



## COVID-19 Safe Practices and Guidelines When Working on PA Division Locations

As the impact from the coronavirus (COVID-19) continues around the world, the PA Division (HRI, Inc. and IA Corporation) would like to share information, guidance and policies that we have in place on our job sites, and in our offices and job trailers. It is important to remember these are our minimums for safe entry.

### Accessing Our Facilities and Sites:

Face Coverings/Masks are recommended for outside work activities in accordance with CDC guidelines, and required 100% of the time when working in any office facility in accordance with office specific plans except for breaks and while eating.

Please do not enter our job site, or have personal contact with our employees:

- For at least 14 days if you have had close contact with a confirmed positive case of COVID-19
- Until you have medical clearance by a physician if you have tested positive for COVID-19.
- If you are currently experiencing flu-like symptoms including: fever, cough or shortness of breath, etc.

If you or one of your employees experience flu-like symptoms on-site, notify PA Division supervision immediately so that appropriate steps can be taken.

### Social Distancing and Good Hygiene Practices:

Anyone entering our job sites, offices, or job trailers are expected to follow the good hygiene and social distancing practices identified below as per guidance from the CDC and general good hygiene practices:

- If you are experiencing flu-like symptoms, do not enter.
- Avoid physical contact: do not shake hands, fist bump, etc.
- Leave at least 6 feet of space between yourself and others.
- When working outside it is recommended to wear a mask when working less than 6 feet from another person.
- Wash your hands with soap and water for at least 20 seconds, use hand sanitizer or disinfectant wipes frequently throughout the day.
- Drivers should not exit their vehicles for reasons other than restroom use and emergencies.
- Avoid touching your eyes, nose and mouth.
- Do not share objects like pens, pencils, or electronics.
- Do not sign tickets, electronic only, take a picture and scan.
- Do not share personal protective equipment (PPE) like earmuffs, safety glasses, gloves or face shields.
- If possible do not share tools, if necessary disinfect tools regularly.
- Sanitize mobile equipment and trucks between operators/drivers.
- Ride Sharing is not advisable to/from work, but if necessary, a face covering/mask is recommended for everyone in the vehicle, and the windows should be down completely or as much as possible.
- If you cough or sneeze, do so into a disposable tissue or napkin and dispose of it immediately. If a tissue is not available, use your elbow and face away from people.
- Limit time spent in a trailer or indoor space. Keep job offices well ventilated by opening windows on nice days.
- Where required, maintain appropriate distance from others.

As we all know, the COVID-19 Pandemic is a fluid situation, we will continue to closely monitor this crisis and our policies and guidelines may change as the situation continues to evolve. Thank you for doing your part in ensuring that our jobsites promote a healthy and safe environment for all people.