

**March 27, 2020**

**To:** All Subcontractors

**Subject:** Covid-19 – Written Exposure Control Plan

Cal/OSHA has provided interim guidance for the 2019 Novel Coronavirus Disease (COVID-19). In order to ensure that our jobsites remain a safe place for the workforce, Wallace & Smith is requesting a COVID-19 Exposure Control Plan from each of our subcontractors.

Cal/OSHA recommends that employers **not** covered by the Aerosol Transmissible Diseases (ATD) Standard (California Code of Regulations, title 8, [section 5199](#)) follow recommendations from the Centers for Disease Control and Prevention (CDC), [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\), February 2020](#).

**These guidelines include infection prevention measures which include:**

- Actively encouraging sick employees to stay home
- Sending employees with acute respiratory illness symptoms home immediately
- Providing information and training to employees on:
  - Cough and sneeze etiquette
  - Hand hygiene
  - Avoiding close contact with sick persons
  - Avoiding touching eyes, nose, and mouth with unwashed hands
  - Avoiding sharing personal items with co-workers (i.e. dishes, cups, utensils, towels)
  - Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees
- Performing routine environmental cleaning of shared workplace equipment and furniture (disinfection beyond routine cleaning is not recommended)
- Advising employees to check [CDC's Traveler's Health Notices](#) prior to travel

The CDC guidelines also contain recommendations for creating an infectious disease outbreak response plan to be followed in the event of an outbreak. These response plans include one or more of the following:

- Allowing flexible worksites, telecommuting and flexible work hours to increase physical distance among employees
- Using other methods of minimizing exposure between employees, and between employees and the public
- Postponing or canceling large work-related meetings or events

Other Cal/OSHA standards applicable to protecting employees from exposure to Coronavirus are:

- **Injury and Illness Prevention** ([§3203](#), [§1509](#))
- **Washing Facilities** (title 8 sections [1527](#), [3366](#), [3457](#) and [8397.4](#))
- **Personal Protective Equipment** ([section 3380](#))
- **Control of Harmful Exposures** ([section 5141](#))

Please submit written plans electronically to Adam Richmond [arichmond@wallacesmith.com](mailto:arichmond@wallacesmith.com) as soon as possible.

If you have any questions or concerns, please contact:

**Human Resources: Alison Wallace Farler - 661-342-2431**

[awallace@wallacesmith.com](mailto:awallace@wallacesmith.com)

**HES Director: Adam Richmond – 661-345-5968**

[arichmond@wallacesmith.com](mailto:arichmond@wallacesmith.com)