

- **Understand the Symptoms, Prevention and Treatment** - Familiarize yourself with COVID-19 [symptoms](#) and [guidance for prevention and treatment](#), as provided by the [CDC](#) or [WHO](#).
- **Wash Your Hands Frequently** – Use soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands that are visibly soiled.
- **Stay home if you or your family members are sick** - If you **or your family members** are sick or experiencing symptoms you should stay home. Not doing so increases the risk of spreading this as well as other illnesses. If you exhibit even mild symptoms during that time, such as a fever, cough, or shortness of breath, avoid contact with others, call your healthcare provider immediately, and inform your supervisor.
- **Take extra precautions if you are an at-risk group** – If you are pregnant, over 60 years of age, or have underlying health conditions that weaken your immune system (heart disease, diabetes) you may be more at risk for serious illness if you contract COVID-19.
- **Use social distancing when around people** - The virus is spread primarily from person to person by those who are in close contact (roughly 6 feet or less) through respiratory droplets produced through coughing or sneezing that may be airborne or on an individual's skin. *Social distancing is one of the most important steps you can take to prevent the disease.* Avoid close contact with people – especially those who are sick. Elbow bumps and head nods should replace handshakes and hugs! During meetings, position chairs further apart (~ 6 feet) to reduce the potential spread of the virus.
- **Clean your work area regularly** - the COVID-19 virus can also be contracted by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Cleaning of work surfaces and tools is a required proactive step.
- **Practice good hygiene** - cover your mouth when you cough or sneeze. Immediately dispose of tissues. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- **Avoid touching your face - eyes, nose or mouth** especially with unwashed hands or after contact with surfaces or other workers.
- **Use of Masks** - CDC does not recommend people who are well wear a facemask to protect themselves from respiratory illness, including COVID-19. You should only wear a mask if a healthcare professional recommends it. A facemask should be used by people who have COVID-19 and are showing symptoms to protect others from getting infected.
- **Travel** - If your travel will be taking you to an area impacted by COVID-19, please let your supervisor know immediately. Reference travel guidelines on the [Terracon COVID-19 resource page regarding business travel](#).

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- **Use conference calls and Skype technology** in lieu of in-person meetings.
- **Limit attendance at internal meetings** - Follow local health department guidelines regarding attendance at local meetings – in some areas, that means no face-to-face meetings with any number of people. In other locations, there is not a specific number prescribed by the local health officials. For Terracon purposes, that means no more than 10 people (unless fewer are advised by your local health officials). Meetings involving visitors and vendors should be evaluated and if possible postponed. If a meeting is necessary, please follow all guidelines in this document.
- **Allow employees who can work from home to work from home** – Based on their job responsibilities, all our employees are not able to work from home. In order to reduce the chance of exposure we need to reduce the number of people in the office. Therefore, work with your team to assess where and when we can and need to work differently. Work from home when job duties allow and utilize Skype and conference calls. This will vary depending on your local health department advice, but we want to be clear that *if working from home is an option, it is encouraged*.
- **Additional attention to worker safety and security must be maintained** – Be aware that with reduced staff in the office:
  - Building security precautions must be maintained and may need to be revised. Doors must stay closed and locked. Access must be addressed.
  - Lone worker safety precautions must be maintained. Employees should never work alone in the laboratory without lone worker procedures in place. Contact your Operating Group Safety Professional if you need additional guidance.
- **Maintain and use cleaning supplies regularly** - The office should have a good supply of tissue, cleaning supplies, hand soap and alcohol-based hand sanitizer strategically positioned throughout the office for use by all. If there are supply shortages in your area, contact your Operating Group Safety Professional or Procurement for options.
- **Maintain cleanliness and hygiene of common areas** – Keep common areas like kitchens and restrooms clean. Clean and disinfect frequently touched objects like door handles, railings, work surfaces, etc. Remove trash, especially food waste frequently.
  - If your cleaning crew comes in once a week, consider more frequent visits.
  - As co-workers we are all in this together and the easiest way to accomplish this is to clean up after ourselves, as well as pitching in and sharing in regular clean-up in-between visits by the scheduled cleaning crew.
  - Cleaning supplies include anti-bacterial spray liquid, anti-bacterial cleaning wipes, anti-bacterial aerosol spray, soap and water. Please use professional supplies

and **do not attempt** to make 'home made' cleaning supplies. Select cleaning supplies from the [approved EPA list](#).

- Use disposable paper towels for wipe downs not reusable rags. Dispose of paper towels in the trash immediately after use.
- Safety glasses and nitrile gloves must be worn by anyone cleaning common areas.
- **Use social distancing when around people** - The virus is spread primarily from person to person by those who are in close contact (~ 6 feet or less) through respiratory droplets produced through coughing or sneezing that may be airborne or on an individual's skin. *Social distancing is one of the most important steps you can take to prevent the disease.* Avoid close contact with people – especially those who are sick. Elbow bumps and head nods should replace handshakes and hugs! During meetings, position chairs further apart (~ 6 feet) to reduce the potential spread of the virus. Use Skype when possible – even for meetings where individuals share the same building.
- **Clean your work area regularly** - The COVID-19 virus can also be contracted by an individual touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Cleaning of work surfaces and tools is a required proactive step.
  - Wipe down your work areas at the end of every work day. Don't forget the computer keyboard and mouse.
  - Options for cleaning supplies include anti-bacterial spray liquid, anti-bacterial cleaning wipes, anti-bacterial aerosol spray, soap and water. Use professional supplies and **do not attempt** to make 'home made' cleaning supplies.
  - Wear PPE as recommended by the product labels during cleaning.
- **Wash your hands and practice good personal hygiene** – The best way to prevent the spread of COVID-19 is to practice good personal hygiene. This includes:
  - Frequently wash your hands with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing, or sneezing. Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water is not available. Always wash hands that are visibly soiled.
  - Cover your mouth when you cough or sneeze. Immediately dispose of tissues. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
  - Avoid touching your eyes, nose or mouth especially with unwashed hands or after contact with surfaces or other workers.
  - Do not use other workers phones, headsets, work stations, tools or equipment.
- **Post informational resources throughout the workplace.** Resources are available on the [Terranet COVID-19 Resource page](#).
  - Reminders to wash your hands in bathrooms and kitchens.
  - Reminders to cover your cough, symptoms and what to do if you are sick.

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- **Have Flexible/Staggered work shifts to allow for Social Distancing** - Consider staggering work shifts to keep the minimum personnel in the lab to provide social distancing and still allow the work to get done. Be aware that with reduced staff in the office:
  - Building security precautions must be maintained. Doors must stay closed and locked. Access must be addressed.
  - Lone worker safety precautions must be maintained. Employees should never work alone in the lab without lone worker procedures in place. Contact your Operating Group Safety professional if you need additional guidance.
- **Use of PPE** – Do not share PPE (especially respirators) and clean your PPE often. Wear your gloves as frequently as possible in the lab and only remove when necessary. Treat gloved hands like bare hands – avoid touching your face with gloved hands.
- **PPE for Visitors to the Lab** – Eliminate the shared PPE that is used for office personnel and other visitors that don't work regularly in the lab. Office personnel and visitors will need to use their own PPE or be provided PPE for them to keep.
- **Clean lab tools and equipment before and after use** - Clean and disinfect tools and equipment. At a minimum, ***the user must clean tools after each use.***
  - Options for cleaning supplies include anti-bacterial spray liquid, anti-bacterial cleaning wipes, anti-bacterial aerosol spray, soap and water. Please use professional supplies and ***do not attempt*** to make 'home made' cleaning supplies. Due to the rough and unimproved surfaces in the lab, aerosol or spray type cleaning supplies work best.
  - Use disposable paper towels for wipe downs not reusable rags. Dispose of paper towels in the trash immediately after use.
  - Wear safety glasses and chemical resistant gloves when cleaning equipment.
- **Use social distancing when around people** - The virus is spread primarily from person to person by those who are in close contact (~ 6 feet or less) through respiratory droplets produced through coughing or sneezing that may be airborne or on an individual's skin. *Social distancing is one of the most important steps you can take to prevent the disease.* Avoid close contact with people – especially those who are sick. Elbow bumps and head nods should replace handshakes and hugs! During meetings, position chairs further apart (~ 6 feet) to reduce the potential spread of the virus. Use

Skype when possible – even for meetings where individuals share the same building.

- **Wash your hands and practice good personal hygiene** – The best way to prevent the spread of COVID-19 is to practice good personal hygiene. This includes:
  - Frequently wash your hands with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing, or sneezing. Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water is not available. Always wash hands that are visibly soiled.
  - Cover your mouth when you cough or sneeze. Immediately dispose of tissues. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
  - Avoid touching your eyes, nose or mouth especially with unwashed hands or after contact with surfaces or other workers.
  - Do not use other workers phones, headsets, workstations, or PPE.

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- **Evaluate Job Sites and discuss with Client and or Contractor** – Project managers and assigned field staff should evaluate job sites where we will be working for potential exposure. Obtain as much information as you can from the client and/or contractor on current projects and for new projects.
  - Is the site high risk for exposure – like a hospital or medical facility?
  - Have there been reported COVID-19 cases or suspected cases at the site?
  - What precautions has our client and or contractor put in place for disease transmission prevention?
  - Ask our client or contractor to immediately notify us of suspected cases at the site.
  - What requirements does our client or contractor have for Terracon personnel that will be on-site?
  - Has anything changed that will impact our services, schedule, staffing, costs? If yes, we will need to discuss with our client immediately.
- **Agency shutdowns that impact our services** – Be aware that some agencies may be shut down and not respond to requests. Licensing, permitting, traffic control and 811 One Call Services, and local building officials may be impacted. In no way will Terracon deviate from our Core Rules and Practices or Lifesaving Absolutes. Employees must practice Our Rules to Live By P3 and, *Step back for Safety. Stop Work if you feel it is unsafe to continue or if someone questions the safety of your behavior. Inform a supervisor of the situation and work together to identify and mitigate any hazard.*
  - If any of these closings will impact our services, schedule, staffing, or costs, we will need to discuss with our client immediately.
- **Review with our project team** - If an existing project, our Project Manager should have a conference call with our project personnel that will be on the project site and other critical staff (e.g. dispatcher, APR, etc.) to update any changes, requirements, and raise awareness. If for a new project, incorporate this into the kick-off meeting.
  - Share details that were provided by the client / contractor about the site.
  - Discuss tasks that may place any Terracon employees in close proximity (< 6 feet) to other workers and options for maintaining social distancing in these situations, for example:
    - Exchanging / signing paperwork
    - Talking to property owners, equipment operators, other site personnel
    - Handling site blueprints/specifications of other parties
    - Riding elevators
    - Working with our subcontractors
    - Checking in/out of the site
  - Review the Project Site and Vehicle pre-task planning guidance documents with the team to ensure everyone knows the information and that our employees are properly equipped with supplies and information outlined in these documents.
- **Use of PPE** - Do not share PPE (especially respirators) and clean your PPE after use. Wear your gloves as frequently as possible in the field and only remove when necessary. Treat gloved hands like bare hands – avoid touching your face with gloved hands.

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  - Take lunches and breaks alone or at least 6 feet away from others.
  - Do not share food, cigarettes, lighters, etc.
  - When using elevators and lifts maintain as much clearance as possible. Ask to be alone in the lift.
  - Because construction sites are loud, it forces you to lean in to hear conversations or talk to others. ***You must maintain distance from others.*** Take conversations away from loud areas, talk on cell phones or text.
- **Wash your hands and practice good personal hygiene** – The best way to prevent the spread of COVID-19 is to practice good personal hygiene. This includes:
  - Employees should take water and soap for hand washing with them. Do not rely on the site to provide personal hygiene supplies. Water can be carried in portable containers and labeled “non-potable water”. Label soap containers if the soap is transferred into portable containers.
  - Options for personal hygiene supplies include anti-bacterial hand sanitizer, anti-bacterial hand wipes, soap and water. Please use professional supplies and ***do not attempt*** to make ‘home made’ cleaning supplies. ***Do not use*** cleaning supplies on your body if the product is not designed for use on the body.
  - Wash hands immediately after using portable restrooms on the project site. Frequently wash your hands with soap and water for at least 20 seconds, before eating and after blowing your nose, coughing, or sneezing. Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water is not available. Always wash hands that are visibly soiled.
  - Cover your mouth when you cough or sneeze. Immediately dispose of tissues. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
  - Avoid touching your eyes, nose or mouth especially with unwashed hands or after contact with surfaces or other workers.
  - Do not use other workers phones or PPE.
  - Clean and disinfect tools and equipment. At a minimum, ***the user must clean tools after each use.*** Avoid sharing tools, cell phones, tablets or any other item. If it is necessary to use shared tools, clean them before use.
    - Options for cleaning supplies include anti-bacterial spray liquid, anti-bacterial cleaning wipes, anti-bacterial aerosol spray, soap and water. Use professional supplies and ***do not attempt*** to make ‘home made’ cleaning supplies.
    - Use disposable paper towels for wipe downs not reusable rags. Dispose of paper towels in the trash immediately after use.
    - Wear safety glasses and chemical resistant gloves when cleaning equipment.
- **Terracon Subcontractors** – Review this Pre-Task Planning guidance document with all subcontractors used on our projects as they are required to follow all guidance outlined and all project site requirements.

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- **Whenever possible assign vehicles to specific personnel and avoid pool vehicles and transport of passengers** – Assign vehicles to limit multiple users and the need for passengers. If passengers must be transported in the vehicle, drive with windows down and vents blowing air to maximize ventilation. If this is not possible due to weather conditions take multiple vehicles
- **Clean specific areas of the vehicle before and after use** - Drivers whether assigned a vehicle or using a pool vehicle should clean frequently touched objects like door and tailgate handles, steering wheel, knobs, and seat and remove all trash from the vehicle (do not leave paperwork, food wrappers, water bottles or any other waste in the vehicle cab or bed). At a minimum, ***the driver must clean the vehicle areas mentioned after each use.***
  - Options for cleaning supplies include anti-bacterial spray liquid, anti-bacterial cleaning wipes, anti-bacterial aerosol spray, soap and water. Please use professional supplies and ***do not attempt*** to make 'home made' cleaning supplies.
  - Use disposable paper towels for wipe downs not reusable rags. Dispose of paper towels in the trash immediately after use.
  - Wear safety glasses and chemical resistant gloves when cleaning the vehicle.
  - Allow the vehicle cab to ventilate for five minutes after cleaning / before driving.
- **Wash your hands and practice good personal hygiene** – The best way to prevent the spread of COVID-19 is to practice good personal hygiene. This includes:
  - Wash your hands with soap and water for at least 20 seconds, before beginning your trip and immediately after arrival. Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water is not available.



Terracon has stopped all business travel requiring public transportation until further notice. We are limiting business travel and travel requiring overnight stays in the US to instances needed to directly or indirectly meet staffing needs of our client's projects. Approval for such instances will be at the executive level and in agreement with our client and subject to any local, state, and federal government restrictions that may apply. Local travel for project site work must follow the Project Site Pre-Task Planning Guidelines document.

- **DO NOT TRAVEL:**
  - If you are feeling sick or exhibiting any symptoms of COVID-19.
  - If you are in the CDC 'high risk for exposure' category.
- **For travel by driving, assess the need for travel** – Determine if the trip is necessary. Consult [CEO memo from March 11, 2020](#) regarding business travel.
  - Can Skype take the place of a face-to-face visit?
  - Can the trip be postponed?
  - Have you spoken with the client on the necessity of the trip?
  - Have you discussed with the local office other alternatives for getting the work done?
  - Where is the trip and what travel restrictions, if any might apply?
- **Business travel via public transportation (air, rail, bus) is prohibited** – If you feel an exception is needed, obtain approval by Executive Vice-President with input from senior leadership. If travel is approved by exception, take the following steps;
  - Discuss the best options for travel. Determine if driving is a better alternative.
    - If driving, limit total daily drive time to no more than 10 hours per day and plan for rest breaks along the way.
  - For air and train travel - consider travel times that avoid peak travel periods. Avoid early morning or late in the day and avoid Friday and Monday travel.
  - Plan the trip with your supervisor, use the Terracon travel portal and provide a copy of your itinerary to the supervisor and CSR.
- **Travel Preparation**
  - Pack for an extra day in case travel plans change.
  - Take hand sanitizer and anti-bacterial wipes. If you are traveling by air - the [TSA is now allowing 12 oz bottles of hand sanitizer](#). All other liquids still follow the 3 oz container rule.
  - Strengthen your immune system by getting plenty of rest, staying hydrated and eating well.
- **In the Boarding Area**
  - Maintain social distancing. Sit in areas with a low density of people. Face away from other travelers.
  - Avoid touching counters, railings, platforms, information kiosks, etc.
  - Wash or sanitize hands frequently – after shuttle rides, after check-in / bag check, after passing through security, etc.

- **On the Plane / Train**
  - Wipe down seat and arm rests with anti-bacterial wipes. Offer a spare wipe to your row mates for their areas.
  - Open air vents and direct them to your breathing zone.
  - Avoid using the tray table. If used, wipe it down first.
  - Avoid drink service. Buy a bottle of water for the trip after getting through the security area.
  - Frequently use hand sanitizer during, and wash hands immediately after the trip.
- **Ground Transportation**
  - Consider Uber or Lyft. Personal vehicles may be kept cleaner than cabs. Do not ride share with strangers.
  - In waiting areas, maintain social distancing (~6 feet). Sit in areas with a low density of people or wait for less crowded shuttles.
  - Wash hands after the trip and frequently use hand sanitizer.
- **Rental Cars**
  - Wipe down high contact surface areas with anti-bacterial wipes (steering wheel, arm rests, control buttons and dashboard surfaces).
  - Roll down windows and turn on the ac for 3 – 5 minutes after cleaning the vehicle.
- **Hotels**
  - Avoid elevators – especially crowded elevators. Take the stairs if possible.
  - Inspect the room for cleanliness upon arrival. If the room doesn't look clean, ask to be moved.
  - Wipe down alarm clocks, work areas, vinyl chairs, remote controls and phones before use.
  - Don't drink out of in-room glasses or use in-room utensils. Buy a water bottle.
  - In hotel common areas, maintain social distancing. Sit in areas with a low density of people.
  - Avoid touching counters, railings, platforms, information kiosks, etc.
  - Wash hands frequently.
  - At breakfast, choose boxed or individually packaged items from the common area. Evaluate food from "common" containers like buffets or open chip containers at bars / reception.
- **Personal Travel**
  - If you have personal travel planned, please be considerate of those in your office and report travel to your supervisor.
  - If you have personal travel planned to an area on the [CDC's travel advisory list](#), review and follow the CDC guidance regarding self-isolation or other measures to take upon return to the U.S. We will also continue to monitor these advisories.