

Moya Construction Company: COVID-19 (CORONAVIRUS) JOB SITE PRACTICES
Effective Until Further Notice (as of March 23, 2020)

The following precautionary measures should be followed by all employees and subcontractors working on Moya Construction Company projects or job sites, effective immediately. Failure to comply will result in your removal from the project. This is not only for your safety, but the safety of your co-workers and all fellow citizens.

Personal Responsibilities:

- If you feel sick, particularly if you have a fever, err on the side of caution, contact your supervisor and do not report to work. The general symptoms of COVID-19 are reported to be fever, cough and shortness of breath.
- If you have symptoms consistent with coronavirus or if you believe that you might have been exposed, please report it to your supervisor or human resources immediately.

Social Distancing:

- Limit physical contact with others. Maintain minimum of 6' between employees when possible.
- Do not enter office spaces including job trailers unless it is essential.
- If there are 10 or more people on a jobsite (including subcontractors), take breaks and lunch in shifts to reduce the size of the group at any one time to less than 10 people.

Personal Protection Equipment:

- Utilize gloves whenever possible. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Wash or sanitize hands after removing gloves.
- Eye protection is strongly encouraged.
- Do not share any personal protection equipment.

Sanitation and Cleanliness:

- Ensure that disinfecting wipes and hand sanitizer (essentially in locations without sink and hot water access) are available to all employees.
- Wash or disinfect hands frequently and avoid contact with your face (eyes, nose and mouth).
- Wash hands with soap and preferably hot running water for at least 20 seconds. Please use hand sanitizer when hand washing facilities are not available.
- At a minimum, hands should be washed before eating or drinking, and after blowing your nose, coughing, or sneezing. Wash hands before and after utilizing portable job site toilets.
- Cover coughs and sneezes with a tissue or your elbow/arm. Do not use your hands.
- Avoid sharing tools when possible. Use disinfect wipes to sanitize tools prior to use.
- Use disinfectant wipes to wipe down any surfaces that are commonly touched, such as door handles, steering wheels, equipment controls, instrument panels, etc.
- No communal food shall be permitted on the job site until further notice, i.e., donuts, pizza, etc.

Returning from the Job Site:

- When you return a vehicle, be sure to wipe down the commonly touched areas with disinfecting wipes.
- Avoid congregating anywhere, distance yourself from others, and do not enter office unless it is essential.