond to an outbreak by increased frequency of hand washing and cleaning.

Phase 2: Urgent Status

Staff, customers, and subcontractors are on alert due to confirmed cases of COVID-19 in the community (see Phase 2 handout).

Phase 3: Emergency Status

Staff, customers, and subcontractors are directly impacted by a person in direct contact with who has been diagnosed with COVID-19 and/or have received guidance from a physician or the Health Department regarding infection control. Staff should always monitor local news. In addition, guidance is available from the following websites:

- NCDHHS COVID-19 Website
- Center for Disease Control COVID-19 Website
- NC Coronavirus Hotline: 866-462-3821

Tyler 2 will send emails regarding the progression of the virus. The President or designee will communicate Phase changes.

Currently Tyler 2 is operating in Phase 1, Preparedness.

Phase 1: Company-wide Preparedness

Staff and subcontractors must regularly wash hands with soap and water for at least 20 seconds. It is highly recommended that staff and subcontractors entering the office or job-sites apply sanitizer.

- Purchase plenty of soap and disinfectants (use EPA approved disinfectant).
- Any soap will work. Use it frequently. Wash your hands!
- Disinfectant should be bleach or ethanol based.
- Stock up on supplies.
- Tyler 2 will provide hand sanitizer and wipes in office that can be made available to all staff and job-sites
- Staff must inform management of any pending air travel within the next six weeks (through April 24th).
- If a staff or subcontractor exhibits coughing or signs of respiratory infection, take temperature. If there is a fever, seek advice from a health care provider.
- If any staff or customer is sick or running a fever, they are to remain home and utilize personal time as outlined in the Tyler 2 Construction Policy Manual.



Phase 2: Urgent Status

Staff and subcontractors must regularly wash hands with soap and water for 20 seconds.

Staff need to disinfect common areas at least two times per day with sanitizing wipes.

- Limit in-person meetings as much as possible instead holding conference calls whenever possible.
- Check work email regularly for Coronavirus updates that may affect project schedules or on-site work schedules.
- If any staff or subcontractor exhibits coughing and/or have a fever, they are to remain home and utilize personal time as outlined in the Tyler 2 Construction Policy Manual
- Any staff member who has signs and symptoms of respiratory infection should not report to work.
- While on the job, any staff or subcontractor who develop signs and symptoms of a respiratory infection or fever should:
 - Immediately stop work and self-isolate,
 - Contact physician or local health department.
- **Office and Job-Sites will not allow non-essential visitors. The only exception is for inspections, deliveries, law enforcement, fire services, medical personnel and Tyler 2 or Client Staff who don't exhibit signs of illness.**
- Staff and subcontractors entering day facility will apply sanitizer.
- Office and job-sites will disinfect common areas 2 times daily.
- Do not shake hands with other people.
- Engage in social distancing and avoid non-essential public events, gatherings, and air travel.

Phase 3: Emergency Status

Staff and customers must regularly wash hands with soap and water for 20 seconds.

- For anyone diagnosed with COVID-19, contact your supervisor immediately. The infected person will not be allowed to return to work without doctor's authorization that the infection is no longer active within their body.
- The company will suspend all in-person meetings instead holding ONLY conference calls during this phase.
- Prioritize cleaning and disinfection of the office and job-sites on contact surfaces ensuring rooms are frequently cleaned and disinfected (e.g., at least once daily) focusing on frequently touched surfaces.
- Wear gloves when disinfecting.
- Disinfect all touchable surfaces, such as counters, tabletop, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, etc.
- Any staff member who has signs and symptoms of respiratory infection should not report to work.
- While on the job, any staff member who develop signs and symptoms of a respiratory infection or fever should:
 - Immediately stop work and self-isolate,
 - Contact physician or local health department
 - Outings should be limited to necessities only. No recreational outings allowed.



- Guidance will be provided regarding the closure of Office or Job-sites if deemed necessary.
- If Office is closed, remote operations protocol will be enacted.
- Extended absence from work with the inability to work while infected will be addressed on a case-by-case basis.