



Riggs Distler & Company, Inc.  
4 Esterbrook Lane  
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SOP-108A Supplement

## **SOP-108A Supplement**

### **Project Specific Safety Plan for COVID-19**

**Client:???**

**Project Name:???**

**COVID-19 Site Coordinator:???**

**Effective Date: ??/??/2020**

### **Purpose**

Riggs Distler & Company, Inc. is dedicated to the protection of its employees, facilities, resources and committed to ensuring that our company can continue all aspects of its critical business processes during a flu pandemic event by safely resuming normal operations as quickly as possible. We place a high priority on developing, validating, and, when applicable, implementing our Project Specific Safety Plan for COVID-19.

This plan is intended to be an addition to and supplement the Project Specific Health and Safety Plan (SOP-108A) and shall be tailored to meet any site specific and / or client requirements.

**A documented review of this plan is required for all Riggs Distler employees and subcontractors.**

If after reading this plan, you find that improvements can be made, please contact the project's COVID-19 Site Coordinator.



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## Administrative Duties

- Richard Neill, Corporate EHS Director, is responsible for establishing and implementing our written Corporate Pandemic Flu Plan. The Corporate EHS Director has full authority to make necessary decisions to ensure the success of this plan.
- The Project Manager and Project EHS Coordinator are responsible to ensure that a COVID-19 Site Coordinator is assigned to the project.
- The COVID-19 Site Coordinator is responsible for establishing and implementing the Project Specific Pandemic Plan. The COVID-19 Site Coordinator has successfully completed required training in preparing workplaces for COVID-19.
- The COVID-19 Site Coordinator is responsible for auditing this plan's effectiveness by utilizing the "COVID-19" audit in Industry Safe.

## Communication

### COVID-19 Site Coordinator:

- Will be responsible for communicating to field employees the status of the COVID-19 pandemic approaching or affecting our company and individual responsibilities during the COVID-19 pandemic.
- Implement **Appendix A** – Self Assessment of this document to ensure all employees, subcontractors or visitors report if they have:
  - A fever (greater than 100 Degrees Fahrenheit) and/or respiratory symptoms, diarrhea or other unexplained illness, or have been told by a health-care professional that you are presumptive positive or positive for Coronavirus. If so, they are to be directed to remain away from work until released by their personal physician.
  - Someone in their household has tested positive or has been told by a health-care professional that they are presumptive positive for Coronavirus. If so, they are to stay away from work for a minimum of 14 calendar days to ensure they have not contracted the Coronavirus.
  - A family member or they knowingly came into direct contact with someone that has tested positive for Coronavirus. If so, they are to stay away from work for a minimum of 14 calendar days to ensure they have not contracted the Coronavirus.
  - Traveled to a Coronavirus heavily affected area/city/country. If so, they are to be directed to stay away from work for 14 days.

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- Field Supervision shall notify management of any additional equipment or resource needs, changes in absenteeism rates and known or suspected health status.

Management and Supervision shall maintain (as needed), communication with our community and customers about our current capabilities, plans, and possible delays to reduce unnecessary tensions and fears.

**Communication with employees about coronavirus (COVID-19) and how it could spread on the jobsite will include:**

- Post updated prevention guidelines on COVID-19 in offices, trailers, and other common areas.
- Discuss prevention and protection with employees anytime virus activity is at a heightened level.
- Provide handouts of applicable guidelines including CDC, State Government and Riggs Distler communications.
- Encourage employees to notify supervision when they are ill or have tested positive for a virus.

All subcontractors and vendors working or present on jobsites, yard storage areas, warehouse, shops, etc. shall receive communication about Riggs Distler's current requirements while on-site.

## **Training**

Our goal is to ensure employee comprehension and understanding of how employees may be exposed to COVID-19, what their responsibilities are and what protective measures they can take. Due to the complexity of COVID-19 and the continuity and recovery process, field supervision will be responsible for providing training to all employees in the following:

- Measures for protecting workers from exposure to, and infection with, the novel coronavirus, COVID-19 depending on the type of work being performed and exposure risk, including potential for interaction with infectious people and contamination of the work environment.
- Infection control strategies based on a thorough hazard assessment, using appropriate combinations of engineering and administrative controls, safe work

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practices, and personal protective equipment (PPE) to prevent worker exposures.

- Proper steps to take if an employee believes that they may be sick or have been exposed to COVID-19.

## **Inventories, Supplies, and Services**

Adam Licursi, Facilities Manager and the project's COVID-19 Site Coordinator will utilize the business assessment to analyze critical supply chain services, goods and inventory to ensure operations are adequately supported. When supplies begin to become depleted, employees shall notify their supervision immediately.

Critical inventory at a minimum will include:

- Spray Disinfectants
- Alcohol-based rubs
- Paper towels
- Hand sanitizers
- Hand soap
- Face Masks

## **Best Practices to be followed by ALL Employees**

The following guidelines apply to all Riggs Distler employees, contractors and visitors to Riggs Distler Projects. These guidelines shall be posted at every site. A printable posting can be found in **Appendix B** at the end of this document.

- We have ZERO TOLERANCE for sick workers reporting to work.
  - If you are sick, stay home.
  - If you feel sick, go home.
  - Riggs Distler's safety department must be notified immediately of any sick employees or visitors. Individuals must await further instruction from the company before returning to work.

**NOTE:** If you are at higher risk for serious illness from COVID-19 because of your age or because you have a serious long-term health problem, it is recommended by Riggs Distler that you stay at home to avoid exposure. People that are at higher risk of getting

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very sick from this illness include: Older adults (70+ years old) or people who have serious chronic medical conditions like heart disease, diabetes, lung disease.

- Prior to the start of every shift, the supervisor will acknowledge on the Daily Job Brief that every employee has verified the review of “Appendix A: Self-Assessment,” and:
  - Have no signs of a fever or a measured temperature above 100 degrees or greater, a cough, trouble breathing, or any other unexplained illness within the past 24 hours.
  - Have not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19.
  - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Additionally, all employees will document that they have been given the following guidance:

**On-the-Job Guidance to Prevent Exposure and Limit Virus Transmission**

- Individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals at all times unless required to complete work activities, in which case will individuals must where face coverings over mouth and nose at all times.
- All individual work crew meetings should be held outside using social distancing. Use pens for each individual or verbally acknowledge agreement of pre-job brief and have the supervisor sign the form for workers.
- All-hands meetings, in excess of 10 individuals, are prohibited.
- Individuals must have face coverings on their possession at all times.
- We have a 100% glove-use policy, which is required at all times to avoid the spread of covid-19, in addition to injury prevention. Avoid touching your eyes, nose and mouth with your hands or your work gloves.
- Eliminate anyone other than Riggs Distler employees from entering project trailers or work locations.
- Cleaning supplies including sanitizers are available on site. Clean and disinfect frequently touched surfaces daily, this includes, tools, tool boxes, trucks,

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equipment seats, equipment controls, or any other item/surface regularly used by multiple employees.

- Clean PPE frequently.
- All employees will drive to the work site/parking area in a single occupant vehicle unless face coverings are used for all passengers in the vehicle.
- Lunches and breaks should be taken outside or in vehicles where possible.
- No handshaking or touching other individuals in any way. Also, do not unnecessarily touch surfaces.
- Wash hands often with soap and water for at least 20 seconds, particularly before eating or drinking or after blowing your nose, coughing, or sneezing. Hand sanitizer with at least 60% alcohol must be used where soap and water are not available.
- Cover coughing or sneezing. If no tissue is available, cough into your elbow.

## **Temperature Checks**

In the event performing temperature checks prior to entering the workplace become required by a state, project, or client, Riggs Distler has specific employees who have successfully completed the required IR Thermometer training to conduct these checks. At no time shall an employee who has not received this specific training attempt to conduct temperature checks.

If these checks become required, the COVID-19 Site Coordinator will contact Rick Neill, Corporate EHS Director to make him aware of the state, project or client requirement. At this time a non-contact IR Thermometer will be issued to the trained employee.

## **Hygiene and Housekeeping**

The role of hygiene is key to reducing the spread of COVID-19. Frequent hand washing with soap and water will be necessary.

**Steps to be implemented to maintain effective hygiene on the jobsite where there is increased risk of exposure:**



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#### High-Risk Areas (high traffic areas)

- Provide an adequate number of trash cans and empty them on a more regular basis than normal
- Increase housekeeping activity and inspections, with a focus on drink bottles and food trash
- Provide proper personal protective equipment to employees who clean or sanitize these areas
- Require all employees to wash their hands before/after using the restroom, cleaning or eating

#### Site Work Areas

- Place hand wash stations outside of portable toilets, common areas and designated break areas
- Ensure that hand wash stations have an adequate supply of soap, water and paper towels
- Provide adequate number of portable toilets, clean and stock on a more regular basis

#### Office & Trailer Areas

- Clean and disinfect frequently touched surfaces, such as copy machines, refrigerators and dishes
- Provide employees with an adequate supply of disinfectant, soap and hand sanitizer

#### Water Supply Areas

- Follow proper sanitation protocols when cleaning jugs for drinking water
- After filling jugs, install tape around the lid and document the date on the tape
- Provide single use cups for each water jug and trash containers for disposal

Alcohol-based hand rubs, sanitizing wipes and other sanitizing supplies such as spray disinfectants will be distributed to each employee on all jobsites. Field Supervision is responsible for maintaining adequate supplies of soap, alcohol-based hand rub, sanitizing wipe, paper toweling, and spray disinfectant inventories to support their projects.

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All Field Supervision will be responsible for general company housekeeping. Suitable cleaning solutions are listed below:

- Alcohol-based rubs
- Spray Disinfectants
- Disinfectant wipes
- Hand Sanitizer
- Hand Soap

## **Employee Actions Outside of the Workplace**

Because good hygiene and housekeeping practices may lower potential risks of COVID-19 infection and prevent its spread, we encourage employees to take the following precautions outside of the workplace during a pandemic flu outbreak:

- Stay home if sick.
- Practice Social Distancing.
- Avoid social interactions outside of work.
- Stay at least 6 feet away from others whenever possible.
- Stay home as much as possible outside of working hours.
- Avoid non-critical travel.
- Wash hands often with plain/antibacterial soap and water or use an alcohol-based hand rub if hands are not soiled.

## **Social Distancing**

Social distancing is taking measures to keep employees away from other people, including other employees, customers, and the public, in order to prevent exposure. During the COVID-19 containment period, all employees must:

- Drive to the work site/parking area in a single occupant vehicle unless face coverings are used for all passengers in the vehicle.
- Maintain a distance of 6ft or more from co-workers, subcontractors, truckers, inspectors and others.
- Avoid shared workstations.
- Avoid taking break or lunch in close proximity to others.
- Avoid sharing lunches or meals.

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- Avoid sharing tools as much as possible.
- Avoid sharing mobile devices (phones, tablets, etc.)
- Avoid social interactions outside of work.
- Stay at home as much as possible outside of working hours.

Project Management and Corporate management teams will evaluate and institute when applicable the following steps:

- Use technology to reduce table-top meetings, such as dial-in or web-based meetings
- Limit the amount of employees that are gathered together for field meetings
- Split mandatory field meetings into smaller, more spread-out, groups of workers

## **Reporting Procedures**

If you feel any symptoms related to the COVID-19 virus, you are to IMMEDIATELY contact your COVID-19 Site Coordinator. They will then contact Rick Neill, Corporate EHS Director within the hour.

## **Plan Evaluation**

By having the COVID-19 Site Coordinator thoroughly evaluate and as necessary, revise our plan, we ensure our plan's effectiveness and prevent or eliminate any problems.

Plan evaluation involves the following:

- Updates based on the changing laws and regulations regarding the pandemic.
- Evaluation to determine effectiveness with all employees



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**Appendix A: (Revised July 20, 2020)**

**RDC Coronavirus (COVID-19) Employee Self-Assessment**

**Persons who shall complete this self-assessment:**

- **All Riggs Distler & Company, Inc. Employees and all approved Visitors to RDC projects or facilities shall complete this Assessment before coming to work each day or entering a facility.**

**Do any of the following currently apply to you?**

- You have a fever (greater than 100 Degrees Fahrenheit) and/or respiratory symptoms, diarrhea or other unexplained illness, or have been told by a health-care professional that you are presumptive positive or positive for Coronavirus. If so, we are directing you to remain away from work until released by your personal physician.
- Someone in your household has tested positive or has been told by a health-care professional that they are presumptive positive for Coronavirus. If so, we are directing you to stay away from work for a minimum of 14 calendar days to ensure you have not contracted the Coronavirus.
- You or a family member knowingly came into close contact (within 6') with someone that has tested positive for Coronavirus. If so, we are directing you to stay away from work for a minimum of 14 calendar days to ensure you have not contracted the Coronavirus.

- **Travel:** Any RDC employee that travels for personal reasons to a recognized hot spot will be required to quarantine for 14 days upon return; Is required to complete the RDC COVID-19 Travel and / or QR Covid-19 Travel before returning 236-2879. While your state's travel requirements by accessing them through the link or QR Code below.



Questionnaire – *accessible by the Code below*; And to call the RDC Point of Contact, Ed Milukas, to work. He can be reached at traveling, please keep up to date



link 267- with

[Link to: RDC COVID-19 Travel Questionnaire](#)

[Link to: List of COVID-19 Hot Spots](#)



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If, on the basis of this self-assessment, it is not appropriate for you to enter the work environment, please contact your manager if you are an employee. Non-employees should communicate with their company.

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## Appendix B

### PROJECT SPECIFIC COVID-19 GUIDANCE

#### **The following guidelines are to be POSTED and apply to all Riggs Distler employees, contractors and visitors to Riggs Distler Projects**

- We have ZERO TOLERANCE for sick workers reporting to work.
  - If you are sick, stay home.
  - If you feel sick, go home.
  - Riggs Distler's safety department must be notified immediately of any sick employees or visitors. Individuals must await further instruction from the company before returning to work.

**NOTE:** If you are at higher risk for serious illness from COVID-19 because of your age or because you have a serious long-term health problem, it is recommended by Riggs Distler that you stay at home to avoid exposure. People that are at higher risk of getting very sick from this illness include: Older adults (70+ years old) or people who have serious chronic medical conditions like heart disease, diabetes, lung disease.

- Prior to the start of every shift, the supervisor will acknowledge on the Daily Job Brief that every employee has verified the review of "Appendix A: Self-Assessment," and:
  - Have no signs of a fever or a measured temperature above 100 degrees or greater, a cough, trouble breathing, or any other unexplained illness within the past 24 hours.
  - Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19.
  - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

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- Additionally, all employees will document that they have been given the following guidance:

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- Individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals at all times unless required to complete work activities, in which case individuals must wear face coverings over mouth and nose at all times.
- All individual work crew meetings should be held outside using social distancing. Use pens for each individual or verbally acknowledge agreement of pre-job brief and have the supervisor sign the form for workers.
- All-hands meetings, in excess of 10 individuals, are prohibited.
- Individuals must have face coverings on their possession at all times.
- We have a 100% glove-use policy, which is required at all times to avoid the spread of covid-19, in addition to injury prevention. Avoid touching your eyes, nose and mouth with your hands or your work gloves.
- Eliminate anyone other than Riggs Distler employees from entering project trailers or work locations.
- Cleaning supplies including sanitizers are available on site. Clean and disinfect frequently touched surfaces daily, this includes, tools, tool boxes, trucks, equipment seats, equipment controls, or any other item/surface regularly used by multiple employees.
- Clean PPE frequently.
- All employees will drive to the work site/parking area in a single occupant vehicle unless face coverings are used for all passengers in the vehicle.
- Lunches and breaks should be taken outside or in vehicles where possible.
- No handshaking or touching other individuals in any way. Also, do not unnecessarily touch surfaces.
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