

Temporary Restructuring and Procedures due to Coronavirus

March 17, 2020

Crew Shifts

- Jobsites to work 4 10-hour days if possible. This eliminates 1 day of exposure
- Jobsite/safety meetings only as absolute necessary and only if you can maintain a socially acceptable distance.
- Make sure to waterfall uphill if anyone employee calls out for the day
- Larger projects with 4 or more Delta Employees may be required to split shifts

Crew start times may be staggered if necessary

Cross Training

- Lead foreman please keep others on crew informed on which direction the job needs to keep going in. this will help in less loss time getting someone else up to speed in the unfortunate event the Lead foreman becomes ill.

Breaks and Lunches

For crews of 4 or more employees, all lunch and breaks will be taken at different intervals with a 10-minute open time between crews to allow for entering and exiting. All "hang out" time (coming in early, staying late or waiting for another member from another crew to exchange info/tools) must be eliminated. The idea is to keep the crews segregated as much as possible to limit any cross infections or contaminations. These are unprecedented procedures for an unprecedented event.

Transportation

- Each crew will maintain/use the same transportation vehicle they are currently using
- Motorized trucks and vans may only have the driver in the vehicle at any given time
- 2-person golf carts, mini trucks and Polaris Rangers may only carry the driver—no passengers

Meetings/Gatherings

- Only go to absolutely necessary meetings/gatherings. Do not attend any meetings or gatherings that you cannot keep a safe distance from all individuals (minimum of 3' halo)
- When holding DFI meetings with crews, only have the pertinent individuals attend
- Meetings with more than 10 people are not allowed
- When in a meeting, leave at least one chair empty between individuals and do not sit straight across from another individual
- No meeting room should exceed 50 percent of its maximum capacity

Work Conditions

- Crews are to limit their exposure to other trades and/or individuals. If working in a small area and area becomes congested with individuals, please step out of area and contact foreman. The work may need to be reassigned to a different time or day. In short, look out for trade stacking
- Overtime is for emergencies only, all overtime must get prior approval from Steve C., Andrew C, or Joe C—no exceptions
- Order all material, tools, equipment from your project manager or designer. These materials will be delivered to the jobsite. Limit your visits to the Delta Fire Shop/office
- Everyone has the right and responsibility to go home at first signs of illness
- All field employees must stay out the office and shop. Stay in the Will Call area only. Things will be staged there for pick and delivery.

Everyone has the right and responsibility to let management know if they have reasonable suspicion that someone else is not feeling well or has indicated that they may have been exposed.