

KDB COVID-19 Protocol Manual

Last Updated 9/14/2020

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Summary of Manual Updates

9/14/20	People who’ve recovered from COVID+ diagnosis w/in past 3 months aren’t required to quarantine or retest UNLESS they are symptomatic
8/7/20	Added the KDB HQ Office COVID Prevention Protocol supplement
7/28/20	Updated symptoms list; renamed CC Questionnaire to KDB COVID Notification Form and added lessons learned section; embedded link to open KDB COVID Notification Email Template; added definitions section; changed New Hire Prescreen form title to New Hire Onboarding Prescreen and added instructions to use the form post offer acceptance to determine if quarantine needed prior to start date but not to use the questions to make hire selections (do not discriminate).
7/6/20	Temperature screening protocol update: 72 hour waiting period following a fever level temp screening reduced to 24 hour waiting period.
5/20/20	Removed Travel Notification Requirement for NY, NJ, CT, FL. Notification of CDC Level 2/3, International, Cruise travel still required.

If you feel sick, go home, or stay home except to get medical care:

- Self-monitor for symptoms and cooperate with jobsite prescreening protocols. KDB conducts [new hire COVID prescreens](#).
- People with COVID-19 have a wide range of [symptoms](#) reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:
 - Fever or Chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore Throat, Congestion or Runny Nose, Nausea or Vomiting, Diarrhea
 - Seek emergency medical attention (call 911) if: trouble breathing, persistent chest pain or pressure, new confusion, inability to wake or stay awake, bluish lips or face
NOTE: This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.
- [Temperature screening](#) is required to access KDB job sites, fabrication facility, and office
 - Employees identified as having a fever (100.0 F / 37.8 C) will not be allowed access, and supervisor will email hr@jkkllc.com and safety@jkkllc.com

Wash your hands often:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact (on and off the job):

- Telework and remain isolated at home, if possible
- Restrict occupancy to trailers and break areas to ensure 6' distance can be maintained
- All personnel not permanently assigned to a KDB facility/office trailer must sign in/out using [Facility Access Log](#)
- Maintain distance of at least 6 feet during breaks
- All employees on site and in fabrication facility shall be equipped with at least 2 pairs of gloves to allow for sanitization throughout the workday
- Stay at least 6 feet (about 2 arms' length) from other people. If this must be breached to execute a work task, wear PPE (cloth face mask with face shield or monogoggle) and try to limit the close contact work to less than 15 minutes. If that cannot be done, always partner with the same person versus switching it up.
- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
- Remember that some people without symptoms may be able to spread the virus.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others:

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they must go out in public and it is required while on the jobsite and office.
- Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people in case you are infected.**
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep 6+ feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes:

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect:


- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.
- KDB facilities/office trailers must be *cleaned* twice per workday and high touch areas *disinfected* at least once each workday and document using [KDB Cleaning Log](#)
- High-touch areas of shuttle vehicles (handles, seat belts, steering wheel, controls) must be disinfected after each trip

In addition to the prevention protocol outlined in the previous page, the KDB HQ office has taken the following steps to further safeguard employees and guests:

Face Covers

Wootton Office

- Face covers are required in the office building (Tower Management Rule)
- While in the KDB office suite:
 - Face covers are **required** except when you are seated and stationary at your designated work area (desk or meeting room seat) and at least 6' away from others
 - Requires Face Cover: break room, restroom, walking (to another office or cubicle, grabbing something off the printer, around the conference room, etc.)
 - It is critical to remember that maintaining 6-feet social distancing while wearing a mask remains important to slowing the spread of the virus.





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Pre-Entry Screening (Employees and Visitors)

Wootton Office

- Temperature and symptom self-screening is **required** for all employees and visitors
- Self-screening must be completed before going to your work area**
- Screening stations at both main entrances
- Three steps to screening:
 - Take your temperature using the non-contact thermometer
 - Review the list of symptoms to confirm you have none
 - Acknowledge completion of the COVID screening by signing your name, date and place a check mark in the temp and symptom screening columns
 - Proceed to your work area if no fever or other symptoms
 - If symptomatic, go home, get a medical assessment, notify your supervisor





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Meeting Rooms

Wootton Office

- Meetings should take place virtually, when possible
- Meeting rooms have been configured so seats are 6' apart; cleaning products, hand sanitizer & tissue provided for use in the room
- Meeting host responsibilities:
 - Book meeting room in advance
 - Do not exceed room occupancy limit or reconfigure chairs
 - Provide guests copy of this protocol in advance, review protocol at start of meeting, monitor during the meeting
 - Pre & Post Meeting: clean room surfaces/boards, ensure chairs in socially distanced place, throw away trash
 - Avoid meeting times requiring catering; if required, order individually wrapped food, not platters
- Avoid physical contact (don't shake hands, hug)
- Avoid creating close contacts (w/in 6' for 15+ minutes)
- Wear mask when not stationary in designated socially distanced seat

Meeting Room Occupancy Limits




War Room:
12
6 Table + 6 Perimeter

Corp Conf Room:
8
6 Table + 2 Perimeter

Wolf Den:
5
3 Table + 2 Perimeter

Not Pictured:

- Touch Down: 1
- Capital: 1









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Break Areas

Wootton Office

- Break areas will be limited to one person at a time in each area
- Meeting area break room has had two seats removed for social distancing
- Main break room has had all chairs removed for social distancing
- Individually wrapped plasticware available
- No eating in break areas!









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Offices & Common Areas

Wootton Office

- Each office is marked with painter's tape to give a visual reminder of how far 6' is from the person at the desk
 - No more than one person in an office*
- Common areas have been reconfigured and redecorated with COVID-19 tips

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Printer Rooms & Restrooms

Wootton Office

- Printer Rooms will also be limited to one person at a time to promote social distancing
- Restrooms have been configured by the Tower companies to promote social distancing






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KDB COVID Notification and Response Protocol

EE = Employee, Qtine = Quarantine, CC = Close Contact (w/in 6' for 15+ minutes w/in 48 hrs of symptoms onset or test date of asymptomatic COVID+ person)

Employees must immediately notify their supervisor of the following COVID situations and the supervisor must in-turn immediately complete and send the KDB COVID Notification Form:

- KDB EE or a household member has a pending COVID test. Notify as soon as you learn you will be tested.
- KDB EE is CC of a person w/ pending or positive COVID test. Notify as soon as you learn you're a CC.
- KDB EE planning a trip to a CDC Level 2/3 location (Int'l/Cruise). Notify prior to traveling.
- KDB EE CC of person who traveled to a CDC Level 2/3 location (int'l/cruise) w/in past 14-days.

	KDB EE	KDB Close Contact (CC)	KDB Sub
Travel	<ul style="list-style-type: none"> Business travel restricted to essential DMV local. Roving Mgrs keep log and limit visits/footprint to prevent cross-contamination. Personal travel to CDC alert level 2/3 (Int'l/Cruise) requires advance notification to Spvsr, HR, Safety, and a 14-day qtine upon return to home. 	<ul style="list-style-type: none"> EEs notify Spvsr, HR, Safety of CC with person who travelled in past 14-days to CDC alert level 2/3 location (Int'l/Cruise) EE Self-Monitor, but no qtine required No EE xfer for 14-days from last cc 	<ul style="list-style-type: none"> Do not assign workers to our job sites who have travelled in past 14-days to CDC alert level 2/3 location, international, or cruise.
Symptoms	<ul style="list-style-type: none"> Sick EE stay home and inform Spvsr ASAP. Clearly state if experiencing COVID symptoms or not. If so, get med assessment to determine if COVID test needed. Provide spvsr update on med asmt results. If no test or qtine prescribed, EE clear to RTW once feeling better (treat like any non-COVID illness, which requires doctor's note for absence 3+ consecutive days). Notification to KDB HR/Safety not required. If test and/or qtine prescribed, follow Pending Test protocol. 	<ul style="list-style-type: none"> EEs are not required to notify KDB of close contact with a symptomatic person. KDB requires notification if in close contact with a person with a pending COVID test. 	<ul style="list-style-type: none"> Not reported to KDB unless medical asmt results in going to get COVID test
Pending Test	<ul style="list-style-type: none"> EE remain home to qtine pending test results; immediately notify Spvsr. Provide HR medical documentation. EE must receive KDB HR authorization to RTW. Spvsr send notification form to Labor Mgr, PM/Dept Mgr, HR, Safety (ok for this "need to know" group to see EE name, but not others) PM/Dept Mgr, Labor Mgr, Safety review to determine if add'l cleaning needed (ie. Rope off for 72 hrs) and if there are non-KDB CCs determine appropriate notification POC. PM informs (1) GC; (2) KDB Ldrs (PE, Site Spvsrs, Labor Mgr, QC, Cx HR, Safety); (3) KDB Subs; KDB site cases communicated by Office Mgr/Fab Shop SI (don't disclose EE name) GC sends jobsite notification Spvsr and Labor Mgr Inform (1) Other Site Spvsr if member of their crew is CC; (2) KDB CCs - no qtine unless jobsite protocol requires it. CC's provide Spvsr daily symptoms status (ie. Feel fine); (3) rest of crew KDB Spvsr and HR receive/share updates from pending test EE – updates sent to PM, Labor Mgr, HR, Safety; PM sends updates to GC, KDB Site Ldrs, KDB Subs If pending test is Positive, follow Positive Test Protocol 	<ul style="list-style-type: none"> EE immediately notify Spvsr; qtine pending test results of household member; no qtine for non-household member CC. No EE xfer while CC's test pending Routine daily cleaning & disinfecting Spvsr send notification form to PM/Dept Mgr, HR, Safety PM informs (1) GC; (2) KDB Ldrs (PE, Site Spvsrs, Labor Mgr, QC, Cx HR, Safety); (3) KDB Subs; KDB site cases communicated by Office Mgr/Fab Shop SI (don't disclose EE name) GC sends jobsite notification 	<ul style="list-style-type: none"> Qtine EE with pending test, conduct CC and immediately notify KDB PM Qtine CC's if jobsite protocol to do so KDB PM notify and provide updates to GC KDB Site Leaders, KDB Site Subs Sub provide pending test status updates to KDB PM Routine daily cleaning & disinfecting of CC's work areas
Positive Test and Medically Directed Quarantine or Isolation (presumed COVID+)	<ul style="list-style-type: none"> EE remains home to isolate; immediately notify Spvsr. Supervisor obtain info from EE to complete notification template Spvsr send notification form to Labor Mgr, PM/Dept Mgr, HR, Safety (ok for this "need to know" group to see EE name, but not others). PM, Labor Mgr, Safety review to determine if add'l cleaning needed PM informs (1) GC; (2) KDB Ldrs (PE, Site Spvsrs, Labor Mgr, QC, Cx HR, Safety); (3) KDB Subs; or if KDB site, Office Mgr/Fab Shop SI notifies site EEs (don't disclose EE name) GC sends jobsite notification Spvsrs inform (1) CC's who must qtine balance of 14 days since last CC and complete the CC form (who they were in CC with); (2) rest of crew Affected work areas may be roped off if not already disinfected or 72 hrs since COVID+ person in the area HR informs PM/Dept Mgr, PE, Labor Mgr, Spvsr, Safety when COVID+ EE clear to RTW; PM informs GC 	<ul style="list-style-type: none"> EE immediately notify Spvsr; qtine for 14 days from last CC unless asymptomatic AND tested COVID+ in prior 3 months; provide Spvsr daily symptoms status. Qtine can't be shortened by negative COVID test. Spvsr send notification form to PM/Dept Mgr, Labor Mgr, HR, Safety PM informs (1) GC; (2) KDB Ldrs (PE, Site Spvsrs, Labor Mgr, QC, Cx HR, Safety); (3) KDB Subs; KDB site cases communicated by Office Mgr/Fab Shop SI (don't disclose EE name) GC sends jobsite notification 2nd tier work CC's (CC's of the CC) not notified unless CC is tested Routine cleaning & disinfecting 	<ul style="list-style-type: none"> Sub required to qtine COVID+ worker and CCs for 14-days since last CC Sub immediately notify KDB PM with key facts w/o disclosing EE name KDB PM informs GC, KDB Leaders, other KDB Subs KDB PM ensure cleaning plan in place with Sub and GC GC sends jobsite notification <p>Wootton Office Bldg notifications sent by KDB Office Mgr</p>


KDB COVID Notification Form

EE immediately notify your Supervisor upon learning you, a household member or a close contact has a pending or positive COVID test. Supervisor immediately complete this form (update the sample answers) with EE and email to PM/Dept Mgr, Labor Manager, hr@jklc.com and safety@jklc.com to initiate the COVID Notification & Response Protocol. Immediate notification is needed so that swift action can be taken to notify close contacts, GC, Jobsite personnel and clean. When completing this form, the Supervisor validates with the EE who are close contacts (worked w/in 6' for 15+ minutes in one encounter versus cumulative, within 48 hours of the symptoms onset or test date if symptoms onset date unknown). Do not list people as close contacts if they do not meet this definition.

Date Close Contact Form Completed:	M/DD/20																																
Supervisor/GF (POC to complete this form):	Supervisor Name, Phone Number, Email																																
Case Type (check the appropriate box):	<input type="checkbox"/> EE pending test – quarantine pending results <input type="checkbox"/> EE COVID+ – isolate until medically cleared <input type="checkbox"/> EE on medically directed quarantine or isolation	<input type="checkbox"/> EE is CC of non-household member pending test – self monitor but no quarantine <input type="checkbox"/> EE is CC of household member pending test – quarantine pending results <input type="checkbox"/> EE is CC of COVID+ Test – quarantine 14-days from last CC																															
Situation Summary: <i>Concise recap of form answers w/o using EE names Used for comms to GC and jobsite</i>	KDB employee (EE) last on jobsite M/DD became symptomatic on M/DD, tested for COVID on M/DD and is quarantining while awaiting test results. During the 48 hours prior to symptoms onset, EE primarily worked [insert location(s)] and identified [insert #] of close contacts. Close contacts have been informed to self-monitor for symptoms.																																
CONFIDENTIAL – INFO BELOW THIS LINE FOR INTERNAL KDB NEED TO KNOW MGMT ONLY - DO NOT DISCLOSE EMPLOYEE NAME(S) TO OTHERS																																	
EE Name:	First Name Last Name																																
EE Cell:	XXX-XXX-XXXX																																
EE Email:	List personal email address if EE doesn't have/use company email account																																
Labor Mgr:	First Name Last Name																																
PM (Field) / Dept Mgr (Office):	First Name Last Name																																
Project or Office/Dept Name:	ECB-2 or Wootton/Estimating or Fab Shop																																
	Input dates below for sick/exposed KDB EE:		Only input dates below if KDB EE is a CC of a non-work person, otherwise, leave blank																														
Last Day on Project:	EE: M/DD	Date of last close contact:	M/DD																														
Date symptoms presented:	EE: M/DD	Person the KDB EE was in CC with:	M/DD																														
Med Assmt Date:	EE: M/DD	Person the KDB EE was in CC with:	M/DD																														
Test Date:	EE: M/DD	Person the KDB EE was in CC with:	M/DD																														
Anticipated Test Result Date:	EE: M/DD	Person the KDB EE was in CC with:	M/DD																														
Medical Documentation Provided:	<input type="checkbox"/> Supervisor check back to confirm you've advised EE to send med documentation to hr@jklc.com for (1) pending test, (2) test results/qtime period, (3) if COVID+, RTW letter from doctor. Pending Test and COVID+ EE do not RTW without receiving approval from KDB HR.																																
Who (KDB and Non-KDB) are work close contacts (w/in 6' for 15+ minutes in one encounter vs. cumulative w/in 48 hrs of symptoms onset)?	Reinforce the definition of close contact and ask the EE multiple times if there is anyone else, they can think of (KDB or other companies). Probe to ensure the list is only those truly in close contact. Walking by someone or being in the same room is not CC.																																
Important to be precise and limit list to only those who truly meet the definition – they will be informed of close contact and may be required to qtime.	<table border="1"> <thead> <tr> <th></th> <th>First Last Name</th> <th>Company / Team</th> <th>Last CC Date - Duration</th> <th>Purpose of CC and Location</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>John Doe</td> <td>KDB, Plumber</td> <td>M/DD – 30 minutes</td> <td>Installing pipe on 10th flr east tower</td> </tr> <tr> <td>2.</td> <td>Jane Sample</td> <td>KDB Sub, Company ABC</td> <td>M/DD – 15 minutes</td> <td>Change order review in KDB Trailer</td> </tr> <tr> <td>3.</td> <td>Jake GC</td> <td>GC, Clark</td> <td>M/DD – 20 minutes</td> <td>Prj Review in Jake's office</td> </tr> <tr> <td>4.</td> <td>Judy Doe</td> <td>KDB, QC</td> <td>M/DD – 20 minutes</td> <td>Lunch – rode together to get food</td> </tr> <tr> <td>5.</td> <td>Jim Sample</td> <td>KDB, Plumber</td> <td>M/DD – 20 minutes</td> <td>Lunch – rode together to get food</td> </tr> </tbody> </table>				First Last Name	Company / Team	Last CC Date - Duration	Purpose of CC and Location	1.	John Doe	KDB, Plumber	M/DD – 30 minutes	Installing pipe on 10th flr east tower	2.	Jane Sample	KDB Sub, Company ABC	M/DD – 15 minutes	Change order review in KDB Trailer	3.	Jake GC	GC, Clark	M/DD – 20 minutes	Prj Review in Jake's office	4.	Judy Doe	KDB, QC	M/DD – 20 minutes	Lunch – rode together to get food	5.	Jim Sample	KDB, Plumber	M/DD – 20 minutes	Lunch – rode together to get food
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What areas on the job site did this person primarily work in 48 hours prior to symptoms onset?	Be specific and pinpoint areas where employee primarily spent time/frequently touched areas to narrow focus for cleaning consideration. <ul style="list-style-type: none"> Primarily worked 19th floor; used hoist on east side to get to floor. Daily check-in at KDB trailer – maintain 6 ft distance and don't linger Breaks are taken near work area or in car – maintain 6 ft distance from others, don't use breakroom 																																
Are there any tools or equipment used by this person that have not been cleaned since his last use?	<ul style="list-style-type: none"> Used scissor lift on 19th floor east tower All other tools were taken home or disinfected after last use 																																
Based on assessment of this case, any lessons learned to apply moving forward?	<ul style="list-style-type: none"> Future GC project reviews will be held in large conf room where 6' distance can be maintained. Sub change orders will be reviewed virtually KDB EE's will be advised that 6' social distancing during breaks is mandatory protocol 																																

KDB COVID Notification and Response Sample Communications

HR = hr@jkkllc.com, Safety = safety@jkkllc.com, QC/CX Leaders = sluettinger@jkkllc.com, rgreen@jkkllc.com, dagooch@jkkllc.com, Labor Mgrs = jgraves@jkkllc.com, cpetrovia@jkkllc.com, dmullins@jkkllc.com

From	To	Purpose	Format	Sample Message
EE	Spvsr	Inform Spvsr of absence and reason why (be clear if it is COVID or not)	Email (EE may call or text)	I feel unwell with COVID symptoms that started today, M/DD. I am staying home and will tt doctor for med assmt to see if COVID test needed. In case it is, below are the answers to the Close Contact Form. I'll keep you updated.
Spvsr of Pending Test EE	PM, Labor Mgr, HR, Safety	Provide situation summary and CC details to core group to finalize cleaning and answer any q's	Email Click icon below to open notification email  KDB COVID Notificatin Email Ter	Subject: COVID Notification: Project Name, KDB EE Pending Test KDB employee (EE) tested for COVID on M/DD and is quarantining pending results. EE symptoms started on M/DD. EE last on jobsite M/DD and was [asymptomatic or symptomatic] at the time. During the 48 hours prior to symptoms onset, EE primarily worked [insert locations] and identified X close contacts (X KDB my crew, X KDB other crew, X non-KDB). I will inform the Spvsr(s) of the KDB close contacts so we can then simultaneously inform our close contacts and will then notify the rest of our crew. Will reply when complete and keep you informed on status of pending test results. Please let me know if you have any questions. [KDB COVID Notification Form copied and pasted below the summary (don't attach as a document or paste as a picture)]
Spvsr of Pending Test EE	KDB Spvsr(s) and Labor Mgr(s) of Close Contacts Copy PM, HR, Safety	Provide situation summary and names of their EE's identified as close contacts to ensure timely notifications	Phone or Email	Subject: COVID Notification: Project Name, KDB EE Pending Test KDB EE tested for COVID on M/DD and is quarantining pending results. EE symptoms started on M/DD. EE last on jobsite M/DD and was [asymptomatic or symptomatic] at the time. During the 48 hours prior to symptoms onset, EE primarily worked [insert location(s)]. The employee identified 5 close contacts (worked within 6 feet for 15+ minutes within 48 hrs of symptoms onset), including the following folks from your crew: 1. Jane Sample, KDB helper (Spvsr is name) – last cc 5/4 – 30 minutes – moved boxes on 3 rd floor (lifted together w/in 6 ft) <i>(include if applicable at your jobsite)</i> Per our jobsite protocol, please let your CCs know they will need to quarantine while test results are pending and provide you daily symptom status (ie. Feel fine). I'll keep you updated on test results. Please let me know if you have any questions. I plan to start informing the close contacts on my crew shortly and the PM is in process of sending out notification to GC, KDB leaders and KDB Sub Leaders.
PM	Spvsr, Labor Mgr, HR, Safety	Direct next steps for coordinated comms & execution	Reply to all on Spvsr Email	Thank you for the notification. I will send out notification to GC, KDB Leaders and Subs shortly. Since the person was last on the jobsite over 72 hours and clean/disinfect daily, no additional cleaning is needed. I'll keep my eyes peeled for your updates.
PM	GC	Notification of pending COVID case with key info to enable jobsite comms from GC and coordinated effort to remediate Continue to reply to this same email with case updates	Email	Subject: COVID Notification: Project, KDB Employee Pending Test KDB employee (EE) tested for COVID on M/DD and is quarantining pending results. EE symptoms started on M/DD. EE last on jobsite M/DD and was [asymptomatic or symptomatic] at the time. The EE primarily worked [insert location(s)]. The work areas and tools are cleaned and disinfected regularly, and it's been > 72 hrs since last on jobsite so we do not believe add'l cleaning is needed. The employee identified 5 KDB close contacts (worked w/in 6' for 15+ minutes w/in 48 hrs of symptoms onset) and 1 close contact from your company: <ul style="list-style-type: none"> Jane Doe, GC Company Name – last cc 5/5 – 20 minutes – proj review in office, didn't maintain 6 ft distance Per jobsite protocol, we're in process of notifying KDB close contacts to quarantine pending the test results. I'll provide regular updates. Please let me know if you have any questions.
PM	GC	Notification of COVID+ case with key info to enable jobsite comms from GC and coordinated effort to remediate	Email	Subject: COVID Notification: Project, KDB Employee COVID+ KDB employee (EE) tested COVID+ on M/DD and will quarantine until medically released to return to work. KDB EE tested for COVID on M/DD. EE symptoms started on M/DD. EE last on jobsite M/DD and was [asymptomatic or symptomatic] at the time. The EE primarily worked [insert location(s)]. The work areas and tools are cleaned and disinfected regularly, and it's

				been > 72 hrs since last on jobsite so we do not believe add'l cleaning is needed. Close contacts will quarantine for 14-days since their last close contact and return to work if no symptoms present. I will keep you updated. Please let me know if you have questions.
PM	PE, KDB Site Ldrs (GFs), Labor Mgrs, QC/Cx (Luettinger, Gooch, Green), HR, Safety	Provide the facts of the case so leaders can inform their crews	Email	<p>Subject: COVID Notification: Project, KDB Employee Pending Test</p> <p>KDB employee (EE) tested for COVID on M/DD and is quarantining pending results. EE symptoms started on M/DD. EE last on jobsite M/DD and was [asymptomatic or symptomatic] at the time. The EE primarily worked [insert location(s)]. The work areas and tools are cleaned and disinfected regularly, and it's been > 72 hrs since last on jobsite so we do not believe add'l cleaning is needed. Close contacts (worked w/in 6' for 15+ minutes w/in 48 hrs of symptoms onset) have been notified.</p> <p>It's important that we all remain vigilant in continuing to follow all CDC and local health authority precautions and measures to prevent exposure or spread of the virus. We will keep you informed of any further action that we take to address this matter.</p>
PM	KDB Site Subs	Provide the facts of the case so leaders can inform their site crew	Email	Same message as KDB team. If our employee identified any of their employees as a close contact, communicate this as quickly as possible to the Sub. You may want to call first, then send the follow-up email.
Spvsr & Labor Mgr	Close Contacts	Give key facts and instructions – maintain 6' distance	Verbal (maintain 6 ft)	<p>If qtime required: A KDB co-worker with a pending COVID test indicated, they worked in close contact with you on M/DD. Close contact is defined as working within 6 feet for more than 15 minutes within 48 hours of symptoms onset. Out of an abundance of caution, we are going to have you go home and quarantine to self-monitor for symptoms while the test results are pending or up to 14 days from your last close contact if the results are positive. I'll keep you posted on the status of the test results. I'd like you to send me a daily symptoms status to let me know how you're doing; you can text or email. Should symptoms present, contact your healthcare provide for an assessment and keep me posted. If that results in you being given the COVID test, we'll need to let HR and Safety know and gather your close contact information.</p> <p>If no qtime required: A KDB co-worker with a pending COVID test indicated, they worked in close contact with you on M/DD. Close contact is defined as working within 6 feet for more than 15 minutes within 48 hours of symptoms onset. Out of ab abundance of caution, we're letting you know so that you are extra vigilant about self-monitoring for symptoms for 14 days from the last close contact date. I'll keep you posted on the status of the test results. Please provide me a daily symptoms status and should symptoms present, stay home and contact your healthcare provide for an assessment and keep me posted. If that results in you being given the COVID test, we will need to let HR and Safety know and gather your close contact information.</p>
Spvsr & Labor Mgr	Remaining crew	Give key facts and instructions – maintain 6' distance	Verbal (maintain 6 ft)	A KDB employee last on jobsite X/X became symptomatic on X/X and was tested X/X. Close contacts, defined as working within 6' for 15 or more minutes within 48 hours of the symptoms onset, have been informed. The employee primarily worked [insert areas] which have been cleaned and disinfected. Everyone, please continue to follow all CDC and local health authority precautions and measure to prevent exposure or spread of the virus. Please always wear your masks and maintain 6 feet distance as much as possible. Self-monitor for symptoms (cough, shortness of breath, fever, list all) and stay home when unwell to contact your healthcare provider for an assessment. Immediately notify me, HR and Safety if you're given a COVID test or in close contact with another person with a pending or positive COVID test. We will continue to keep you updated.
PM	GC You can use the same email contact for the KDB Leadership and Sub update email	Pending Test Results Update	Email	<p>When test results come back, send a status update email to the stakeholder (reply to the original message you sent):</p> <p>UPDATE: KDB Employee last on-site X/XX with pending test on X/XX has reported their results are negative. Medical documentation has been provided to our HR department for verification. The employee and close contacts will be returning to work on X/XX. Please let me know if you have any questions.</p> <p>UPDATE: KDB Employee last on-site X/XX with pending test on X/XX has reported their results are positive. Medical documentation has been provided to our HR department for verification. The employee will quarantine until medically released to return to work and close contacts will quarantine for the balance of 14-days since their last close contact with the individual and are expected to return to work on X/XX, should no symptoms present. Please let me know if you have any questions.</p>

Role	Responsibility
Employee	<ul style="list-style-type: none"> Compliance with CDC, jobsite and KDB precautionary measures in place to prevent the spread of the virus (on and off the job). Immediate notification of COVID exposure (travel, pending test, positive diagnosis) and continued timely updates (symptoms, results, recovery) Provide close contact information and required medical documentation
Supervisors	<ul style="list-style-type: none"> Conduit of information flow to/from employees; ensure EE's know and follow jobsite protocol (ie. Mandatory distancing and face mask); find ways to assign work so that it minimizes close contact. Maintain daily task log tracking who worked together and where Upon EE notification of pending/positive test; complete close contact form and notify PM, Labor Manager, HR, Safety. Inform close contacts and then remaining crew Stay in touch with sick EE/close contacts to monitor symptoms – Spvsr has authority to approve close contact return to work if no symptoms emerge; COVID+ RTW requires KDB HR approval (based on EE providing HR medication documentation)
Labor Manager	<ul style="list-style-type: none"> Oversee supervisors at all jobsites and coach/guide them through the COVID response process; create forums to share and apply best practices Understand and communicate KDB and Jobsite protocols; address compliance issues Partner with fellow labor managers to ensure coordinated communications efforts in response to jobsite cases Represent the field perspective on KDB COVID-19 task force
Department Manager	<ul style="list-style-type: none"> Oversees office personnel supervisors to coach/guide them through the COVID response process; create forums to share and apply best practices amongst your team At times, the Department Manager is also the immediate supervisor of the ill/exposed employee and follows the supervisor responsibilities
Office Mgr	<ul style="list-style-type: none"> Primary KDB Comms POC for COVID notifications to KDB HQ (Wootton) Office communications.
PM	<ul style="list-style-type: none"> Primary KDB Comms POC for COVID notifications to/from GC, KDB Ldrshp and KDB Subs; share GC comms and provide KDB updates quickly to control the message and stop rumors Understand and communicate KDB and Jobsite protocols with jobsite personnel and Subs; address compliance issues Articulate case response actions and follow-up to ensure completed Lead after action review with site leaders to identify and address protocol/practice issues (ie. Restrict trailer access to prevent unnecessary close contacts) Update KDB Jobsite Tracker spreadsheet Represent PM perspective on KDB COVID-19 task force calls
Project Executive	<ul style="list-style-type: none"> Oversee PMs at all jobsites and coach/guide them through the COVID response process; create forums to share and apply best practices Understand and communicate KDB and jobsite protocols; address compliance issues Help influence GC and Sub executives
HR	<ul style="list-style-type: none"> Co-Lead/Creator KDB COVID protocol and task force with CEO and Safety Provides case oversight, coaching, support; engages with COVID+ employees to support through recovery period and return to work process Was primary close contact interviewer – will still assist but shift primary responsibility of this task to the EE's supervisor who will have firsthand knowledge of the work areas and close contact scenarios to better assess/validate. Tracks all cases to produce statistics (pending, positive, close contacts)
Safety	<ul style="list-style-type: none"> Co-Lead/Creator KDB COVID protocol and task force with CEO and Safety Provides case oversight, coaching, support from safety standpoint Ensures latest safety PPE and jobsite standards adopted and implemented on jobsite Conducts new hire KDB orientation (job)
GC	<ul style="list-style-type: none"> Establishes the jobsite prevention, notification, and response protocols Sends out jobsite level communications to notify all of COVID case activity
KDB Subs	<ul style="list-style-type: none"> Expected to adopt jobsite and KDB protocols to ensure consistent processes followed Must provide KDB PM timely notifications of suspected/confirmed COVID cases with key data points needed to inform GC and jobsite

<p>Testing</p>	<p>Who should get tested: <input type="checkbox"/> People who have symptoms of COVID-19 <input type="checkbox"/> People who have had close contact (w/in 6' for 15+ minutes) with confirmed COVID-19+ person, unless you are asymptomatic AND diagnosed with/recovered from COVID+ in the past 3 months <input type="checkbox"/> People who have been asked or referred to get testing by their healthcare provider, local or state health department</p> <p>What to do while awaiting results: self-quarantine/isolate at home pending test results and follow the advice of your health care provider or a public health professional.</p> <p>How to get tested for current COVID-19 infection: You can visit your state or local health department's website to look for the latest local information on testing. If you have symptoms of COVID-19 and want to get tested, call your healthcare provider first.</p> <p>What to do after getting your results: <input type="checkbox"/> If you test positive, know what protective steps to take to prevent others from getting sick. Immediately inform hr@jkkllc.com and make proactive appointment for return to work assessment for 10-days following symptoms onset. Return to work letter must be provided to hr@jkkllc.com for review and reply before returning to work. <input type="checkbox"/> If you test negative, provide hr@jkkllc.com results for validation and approval to return to work Continue to take steps to protect yourself.</p>	
	<p>Quarantine</p>	<p>Isolation</p>
<p>What is it:</p>	<ul style="list-style-type: none"> • Stay home and monitor your health • Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19 • Stay away others, especially people who are at higher risk for getting very sick from COVID • Quarantine while awaiting COVID test results (your own test or a household members) and for 14 days after your last close contact with a COVID+ person; no quarantine required if you're asymptomatic AND tested COVID+ in past 3 months. • You cannot shorten your 14-day COVID+ close contact quarantine by testing COVID negative b/c the virus can take up to 14 days to be detected. • Quarantine may be directed by your healthcare provider, local health dept or the company. • Returning to work following quarantine due to pending test result: You must provide medical documentation of COVID results or dr's note to hr@jkkllc.com and obtain HR approval before returning to work. • Returning to work following quarantine due to being a COVID+ CC does not require medical documentation, but does require the EE to affirm they remain symptom free. 	<ul style="list-style-type: none"> • Stay home except to get medical care • Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately • Stay in a separate room from other household members, if possible • Use a separate bathroom, if possible • Avoid contact with other members of the household and pets • Don't share personal household items, like cups, towels, and utensils • Wear a cloth face covering when around other people, if you are able to • Learn more about what to do if you are sick. • Isolation duration is determined by your doctor, but typically lasts 10-days from symptoms onset. • You must provide medical documentation stating the isolation has ended and your clear to return to work to hr@jkkllc.com and obtain HR approval before returning to work.
<p>Who needs to:</p>	<ul style="list-style-type: none"> • Anyone who has been in close contact with a COVID+ person, unless asymptomatic AND tested COVID+ in past 3 months. • What counts as close contact? <ul style="list-style-type: none"> ○ You were w/in 6' for 15+ minutes w/in 48 hrs of symptoms onset or test date for asymptomatic COVID+ people ○ You provided care at home to someone who is sick with COVID-19 ○ You had direct physical contact (touched, hugged, or kissed them) ○ You shared eating or drinking utensils ○ They sneezed, coughed, or somehow got respiratory droplets on you 	<ul style="list-style-type: none"> • People who have tested positive for COVID-19 (symptomatic or asymptomatic), unless asymptomatic AND tested COVID+ in past 3 months.
<p>Scenarios:</p>	<ul style="list-style-type: none"> • I had Close Contact (CC) w/ a COVID-19+ person but will not have CC while they are sick (e.g., co-worker, neighbor, or friend). If you were in CC within 48 hours of the person's symptoms onset or test date if symptoms date unknown, quarantine for 14-days from last CC. (ie. If last CC was 8/1 you will quarantine from 8/2 – 8/15) • I live with someone who has COVID-19 (e.g., roommate, partner, family member) who is isolated in a separate bedroom. I've had no CC with the person since they isolated. Quarantine for 14-days from the date the household member begins isolation. (ie. Household member tests on 8/1, starts isolating on 8/2, COVID+ results received on 8/5; you will quarantine from 8/2 – 8/15) • What if another household member gets sick with COVID-19? Do I need to restart my quarantine? Yes. You will have to restart your quarantine from the last day you had CC with anyone in your house who is COVID+. (ie. You have CC with your COVID+ spouse on 8/1 before s/he starts isolating, then another member of the household tests COVID+ on 8/5 – you will quarantine from 8/2 – 8/19 because the 14-day quarantine clock restarted following the 8/5 COVID+ diagnosis) • I am providing direct care to the person who is COVID+, don't have a separate bedroom to isolate the person, or live in close quarters where I am unable to maintain 6' distance. Quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation. (ie. You start caring for COVID+ person on 8/1 and they are cleared to exit isolation on 8/16; you quarantine 8/1 – 8/30). • I'm asymptomatic, however, decided to go get a COVID test. You quarantine from test date until results received. 	<p>Isolation duration determined by your doctor. CDC advises isolation can end when: At least 10 days since symptoms first appeared and At least 24 hours with no fever without fever-reducing medication and Other symptoms of COVID-19 are improving (excluding loss of taste and smell, which may persist for weeks or months after recovery and need not delay the end of isolation).</p> <p>You must provide medical documentation stating the isolation has ended and your clear to return to work to hr@jkkllc.com and obtain HR approval before returning to work.</p> <ul style="list-style-type: none"> • I think or I know I had COVID-19, and I had symptoms. End isolation 10 days after symptoms onset if all symptoms are improving and you've been fever free w/o meds for 24 hours. Your doctor may require a longer isolation period. • I am asymptomatic but tested COVID+. End your isolation 10 days from COVID test date. • On 8/1, I was in CC with a person who tested COVID+ on 8/5. I am asymptomatic but out of an abundance of caution got tested on 8/6 and found out I was COVID+ on 8/12. You quarantine from 8/6 – 8/12 and then change to isolation for the balance of 10-days from your COVID test date, 8/12 – 8/16. • I tested COVID+ and have a chronic underlying health condition and severe symptoms. If you have a weakened immune system (immunocompromised) due to a health condition or medication, you might need to stay home and isolate longer than 10 days. Talk to your healthcare provider for more information.

Facility Access Log

The purpose of this log is to ensure we can trace and contact people who may be exposed to COVID-19.

ALL personnel including KDB employees who are not permanently assigned to this location MUST sign in/out each time they enter/exit.

Date	Name	Phone #	Time In	Time Out	Business Purpose

Cleaning Log

The purpose of this log is to ensure we are cleaning our facilities to help prevent the spread of COVID-19

	Date	Time	Initials		Date	Time	Initials
<p>Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.</p>							
<p>Disinfecting works by using chemicals, for example EPA registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.</p>							
<p>How to Clean and Disinfect Hard (Non-porous) Surfaces:</p>							
<ul style="list-style-type: none"> • If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. 							
<ul style="list-style-type: none"> • For disinfection, most common EPA-registered household disinfectants should be effective. 							
<ul style="list-style-type: none"> • A list of products that are EPA-approved for use against the virus that causes COVID-19 is available by clicking this link. Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact me, etc. 							
<ul style="list-style-type: none"> • Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact me of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. ☑ Prepare a bleach solution by mixing: <ul style="list-style-type: none"> ○ 5 tablespoons (1/3 cup) bleach per gallon of water or ○ 4 teaspoons bleach per quart of water 							
<p>Wear your PPE!</p>							
<ul style="list-style-type: none"> • Use disposable gloves when cleaning and dispose of them when done ☑ Wash your hands when done 							

KDB COVID New Hire Onboarding Prescreen Form

Complete this form with the new hire post offer acceptance to ensure no quarantine is necessary prior to start date. Do not use this form to make hire selections.

Candidate Name:		Screening Date:		Screener Name:		
Question					YES	NO
1. Are you currently experiencing any COVID-19 symptoms, which include?					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cough	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Sore Throat				
<input type="checkbox"/> Shortness of breath	<input type="checkbox"/> Muscle or body aches	<input type="checkbox"/> Congestion or Runny Nose				
<input type="checkbox"/> Difficulty breathing	<input type="checkbox"/> Headache	<input type="checkbox"/> Nausea or Vomiting				
<input type="checkbox"/> Fever or Chills	<input type="checkbox"/> New loss of taste or smell	<input type="checkbox"/> Diarrhea				
2. Have you been recommended by a medical professional to take a COVID-19 test or to quarantine in the past 14-days?					<input type="checkbox"/>	<input type="checkbox"/>
3. Do you or a member of your household have a pending COVID-19 test?					<input type="checkbox"/>	<input type="checkbox"/>
4. Are you or a member of your household COVID Positive and under isolation and quarantine?					<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to a CDC Level 2 or 3 country, internationally, or taken a cruise in the past 14-days?					<input type="checkbox"/>	<input type="checkbox"/>
6. Are you planning to travel to any CDC Level 2 or 3 countries, internationally, or take a cruise in the next 30-days?					<input type="checkbox"/>	<input type="checkbox"/>
7. Have you had close contact (w/in 6' for 15+ minutes) with a person who traveled to CDC alert level 2/3, international, or Cruise in past 14-days?					<input type="checkbox"/>	<input type="checkbox"/>
8. Have you had close contact in the past 14 days with a person who was a confirmed COVID positive case?					<input type="checkbox"/>	<input type="checkbox"/>
9. Have you had close contact in the past 14 days with a person who has a pending COVID test?					<input type="checkbox"/>	<input type="checkbox"/>

Designated Screener Method

- **Required Engineering Controls:**
 - Plexiglass barrier
- **Required PPE - Designated Screener:**
 - Monogoggle
 - KN95 Mask
 - Disposable vinyl/latex gloves
- **Required PPE - Employees Being Screened**
 - Fabric face cover

CDC Guideline for Fever: 100.0 F, 37.8 C

- Screener will stand behind plexiglass barrier and take employee temperatures from a distance of 2" to 5" using non-contact medically calibrated infrared thermometer on bare, dry skin.
- Employees who have a temperature at or over 100.0 F, 37.8 C will be asked to step aside, rest for 5 minutes and take an additional reading.
- All employees may ask to see their temperature for verification.
- If the temperature is confirmed at or above CDC guidelines for fever (100.0 F, 37.8 C), employees will not be allowed on site and be advised to seek further medical consultation.
- Employees confirmed above guidelines will not be allowed back on the job site/office until they have a non-elevated temperature for 24 hours, without the use of fever-reducing medication.
- Screener will dispose of KN95 mask and disposable gloves in trash and sanitize monogoggle with lens wipe
- Screener will wipe down thermometer

Employee Self-Screen Method

- **Required Engineering Controls:**
 - Plexiglass barrier
- **Required PPE - Designated Screener:**
 - Monogoggle
 - KN95 Mask
 - Disposable vinyl/latex gloves
- **Required PPE - Employees Being Screened**
 - Fabric face cover
 - Disposable vinyl/latex gloves

CDC Guideline for Fever: 100.0 F, 37.8 C

- Witness will stand behind plexiglass barrier and instruct employee to take his/her own temperature from a distance of 2" to 5" using non-contact medically calibrated infrared thermometer on bare, dry skin.
- Each employee is required to wear disposable glove(s) and dispose of glove(s) in trash immediately after screening.
- Witness will confirm temperature reading. ☑ Employees who have a temperature at or over 100.0 F, 37.8 C will be asked to step aside, rest for 5 minutes and take an additional reading. ☑ All employees may ask to see their temperature for verification.
- If the temperature is confirmed at or above CDC guidelines for fever (100.0 F, 37.8 C), employees will not be allowed on site and be advised to seek further medical consultation. ☑ Employees confirmed above guidelines will not be allowed back on the job site/office until they have a non-elevated temperature for 24 hours, without the use of fever-reducing medication.
- Witness will dispose of KN95 mask and disposable gloves in trash and sanitize monogoggle with lens wipe
- Witness will wipe down thermometer