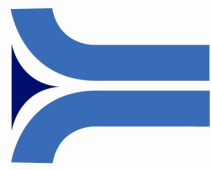


**CITY MECHANICAL, Inc.**

COVID-19 PREVENTION TRAINING  
and  
Prevention Requirements



# CITY MECHANICAL, Inc.

## COVID-19 PREVENTION PROGRAM FOR EMPLOYEES AND PROJECT SITES

*March 30, 2020*

The Bay Area is now under a Shelter in Place Order requiring everyone to stay at home except those providing essential functions. Some City Mechanical, Inc. ("CMI") projects are classified as essential under this order and are allowed to continue working. In the Bay Area, and in other areas, where CMI projects are allowed to operate, this program will apply to all CMI Employees.

On any project, CMI must prevent actual or potential exposure to COVID-19 to our employees and others. This requires:

1. All employees must attend a company COVID-19 Tailgate Training. (Copy Attached)
2. Anyone sick or knowingly exposed to COVID-19 cannot work on any job site.

Follow these stay at home requirements:

Employees must notify their supervisor and must stay home or leave the job if they have been exposed to the virus or have any of the following:

- ❖ Fever
  - Temperature of 100 degrees or higher
- ❖ Symptoms of COVID-19 or other respiratory illness such as:
  - Cough
  - Shortness of breath
  - Sore throat
  - Nasal Congestion/ Runny Nose
  - Myalgia (body aches)

When employees are required to leave the job, supervisors will direct the employee to self isolate to avoid exposing others on the job. Typically, such isolation requires the employee to wear an N-95 respirator and to stay in an isolated area until leaving the job.

Supervisors must report all information about potentially infected or exposed employees to the HR Department as soon as possible.

When employees are staying home, they must contact their supervisor daily to review their status and plan for when they may return to work. The supervisor will then communicate with the HR Department. HR will decide when employees may return to work.

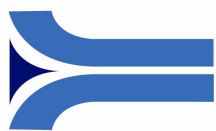
- Employees can contact the CMI Office (510) 724-9088 and request confidential communication regarding return to work or for assistance with, State Disability Insurance, Unemployment Insurance, and other assistance available.

3. All employees working on site must strictly follow the CMI Coronavirus Prevention: Hygiene and Social Distancing guidelines. (See CMI COVID-19 Tailgate Training attached)
4. Studies have shown that the COVID-19 Virus is able to survive in fecal matter for up to 3 weeks. Employees and supervisors must avoid any contact with sewage, filters, and ductwork.
5. Coordination with clients – owners and general contractors.  
  
CMI will cooperate with any Client requirements for COVID-19 prevention and communication.  
Unless instructed otherwise, CMI personnel will notify Clients' Project Manager of any employees who may have been on the job after being exposed or infected. The notification will keep personal identification information confidential. Clients should distribute the information to employees and other subcontractors in accordance with their own policies.

City Mechanical, Inc. Contact Information:

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*Office Manger: Helene Banares - [hbanares@citymechanical.com](mailto:hbanares@citymechanical.com)*



## COVID-19 PREVENTION

### Hygiene and Social Distance



**Wash your hands often. 20 seconds with soap and water.**

**(Or use an alcohol-based hand sanitizer.)**

Soap and water kills the virus and removes substances the virus could survive in.



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



**Cover your cough or sneeze with a tissue, paper towel, or rag then throw it in the trash. Or wear an N-95 respirator to protect others.**

**(Respirators are only recommended to protect others from you.)**

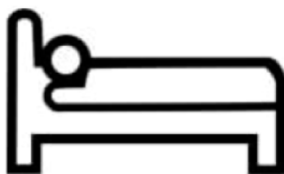


**Maintain a 6 ft distance away from other workers.**

**Do not crowd into man-lifts. Use stairs. Follow General Contractor instructions.**

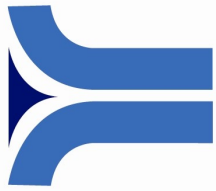


**Clean and disinfect frequently touched objects: Gang Boxes, desks, tables, chairs, tools and equipment used by more than one person.**



**Stay home when you are sick or have been exposed to COVID-19.**

Symptoms: Fever over 100°, cough, shortness of breath, sore throat, runny nose, body aches



# CITY MECHANICAL, Inc.

## CLEANING OF TOOLS TO HELP PREVENT SPREAD OF COVID-19

### Should a tool need to be cleaned that does not have blood or visible bodily fluids on it?

City Mechanical, Inc. recommends the following protocol. This protocol is subject to the recommendations of the Centers for Disease Control (“CDC”), OSHA, and those of State and Local health departments. Please follow applicable guidelines of these agencies.

- People handling tools should wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.
- People handling tools should be properly trained and protected using necessary Personal Protective Equipment (PPE).
- Clean tools with mild soap, a clean damp cloth, and, as needed, an approved diluted bleach solution only. Certain cleaning agents and solvents are harmful to plastics and other insulated parts and shouldn't be used.
- City Mechanical, Inc. does not recommend cleaners that have conductive or corrosive materials, especially those with ammonia. Some of these include gasoline, turpentine, lacquer thinner, paint thinner, chlorinated cleaning solvents, ammonia and household detergents containing ammonia.
- Never use flammable or combustible solvents around tools.

### CLEANING OPTIONS:

#### 1. MILD SOAP & REST

- If no blood was present on the product, it can be **cleaned with mild soap and a damp cloth to remove the fluids and then left to rest for 3 days**. This is based on CDC advisement that the virus may live on plastic surfaces for up to 72 hours, which suggest that the virus would no longer be harmful after the resting period. After this, the tool can be cleaned again.

\*Recommended for batteries

#### 2. MILD SOAP & DILUTED BLEACH SOLUTION

- If no blood was present on the product, it can be **cleaned with a mild soap and damp cloth to remove dirt and grease and then decontaminated with a diluted bleach solution**, which is consistent with CDC advise. The full diluted bleach cleaning procedure can be found below.

\*Not recommended for batteries

#### **PROCEDURE**

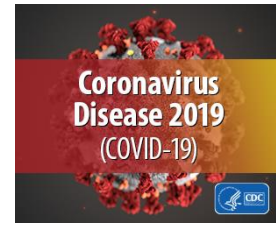
1. Clean the product surface with mild soap and water to remove dirt and grease.
2. Dip a clean cloth into the dilute bleach solution.
3. Wring out the cloth so it is not dripping wet.
4. Gently wipe each handle, grasping surfaces, or outer surfaces with the cloth, using care to ensure liquids do not flow into tool.
5. No other cleaning material should be used as the diluted bleach solution should never be mixed with ammonia or any other cleanser.
6. Allow the surface to dry naturally.
7. The cleaner should avoid touching their face with unwashed hands and should immediately wash their hands after this process.

A properly diluted bleach solution can be made by mixing:

- 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water; or
- 4 teaspoons bleach per quart of water

**NOTE:** If blood was on the product, advance cleaning is needed. Follow established Bloodborne Pathogen protocols for your business. Under OSHA requirements, anyone required to perform this type of cleaning should be trained in Bloodborne Pathogens and the use of the necessary PPE for this work.

# City Mechanical, Inc. COVID-19 Tailgate Talk



As you are all undoubtedly aware, the Coronavirus is spreading rapidly across the globe. According to the Centers for Disease Control and Prevention, “The potential public health threat posed by COVID-19 is very high, to the United States and globally.” At this time, the State and Federal Governments have declared states of Emergency. In addition, Bay Area Counties have issued a Shelter in Place Order.

The wellbeing of our employees and their families is of utmost importance. Everybody has a role to play in getting prepared and staying healthy.

## **Recommendations from the Center of Disease Control and Prevention:**

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. However, the CDC always recommends everyday preventative actions to help prevent the spread of respiratory diseases. See the Company COVID-19 Prevention Requirements that are included with this Safety Talk.

A COVID-19 Fact Sheet from the CDC is attached for your information. You can find more information on the following Links:

- The Centers for Disease Control and Prevention website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- OSHA: <https://www.osha.gov/SLTC/covid-19/>

## **Working on Company jobsites**

CMI has developed COVID-19 Prevention Requirements that must be followed during this emergency at all job sites. Review the attached copy of the requirements carefully and follow them.

# What you need to know about coronavirus disease 2019 (COVID-19)

## What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

## Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

## Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

## How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also 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 possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

## What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

## What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

## How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

## If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

## What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

## Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

## Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



For more information: [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19)

<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>



# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

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 cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

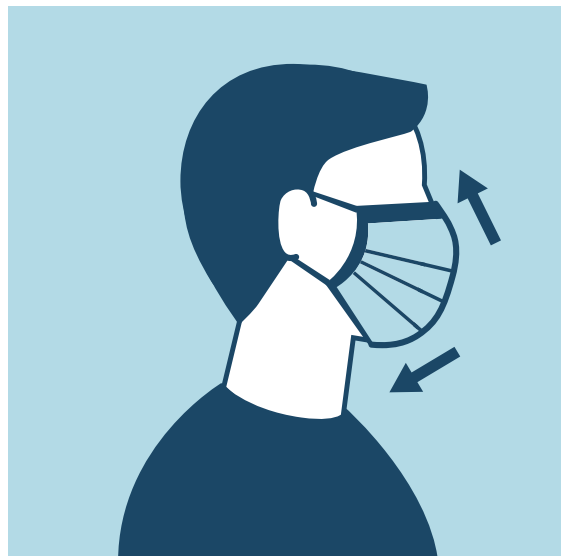
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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



# 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://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.