

# Employee Health and Safety Agreement For Returning to Work

Being a member of the Armed Force Security team means that each of us has a duty to be vigilant and persistent in protecting our own health and each other, both on the job site and in the greater community. As more of us are returning to work, it is essential that we recognize and commit to this shared responsibility and do everything in our power to create a safe, equitable, and supportive environment for all members of the school community.

While we realize that our families and colleagues have different levels of tolerance for risk of contracting COVID, we are asking you to take the most conservative approach possible both in and out of your job site. We believe that a conservative approach will help us keep our community healthy and our employees and client's safe.

## **Your Role as a member of the Professional Community**

Before signing the below agreement, please review COVID-19 health and safety protocols posted on the TrackTik at your earliest opportunity. Here you will find helpful resources we are following per public health guidelines. Please complete this at your earliest opportunity.

## Return to Work Agreement

I agree to the following:

### **COVID-19 Information and Acknowledgment**

1. I have reviewed the Armed Force Security COVID-19 Response presentation and agree to comply with the guidelines, in addition to any other policies Armed Force Security may adopt, and I agree to use my best efforts to comply with these policies
2. I will comply with all federal, state, and local laws relating to COVID-19 including orders of state and local public health departments. I understand these laws currently include requirements for physical distancing and wearing face coverings in certain public places and where physical distancing is not possible.

### **Travel Guidelines**

3. During this unprecedented times, Armed Force Security recommends limiting unnecessary travel to protect our employees and clients. Holidays present an unusual challenge as family members and friends may be returning home or traveling to see others during this time. In order for Armed Force Security to continue smooth operations, being transparent with your supervisors and/or managers allows everyone to stay healthy. I therefore agree to adhere to the following expectations:
  - Avoid non-essential travel.
  - If you have family members returning home or visiting from out of the area: require quarantining, face mask and testing for your visitors
  - If you travel, please let your supervisor know so they can work with you to confirm timing for your in-person return. Please consult your doctor if you have any health questions.

4. I agree to avoid large gatherings or other activities that don't allow for physical distancing in public, and to wear face coverings in accordance with county mass gathering guidelines, and will abide by social/physical distancing requirements with anyone outside our normal contact.

## WORK PROTOCOL FOR COVID-19

### Basic Prevention Measures:

- Stay home if you are ill and self-quarantine if you have been exposed to the virus or traveled to the location where you likely were exposed
- CDC recommends washing hands often with soap and water for a least 20 seconds
- If soap is not available immediately, use hand sanitizer, CDC recommends hand sanitizer that contains a least 60% alcohol, cover all surfaces of your hands and rub together until dry
- Use PPE as you normally would – glasses, gloves, etc.
- Avoid touching your nose, mouth, eyes, and face
- Practice social distancing- work in different area from others (keep distance of at least 6 feet from other people)
- Cover coughs/sneezes with a tissue, throw tissue away, if tissue is not available use your elbow
- Avoid shaking hands or coming into close contact with others
- Refrain from using other employees' phones, desk, tools, etc.
- Clean and disinfect frequently touched surfaces throughout the day
- Focus on improving your health-nutrition, exercise, etc.
- Immediately notify your supervisor if you have signs of a fever or a dry cough-or if you see someone else with these signs
- Stay home if you have ill family members, roommates, or live with someone vulnerable (older adult, someone with chronic medical conditions like heart disease, diabetes, lung disease)

### Additional Information

- Keep group gatherings up to 10 people at any given time.
- All employees to maintain 6 foot social distance from other workers
- Foreman to monitor employees via health check to maintain healthy work conditions (temperature check, symptom check)
- Foreman to ensure CDS and OSHA Covid-19 guidelines adhered to by employees
- Foreman to identify “choke-points” or “high risk areas” where crews are needed to work- hallways, hoist, elevators, break areas-control these areas so no more than 2 employees total are in the same area at the same time
- No congregating with other trades or jobsites teams, maintaining safe social distance
- Minimize interactions when picking up or delivering equipment or materials – ensure 6-foot separation.
- Security Guards to agree to these guidelines in writing prior to mobilizing

- Any Security Guard that disagrees or will not mobilize will be flagged for delay and the task line item and subsequent trades

### **Security Guards**

- Minimize field team to maximum 2 employees at any time
- Employee's must perform the following before returning to work
- Agree to the protocol in writing
- Perform safety training
- Be fitted for personal protection equipment related to COVID-19
- Meeting to occur via teleconferencing/video-conference only
- Weekly safety meeting minimum
- Additional weekly meeting for any change in COVID-19 guidelines by CDC/OSHA
- Post in areas visible to all workers onsite, required hygienic practices including not touching face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds, use hand sanitizer with at least 60% alcohol, cleaning and disinfecting frequently touched objects and surfaces as workstation, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering mouth and nose when coughing or sneezing as well as other hygienic recommendation by the CDC
- Post Map with location of all hand washing stations
- Maintain daily attendance log of all workers and visitors
- Field team responsible to maintain all COVID-19 guidelines pertaining to the General Contractor onsite.

### **Jobsite**

- Add hand sanitizer at sign in location and office
- Maintain hot water sink/washing facilities in office for correct hand washing distance at all times when signing in
- Provide additional hand washing station
- Field supervision staff must receive safety training for COVID-19 and regular training updates of changes in guidelines by CDC/OSHA
- Perform immediate cleaning to remove debris and congestion

# SEE SOMETHING – SAY SOMETHING

Report suspected hazards associated with any failure to comply with his protocol or a suspected symptomatic employee.

## Emergency Contact Numbers

Operations: (800) 713-8575

Graveyard Supervisors: (408) 830-6966; (510) 3935216

Operations Manager – Israel Valenzuela: (510) 972-1757; (510)299-7530

Business Relationship Manager – Abraham Ibarra: (510) 972-1758; (408) 838-3214

Fax Line: (408) 477-2648

Local Health Department: 510-267-8000

Cal/OSHA Regional Office: (415) 625-2547