

**VANGUARD ORGANIZATION INC.
COVID 19 SAFETY PLAN
FOR OFFICE, JOB-SITES, AND WORKERS**

I, Frank Algier, as President of **Vanguard Organization Inc.**, at the corporate headquarters located at 1839 South Rd Wappingers Falls, NY 12590, do hereby affirm that we have enacted the following **COVID 19 SAFETY PLAN**.

I. People

A) Strive to ensure that employees comply with the physical distancing requirements, we will do the following.

1. Ensure 6-foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. A core function would include but not limited to opening a roof, as this may require two (2) people in close proximity. They are required to wear PPE and will comply with physical distancing recommendations as per CDC standards until the task is completed.
2. Anytime personnel are less than 6 feet apart from one another, staff must wear acceptable face coverings.
3. Designated areas for pick-ups and deliveries will limit exposure. When unloading and loading vehicles, proper PPE will be utilized.
4. Lunch breaks are always outside, whenever possible, where there is enough space for physical distancing.
5. Job-Site meetings will be held outside, whenever possible, and office meetings will be held in open, well-ventilated spaces with appropriate physical distancing among participants.
6. Communication with clients or others will be done by phone, video conferencing, and emails, whenever possible, If "in person" is required, physical distancing will be practiced; if not feasible, appropriate PPE will be utilized.
7. We have initiated a Health Check Log for all employees. There will be a log at our office for employees at the start of the shift. Employees reporting directly to the jobsite will complete the log on the jobsite, and a photo of the log delivered /sent to the office.

II. Places

A) On-site practices will include but not limited to: using outside ladders to access the roof. Plus, all workers must follow VANGUARD'S COVID 19 GUIDELINES AND PROCEDURES.

1. Vanguard has an adequate supply of acceptable face coverings and will supply them at no cost to the employees.
2. Face coverings shall be inspected daily, and employees will be reminded that PPE needs to be washed, cleaned, or replaced frequently.

B) Hygiene and Cleaning

1. Cleaning Logs will be maintained at both the office and on job sites documenting regular cleaning and disinfecting.
 - a. The team leader on the Jobsite will be responsible for keeping a log on-site, and a photo of the log will be delivered / sent to the office.
 - b. The office manager will keep a log for office cleaning on-site at the office.
- c. Essential hand tools for everyday use have been given to each roofing mechanic to limit sharing. Specialized tools will be sanitized after use and returned "Clean" to the shop tool room.
- d. Portable toilets and handwashing stations will be on larger projects; each worker will have access to hand sanitizer for smaller projects.

III. Communication

- A) Vanguard's Guidelines and Procedures are posted at the office and shop and are at every job site in a binder.
- B) Contact Log will be kept on the job site and in the office. All persons not working for Vanguard that come to jobsite, (excluding deliveries that are performed with appropriate PPE or through contactless means) or to the office must sign in and give Vanguard a way to contact them.
- C) If a worker tests positive for COVID19, Vanguard will notify state and local health departments via the COVID HOTLINE **1-888-364-3065** and cooperate with contact tracing efforts, including notification of potential contacts, while maintaining confidentiality required by state and federal laws.

VANGUARD ORGANIZATION INC.

COVID19 GUIDELINES AND PROCEDURES FOR ALL SITES AND WORKERS

These Guidelines and Procedures MUST be implemented at all times on all construction sites. All construction sites MUST conduct a Safety Stand-Down day to disseminate these Guidelines to all employees and workers.

Employee Health Protection - ZERO Tolerance

The following applies to both employees and sub-contractors.

- ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!
- If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text, or email) right away and head home from the job site or stay home if already there.

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text, or email) and asked to leave the project site immediately.

COVID-19 Typical Symptoms:

- o Fever
- o Cough
- o Shortness of Breath
- o Sore Throat
- Prior to starting a shift, each employee will self-certify to their supervisor that they:
 - o Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
 - o 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 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
 - o Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Employees exhibiting symptoms or unable to self-certify should be directed to leave the worksite and seek medical attention and applicable testing by their health care provider. They are not to return to the worksite until cleared by a medical professional.

General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus

- No handshaking
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
- Each jobsite should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover all areas including gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site.
- A "No Congregation" policy is in effect, and individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- Avoid face to face meetings - critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- All individual work crew meetings/toolbox talks should be held outside and follow social distancing
- Please keep all crew members a minimum of 6' apart at all times to eliminate the potential of cross-contamination
- At each job briefing/toolbox talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
- Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions
- All restroom facilities/porta-potties should be cleaned, and handwashing stations shall be provided with soap, hand sanitizer, and paper towels
- All surfaces should be regularly cleaned, including ladders.
- Be sure to use your own water bottle, and do not share
- To avoid external contamination, we recommend everyone bring food from home
- Please maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands; if no tissue is available, then cough into your elbow.
- Do all you can to maintain your good health by getting adequate sleep, eating a balanced, healthy diet; avoid alcohol, and consume plenty of fluids.
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please DO NOT share your tools.
- If you or a family member is feeling ill, stay home!

Work Site Risk Prevention Practices

- At the start of each shift, confirm with all employees that they are healthy.
- We will have a 100% glove policy from today going forward. All construction workers will be required to have available cut-resistant gloves, for specific work and latex gloves available for lesser tasks or the equivalent whenever necessary.
- Use of FACE MASK IS REQUIRED.
- All employees shall drive to and from Job-site USING APPROPRIATE STANDARD FACE MASK.
- At the beginning and end of shifts, employees are required to wipe down the interior and door handles with disinfectant prior entry.
- Large gathering places on the job site such as indoor break areas will be eliminated, and instead, small break areas will be used to ensure social distancing.

Wash Stations: Job-Site construction sites without ready access to an indoor bathroom shall have Wash Stations.

- Hand wash stations with soap for frequent handwashing for shall be set up.
- All onsite workers must help to maintain and keep stations clean
- If a worker notices soap or towels are running low or out, immediately notify a supervisor.
- Garbage containment will be placed next to the hand wash station for the disposal of tissues/towels.

Portable Toilets: shall be provided

Please Note: This document is not intended to replace any formalized procedures currently in place.

Where these guidelines do not meet or exceed the standards established, everyone shall abide by the most stringent procedure available.



Wash hands often with soap and warm water or use alcohol based hand sanitizer.



Avoid touching your eyes, nose and mouth.



Cover your mouth when you cough or sneeze use a tissue or your inner elbow, not your hands



Clean things that are frequently touched with cleaning spray or wipes



Stay home if you are sick and avoid close contact with others



Think ahead about how to take care of yourself and your loved ones.