BACKGROUND

Due to heightened concerns of COVID-19 transmission, it is important that we all take extra precautions to keep ourselves, our coworkers, and our community members safe and healthy. SWCA is committed to aggressively evaluating business actions to protect employees, clients/teaming partners/vendors, and the organization, relying on guidance from the CDC and state and local governments. Based on current evaluation, SWCA 2020 field efforts will continue as scheduled unless directed otherwise by leadership. Please see the points below for guidance on communication expectations, preparing for communal living, pre-cleaning and maintaining clean field trucks and housing, personal hygiene, mobilization and demobilization expectations, and how to respond if one of our field staff displays symptoms.

Please note, all directives in this document are to be adjusted immediately based on updated guidance from SWCA’s Senior Leadership, Human Resources or the COVID-19 Task Force. Employees are encouraged to watch for OneSWCA email communications, as well as the most current information posted on the COVID-19 page on MySWCA. It is important to note that any guidance provided by the company is not intended to supersede any government orders and directives. For immediate questions or concerns, please communicate with your supervisor, Project Manager, direct management staff, and HR at HRConfidential@SWCA.com.

PRE-FIELDWORK

PERSONAL PREPAREDNESS

- 14-days prior to deployment:
  - Practice advanced personal hygiene always (proper 20 second hand washing, not touching face, use of hand sanitizer, etc.)
  - Away from home, practice advanced physical distancing (aka social distancing) keeping at least 6 ft distance, avoid shaking hands, etc.
  - Avoid being around anyone who is sick or experiencing cold or flu-like symptoms (fever, cough, shortness of breath)
  - Avoid attending large gatherings of 10 or more people
  - Avoid air travel and cruise ships
  - Limit exposure in public places
  - Practice wearing a non-medical face covering occasionally to get used to wearing one (face coverings are required when deployed)
  - Follow all state and local government guidelines

- Employees are not allowed to travel by air for work until further notice.
- Do not attend any conferences, trainings, workshops, parties, or other large public gatherings until further notice.
- Prepare your home and your personal bag in anticipation of potentially staying at your field location longer than scheduled if nationwide quarantines are put into effect.
- Minimize travel with more than one person in vehicle where possible. Follow local government orders. Review in detail and adhere to the Solo Driving Guidelines, if applicable.
- If you have overnight lodging planned, prior to travelling call ahead to ensure the hotel is still open. Plan for food, water and fuel for your vehicle if travelling to a remote location.
• The CDC recommends you get the flu shot to ensure flu symptoms are not mistaken with COVID-19 symptoms if you become infected. If you have not gotten the flu shot, you are strongly encouraged to get it this season prior to field mobilization.

COMMUNICATION
• All Project Managers and staff supervisors are to communicate daily with field staff 14 days prior to field mobilization regarding field staff health conditions.
• If you have partaken in air travel within 14 days of your field mobilization date, please communicate directly with your management team and HR.
• If you have attended any large group events within 14 days of when you are scheduled to mobilize, please communicate directly with your supervisor, Project Manager, and other management staff. Food is necessary, so this does not extend to grocery or department stores but do use the personal and perimeter hygiene practices described below when visiting high-traffic areas.
• If you have COVID-19 symptoms or are feeling ill at all, DO NOT report for field work. Communicate directly with your supervisor, Project Manager, or other direct management staff and HR about your health. The Project is not more important than your health. If any field staff display illness symptoms, they will not be deployed and will be encouraged to use sick leave. Any field employee displaying COVID-19 symptoms will be encouraged to seek medical attention immediately (see Symptoms on page 5).
• If you have been caretaking someone who is ill, please DO NOT report for field work. Communicate directly with your supervisor, Project Manager, or other direct management staff and HR and they will find a solution.
• 2-3 days prior to deployment, Project Managers and/or staff supervisors should ask employees the following yes or no questions. For all Yes responses, please contact HR for further evaluation and guidance:
  Yes or no, in the last 14 days have you:
  ▪ Tested positive for COVID-19 or been in close contact with anyone known to have tested positive?
  ▪ Experienced any cold or flu-like symptoms (fever, cough, shortness of breath)?
  ▪ Been in close contact or been care-taker for anyone experiencing cold or flu-like symptoms (fever, cough, shortness of breath)?
  ▪ Traveled by air to or from any location or been on a cruise ship?
  ▪ Been at a gathering of more than 10 people?
  ▪ Been in a public place while not practicing at least 6’ of physical distancing?

APPROVAL
• Only new field mobilizations where working conditions under this plan cannot be followed need approval from VP and SVP.
• Consideration of nonconforming new mobilizations will include evaluation of factors such as:
  ▪ Field staff current health conditions
  ▪ Whether or not they have been exposed to someone who has tested positive for COVID-19
  ▪ Potential risk of debilitating or dangerous infection based on CDC guidelines for individuals at high risk
  ▪ Where in the country field staff are coming from and going to relative to COVID-19 hotspots
• If an employee needs to travel via airplane for business, SVP-level approval is required.

PREPPING FOR FIELDWORK AND MOBILIZATION

• Rental car agencies have adjusted their hours and have heightened their vehicle cleaning methods. Call ahead to make sure the location is going to be open and the vehicle will be ready at your allotted time.
• If no rental vehicles are available, consult with your Director or VP regarding personal vehicle usage.

VEHICLE PREPARATION AND CLEANING

• A sanitation kit will be supplied with each field truck to ensure you have the supplies you need to practice good hygiene during travel, in your field housing, and in the field. This kit includes hand sanitizer, disinfectant wipes, soap dispensers (full) for kitchens and bathrooms in your field housing, disinfectant cleaning spray, paper towels, and latex gloves.
• If the cleaning supplies in the previous bullet are not available, please use alternative disinfectants per CDC guidelines. Details on making alternative disinfectants can be found on MySWCA.
• Practice caution when traveling in trucks, with equipment, or personal goods that may have been touched by someone who is infected. Wipe down all steering wheels, door handles, sides of doors where you push them closed, center consoles, display knobs, field equipment, and wash all necessary food products prior to deploying so you are not potentially transporting germs to a different community and your field housing. You have the option to wear latex gloves or other chemical resistant gloves such as Nitrile or Butyl Rubber when cleaning or handling these surfaces.
• Follow the same cleaning standards with UTVs, ATVs, boats, helicopters, and other similar equipment, as those described for field vehicles above.

VEHICLE TRAVEL FOR FIELDWORK

When preparing to travel for SWCA in a vehicle with more than one person be sure to do the following:

• Sanitize vehicle before and after use
• Take personal temperature. If 100.4 or above do not travel
• Wear face coverings at all times.
• Place environmental controls on a NON recirculating mode i.e. outside air
• If only 2 people; both sit up front
• Slightly open rear windows allowing for draft from front to rear
• If you are not comfortable traveling with another notify supervisor

JHA AND TAILGATE MEETINGS

• All JHA forms will detail appropriate personal protective equipment (PPE) relevant for safe project work.
• All tailgate meetings will, until further notice, be used to check in about each team member’s physical health and morale. These meetings will include detailed SWCA expectations on field house sanitation, personal hygiene, supplies, communication requirements, and emergency response action plans relevant to COVID-19 detailed in this Plan. Maintain proper physical distancing during these meetings. Furthermore, until
further notice, one person such as the team lead, will sign/initial the JHA for the entire crew once they acknowledge their agreement and understanding. They should be limited to 10 people of fewer if held in person.

PREPPING FOR COMMUNAL LIVING

- At this time, whether in a house or hotel for field housing, each staff member will have their own room and, when possible, their own bathroom.
- No guests are allowed in field housing until further notice. This increases the risk of exposure to you and other field house occupants.

CLEANING FIELD HOUSING

- Immediately upon arrival to your field housing, wash your hands for over 20 seconds with soap and water. This will help ensure that any germs on your hands from travel will not be transferred to field housing surfaces when you arrive.
- All staff while in field housing common areas and around fellow employees will always wear non-medical face coverings; in conjunction with physical distancing of at least 6-feet (or further depending on current guidance).
- After washing your hands, wipe down all surfaces with a disinfectant cleaner. Do not forget counters; front, back, side, bedroom, and bathroom door handles; cabinet handles; medicine cabinet handles; appliance handles, buttons, and knobs such as on the refrigerator, microwave, oven, dishwasher, clothes washer, and dryer; toilets; faucet handles; shower knobs; tv remotes; and light switches! Keep in mind there are other frequently used surfaces, such as shoulder-height on doors where we push them closed, that you are to wipe down.
- Ensure that you will be sleeping on clean bedding. Wash if necessary
- Clean and disinfect frequently touched objects daily
- Clean dishes immediately and thoroughly after use. Do not leave dirty dishes out

PERSONAL HYGIENE

- Avoid close contact with others. Do not shake hands, hug, or touch people unnecessarily
- Avoid touching your face
- Sneeze or cough into a tissue and then throw it away, or into your elbow. If you accidentally sneeze or cough into your hands, wash them immediately
- Regularly wash your hands for at least 20 seconds with soap and water or hand sanitizer throughout the day, especially before and after eating or touching common surfaces
- Launder your own face coverings on a regular basis

IN THE FIELD

- Follow the standard CDC recommendations above for personal hygiene even when you are in the field. This is especially important if you need to handle equipment with other staff regularly.
- All employees conducting SWCA business outside of their homes are instructed to wear face coverings.
- There may be circumstances when employees conducting field work can remove their face coverings, if the employee feels comfortable. The circumstances include:
• In an open area not likely to have people within 20 feet (if a person approaches and is within 20 feet, a face covering is needed)
• If an employee is having difficulty breathing. A safety time out should be called as well.
• If an employee is feeling ill, each field safety kit has thermometers that can be used by the employee to check their temperature. The thermometers are to be used by one employee only. Once used, the employee can keep the thermometer and a new thermometer will be issued for the safety kit. If an employee has a temperature of 100.4 or more, they need to isolate themselves, contact their field supervisor and HR confidential.
• Use the hand sanitizer provided in your field truck’s sanitation kit regularly, especially before you eat, after you eat, or if you sneeze or cough into your hands. Look out for your fellow staff and encourage that they do the same.
• Wipe down field equipment, including ATVs/UTVs, with disinfectant spray or wipes at the beginning and end of each day. Do not share tools to the degree possible, but if necessary, pay attention to disinfecting equipment between users.
• Wipe down field truck steering wheels, door handles, display knobs and center consoles daily.
• Maintain physical distancing guidelines keeping at least 6 feet between you and others; greater if required.

IN THE COMMUNITY
• If you stop anywhere on your way to field housing, such as a restaurant or gas station, wash your hands prior to leaving the establishment for at least 20 seconds with soap and water. Use a paper towel or your elbow to exit the building. This helps to ensure you are not picking up germs from fellow travelers and bringing them into the truck with you.
• All employees conducting SWCA business outside of their homes are instructed to wear face coverings.
• When possible, wash your hands immediately before returning to the field house from an outing either with soap and water or hand sanitizer, or right after you walk in the door. Avoid touching surfaces in field housing if you have been gone and have not yet washed your hands.

FIELD COMMUNICATION SCHEDULE
• All Project Managers and supervisor staff are required to communicate daily with field staff regarding their health conditions while they are mobilized.

ACTION PLAN FOR POTENTIAL INFECTION
• If you or one of your co-workers becomes ill, contact your supervisor or Project Manager and HR immediately. Do not handle the situation yourself.
• Anyone showing signs of COVID-19 will be encouraged to seek immediate medical attention. COVID-19 symptoms are listed below.
• If utilizing communal living accommodations, quarantine the sick employee to one bedroom and one bathroom and contact your supervisor and HR immediately.
• Sick and caretaking team members should wash their hands frequently and immediately before and after touching communal surfaces.
• If possible, supervisory staff may consider evacuating all employees not displaying symptoms to other housing. Please consider potential spread to other community members when making this decision. Additional SWCA evacuation protocol can be found in the SWCA Safety Plan.

COVID-19 SYMPTOMS

The following symptoms may appear 2-14 days after exposure:

• Fever or Chills
• Cough
• Shortness of breath or difficulty breathing
• Fatigue
• Muscle or body aches
• Headache
• New loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• Diarrhea

DEMOBILIZATION

COMMUNICATION

• Project Managers and staff supervisors are to communicate daily with field staff. Additionally, extra care should be taken as field staff demobilize, paying special attention to:
  ▪ review in detail and adhere to the Solo Driving Guidelines, if applicable.
  ▪ where field staff are coming from and going to relative to COVID-19 concentration areas.
  ▪ current health conditions of field staff
  ▪ whether or not there are nationwide quarantines in place restricting travel; and
  ▪ whether field staff have been exposed to people showing symptoms.

PREPARATION

• Practice personal hygiene methods described above during demobilization.
• Prior to departing field housing, clean all surfaces of your field housing to the same standards you did when you arrived.
• Clean all field equipment thoroughly before returning it to the office or its usual storage location.
• Prior to returning the field vehicle, clean the interior and exterior surfaces to the same standards you did when you received it.
POST-DEMOBILIZATION

COMMUNICATION

• Please continue to evaluate your health daily and communicate directly with your management staff and HR if you start to feel ill after demobilization.

• If you are scheduled to re-mobilize for another field effort soon, ensure that you continue to practice the personal hygiene standards described above, avoid large gatherings, and get enough rest. Sleep deprivation lowers our immune system responses, making potential illnesses much worse. Communicate directly with your management staff and HR about your needs and if you start to feel ill after demobilization.
APPENDIX A

COVID-19 FAQS

CONTENTS

Click on the links below to jump to section contents.

GENERAL COVID-19 UPDATES AND RESOURCES .................................................... 10
Are SWCA offices open or closed? .......................................................................................................... 10
What should I know about working from home? ...................................................................................... 11
What is the SWCA COVID-19 Task Force? ............................................................................................. 11
Where can I find SWCA’s covid-19 updates and resources? ................................................................. 11
Are there any training courses available related to COVID-19? .............................................................. 11
What should I look out for regarding fake COVID-19 emails, cyber attacks, and spam? ........................ 11
Is the Career Development Program Roadshow postponed? ................................................................. 12
Are we staying attuned to our market outlooks? ...................................................................................... 12

WORKING AND FIELD WORK DURING THE COVID-19 PANDEMIC .................. 12
What kind of internet connection do I need—Wired vs. WI-FI? ............................................................... 12
Does SWCA have work-related travel restrictions? ................................................................................. 12
Are hotel stays allowed if it can’t be avoided? ......................................................................................... 12
What precautions should field personnel take when staying in hotels? Does the COVID safety protocol have guidance on hotel stays? ................................................................................................................ 13
Would you recommend camping instead of hotel? .................................................................................. 13
Do we have personal travel restrictions? ................................................................................................. 13
Can I bring my kids to work? .................................................................................................................... 13
What precautions do I take when working in the field? ............................................................................ 13
Can you expand on the topic of PMs needing to communicate with field personnel up to 14 days before deployment? ............................................................................................................................................. 13
How do we go about packing employees in trucks and/or staging trucks with multiple people inside and still maintain 6ft while doing field efforts? Or would having a truck per person be the best-case scenario? .................................................................................................................................................. 13
What is the best action to take in the event someone needs First Aid attention? ................................... 14
Have there been any discussions about the limited amount of medical resources/added risks if a field employee had to seek medical attention from an ER/hospital/etc. because of a field injury? ................................. 14
Are nitrile gloves required or recommended to be worn at all times? ......................................................... 14
What are the CDC Cleaning and Disinfecting Guidelines? ...................................................................... 14
Where can I find the updated Job Hazard Analysis (JHA)? ..................................................................... 15

COVID-19 FACE COVERINGS ....................................................................................... 15
Where can I get a face covering? ............................................................................................................. 15
Does the non-medical face covering need to have more than one layer of cloth? Can a buff work for a non-medical face covering? .................................................................................................................. 15
Do I have to wear a face covering while at the office? ............................................................................ 15
What if I am in my solo office by myself? ................................................................. 15
Do I need to wear a face covering in common areas if I maintain 6ft of social/physical distancing? ...... 15
Do I need to wear a face covering in the field if I maintain 6ft of social/physical distancing? .......... 15
Do I have to wear a face covering while doing solo field work where I don’t encounter other people? .. 16
Do I need to wear a face covering in the field after work is complete? What about in field houses or while running errands? ............................................................................................................................. 16
Will rain and sweat make face coverings less effective? ....................................................... 16
How do we prevent eyeglasses from fogging up when wearing a face covering? ......................... 16
Will SWCA pay for a face covering? .................................................................................. 16
I have a physical/health concern that makes wearing a face covering difficult – What should I do? .. 16

COVID-19, HEALTH INSURANCE, EAP, YOUR HEALTH ............................................. 17
Does the SWCA health insurance cover COVID-19 tests? .................................................. 17
As an hourly employee, can I use my sick and vacation time? .............................................. 17
What should I do if I test positive for COVID-19? ............................................................... 17
How do I contact the Employee Assistance Program (EAP)? ................................................. 17
How can I connect with my coworkers during this time? ...................................................... 17
How do I recognize someone who is exhibiting our Core Values? ........................................... 17
Are there free exercise and meditation resources? ................................................................. 17
Can I use ZOOM for personal use? ...................................................................................... 18

CLIENTS, TEAMING PARTNERS, AND VENDORS ............................................................. 18
What do we give clients if they ask about our COVID-19 response? ....................................... 18
How do we communicate to clients about the practices we’re expected to be employing? Is there some communication (like a standardized email or letter) informing clients of the protocols we’re expected to be following? ...................................................................................... 18
Do we have subcontractor requirements? ............................................................................. 18

GENERAL COVID-19 UPDATES AND RESOURCES

ARE SWCA OFFICES OPEN OR CLOSED?

The opening/closing of offices is being evaluated on a case-by-case basis. Many SWCA office locations are under mandatory restrictions and mandating stay at home/residence practices. We continue to monitor additional city, county, and state orders since this is an evolving situation. We’ve created an SWCA COVID-19 Communication site on MySWCA. Please visit the site to see the latest updates.

SWCA provides services that are often considered “essential.” As this situation continues to develop, we are constantly evaluating and adjusting protocols to keep our employees safe and continue to function as a business.
WHAT SHOULD I KNOW ABOUT WORKING FROM HOME?

Right now, many people are experiencing the distributed workstyle for the first time, or for the first time for an extended period.

For those of us that who are not used to working from home regularly, we have some great information here that provides instruction on internet connection, how to work with others on SharePoint or OneDrive, SWCA File sharing, and more.

We’ve also compiled some tips from your colleagues to help to keep you connected and productive while working from your couch, kitchen, office, or living room.

Do you have a tip or trick you want to share? Email it to Jennifer Rideout at Jennifer.Rideout@swca.com.

WHAT IS THE SWCA COVID-19 TASK FORCE?

The Covid-19 Task Force is comprised of representatives from HR, Safety, Risk, Operations, and Communications to monitor ongoing developments, develop communication strategies for employees and clients, recommend policies on prudent actions and behaviors, and advise senior leadership.

WHERE CAN I FIND SWCA’S COVID-19 UPDATES AND RESOURCES?

We’ve created a SWCA COVID-19 Communication site. Please visit the site to see recent communications, distributed worker recommendations, suggested cleaning supplies, and links to external resources.

ARE THERE ANY TRAINING COURSES AVAILABLE RELATED TO COVID-19?

COVID-19 training modules are available on MyPath. These are not required, but you may find them helpful.

WHAT SHOULD I LOOK OUT FOR REGARDING FAKE COVID-19 EMAILS, CYBER ATTACKS, AND SPAM?

Nefarious people are taking advantage of the COVID-19 situation. Please be aware of potential scam attempts in-person, over the phone, and via emails/messages.

We are seeing a rise in phishing emails that are claiming to be from SWCA leadership. Please use extra caution, as these emails are being crafted in a way that allows them to get through our spam filtering systems. There are also scammers that are targeting text messages, so please be careful about fake text messages from SWCA leadership. We are aware of employees receiving fake/spam emails claiming to be from well-known agencies, services, and utilities with details on the COVID-19 virus.

As a reminder, please use extra caution when receiving these types of messages and DO NOT click on the links. It is recommended you delete them right away. You can always attach it to a new email and send to spamemail@swca.com for review. This internal link provides tips and things to be aware of.
IS THE CAREER DEVELOPMENT PROGRAM ROADSHOW POSTPONED?

The Career Development Program kickoff has been redesigned for a virtual roll-out and is now scheduled to launch to the whole organization in mid-July.

ARE WE STAYING ATTUNED TO OUR MARKET OUTLOOKS?

Yes. We developed a Market Conditions Task Force led by Scott Slessman, SVP Business Development Resources. This group monitors evolving market and client developments and provides input to senior leadership about adapting to ongoing conditions.

WORKING AND FIELD WORK DURING THE COVID-19 PANDEMIC

WHAT KIND OF INTERNET CONNECTION DO I NEED—WIRED VS. WI-FI?

If you have the option, please connect your computer to the Internet using a wired connection (ethernet cable). Wired networks are generally much faster than Wi-Fi networks.

*If Wi-Fi is your only option:*

- Place your computer as close as possible to your Internet modem/router. The distance between your computer and the modem/router *directly affects your signal strength.*
- Make sure there are no barriers between your computer and the modem/router.
- Floors, walls, and doors can cause a decrease in signal strength.
- Placing your modem/router in a drawer or behind decor can also decrease signal strength.
- As a rule of thumb, if you can see your modem/router from where your computer is, you’ll probably have a good connection.
- Password protect your Wi-Fi connection. More people on your Wi-Fi means more “cars driving through the tunnel.” Securing it with a password helps keep Internet speedy and your information protected.

Take advantage of cloud collaboration tools like MyProjects Sites, File Share, and OneDrive to stay connected and work on files. Just remember to follow file and coauthoring best practices!

DOES SWCA HAVE WORK-RELATED TRAVEL RESTRICTIONS?

Yes. Work-related air travel is not allowed without SVP and HR approval until further notice and may be subject to additional restrictions.

Do not attend any work-related conferences, trainings, workshops, or other business-related gatherings with more than 10 people until further notice.

Additionally, we continue to have more employees driving solo due to travel restrictions and social distancing recommendations, so the Task Force developed [SWCA Solo Driving guidelines](#) for work-related driving.

ARE HOTEL STAYS ALLOWED IF IT CAN’T BE AVOIDED?

Yes. Please speak with your Project Manager and/or Supervisor.
WHAT PRECAUTIONS SHOULD FIELD PERSONNEL TAKE WHEN STAYING IN HOTELS? DOES THE COVID SAFETY PROTOCOL HAVE GUIDANCE ON HOTEL STAYS?

Refer to the SWCA Fieldwork COVID-19 Field Safety Plan.

WOULD YOU RECOMMEND CAMPING INSTEAD OF HOTEL?

Discuss the project with your office leadership as to whether camping is an option. If camping is chosen, please refer to the SWCA COVID-19 Camping Guidelines document on MySWCA.

DO WE HAVE PERSONAL TRAVEL RESTRICTIONS?

Employees returning from all air travel (international or domestic) must self-quarantine for 14 days. Please communicate with HR and your VP if this applies to you.

CAN I BRING MY KIDS TO WORK?

For the health and safety of everyone, we cannot allow children to be in the workplace.

WHAT PRECAUTIONS DO I TAKE WHEN WORKING IN THE FIELD?

SWCA has developed an extensive COVID-19 Fieldwork Safety Plan with input from employees throughout the organization.

Remember that every SWCA employee is empowered to call a safety time out. This applies to workplace physical distancing and other COVID-19 precautions. If you see something that looks unsafe or against our guidelines, call a safety time out, talk to your supervisor, and make it right.

CAN YOU EXPAND ON THE TOPIC OF PMS NEEDING TO COMMUNICATE WITH FIELD PERSONNEL UP TO 14 DAYS BEFORE DEPLOYMENT?

The intention of highlighting PM to Field staff communications is to ensure field staff are apprised on any national, client, or SWCA updates; especially updated facts and information as some field staff may not have immediate access to information via the internet or news. Also, in reverse, the field staff should identify and disclose any concerns they have as well as ensure that employees know that if they become ill, they must report that to HR immediately. Please follow the guidelines in the COVID-19 Field Safety Plan.

HOW DO WE GO ABOUT PACKING EMPLOYEES IN TRUCKS AND/OR STAGING TRUCKS WITH MULTIPLE PEOPLE INSIDE AND STILL MAINTAIN 6 FT WHILE
DOING FIELD EFFORTS? OR WOULD HAVING A TRUCK PER PERSON BE THE BEST-CASE SCENARIO?

Attempt to acquire more vehicles for travel. If staff must travel together due to having limited number of vehicles, each person must agree to traveling together, be symptom-free of any illness to the best of their knowledge and wear face-coverings inside the vehicles at all time.

WHAT IS THE BEST ACTION TO TAKE IN THE EVENT SOMEONE NEEDS FIRST AID ATTENTION?

It is generally best practice to allow the injured/ill person to “self-treat”. You can always guide them if necessary and they should always be monitored. This may become impossible in certain emergencies such as severe bleeding, unconsciousness, seizures, etc. If you must approach a victim, wear appropriate PPE for the situation: safety glasses and non-latex (nitrile) gloves should be worn. A breathing barrier should always be used for rescue breaths.

HAVE THERE BEEN ANY DISCUSSIONS ABOUT THE LIMITED AMOUNT OF MEDICAL RESOURCES/ADDED RISKS IF A FIELD EMPLOYEE HAD TO SEEK MEDICAL ATTENTION FROM AN ER/HOSPITAL/ETC. BECAUSE OF A FIELD INJURY?

If you are faced with an emergency, call 911. If the situation is not an emergency, seek out a medical clinic—Medcor can assist with this. You are encouraged to call the medical center when the situation is under control and you can safely do so.

ARE NITRILE GLOVES REQUIRED OR RECOMMENDED TO BE WORN AT ALL TIMES?

Nitrile gloves are not required to be worn (just when pouring/mixing chemicals). Regular work gloves are to be used as usual, but not in relation to COVID-19. Follow disinfection guidelines for gloves as you would for your hands to prevent transference of the virus.

WHAT ARE THE CDC CLEANING AND DISINFECTING GUIDELINES?

The CDC guidelines for Cleaning and Disinfecting Households can be found here on the CDC’s website.

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

- **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
WHERE CAN I FIND THE UPDATED JOB HAZARD ANALYSIS (JHA)?

The updated Job Hazard Analysis (JHA) can be found on MySWCA. We worked with Safety and the OSRs to update the JHA. For crews to continue to be safe in the field, please adhere to SWCA’s updated fieldwork safety plan, the increased sanitation and hygiene practices, social distancing, and the driving to project sites guidance.

COVID-19 FACE COVERINGS

WHERE CAN I GET A FACE COVERING?

The directive is for face coverings (not medical face masks). Most types of cloth can be fashioned into a face covering, including bandanas, buffs, t-shirts, etc. Please refer to the CDC website for a video on how to make your own face covering.

DOES THE NON-MEDICAL FACE COVERING NEED TO HAVE MORE THAN ONE LAYER OF CLOTH? CAN A BUFF WORK FOR A NON-MEDICAL FACE COVERING?

No, your non-medical face covering does not need to be more than one layer. Tighter weave is better, and yes, a buff can work. The CDC offers guidance on non-medical face coverings here.

DO I HAVE TO WEAR A FACE COVERING WHILE AT THE OFFICE?

Yes. If you are reporting to an SWCA office, you will need to wear a face covering while at the office.

WHAT IF I AM IN MY SOLO OFFICE BY MYSELF?

If you are in your private office by yourself, you don’t necessarily have to wear the face covering. However, your face covering should be put on immediately if someone else enters your office. You are also required to wear the face covering while in any common or open areas of the office (e.g. break room, meeting/conference rooms, restrooms, lobby, elevators, etc.).

DO I NEED TO WEAR A FACE COVERING IN COMMON AREAS IF I MAINTAIN 6FT OF SOCIAL/PHYSICAL DISTANCING?

Yes. Face coverings should be worn in addition to maintaining proper physical distancing of at least 6ft.

DO WE NEED TO WEAR A FACE COVERINGS IN THE FIELD IF WE MAINTAIN 6FT OF SOCIAL/PHYSICAL DISTANCING?

Yes. Face coverings should be worn in addition to maintaining proper physical distancing of at least 6ft.
DO I HAVE TO WEAR A FACE COVERING WHILE DOING SOLO FIELD WORK WHERE I DON’T ENCOUNTER OTHER PEOPLE?

Not necessarily. However, you should always keep a face covering with you, in case you do encounter someone else (e.g. stopping at a gas station or seeing a random hiker).

DO I NEED TO WEAR A FACE COVERING IN THE FIELD AFTER WORK IS COMPLETE? WHAT ABOUT IN FIELD HOUSES OR WHILE RUNNING ERRANDS?

Face masks should be worn when any other people are present, which includes all common living areas and when out running errands. Face coverings should be worn in addition to maintaining proper physical distancing of at least 6ft.

WILL RAIN AND SWEAT MAKE FACE COVERINGS LESS EFFECTIVE?

There is no guidance from the CDC on this topic at this time, but on a somewhat related topic, per the COVID-19 Task Force in New York: "If you are using a cloth face covering, we recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. People should have at least two face coverings so they can rotate for washing." Also, SWCA's latest guidelines on face coverings can be found on MySWCA under the COVID-19 site.

HOW DO WE PREVENT EYEGLASSES FROM FOGGING UP WHEN WEARING A FACE COVERING?

Use soapy water to clean your glasses, leaving a small coating of soap on the lenses to break the surface tension of the moisture (SCUBA divers have been doing this for years). Put a tissue at the top of the mask to absorb moisture. Buy a mask that forms to your nose to prevent moisture from rising to your glasses. Read the Forbes article on this topic here.

WILL SWCA PAY FOR A FACE COVERING?

A $20 P-Card allowance may be authorized by your Director/VP for employees who need to purchase a face covering for work.

I HAVE A PHYSICAL/HEALTH CONCERN THAT MAKES WEARING A FACE COVERING DIFFICULT – WHAT SHOULD I DO?

If you have a physical/health concern that makes wearing a face covering difficult (e.g. asthma), please contact HR for an individualized determination and course of action.

Under what authority or information was this face covering decision made?

SWCA continues to refer to the most current guidance from the CDC and WHO. For the latest information on face coverings, please visit the CDC’s page on cloth face coverings and the CDC’s cloth face coverings FAQs.
COVID-19, HEALTH INSURANCE, EAP, YOUR HEALTH

DOES THE SWCA HEALTH INSURANCE COVER COVID-19 TESTS?

If you are covered under SWCA’s health plan and your medical care provider recommends a COVID-19 test, the plan will waive all co-pays and cost-shares for COVID-19 testing. For more information visit MyCigna.com.

AS AN HOURLY EMPLOYEE, CAN I USE MY SICK AND VACATION TIME?

Hourly employees can use accrued vacation or sick time, if needed, to fill in gaps in billable work. Please communicate with your Director or VP if you have questions. Hourly employees should not be using Leave Without Pay time on their timesheets.

WHAT SHOULD I DO IF I TEST POSITIVE FOR COVID-19?

Employees who have tested positive for COVID-19 should inform HR immediately at HRConfidential@swca.com and follow CDC guidelines for quarantine.

HOW DO I CONTACT THE EMPLOYEE ASSISTANCE PROGRAM (EAP)?

Information for how to contact the Employee Assistance Program (EAP) can be found here. It is important to remember that our EAP is here to help you and your immediate family, especially during difficult times.

HOW CAN I CONNECT WITH MY COWORKERS DURING THIS TIME?

As more employees and clients telework, we are finding creative solutions to stay connected via existing collaboration tools like Microsoft Teams and Zoom. Recent examples of finding creative engagement solutions include virtual coffee breaks, happy hours, and daily challenges around cooking, pets, outfits, and fitness.

We officially rolled out Microsoft Teams on March 31st. While many of us have already been using Teams, this launch provides guidance, tips, and tricks on a larger scale. You’ll be on your office team, as well as have access to a company-wide team to stay informed on company announcements and to send some kudos. Jen Rideout is leading this effort. Please contact her with any questions.

HOW DO I RECOGNIZE SOMEONE WHO IS EXHIBITING OUR CORE VALUES?

You can use @Praise on Microsoft Teams to recognize people across the organization.

ARE THERE FREE EXERCISE AND MEDITATION RESOURCES?

Yes! We’ve compiled a list of free resources available to help you stay active and well, which can be found here on MySWCA. It will continually be updated so please send an email to news@swca.com if you hear of additional free resources.
CAN I USE ZOOM FOR PERSONAL USE?

Yes! We are pleased to announce that we support ZOOM for personal use, so that you may have a way to stay in touch with your family, friends, and loved ones.

All we ask is that you refrain from using Toll-Free numbers for meetings or calls and always use an auto generated meeting ID, not your personal ID.

CLIENTS, TEAMING PARTNERS, AND VENDORS

WHAT DO WE GIVE CLIENTS IF THEY ASK ABOUT OUR COVID-19 RESPONSE?

The task force developed a letter, available here, that was sent to all clients, teaming partners, and vendors. Feel free to provide the letter directly to clients. If clients or teaming partners request additional information beyond the letter, please let your Director or VP know.

If you receive a client request regarding SWCA’s response to COVID-19 that is not addressed in the letter, please refer these requests to your Director.

HOW DO WE COMMUNICATE TO CLIENTS ABOUT THE PRACTICES WE’RE EXPECTED TO BE EMPLOYING? IS THERE SOME COMMUNICATION (LIKE A STANDARDIZED EMAIL OR LETTER) INFORMING CLIENTS OF THE PROTOCOLS WE’RE EXPECTED TO BE FOLLOWING?

In early March 2020, SWCA sent our COVID-19 plan to all clients and vendors. Employees should feel free to share our Field Safety Plan, SWCA’s Info Graphic (appendix B in the Field Safety Plan), and our Client Letter.

DO WE HAVE SUBCONTRACTOR REQUIREMENTS?

We developed a letter that outlines our Subcontractor requirements regarding COVID-19. Please ask your Director for a copy of the letter.
APPENDIX B

BEST PRACTICES TIP SHEET

SWCA SAFETY BEST PRACTICES
DURING THE COVID-19 PANDEMIC

- If you or a team member feel ill, **REMAIN HOME OR LEAVE** the job site immediately and contact HRConfidential@swca.com
- **AVOID TOUCHING** your eyes, nose or mouth
- **LIMIT GROUP SIZE** to no more than 10
- **WASH** your hands often, and for 20 seconds or more
- **CLEAN** vehicles and tools after each use
- **DON’T SHARE** pens, laptops, phones, or other ‘high-touch’ items without thoroughly cleaning them first
- **USE A FACE COVERING** if working around others
- **CALL** a safety time out if you feel unsafe
- **FOLLOW** all State and Local directives