



## COVID-19 Procedures for Compliance with LADBS Guidance

RE: LADBS 3/31/2020 Guidance

Effective: 4/3/2020

Note: CSI Electrical Contractors (CSI) works as a subcontractor on most of its projects. Where this is the case, CSI will defer to the Host/Owner/General Contractor's plan for overall control of the site. CSI takes responsibility for its scope of work and how it interacts with other contractors.

1. CSI will continue to train employees, and to plan work, maintain a safe distance of at least 6-feet from others *at all times*. Failure to maintain directed distance or noncompliance with any other COVID-19 procedure may result in disciplinary action.
2. CSI will ensure that during any meetings or gatherings crews maintain 6-foot separation. In areas with limited space, more meetings will be held with fewer persons in attendance at each.
3. CSI will continue its policy of providing appropriate personal protective equipment (PPE) to employees that is appropriate to the hazards involved in the tasks being performed.
4. CSI will follow the direction of the Host/Owner/General Contractor site-specific COVID-19 Supervisor. On projects where CSI is in control of the site, CSI will designate its lead field supervisor as the COVID-19 supervisor for that project. They will be on site at all times during construction activity.
5. CSI will follow the direction of the designated COVID-19 site supervisor regarding choke points and other high-risk areas. CSI will evaluate in task-planning to determine where its work may create additional high-risk areas. The results of the analysis will be communicated to crews during morning huddles.
6. A minimum number of personnel will interact with delivery personnel. CSI will also strongly recommend that employees pack their own lunch to minimize contact with others near lunch trucks.
7. Where possible, CSI will work with the Host/Owner/General Contractor to stagger start times and breaks to ensure there are fewer people in line during morning check-in and to maintain social distancing.
8. CSI will discourage workers from using each other's phones, office equipment or other tools and equipment. Before another worker may use a tool, it will be cleaned in accordance with **CSI's Surface and Tool Cleaning Procedure**. (See Field Employee resource page [www.csielectric.com/fieldupdates](http://www.csielectric.com/fieldupdates).)

9. CSI will follow all hygienic recommendations by the CDC including directions to not touch the face with unwashed hands or gloves; wash hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol, clean AND disinfect frequently-touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; and cover the mouth and nose when coughing or sneezing. CSI will post at its offices and gang boxes the required hygienic practices above.
10. At sites controlled by a Host/Owner/General Contractor, CSI will encourage Host/Owner/General Contractor to place more hand washing facilities and monitor that they are fully stocked. At site where CSI is the controlling contractor, CSI will ensure the hand washing facilities remain stocked and/or hand sanitizer is available.
11. In accordance with the most current Department of Health Order and CSI's COVID-19 response plan, all employees will be informed to stay home if they are exhibiting symptoms of COVID-19, except to seek medical care.
12. CSI will post our **STOP poster** (See Field Employee resource page [www.csielectric.com/fieldupdates](http://www.csielectric.com/fieldupdates).) at project access where we serve as General Contractors, and at CSI office doors at all projects and facilities to warn visitors or employees with symptoms of COVID-19 not to enter projects or facilities.
13. In accordance with the CSI's COVID-19 response plan, all employees have been informed to notify their supervisor and not report to work if they have a family member who is sick with COVID-19 like symptoms.
14. On sites where CSI is the controlling contractor, the company will log all persons who enter the site. For sites controlled by a Host/Owner/General Contractor, CSI will log its personnel and visitors and have any visitor check-in with the controlling entity, as directed.
15. Train all employees on the contents of the CSI Electrical Contractors COVID-19 Response Plan, including the nature of COVID-19, how to protect themselves and others, and how to reduce spread of the virus.
16. CSI has posted signs at public entries that instruct members of the public to not enter if they are experiencing symptoms of COVID-19 including fever, cough, or shortness of breath. For the health and safety of all employees working for CSI, our customers, and industry partners, if any employee has any of the COVID-19 symptoms listed above and/or a positive COVID-19 test, CSI requires that the employee leave the project site or CSI office and isolate themselves until their symptoms have been gone for at least 3 days, or they have been isolated for 7 days, whichever is longer. (See Field Employee resource page [www.csielectric.com/fieldupdates](http://www.csielectric.com/fieldupdates).)