

- **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 water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- **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 avoid contact with others, call your healthcare provider immediately, and inform your supervisor.
 - ✓ Are you experiencing cough, congestion, shortness of breath or difficulty breathing? If yes, please do not come to work and notify your supervisor.
 - ✓ Are you experiencing any two of the following fever, chills, fatigue, muscle pain, headache, sore throat, nausea, vomiting, diarrhea, loss of taste or smell? If yes, please do not come to work and notify your supervisor.
 - ✓ Did you take your temperature and is it less than 100.4° F? If your temperature is above 100.4° F, please do not come to work and notify your supervisor.

*If you have trouble breathing, persistent pain or pressure in the chest, new confusion (unresponsive / incoherence), bluish lips or face, inability to stay awake - get **medical attention immediately***

- **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** - Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. 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. The use of cloth face coverings do not replace and must be used along with other [preventive measures](#), including [social distancing](#), frequent handwashing, and cleaning and disinfecting frequently touched surfaces. The cloth face coverings recommended are not surgical masks or N-95 respirators. Terracon employees should wear cloth face coverings when social distancing measures are difficult to maintain, per PTP09 Cover Your Mouth or local requirements. If heat stress becomes a concern, [immediately remove face coverings](#) and stop work to rest.
- **Travel**
 - Reference travel guidelines on the [Terracon COVID-19 resource page](#) regarding business travel.
 - If you have personal travel planned, please be considerate of those in your office and report travel to your supervisor.
 - Consult the [CDC's Considerations for Travelers page](#), review and follow the CDC guidance regarding self-isolation or other measures to take upon returning from travel.

It is the responsibility of all managers and supervisors in an office to understand, communicate, implement, and assist our employees in applying these precautionary steps as well as General Guidelines for COVID-19 Pre-Task Planning.

- **Use conference calls and 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 and PTP010 Pre-Task Planning Meetings.
- **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 conference call technology. We want to be clear that *if working from home is an option, it is encouraged*.
- **With reduced staff, attention to safety and security must be maintained**
 - 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 for guidance.
- **Maintain and stock cleaning supplies** - The office should have a 45-day 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, consult the [Terranet COVID-19 Resource page](#) 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 / disinfectant spray liquid, cleaning wipes, aerosol spray, and soap/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 (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 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/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.
- **Use of Masks** - Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Terracon employees should wear cloth face coverings when social distancing measures are difficult to maintain, per PTP09 Cover Your Mouth or local requirements. If heat stress becomes a concern, **immediately remove face coverings** and stop work to rest.

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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 safety and security must be maintained.
 - 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 for guidance.
- **Use of PPE** – Do not share PPE (especially respirators) and clean your PPE often. Wear 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.
 - 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. Select cleaning supplies from the [approved EPA list](#). 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 / 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 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 (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.

- **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.
- **Receiving Samples** – Terracon labs receive samples from Terracon employees and third parties. Practice social distancing and limit contact by:
 - Minimizing visitors and foot traffic in the laboratory. If visitors (including internal staff, clients and/or 3rd parties) must be in the laboratory, they need to be briefed on the Pre-Task Planning Guidelines for the Laboratory, practice all required social distancing and hygiene, and wear an appropriate mask or face shield.
 - Designate an area outside for sample drop off and post appropriate signage where samples can be safely dropped off. Periodically (minimum daily) decontaminate designated sample drop off area with 5 – 10% bleach solution by spraying entire area.
 - If sample receipt signatures are required for chain of custody, request paperwork be submitted electronically to the laboratory and / or project manager.
 - Sanitize the samples in the designated drop-off area by misting them with a light, 5 – 10% bleach solution, wiping them down with Clorox wipes or bleach solution, or cleaning them with soap / water. Choose the disinfection method for the material samples you are receiving based on the container and / or the packing material in which it was delivered.
 - Employees receiving the samples should always wear chemical resistant gloves during sanitizing. Avoid touching face and immediately wash hands when complete. Consider a chemical protective coverall if available.
- **Use of Masks** - Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Terracon employees should wear cloth face coverings when social distancing measures are difficult to maintain, per PTP09 Cover Your Mouth or local requirements. If heat stress becomes a concern, immediately remove face coverings and stop work to rest.

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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. 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, handling blueprints / specifications
 - Talking to property owners, equipment operators, other site personnel
 - Riding elevators
 - Working with our subcontractors
 - Checking in/out of the site
 - Review applicable pre-task planning 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 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.

- **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.
 - Take lunches and breaks alone or at least 6 feet away from others.
 - Do not share food, cigarettes, lighters, etc.
 - When accessing stairwells or 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:
 - Equip employees with personal hygiene kits. Do not rely on the site to provide personal hygiene supplies. Water can be carried in portable containers and labeled “non-potable water”. Label containers with contents if products are transferred into portable containers.
 - Options for personal hygiene supplies include hand sanitizer or wipes with at least 60% alcohol, soap / 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.
 - Clean and disinfect tools and equipment. At a minimum, **the user must clean tools after each use.** Avoid sharing tools, cell phones, tablets, PPE or any other item. If it is necessary to use shared tools, clean them before use.
 - Cleaning supplies include anti-bacterial / disinfectant spray liquid, cleaning wipes, aerosol spray, and soap/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.
 - 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 project site requirements.

It is the responsibility of all managers and supervisors in an office to understand, communicate, implement, and assist our employees in applying these precautionary steps as well as the General Guidelines for COVID-19 Pre-Task Planning.

- **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.
 - Passenger should wear cloth face coverings or KN95 masks during travel. Drivers must not wear cloth face coverings or masks when operating a vehicle.
- **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 wipes with at least 60% alcohol, disinfectant liquid or aerosol spray, or soap / 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.
 - Wear safety glasses and chemical resistant gloves when cleaning the vehicle.
 - Allow the vehicle cab to ventilate for five minutes after cleaning and 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.
 - 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 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;
 - 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. For air travel the [TSA now allows 12 oz bottles of hand sanitizer](#). All other liquids 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.
- Wash or sanitize hands frequently.
- **Ground Transportation**
 - Consider Uber or Lyft. Personal vehicles may be kept cleaner than cabs. Do not ride share with strangers. Roll down the windows to increase ventilation and avoid leaning forward to talk with your driver.
 - 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 or sanitize hands frequently.
 - At breakfast, choose boxed or individually packaged items from the common area. Avoid 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 consult the [CDC's Considerations for Travelers page](#), review and follow the CDC guidance regarding self-isolation or other measures to take upon returning from travel.
- **Use of Face Coverings** - Airlines and public transportation are requiring that face coverings be worn at all times during travel. To support this and protect others, it is Terracon's expectation that employees traveling by air on company business will use face coverings at all times during travel. Consider a KN95 mask for added protection.

In order to execute our exploration work and meet our clients' needs, we recognize that exploration teams encounter unique circumstances that require careful pre-task planning. These are not all inclusive and were created to supplement other COVID-19 PTP recommendations. Some common circumstances that will require pre-task planning above and beyond the normal course of exploration work include the following.

Distractions related to COVID-19 while operating exploration equipment

- Keep your mind focused and on the physical task at hand. If you become distracted for any reason STOP WORK and pre-task plan with your teammates to refocus.
- Maintain excellent communication while social distancing – SLOW DOWN your work processes. When working with new crew members it is critical to communicate effectively, often, and frequently pre-task plan for individual tasks.
- Making rod and auger connections, handling samples, engaging down hole hammers and moving equipment all require excellent communication and teamwork. Stay focused and don't let COVID-19 distract you!

General

- Do not come to work if you are exhibiting symptoms, or if you think you may have been exposed to the coronavirus. Take your temperature each morning. If you have a temperature over 100°F, do not go to the office or a job site. If symptoms worsen, contact your health care provider for further instructions. Contact client if work will be postponed.
- Maintain social distancing when having safety meetings, inspections, passing samples or discussing issues.
- Frequently wash hands or use hand sanitizer with a minimum 60% alcohol base. Clean surfaces of commonly touched surfaces during the day.
- Do not share water, coolers, food, tobacco products, etc. Use bottled water.

Handling Paperwork / Equipment / Samples

- Designate one person to handle required paperwork for jobsite sign-ins, tailgate safety meetings, boring logs, etc. Others who need to sign the documents can acknowledge understanding/agreement to the designated person and have them proxy sign if required.
- When delivering samples to others or a lab, wipe down jars/ containers/bags with cleaning solution prior to passing them to others or dropping them off.

Working in proximity to driller/assistant while conducting exploration work

- Maintain about 6' distance when possible. Driller should remain at the controls with assistant in the 4 o'clock position. Take an extra step back when drilling.
- Know that some activities (switching tooling, team lifting, passing of samples, etc.) will require teammates to come inside of 6' to perform those tasks safely. Pre-task plan to limit these activities without compromising physical safety.
- Practice good hygiene by turning away from co-workers or client employees and coughing or sneezing into your arm.
- Monitor wind direction and stand up or cross wind of each other when possible.
- Turn rig engine off to reduce noise during conversations.

Business Travel, general considerations. Each project will be evaluated by senior management on a case-by-case basis to determine the need for travel

- 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. Your supervisor will work with you on this.
- Business travel requiring overnight stays is limited to instances needed to meet staffing needs of our client's projects. Approval for such travel will be at the executive level, in agreement with our client and subject to any local, state, and federal restrictions that may apply. Local travel for project site work must follow the PTP04 Pre-Task Planning for Project Sites. Do not travel if you are feeling sick or exhibiting symptoms of COVID-19.
- Follow all protocols in PTP06 Pre-Task Planning for Business Travel.

Exploration Teams commuting in vehicles to projects

- Wipe down interior of vehicle after each trip, especially high contact surfaces (steering wheel, arm rests, control buttons and dashboard surfaces).
- If possible, drive separately. If this is not possible, travel with vents open and fan on. If possible, crack or lower windows to improve airflow. Passenger should wear cloth face coverings or KN95 masks during travel. Driver should not wear a face covering.
- Frequently use hand sanitizer during and wash hands immediately after the trip.
- Commercial drivers **must maintain** hours of service as required by DOT.

Hotels

- Employees traveling together should stay in separate hotel rooms. Plan in advance and call ahead for reduced rates.
- Stay at major hotel/extended stay chains (e.g. Hilton, Marriott, Holiday Inn brands) as they have more resources and restrictions in place for cleaning and hygiene. Do not use AirBnB lodging or lesser known chains as they may not have the same resources and reliability for cleaning, hygiene, and in some cases social distancing.
- 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 area, vinyl chairs, remote control and phone 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 less people.
- Avoid touching counters, railings, platforms, information kiosks, etc.
- Frequently wash hands or use hand sanitizer.
- At breakfast or dinner, choose boxed or individually packaged items from the common area. Do not consume food from "common" containers like buffets or open chip containers at bars / reception.

Use of Face Coverings

- Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Terracon Exploration Teams should wear cloth face coverings when social distancing measures are difficult to maintain, per PTP09 Cover Your Mouth or local requirements. If heat stress becomes a concern, immediately remove face coverings and stop work to rest.

This pre-task planning (PTP) guide is not all inclusive and was created to supplement other COVID-19 PTP recommendations. In order to conduct our industrial hygiene field work and meet our clients' needs, we recognize that industrial hygienists encounter unique circumstances that require careful consideration. Terracon industrial hygienists should not mobilize to a job site unless there is low risk for transmission of the coronavirus while traveling to, or at the site. Clients must provide documentation of their COVID-19 policies for decision making. The Terracon COVID-19 Action Plan should be provided to clients. If client does not have COVID-19 policies in place, the project should not be considered low risk. Some common circumstances that will require pre-task planning above and beyond the normal course of industrial hygiene field work include the following.

General

- Do not come to work if you are exhibiting symptoms, or if you think you may have been exposed to the coronavirus. Take your temperature each morning. If you have a temperature over 100°F, do not go to the office or a job site. If symptoms worsen, contact your health care provider for further instructions. Contact client if work will be postponed.
- *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. During meetings, position chairs farther apart (~ 6 feet) to reduce the potential spread of the virus
- Frequently wash your hands with soap and water for at least 20 seconds, especially after using the bathroom, before eating, after blowing your nose, and after 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.
- Wipe down interior of vehicle before and after each trip, especially high contact surfaces (steering wheel, arm rests, control buttons and dashboard surfaces).
- If possible, drive separately. If this is not possible, travel with vents open and fan on. Lower windows to improve airflow. Passenger should wear cloth face coverings or KN95 masks during travel. Driver should not wear a face covering.

Handling Paperwork / Equipment / Samples

- Wear nitrile gloves when handling sampling equipment and media. If the situation requires cut-resistant gloves, wear nitrile gloves over the cut-resistant gloves.
 - When handling rental equipment
 - When attaching pumps and media to and removing from workers and measuring pump air flow
 - When preparing samples for shipment
- Pre-clean work surfaces, such as desks and tables, with disinfecting wipes prior to using them for setting up sampling equipment and supplies. Place used wipes in a zip-closing bag after use for disposal.
- Change nitrile gloves as needed. Torn gloves should be replaced immediately.

- Only one person should handle calibration and sample data sheets, etc.
- Do not touch job site surfaces without gloves (work gloves or nitrile gloves).
- Used work gloves should be placed in a zip-closing bag after use for disposal.
- Do not touch your face with gloved or unwashed hands.
- Frequently wash hands/use hand sanitizer and clean commonly touched surfaces during the day.
- When delivering samples to the laboratory or for overnight shipping, wipe down sample jars/containers/bags with cleaning solution or disinfecting wipes prior to passing them to others or dropping them off for others to handle.
- Clean equipment before returning to storage or rental company/lab. Use approved disinfectant that is compatible with the equipment. Check with manufacturer before using disinfecting wipes/solutions on equipment with sensors (e.g., 4-gas meter).

Working in proximity to clients or other workers

- Practice social distancing (6-foot distance) when having safety meetings, inspections, passing samples or discussing issues.
- Limit attendance at meetings to no more than 10 people.
- Some activities (attaching and removing sampling equipment, discussing job tasks, etc.) will require industrial hygienists to come closer than 6 feet to client employees. Pre-task plan to limit close contact to the extent practicable. If Client employees are wearing face coverings, a non-respirator face covering should be worn. If Client employees are not wearing face coverings, wearing a respirator with P100, or N100 cartridges while in proximity to others can reduce your risk of being exposed to the coronavirus but will not protect others from exposure if you are infected. Client should be notified of planned respirator use during close contact situations.
- Practice good hygiene by turning away from co-workers or client employees and coughing or sneezing into your arm.
- Wear disposable outer garments (coveralls, lab coats, etc.) during field work. Carefully remove the outer garments using gloved hands at the end of field work and place in a zip-closing bag, or a bag that can be tied for disposal.
- Clean frequently touched, common surfaces. Use EPA-approved ready-to-use (RTU) disinfectants and wipes. Place in a zip-closing bag, or a bag that can be tied for disposal.
- Do not share water, coolers, food, tobacco products, etc. Use bottled water.

Use of Face Coverings

- Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Wear cloth face coverings when social distancing measures are difficult to maintain. Terracon employees should utilize cloth face coverings per PTP09 Cover Your Mouth or local regulations. If heat stress becomes a concern, immediately remove face coverings and stop work to rest.

COVID-19 [spreads](#) mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. [Recent studies](#) show that a significant portion of individuals with COVID-19 lack symptoms (are “asymptomatic”) and that even those who eventually develop symptoms (are “pre-symptomatic”) can transmit the virus to others before showing symptoms.

To reduce the spread of COVID-19, CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other [social distancing](#) measures are difficult to maintain

It is critical to emphasize that maintaining 6-foot social distancing and frequent hand washing and disinfecting frequently touched surfaces remains important to slowing the spread of the virus. Do not rely on a cloth face covering as your main protection.

- **If heat stress** becomes a concern, [remove face coverings](#) and stop work to rest.
- **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.
- **Cloth Face Coverings and Surgical Masks** – Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain **especially** in areas of significant community-based transmission. Terracon requires that all employees follow the CDC recommendations and wear face coverings in public settings where other social distancing measures are difficult to maintain e.g., crowded projects sites; or as required by local, state or federal guidelines.
 - Cloth face coverings are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water. Before putting on a covering, clean hands with alcohol-based hand rub or soap and water. Avoid touching the covering while using it.
 - Cloth face coverings are most effective when made of 100% cotton.
 - Cloth face coverings must not be shared between employees and must be cleaned / laundered daily.
 - These cloth face coverings are not surgical masks or respirators. Terracon asks that employees reserve N95 / KN95 respirators for project sites with higher risk for COVID-19 exposure like hospitals and medical facilities, sites where social distancing measures are difficult to maintain or when riding in vehicles with passengers.
- **KN95 Respirators** – Some Terracon employees may be asked to wear KN95 respirators on projects sites. KN95 masks provide similar protection to N95 masks. They are not normally rated by the FDA or NIOSH for personal protection however they have received temporary approval for use in the United States during the COVID-19 pandemic. Terracon asks that employees reserve KN95 respirators for

project sites with higher risk for COVID-19 exposure like hospitals and medical facilities, sites where social distancing measures are difficult to maintain or when riding in vehicles with passengers.

- Respirators are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water. Before putting on a mask, clean hands with alcohol-based hand rub or soap and water. Avoid touching the mask while using it.
- Respirators must not be shared between employees. Normally the respirators are considered single use however during the COVID-19 pandemic the [CDC has established guidelines allowing the reuse of these respirators](#).
 - Do not reuse the respirator if it is damaged or heavily contaminated by aerosols or bodily fluids.
 - The CDC recommends no more than 5 respirator reuses or as recommended by the manufacturer.
- **Face Shields** – may be worn in labs or on projects sites to provide protection against virus droplets. Terracon is providing face shields as a “cover your mouth” alternative because respirators may be difficult to find. Wear face shields when other social distancing measures are difficult to maintain (e.g., crowded projects sites, labs, or during drilling operations).
 - Face shields may be used with or without face coverings.
 - Face shields must be rated as Z.87 eye protection or be used in conjunction with safety glasses.
 - If hard hats are required, the face shield must fit the manufacturer’s hard hat mount or, fit under and not interfere with the hard hat.
- **Resources**
 - [US Surgeon General Dr. Jerome Adams shows how to make a face covering](#).
 - [World Health Organization Dr. April Baller explains mask use](#).
 - Safety Professional Adam Maier’s daughter shows you [how to make a face mask using an oversize bandana](#).
 - [Here is a video](#) that provide detailed instructions on sewing masks. [This mask design](#) has a filter pocket. [This one shows how](#) to make child size masks.
 - Here are three templates for homemade face masks.
[General Template](#) [BeeBee Healthcare](#) [Kaiser Healthcare](#)
 - When making masks at home please consider;
 - Do not use fabric liners (interfacing). It is too difficult to breathe through.
 - Use 100% cotton cloth. Do not use flannel – it gets too hot.
 - Use ties instead of elastic. Elastic hurts the ears after a while.
 - Some designs show sewn in cotton, vacuum bag material and furnace filters for extra filtration. **DO NOT** use any material that contains fiberglass or paper that will break down with moisture.

As communities and companies begin returning to “normal” operations there will be opportunities and requests for Terracon employees to attend meetings. This protocol offers suggestions on how to safely host or attend different kinds of meetings. In addition to these protocols, we must comply with all federal, state, and local laws or regulations, particularly those relating to COVID and social distancing requirements.

- **General Guidance for All Meetings**

- Maintaining 6-feet social distancing remains the most effective way to slowing the spread of the virus!
- Do not use sign-in sheets that encourage passing paper and pens. Assign one person to take roll or use electronic attendance logs.
- Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Terracon employees should wear cloth face coverings when social distancing measures are difficult to maintain, per PTP09 Cover Your Mouth or local requirements.
- Avoid personal contact – no handshakes or fist bumps.
- Whenever possible, meet outdoors.

- **In-Office Meetings**

- Currently, in-office meetings (more than 4 total attendees) should not be conducted without Division Manager approval and only when it can be conducted in compliance with social distancing principles. Your office’s Local Safety Coordinator shall be involved in the planning of any such meeting. Limit attendance to those only absolutely necessary and no more than can maintain social distancing requirements, or ten total attendees.
- Meetings outside the office can be conducted using outdoor or warehouse space where social distancing can be maximized, and air circulation maintained. In warehouse space, consider using air movers to provide air flow across the meeting space toward the outside.
- Consider setting up outdoor meeting areas at office locations. Use portable speakers and video displays. Be aware that weather conditions can change quickly. Pop-up canopies can become unstable in high winds. Ensure the space is safe and torn down when not in use.

- **Tailgate Safety Meetings**

- Limit attendance to no more than can maintain social distancing requirements or ten total attendees. Hold multiple meetings if necessary.
- Monitor wind direction and position attendees to take advantage of being upwind of any other employees.
- Designate one person to handle required paperwork for sign-in. Others who need to sign the document can acknowledge understanding/agreement to the designated person and have them proxy sign if required.

- **Client or Project Meetings**

- Limit attendance to those only absolutely necessary and ideally no more than four total attendees. Confirm with your client that they are comfortable with meeting face-to-face and a meeting does not violate their company's internal policies.
- Hold the meeting outdoors to the extent possible. Consider outdoor jobsite locations, parks or setting up outdoor meeting areas at offices. Pre-task plan the meeting in advance by studying outdoor options in your community in advance. Choose the location based on seating options and overall effectiveness at social distancing. For client or project meetings that might require larger attendance, please refer to the In-Office Meetings section requirements for guidance, even if the meeting will not be held in our facility.
- For restaurant meetings, only use outdoor tables that provide extra space. For a 2-person meeting request a 4-seat table, etc. Seat diagonally to maintain maximum distance.
- Monitor wind direction and position attendees to take advantage of being upwind of others.
- Wipe down tables and chairs with sanitizing wipes if available.
- Have hand sanitizer and face coverings available to share. Wash hands immediately before and after the meeting.
- Do not pass or accept paper. Email documents to the client in advance. Request needed documents be emailed to you in return.

- **Conference Attendance**

- Conference attendance is highly discouraged and will only occur when it can be done safely and due to a very compelling business need. Requests for attendance must be approved by the Operating Group Manager and only if we are comfortable that the conference complies with established social distancing guidelines, as well as other Terracon Pre-Task Planning protocols associated with wearing of face coverings and other PPE. In addition, attendance should be limited in number of attendees and minimizing the time spent at the conference. Finally, conference attendees may be required to self-quarantine for 14 days post conference or to obtain a reliable, negative COVID test result before returning to work.