



# Building Restoration Corporation

## Jobsite Guidelines Regarding Coronavirus/COVID-19

The following guidelines provided by the CDC should be followed whenever possible to avoid any unnecessary spread of the virus. Remember please visit the [CDC](#) website for up to date information and guidelines regarding the Coronavirus/COVID-19 as they are releasing new information by the hour.

- No one with symptoms such as fever, coughing or difficulty breathing is to be present on site.
- Any person who exhibits these symptoms will be asked to leave the site immediately and report to management for further direction. Such individuals will not be permitted to return without medical clearance provided from their medical professional.
- If you are sick in any other way outside of the symptoms listed above, and those listed by the CDC on COVID-19, please refrain from coming to the jobsite until you no longer have symptoms.
- Practice social distancing whenever physically possible. Maintain a 6' distance between you and your coworkers whenever possible and avoid congregating in tight spaces such as vehicles and the job trailer.
- All organizations with personnel on site are expected to monitor their employees for any signs of illness, exposure or any high-risk activity (travel to areas with high incidence of the virus, living with a person diagnosed with the illness or symptoms) and prevent them from coming to the site, and notify your direct supervisor immediately.
- During lunch and general breaks, refrain from gathering in groups and try and eat lunch on your own in your vehicles.
- Use respiratory etiquette and cover your mouth and nose with your elbow while coughing and sneezing.
- Visitors are not permitted on the jobsite without prior approval. Only personnel required on site to perform, supervise or monitor the work should be onsite.
- Any specific directives of our project owners will be communicated and strictly enforced.
- If you or anyone at home is showing symptoms of COVID-19, or has been quarantined by a medical professional, we ask that you self-quarantine for the required time outlined by the CDC (currently 14 days).
  - If you are unable to work for an extended period of time due to illness or quarantine, unemployment will be available immediately without a waiting period.
- Clean hands frequently with hand sanitizer or hand soap when available at each project site.
- Wipe down commonly used surfaces with disinfecting wipes daily.
- Shaking hands and other physical contact is strongly discouraged.
- We will use phone/video conferencing to the extent possible to minimize the number of people on site.
- We will increase use of email communication and avoid large group meetings on site when possible.

We are constantly gathering information regarding COVID-19 and will do our best to get the pertinent information to you as needed. As stated before, the [Center for Disease Control](#) is the best place to go for accurate and up to date information regarding the Corona Virus. Please feel free to reach out to your supervisor with any questions you may have.

If complying with these guidelines causes staffing shortages or impairs your ability to meet the project schedule, notify BRC immediately to avoid negatively impacting the work of others. We must all do our part to prevent the spread of illness within our communities, and the health of the BRC family is of the utmost importance. Thank you in advance for your cooperation with these guidelines. Stay well!

Sincerely,

Jack Szmanda  
Director of Operations  
Building Restoration Corporation