



# COVID-19 Playbook

GZA's approach to opening GZA offices (OGO) safely and maintaining safe and healthful worksites



# MESSAGE FROM OUR CEO

GZA's leadership has been carefully monitoring the rapidly developing facts and response to COVID-19, with a focus on both federal guidelines and directives from local and state public health authorities where we have operations and client projects. This Playbook outlines the steps we are taking in response to this quickly evolving situation.

Our goals are twofold:

- Continue to support the health and safety of our employees, their families, and our communities.
- Maintain business continuity during this challenging period and serve all our clients' needs.

## **We Have a Plan**

Our Pandemic Preparedness Plan is still in effect and our Pandemic Team is constantly monitoring the situation, issuing and updating health and safety guidance consistent with local, state, and federal guidance. Our goal is to keep our staff and communities healthy and safe. This Team will remain in place throughout this situation.

## **We Have Broad Resources**

GZA has staff in 31 offices across the country and a One Company focus on our clients. We have redundant levels of expertise across the company to support your design and analysis efforts and have put in place safety measures to allow us to continue to support your active field operations.

## **We Are Technology-Enabled**

Our staff are working remotely and equipped with the necessary technology, including secure VPN and videoconferencing tools, to perform their duties and communicate with you effectively. Our technology infrastructure will continue to be maintained by our highly qualified staff. As current guidance and local, state, and federal orders permit, our staff will begin returning to our offices in a safe manner.

## **We Are Looking Ahead**

This Plan to Open GZA Offices is part of our ongoing commitment to plan for this evolving situation and provide you with regular updates. Please do not hesitate to reach out to me, your GZA project lead, or anyone else from GZA leadership if you have questions or concerns. I am confident that GZA will continue to be able to provide you the systems, personnel, and focus to fulfill our commitment to meeting your needs, even during this unprecedented time.

I wish you and yours well as we work through this difficult situation together.

With warm regards,

Patrick Sheehan, CEO



## How GZA provides a safe and healthful workplace

GZA's approach to office reopening and project site safety focuses on the health and safety of our employees, contractors, and clients with special emphasis on protecting those at higher risk of becoming seriously ill from COVID-19. It is based on our Pandemic Preparedness Plan, our JHA for COVID-19, and Fieldworkers COVID-19 guide, all of which substantially align with guidance from the Centers for Disease Control (CDC), World Health Organization (WHO), and Occupational Safety and Health Administration (OSHA).

This Playbook also highlights elements that are included in the detailed COVID-19 Preparedness Plans that each GZA office location has developed and implemented.

GZA field operations have continued with appropriate protections throughout the COVID-19 pandemic. GZA offices, while having greatly reduced in-person staff present, have also remained open on a limited basis. As we phase bringing more staff back into our offices, our specific health and safety goals are to:

1. Protect those at higher risk from exposure.
2. Prevent COVID-19 exposure and infection.
3. Promptly identify and isolate anyone exposed.
4. Provide excellent communication and training.
5. Implement appropriate and feasible controls.

GZA is providing this "Opening GZA Offices" (OGO) Playbook to our employees and other interested parties to communicate requirements, maintain awareness, and provide best practices. The OGO Playbook does not constitute legal advice and would not be applicable to operations other than GZA without significant review and amendment.



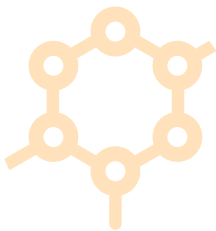
# COVID-19 Playbook Primary Goals



Protect those at higher-risk



Prevent COVID-19 exposure and infection



Promptly identify anyone exposed and manage notifications

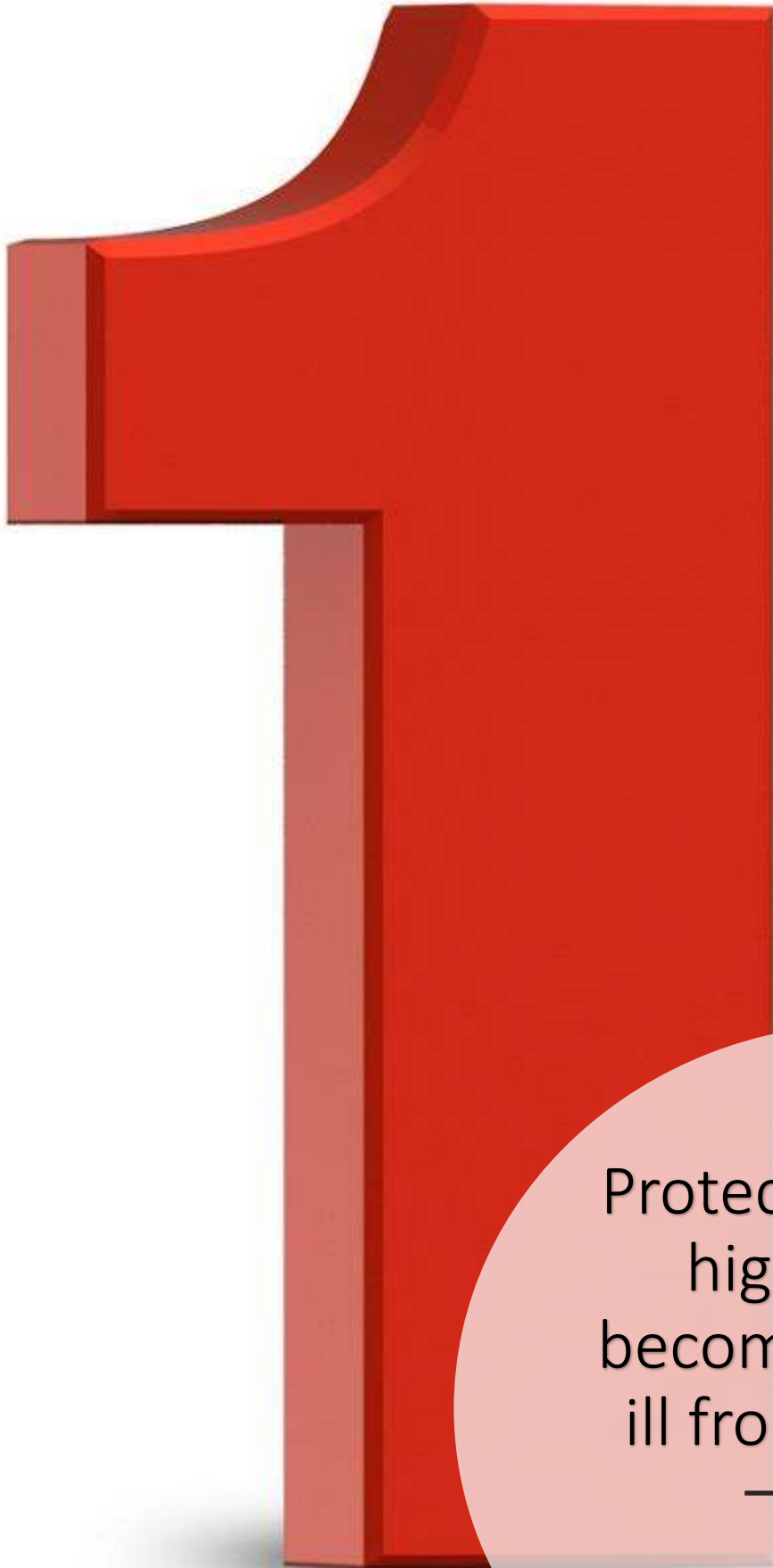


Provide excellent communication and training to our staff



Implement appropriate engineering, administrative, and PPE controls





Protecting those at  
higher risk of  
becoming seriously  
ill from COVID-19

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## Protecting those at higher risk

Certain individuals are at higher risk of developing serious illness upon being exposed to SARS-CoV-2, the virus that causes COVID-19. According to the Centers for Disease Control (CDC), based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions are more susceptible. Specifically, those at higher risk include:

- People 65 years of age and older
- People who live in a nursing home or long-term care facility
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with severe obesity (body mass index of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Protecting those at higher risk is included first in the GZA Playbook because it is the main, overarching purpose of all the various actions being taken globally related to COVID-19. There is currently no treatment or vaccine for COVID-19, thus it is most critical to avoid spreading the disease to this group of people.

This section of the GZA Playbook outlines actions that should be taken by those at higher risk and to protect our higher-risk GZA colleagues.



# Protecting those at higher risk

COVID-19 symptoms include any of the following: cough, fever, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell

Employees at higher risk are strongly encouraged to work remotely

Use the GZA Daily Check-In app for information about those at higher risk

Communicate this information in offices and on project sites, including to GZA subcontractors

At GZA offices or on GZA-led projects, post signage or provide handouts communicating high risk details

# GZA Daily Check-In App High-Risk Individuals



GZA has developed this app to make it easy to know if you should report to your office or project site today. Use it every day before leaving home to go to work. The app will ask questions in two main areas, including symptoms and higher-risk population demographics. Based on your answers, the app will display appropriate guidance for your situation. Please note that a permanent log is not kept of your answers and all data is erased each day.

*Note: You will need a thermometer to take your temperature.*



*If you have any of the emergency warning signs for COVID-19 (trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, or bluish lips or face), exit this app and call 911 immediately. Notify the operator that you have emergency symptoms of COVID-19.*

**Submit button will appear when all questions are answered. Please review and confirm that your answers are correct before submitting.**

No

## High-Risk

Based on currently available information And clinical expertise, older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19.

Select YES if any of the following apply to you:

- I am over the age of 65
- I have a chronic lung disease or moderate to severe asthma
- I have a serious heart condition
- I am immunocompromised or immunosuppressed
- I have a body mass index (BMI) of 40 or higher
- I have diabetes
- I have chronic kidney disease and am undergoing dialysis
- I have liver disease

Yes  
 No



## STATUS



Because you are at higher risk of getting very sick if you contract COVID-19, you should work from home unless your GZA DOM and the GZA Safety Director have directed otherwise. Unless your health status changes, you only need to use the check-in app this once. Contact the GZA Safety Director with questions.





# What You Can do if You are at Higher Risk of Severe Illness from COVID-19

Are You at Higher Risk for Severe Illness?



Here's What You Can do to Help Protect Yourself



**Stay home** if possible.



**Wash your hands** often.



**Avoid close contact** (6 feet, which is about two arm lengths) with people who are sick.



**Clean and disinfect** frequently touched surfaces.



**Cover your mouth and nose** with a cloth face cover when around others.



**Cover coughs and sneezes.**



Preventing COVID-  
19 exposure and  
infection

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## Preventing exposures and infections

COVID-19 is thought to spread mainly through close contact from person-to-person in respiratory droplets from someone who is infected. People who are infected may or may not have symptoms of the illness.

By far, social distancing (keeping 6 feet or more away from other people) and frequent handwashing with soap and water are the two actions everyone can take to prevent the spread of the disease, however these may be easier said than done in all circumstances.

According to the CDC, everyone should take the following actions to protect themselves and others:

- Know how the virus spreads
- Wash your hands often with soap and water for at least 20 seconds, especially after being in a public place, coughing, or sneezing
- Avoiding close contact with other people
- Cover your mouth and nose with a cloth face cover when around others
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces at least daily

Being vigilant about preventing the spread at work is most effective when similar measures are taken away from. GZA has trained our staff how to stay safe during non-work activities using guidance from the CDC. This Playbook includes those non-work activities.

This section of the GZA Playbook outlines actions to take related to preventing the spread of SARS-CoV-2, the virus that causes COVID-19



# Actions to prevent exposure and infection

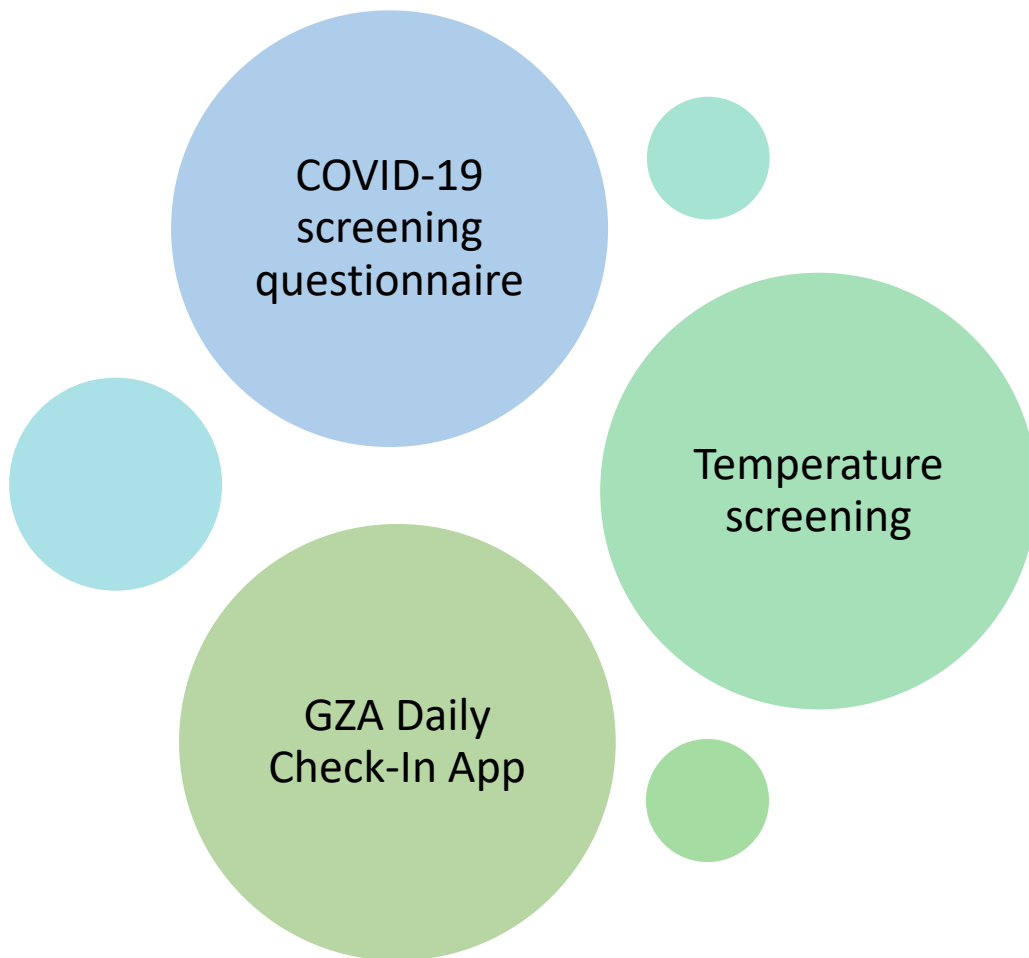
Use the GZA Daily Check-In app and follow guidance it gives related to reporting to work

Use the COVID-19 Screening Questionnaire to restrict access to GZA offices and project sites for those that may have been exposed

Strictly follow social distancing protocols and wear face coverings everywhere except your assigned workstation

Communicate GZA safety requirements to subcontractors and subconsultants

Keep offices, project sites, and vehicles clean and disinfected



## How GZA is restricting access to our Offices and Project Sites



# GZA Daily Check-In App Cleared for Work



Known for excellence. Built on trust.

GZA has developed this app to make it easy to know if you should report to your office or project site today. Use it every day before leaving home to go to work. The app will ask questions in two main areas, including symptoms and higher-risk population demographics. Based on your answers, the app will display appropriate guidance for your situation. Please note that a permanent log is not kept of your answers and all data is erased each day.

*Note: You will need a thermometer to take your temperature.*

Check-In

*If you have any of the emergency warning signs for COVID-19 (trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, or bluish lips or face), exit this app and call 911 immediately. Notify the operator that you have emergency symptoms of COVID-19.*

**Submit button will appear when all questions are answered. Please review and confirm that your answers are correct before submitting.**

## SYMPTOMS

Do you have a cough, shortness of breath or difficulty breathing, OR a fever above 100 degrees?

- Yes
- No

Do you have any TWO of the following symptoms: Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, or New loss of taste or smell?

- Yes
- No

## High-Risk

Based on currently available information And clinical expertise, older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19.



## STATUS



You may go about your regularly planned work for the day following GZA's safety practices for COVID-19. Remember to check in again tomorrow.

# GZA Daily Check-In App Not Cleared for Work



Known for excellence. Built on trust.

GZA has developed this app to make it easy to know if you should report to your office or project site today. Use it every day before leaving home to go to work. The app will ask questions in two main areas, including symptoms and higher-risk population demographics. Based on your answers, the app will display appropriate guidance for your situation. Please note that a permanent log is not kept of your answers and all data is erased each day.

*Note: You will need a thermometer to take your temperature.*

Check-In



*If you have any of the emergency warning signs for COVID-19 (trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, or bluish lips or face), exit this app and call 911 immediately. Notify the operator that you have emergency symptoms of COVID-19.*

**Submit button will appear when all questions are answered. Please review and confirm that your answers are correct before submitting.**

## SYMPTOMS

Do you have a cough, shortness of breath or difficulty breathing, OR a fever above 100 degrees?

- Yes
- No

Do you have any TWO of the following symptoms: Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, or New loss of taste or smell?

- Yes
- No

## High-Risk

Based on currently available information And clinical expertise, older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19.



## STATUS



0 0 0

Stay home! You are not authorized to leave your house to do GZA work. Please let your DOM or Supervisor know you have been directed to stay home and expect a call from GZA's Safety Director to discuss further. Remember to check in again tomorrow.



# Communication to Subcontractors

(Subcontractor Contact Name),

During the COVID-19 pandemic, GZA employees continue to perform field work that is allowed under 'essential work' guidelines and requirements. We have enhanced our safety protocols for fieldwork to include safety practices that address COVID-19.

As a subcontractor or subconsultant to GZA for the (insert project name), we are providing GZA's Job Hazard Analysis (JHA) for COVID-19 outlining safety requirements our employees will follow while performing fieldwork. We are sharing these best practices as a courtesy, but also to ensure everyone at the project site understands the COVID-19-related elements that will be put in place on the project.

Your firm should follow safety protocols you have established for COVID-19, but they must be as strict, or stricter, than the attached JHA. GZA also recommends that your staff working on this project carry a letter on your company letterhead documenting the essential nature of their work.

Please respond to this e-mail and acknowledge that you have received GZA's COVID-19 JHA and that your employees will comply with the guidance set forth therein while at the project site.

Thank you for your cooperation, and for working with GZA to provide a safe and healthful workplace on project sites.



JHA COVID-19.docx

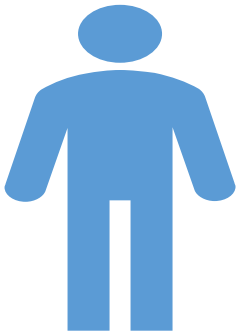
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- Have you traveled outside the U.S. in the past 14 days?
- Have you been in close contact with someone who traveled outside the U.S. in the past 14 days?
- Have you had any of the symptoms of COVID-19 (cough, fever, shortness of breath) in the last 14 days?
- Have you been in close contact with someone with symptoms of COVID-19 in the last 14 days?
- Do you feel well and fit to work today?

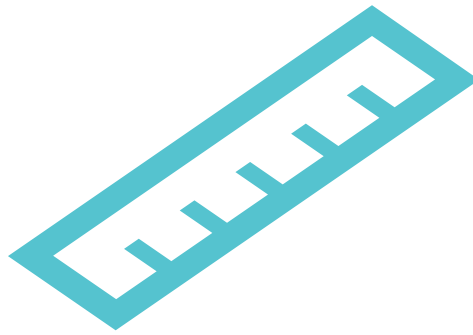
Use this COVID-19  
Screening Questionnaire  
for visitors to GZA  
offices and projects



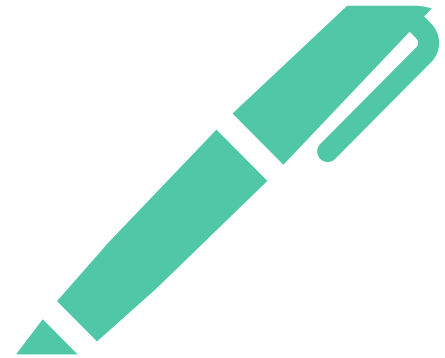
# Social Distancing and Handwashing



Social distancing is the best control we know of to keep from being exposed to this virus



Social distancing means staying 6 feet away from all others onsite



Part of social distancing is not sharing items or fully cleaning and disinfecting them before sharing



Wash your hands for 20 seconds with soap and water often and try not to touch your face



Use hand sanitizer only if soap and water are not available



Be vigilant about wiping down onsite toilets and equipment daily, at a minimum



# GZA-approved face coverings for COVID-19



Cloth face coverings (including FR-rated)



N-95 respirators

- Requires completion of Voluntary Use form



KN95 respirators

- Requires completion of voluntary use form



ASTM (or equivalent) masks



Half-face respirators with P100 cartridges

- Requires current medical clearance, training, and respirator fit-test

**Appendix D to OSHA Respirator Standard 1910.134**

*Information for Employees Using Filtering Face-piece (dust mask style) Respirators When Not Required Under the OSHA Standard*

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Sometimes workers may wear dust-mask type respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides dust-mask type respirators for your voluntary use, or if you provide your own, you need to take certain precautions to be sure that it does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the US Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Voluntary Use form for N-95 or KN95 respirators

# Office Cleaning and Disinfection



GZA offices have housed drastically fewer employees since March 16<sup>th</sup>, but our offices have not closed. Because of this, standard cleaning and disinfection of office spaces has occurred throughout this time. Based on CDC guidance, a significant cleaning effort in GZA offices is, thus, not recommended.

GZA has begun a “Clean In – Clean Out” program in our offices. Simply put, this program requires staff to clean their assigned workstations upon arrival, and again upon departure from the office. It combines with wipe down of shared items, such as sink handles and doorknobs, before and after each use.

# Project Site Cleaning and Disinfection

Most often on project sites, GZA is a guest at the sites and facilities where we work, or our work is of short duration, so cleaning and disinfection of site trailers, portable restrooms, and the like are managed by others.

Like GZA offices, we have begun a “Clean In – Clean Out” on our project sites. Cleaning and disinfection at project sites where someone is diagnosed with COVID-19 should proceed in accordance with the GZA COVID-19 protocol included in section 3. Other protocols may be in place on sites not under GZA control.

One of the largest risks to GZA employees related to project sites is the use of vehicles to travel to and from the site. Because of this, protocols have been established for GZA employees around cleaning and disinfecting their vehicles (shown in this section).

# Vehicle Cleaning and Disinfection



Most GZA employees use vehicles to travel to project sites and some may rideshare



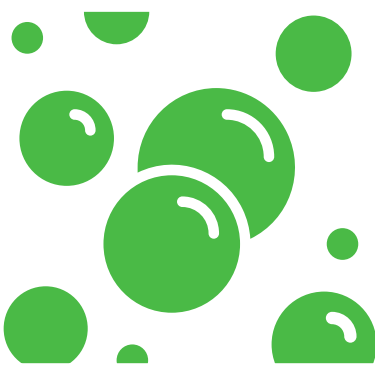
Do not ride in a vehicle with anyone with symptoms of COVID-19



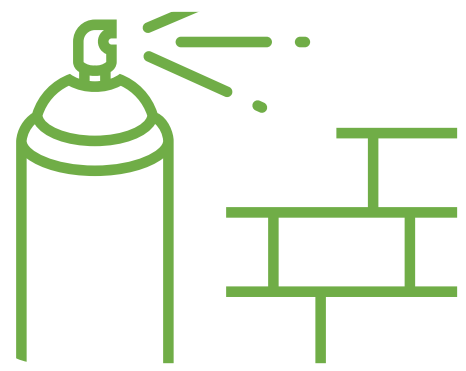
Wash your hands before entering and after exiting the vehicle



If the vehicle has sat idle for 3 days, SARS-CoV-2 is not likely to be present on hard surfaces



Use disinfectant wipes or soapy rags to wipe all accessible surfaces and don't forget your keys and exterior door handles



If available, spray seats, carpets, and interior cargo spaces with disinfectant (Lysol)

GZA's approach to vehicle cleaning and disinfection exceeds CDC's "Cleaning and Disinfection of Non-Emergency Transport Vehicles" guidance

# Planning for Safe Work Specifics for Fieldwork

Consult the GZA Job Hazard Analysis for COVID-19 and the Fieldworker Guide to COVID-19

Conduct travel on public transit in a manner that avoid crowds as much as possible

If you're uncomfortable using public transit, speak to your supervisor about other available options

Don't ride in the same vehicle with someone who is sick

Gather soap, water, disinfecting wipes, and hand sanitizer (if available) to take with you to the site

Think through the tasks required onsite as most will require some adjustment related to social distancing and may take longer than normal to complete





# Coronavirus/COVID-19

## Keeping GZA Project Sites Safe



### Job Hazard Analysis

<b>Job Task Name:</b> COVID-19 on Field Projects	<b>Analysis Date:</b> 4/7/2020 (initial review 3/19/2020)
<b>Work Area(s):</b> ALL	<b>Analysis Type:</b> Revision 1
<b>Company Location:</b> Field Projects	<b>Hazard Risk Rating:</b> 3 - High
<b>JHA Performed by:</b> GZA Core Safety Team	<b>Next Review Date:</b> 4/30/2020

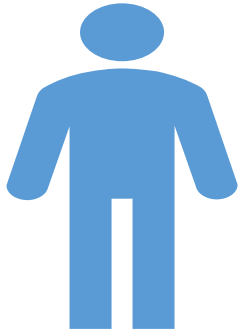
**Task Description:** This JHA details protective measures GZA fieldworkers should take to protect against being exposed to the SARS-CoV-2 virus or become ill with COVID-19. Provisions of this document shall be integrated into all field tasks on GZA project sites. This document should be sent to GZA subcontractors prior to onsite work starting to establish the minimum requirements for COVID-19 protection on the project site.

**Required PPE:** Nitrile gloves, Disinfectant Wipes (Lysol), Safety glasses, Hand sanitizer, Soap and Water, Nitrile Gloves, Respirator or face covering (if required to be within 6 feet of others for limited times doing limited tasks)

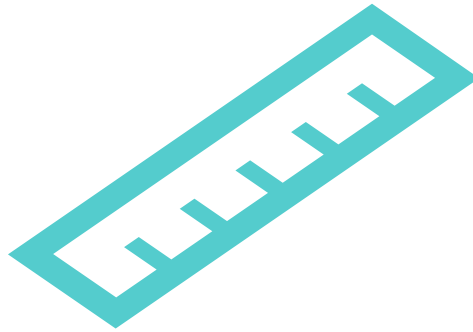
Task Step	Step Description	Hazard Classification	Hazard Description	Safety Procedures
1	Commuting with others to project sites	Illness due to viral exposure	Illness due to SARS-CoV-2 exposure  Symptoms include: • Dry cough	<ol style="list-style-type: none"> <li>1. Designate the GZA Field Safety Officer as the onsite GZA COVID-19 Safety Officer in the HASP</li> <li>2. Ensure the GZA Fieldworker Guide to COVID-19 is included in the HASP and available onsite (<a href="#">access the document here</a>).</li> </ol>



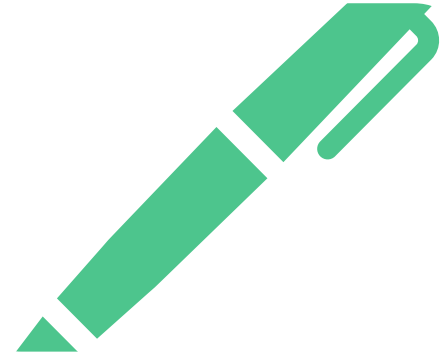
# Staying Safe Away From Work



Shopping for food or other essentials



Accepting deliveries and food takeout orders



Banking



Getting gasoline



Going to the doctor or getting medicine

As communities across the US take steps to slow the spread of COVID-19, people face new challenges and questions about how to meet basic household needs. The CDC has provided information to help at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html>



Promptly identify anyone potentially exposed to COVID-19



## Promptly identifying and communicating exposures

Ideally, actions explained in the first two sections of the GZA Playbook would keep all GZA employees, especially those at higher risk, from being in situations where they could be exposed. The SARS-CoV-2 virus is highly contagious though, and exposures may occur both on and off the job. For this reason, protocols for potential exposures have been developed and communicated to all GZA staff.

As of May 18, 2020, GZA has self-quarantined a total of 36 employees and released 35 from self-quarantine without issue. Our approach to self-quarantine is, and will continue to be, conservative, even though the CDC has greatly relaxed these requirements for the essential workforce. GZA performs essential work related to waste management, construction, and infrastructure, among others.

Another issue that has arisen relating to the COVID-19 pandemic involves employee rights to have their medical information protected. The Health Insurance Portability and Accountability Act (HIPAA) provides guidance on both protecting employee information and protecting others who may have been exposed. GZA protocols around notifications to our clients and other potentially-affected individuals follow the HIPAA rule.

This section of the GZA Playbook outlines actions that should be taken relating to situations involving potential exposures, and details GZA's notification processes to clients and others.



# If someone at my location is diagnosed with COVID-19

It's ok to generally discuss this onsite, but do not share the name or any personal details about the person diagnosed

Self-assess whether you've been in "close contact" with the person who was diagnosed

Clinically, GZA has been advised by WorkCare that "close contact" refers to being 6 feet or closer to another person for a period of 10 minutes or longer

If you have been in "close contact" with the person diagnosed, you must self-quarantine and should consult your personal doctor

Call the GZA Safety Director if this situation occurs to discuss further actions necessary





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Built on trust.

### SERVICES SPOTLIGHT

**DIRECT PRACTICE OBSERVATION**  
GZA provides oversight of the application of disinfectants and cleaning activities to provide an objective assessment of cleaning crew performance and compliance with cleaning protocols.

**FLUORESCENT MARKERS**  
For additional quality assurance, fluorescent powder is utilized to mark high touch objects prior to room cleaning. Cleaned areas are viewed using ultraviolet lights to evaluate the quality of cleaning efforts.

# Enhanced Cleaning and Disinfection

Should someone in a GZA office contract COVID-19, in addition to our existing plan to identify, isolate, and care for the individual, we have a process in place to provide enhanced cleaning and if required. Any such enhanced cleaning will be performed in accordance with the latest guidance from the CDC. Currently, CDC's recommendations for enhanced cleaning are their "Cleaning and Disinfection for Community Facilities" guidelines.

GZA can arrange these services or can perform them in-house. One of the services we provide to our clients is the supervision of deep cleaning and disinfection.



**COVID-19 Office Cleaning Protocol**  
**Sponsor: Pandemic Preparedness Team**  
**Date: March 16th, 2020**

## COVID-19 Office Cleaning Protocol (March 16<sup>th</sup>, 2020)

Circumstances may arise where a GZA employee begins to exhibit symptoms of COVID-19 while working at the office. This document provides guidance on how to clean and disinfect the office after such an occurrence, and when doing so should be considered. It is based on interim guidance from the CDC for businesses.

First, it is of utmost importance that employees not come into the office if they are experiencing symptoms of COVID-19. These include any of the following: cough, fever, or shortness of breath. Arrangements may have to be made to take these employees certain supplies (laptops, etc.). They should not come into an office setting to retrieve supplies if they are symptomatic. Secondly, implementation of the GZA Risk Assessment Questionnaire for Visitors within GZA offices will minimize the possibility of those other than GZA employees experiencing sudden illness requiring use of this protocol.

If an employee starts exhibiting symptoms while at work, send them home immediately and assess areas in the office that may need to be cleaned and disinfected. If not already done, the DOM should contact the building owner and request any enhanced cleaning protocols being performed in the office building. The procedure is outlined below.

1. Close off the area(s) where the sick employee worked, if possible. Include offices, bathrooms, and common areas like kitchens.
2. If no one is working in the office and it is possible for all to be away from the office for 3 business days, that is preferred, and minimal cleaning should be necessary. Cleaning, in this case, would involve wiping down the employee's workspace (office or cubicle) and any shared spaces (kitchens, for example) with disinfectant wipes. If this is not possible, steps 3-13 below should be performed.
3. Close off the employee's work area and wait up to 24 hours before beginning to clean and disinfect the area(s).
4. Gather cleaning supplies (rags, two buckets with warm water, wipes, dishwasher soap, household bleach).
5. The person(s) cleaning should don a Tyvek, safety glasses, and nitrile gloves.
6. Make a soap solution in one bucket. Make a dilute bleach solution in the other bucket by mixing 1/3 cup bleach per gallon of water.
7. The person(s) cleaning should don a Tyvek, safety glasses, and nitrile gloves.
8. Wipe all surfaces with visible dirt with soapy water, focusing on surfaces touched often (keyboards, mouse, doorknobs, water faucets, etc.).
9. Wipe all surfaces with dilute bleach solution, focusing on surfaces touched often.
10. Place soft surface items inside a trash bag and launder or dispose of them (small area rugs, drapes, etc.).
11. If the sick employee was in an office, close off the area(s) after cleaning and disinfecting for 3 days and place a 'KEEP OUT' sign on the door(s).
12. Buckets of cleaning chemicals may be poured down the sink.
13. The person(s) cleaning and disinfecting should remove PPE and place into a trash bag, which should then be disposed.

In order to minimize office downtime, the DOM should perform cleaning and disinfecting. If those other than the GZA DOM perform cleaning and disinfecting, this protocol must be given to them for implementation.

# Potential secondary contact to someone with COVID-19

Secondary contact refers to being in “close contact” with someone who may have been in “close contact” with someone diagnosed with COVID-19

It’s ok to generally discuss this onsite, but do not share the name or any personal details

Self-assess whether you’ve been in “close contact” with the secondary contact

Clinically, GZA has been advised by WorkCare that “close contact” refers to being 6 feet or closer to another person for a period of 10 minutes or longer

If you have been in “close contact” with the secondary contact, it is likely you must self-quarantine

Self-isolate on site and call the GZA Safety Director immediately to discuss further actions necessary



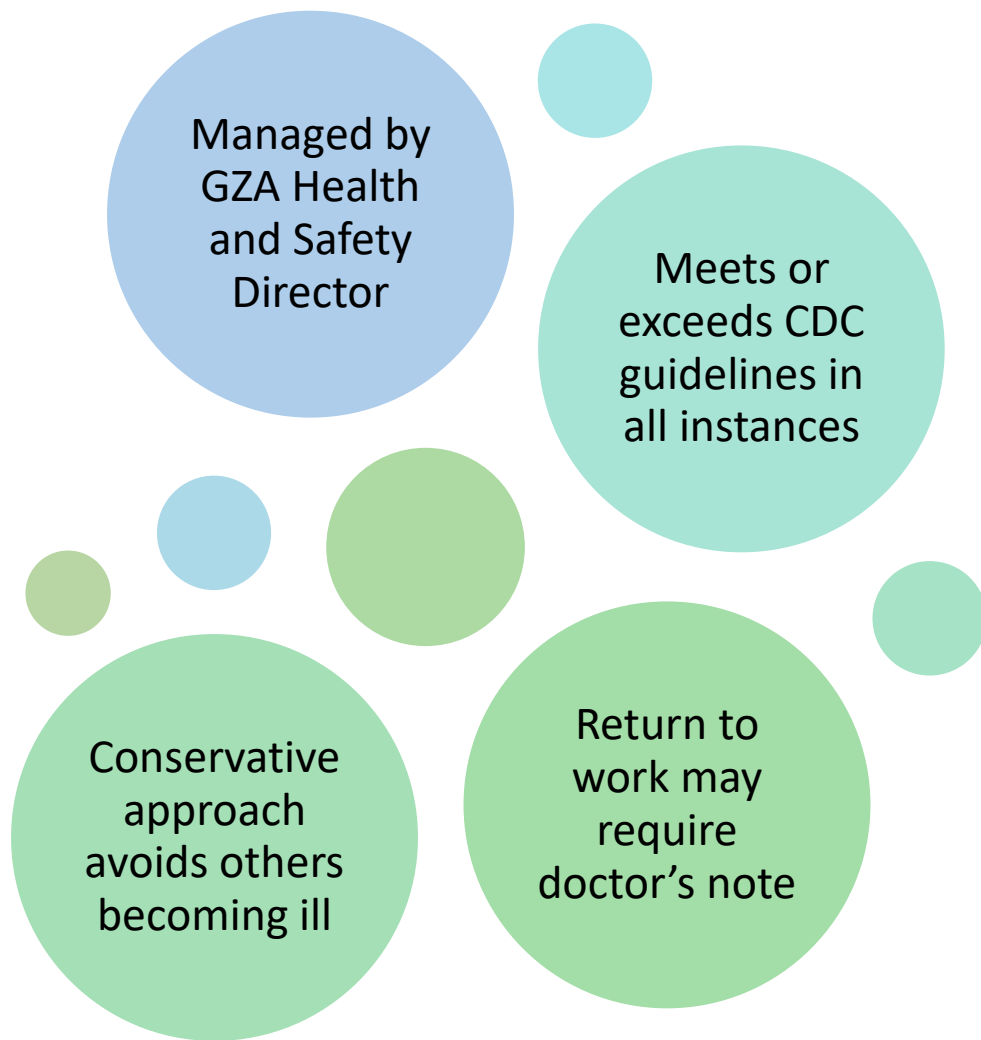
# If someone develops symptoms of COVID-19

The individual with symptoms should arrange to leave the location immediately, or isolate until able to leave

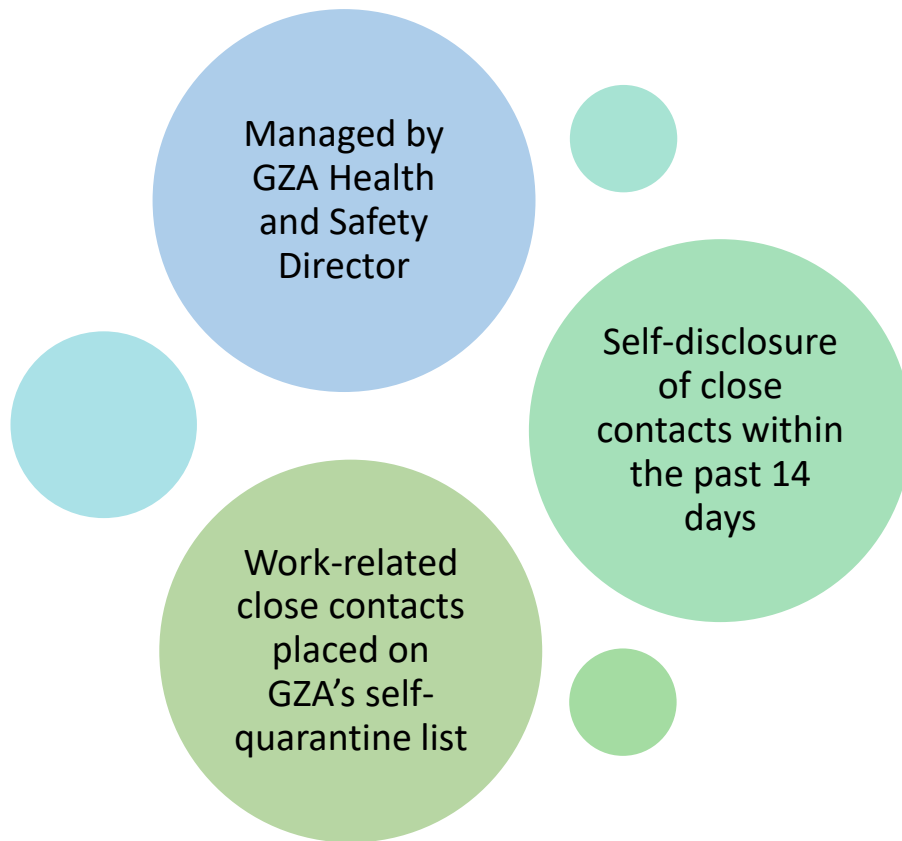
You should self-assess whether you've been in "close contact" with the person with symptoms

Clinically, GZA has been advised by WorkCare that "close contact" refers to being 6 feet or closer to another person for a period of 10 minutes or longer

Call the GZA Safety Director if this situation occurs on your site for help assessing your risk and potential need to self-quarantine



## Aggressive, GZA-managed self-quarantine process



# Contact Tracing

Should a GZA employee be diagnosed with COVID-19, our Health and Safety Director will perform contact tracing in general accordance with training provided by the CDC contact tracing guidelines, and in concert with public health departments, as necessary.





Notifications of confirmed  
COVID-19 cases

**If a GZA employee is diagnosed with COVID-19, GZA will implement contact tracing and request the employee sign a GZA HIPAA release form. We will notify potentially affected individuals and GZA clients in accordance with client-provided protocols. GZA employee HIPAA rights will be preserved in all notification instances.**

**GZA**  
**HIPAA Authorization to Release and Disclose COVID-19 Health Information**

1. Employee Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

2. I hereby authorize GZA to disclose my current medical health information, including COVID-19 (including recent diagnostic test results, and any other information that may be necessary for GZA to provide you with the best possible care, to the following individuals:

Kathleen Murphy (GZA medical professional)

249 Vanderbilt Avenue \_\_\_\_\_ 02062 (zip)

(phone) \_\_\_\_\_ (fax) \_\_\_\_\_ kathlee (e-mail) \_\_\_\_\_ a.com

# Notifications

- Managed by GZA Health and Safety Director and Human Resources Director
- Employee completes a GZA HIPAA release form
- Work-related close contacts placed on GZA's self-quarantine list
- GZA Client notifications are performed in accordance with client-provided requirements



Provide excellent  
communication  
and training

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## **Providing excellent communication and training**

Regarding COVID-19, there has been a barrage of information available. The federal government, state and local governments, news outlets, the internet, and many other sources of information have made it difficult for many to determine whether information is factual, and more importantly whether it is pertinent to GZA work.

GZA has activated our Pandemic Preparedness and Response Team to focus our efforts and provide guidance to our staff on a real-time basis. The team consists of our CEO, COO, Human Resources Director, and Safety and Learning Director.

We have also established an OGO (Opening GZA Offices) Team to develop and implement guidance to local GZA Office Managers to expand staff in our office locations according to a cautious, phased approach. This team consists of the CEO, COO, GZA Operations Team, Chief of Staff Development, and Safety Director.

GZA's efforts around communicating with and training our staff have been extensive and involve such items as GZA1 (our internal learning program and platform), our information technology-related platforms, updating of GZA policies, and revising fieldwork-based health and safety plans and job hazard analyses.

This section of the GZA Playbook highlights GZA's efforts around communication and training.





Number:	Vol. 03	No. TBD
Date:	3-9-2020	
Supersedes:	NA	
Approved:	Patrick Sheehan, CEO	
Sponsoring Function:	Environmental Health and Safety	
Page:	1 of 6	

## PANDEMIC FLU PREPAREDNESS

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# GZA's Pandemic Preparedness and Response Plan

# GZA Pandemic Preparedness and Response Team



**Patrick Sheehan**  
President/CEO



**John Murphy**  
Chief Operating Officer/Senior Principal



**Kathleen Murphy**  
Director of Human Resources / Associat...



**Richard Ecord**  
EH&S Director/Principal



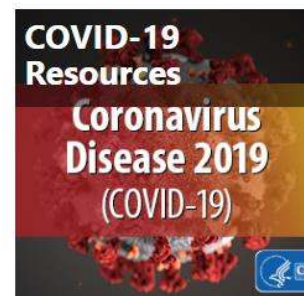
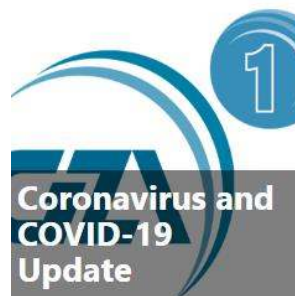


GZA1 is our internal learning program and platform covering all aspects of learning and training, including technical elements, safety, compliance, project management, and leadership.

Prior to declaration of COVID-19 as a global pandemic, GZA used this platform to provide ongoing training to our staff on a weekly basis and will continue to do so for the foreseeable future. A high-level summary of topics covered to-date include:

- The science of SARS-CoV-2 and COVID-19
- Guidance from the CDC, WHO, and OSHA
- GZA-specific processes enacted to keep us safe
- GZA's Fieldworker Guide to COVID-19 and Job Hazard Analysis
- Updated information as we receive it

Training sessions are broadcast companywide and placed on GZA's Learning Management System for future access.



UPDATED MAY 6TH 2020

# COVID-19 & Pandemic Flu Preparedness



**Richard Ecord**  
EH&S Director/Principal

On March 11<sup>th</sup>, 2020 GZA developed and published a SharePoint page dedicated to COVID-19. This page, accessible to all GZA employees, has been updated regularly with GZA-vetted information. In addition to GZA's policies on social distancing related to our offices and projects, summaries and frequently asked questions (FAQs) are included.

Jump to these sections



GZA Policy on  
Social...



Guidance  
Material



COVID-19  
Information



Tips for  
Fieldworkers




FAQ



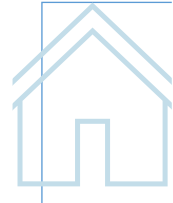
Links to  
Helpful Docs



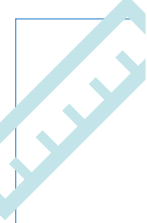
# GZA Social Distancing Policies (amended March 16, 2020)




Don't come to work if you are sick!



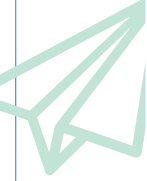
GZA employees are encouraged to work from home, especially those at high risk of getting sick.




Social distancing will be implemented as much as possible.




GZA employees will not attend external conferences, or any meetings of 10 or more people.



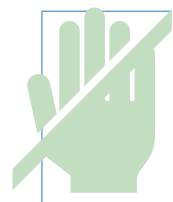
GZA meeting hosts will inform external participants of our policy.




Visitors to GZA offices will be monitored using a COVID-19 Risk Questionnaire.



All non-essential business travel will cease until further notice.



Business travel to areas designed Warning Levels 1, 2, or 3 by the CDC are not allowed.



Business travel outside the U.S. requires completion of the GZA International Travel Risk Assessment form.

# COVID-19 Project communication is key



Hold more safety meetings than usual, at the beginning of each work shift at a minimum



Record the meeting in your field notes but don't require sharing a pen to sign in



Ask everyone at the meeting to verify they feel well



On larger project sites, require formal verification using the GZA COVID-19 Screening Questionnaire



Clearly set ground rules for GZA and subcontracted staff during safety meetings



# COVID-19

March 31, 2020

*The coronavirus or COVID-19 is a respiratory illness transmitted from person to person through droplets in the air they breathe and surfaces they touch. The droplets can be suspended in the air for several hours and live on surfaces for several days.*

### Frank's Story

Frank was working as part of a six-person crew on a job site. They were working very close to each other and sharing tools. On Wednesday, Frank woke up with a low fever. He decided to go to work anyway. During the day he began to feel worse. His employer told him to go home. Over the next few days, Frank began to have a hard time breathing. He called his doctor and was sent to have a COVID-19 test. The test came back positive and his doctor told him to let his employer know. His employer disinfected the worksite and contacted the local health department for advice on whether Frank's co-workers should be told to stay at home and watch for symptoms.

- ✘ What caused this incident?
- ✘ How could it have been prevented?
- ✘ Have you known or heard of anyone who has been diagnosed with COVID-19? If so, what happened?

### Remember This

- Do not go to work if you feel sick, have a fever, cough, or shortness of breath.
- Avoid contact with sick people.
- Do not shake hands.

- Avoid large gatherings of 10 or more people.
- Stay at least 6 feet away from others on the job site while working, and during meetings and training sessions.
- Cover your mouth and nose with tissues when you cough or sneeze or do so into your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean your hands frequently:
  - ✓ With soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with greater than 60% ethanol or 70% isopropanol if water is not available.
  - ✓ Before and after going to the bathroom, before eating, and after coughing, sneezing, or blowing your nose.
- Bring food and water bottles from home to the job site and do not share.
- Drive to worksites or parking areas by yourself—no passengers or carpooling.
- Wipe down interiors and door handles of machines or construction vehicles with disinfectant before entering.
- Wipe down tools and equipment that are shared with disinfectant before use.
- Your employer should have a COVID-19 exposure control plan and provide you with training on the hazard and what is being done to prevent exposure on the job.

### How can we stay safe today?

What will we do at the worksite to prevent exposure to COVID-19?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

Example Safety Meeting  
Outline

- Have you traveled outside the U.S. in the past 14 days?
- Have you been in close contact with someone who traveled outside the U.S. in the past 14 days?
- Have you had any of the symptoms of COVID-19 (cough, fever, shortness of breath) in the last 14 days?
- Have you been in close contact with someone with symptoms of COVID-19 in the last 14 days?
- Do you feel well and fit to work today?

Use this COVID-19  
Screening Questionnaire  
for visitors to GZA  
offices and projects





# Share these Ground Rules for Project Sites in onsite Safety Meetings

If anyone feels unwell, they should not be onsite

If someone starts feeling unwell during the workday, they need to leave

If someone is unwell but can't leave immediately, they should isolate from others onsite

Avoid sharing equipment and pens as much as possible

Stay at least 6 feet away from each other at all times – that means no elbow bumps, handshakes, etc.

Hold all meetings outside while maintaining social distancing

Wash your hands with soap and water a lot

If anyone becomes uncomfortable or overwhelmed, they should pause their work



Implement  
appropriate and  
feasible controls

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## Applying the Hierarchy of Controls to COVID-19

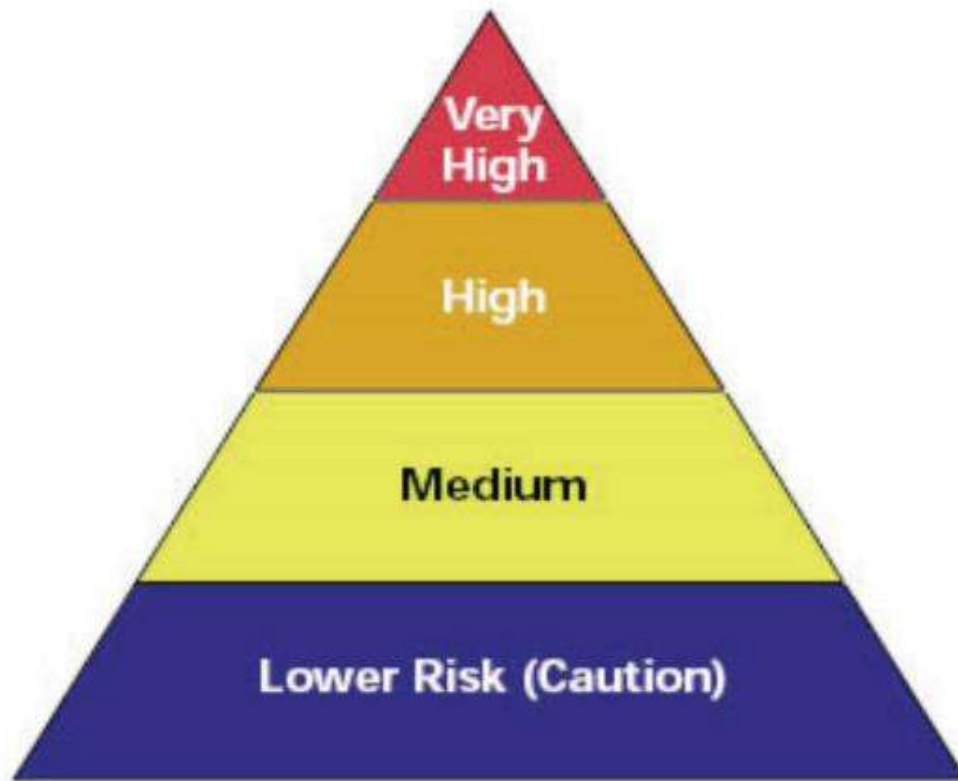
Because the nature of GZA's work falls within the definition of "essential critical infrastructure workers" as defined by the Cybersecurity and Infrastructure Security Agency (CISA), operations at field projects and client's sites have continued. Appropriate controls were established for GZA field operations by updating our site-specific health and safety plan to include COVID-19 information, developing and publishing a Fieldworker Guide to COVID-19, and development a job hazard analysis for COVID-19.

GZA offices, for the most part, did stop housing most employees on March 11<sup>th</sup> of 2020, and have continued to do so to-date. As government agencies from geographies across the United States wrestle with how to safely reopen their economies, GZA offices will begin a cautious, phased approach to bringing staff back into our office spaces. This process will largely be guided by recently-published OSHA guidance and will also include appropriate elements from the CDC and WHO.

This section of the GZA Playbook GZA's details efforts around providing appropriate engineering, administrative, and personal protection controls as GZA offices bring more employees back into the office space.



## Occupational Risk Pyramid for COVID-19



OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

All GZA employees fall within either the Lower or Medium Risk categories, as established by OSHA

# OSHA Requirements for Lower Risk Workers

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OSHA Requirement	GZA Status	Notes
Monitor public health communications and ensure workers have access to the information	Complete/On going	GZA Safety Director monitors information on an ongoing basis, GZA Hub COVID-19 page, ongoing GZA1 update sessions on COVID-19
Collaborate with workers to designate effective means of communicating information	Complete	Updated site-specific HASP, new JHA for COVID-19, new Fieldworker Guide to COVID-19, bulk hand sanitizer collaboration with GZA engineer



# OSHA Requirements for Medium Risk Workers

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OSHA Requirement	GZA Status	Notes
Offer face masks to ill employees until they can leave the workplace	Complete/On going	GZA is procuring masks on an ongoing basis for both those that may become ill and for general staff
Limit client and public access to worksites and office spaces	Complete	GZA COVID-19 daily app for employees and screening questionnaire for others
Minimize face-to-face contact	Complete/On going	GZA policies on social distancing, business essential-only staff in offices
Communicate availability of worker health resources	Complete	GZA Safety Director, Telemedicine, WorkCare for COVID-19 occupational medical consultation





The GZA OGO Team and our District Office Managers are currently implementing a host of other controls to meet and exceed CDC and OSHA guidelines



Cleaning and disinfection protocols



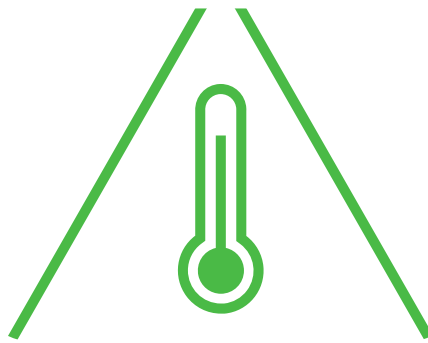
No-contact infrared thermometers



Hand sanitizer strategically placed



Guidance on safe practices away from work



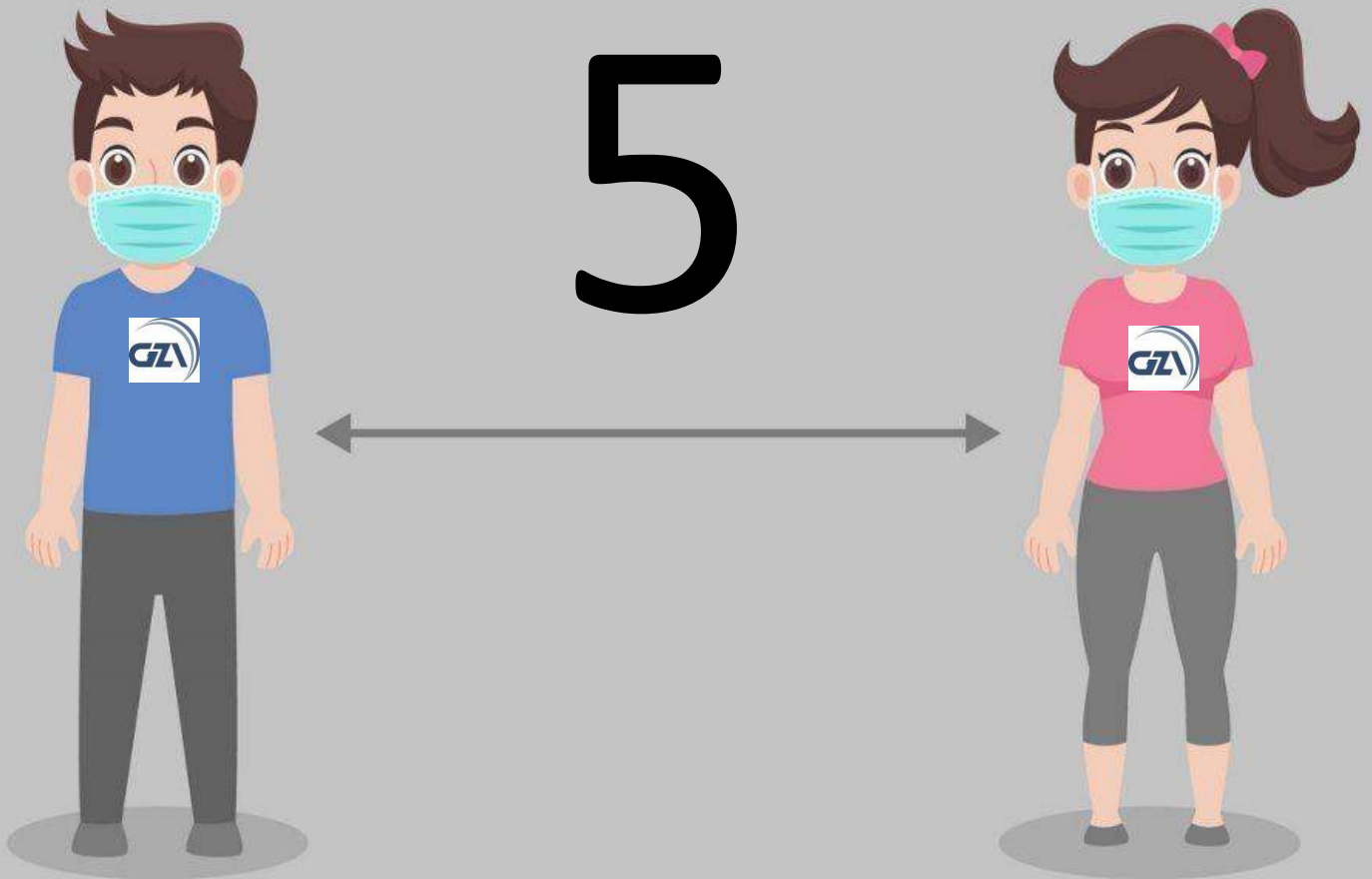
Reviewing HVAC systems in offices



Limiting office staff to 25% of total

# NOTICE

To ensure social distancing the maximum number of people allowed in this room is



# The GZA District Office Manager (DOM) Planning Checklist guides our offices when implementing enhanced protocols, preparing our offices for more staff presence, limiting staff presence, and obtaining necessary supplies

## GZA GeoEnvironmental, Inc.



### COVID-19 DOM Planning Checklist

This checklist is designed to integrate GZA's processes related to protecting the health and safety of our staff while working in a GZA office. It should be completed by each GZA office District Office Manager (DOM) or their assigned COVID-19 designee prior to June 1st and submitted to the GZA Safety Director. Not included in this checklist, but still in effect, are GZA's social distancing policies published March 16, 2020.

Activity	Owner	Completion Date
<b>Cleaning and Disinfection:</b> If a GZA office location has been completely unoccupied for 7 days, arrange to clean and disinfect the office prior to reoccupancy.	DOM (or designee)	
<b>Cleaning and Disinfection:</b> Obtain Safety Data Sheets (SDS) for cleaning chemicals used by external cleaning service and provide to the GZA Safety Director for review.	DOM (or designee)	
<b>Cleaning and Disinfection:</b> Make at least one PhoneSoap unit available to employees for sanitizing phones and other small items.	DOM (or designee)	
<b>Cleaning and Disinfection:</b> Ensure the office has an adequate supply of paper towels, spray bottles, and disinfectant spray or wipes to allow employees to perform daily "clean in, clean out" of their assigned workstation and of high-touch areas (door handles, stair rails, sink water controls, lockers, countertops, chairs, coffee machines, drinking fountains, trash bins) in the office.	DOM (or designee)	
<b>HVAC:</b> Verify with landlord that HVAC systems are visibly clean and no biological growth is in the air stream prior to June 1st.	DOM (or designee)	
<b>Soap:</b> Ensure each bathroom, kitchen area, and coffee nook has at least a 30-day supply of soap for handwashing. Post CDC handwashing signs at each location.	DOM (or designee)	
<b>Hand Sanitizer:</b> Ensure each office main entrance, thermometer location, meeting room, training room, other common area, and GZA-owned vehicle has at least a 30-day supply of hand sanitizer and disinfectant wipes. Post CDC handwashing signs at each location.	DOM (or designee)	
<b>Visitors:</b> Inform visitors to the office that higher-risk individuals will not be allowed in the office and provide the GZA COVID-19 Screening Questionnaire ahead of their visit.	DOM (or designee)	
<b>Preventing Virus Spread:</b> Designate an area that can be closed off from the rest of the office to serve as an isolation area for individuals who show signs of COVID-19 while at work but cannot leave immediately.	DOM (or designee)	
<b>PPE:</b> Provide at least 2 reusable cloth face coverings to all staff. Alternately, provide an adequate supply of GZA-approved disposable face coverings so that each employee uses only 1 per workday.	DOM (or designee)	
<b>PPE:</b> Provide an adequate supply of nitrile gloves to staff. Maintain a 30-day supply at a minimum.	DOM (or designee)	
<b>PPE:</b> Provide safety glasses and/or prescription safety glasses to all staff.	DOM (or designee)	

