



**Please Read Below Regarding ADI Construction COVID-19 Protocols:**

**ADI Construction** encourages all employees to follow the below steps to increase our vigilance as well as step up our environmental cleaning and disinfecting efforts of both the office and our job-sites. We remain committed to your safety and we all act accordingly. **ADI** is committed to doing everything we can to help limit the possible spread of the disease within our company, our families, our clients, and our subcontractors.

**The COVID-19 virus is community disease.  
So if you are sick, for any reason, please stay home.**

**REMAINING VIGILANT:**

Per the Center for Disease Control (CDC) recommendations please note the following:

1. Identifying the signs:
  - a. Fever
  - b. Cough
  - c. Difficulty breathing or shortness of breath
2. Stop the Spread of Germs:
  - a. Avoid close contact with people who are sick (Maintain 6' distancing)
  - b. Wear a mask when required or needed
  - c. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - d. Avoid touching your eyes, nose and mouth
  - e. Clean and disinfect frequently touched objects and surfaces
  - f. Stay home when you are sick except to get medical attention.
  - g. Wash your hands often with soap and water for at least 20 seconds.

**MANDATORY PROTOCOL IF SHOWING SYMPTONS:**

1. Do NOT report to work if you are showing symptoms of SARS/COVID 19
2. Notify your immediate supervisor by phone and then follow up by email and copy Kelly Tieng (ADI Compliance Officer).
3. Begin CDC recommended guidelines.
4. Complete Isolation period per CDC guidelines or provide notice/release of return to work.

**ADI Construction** has implemented the following mandatory guidelines for the office as well as the Field. The CDC (Center for Disease Control) recommends environmental cleaning and disinfection.



## COVID-19 Protocols

### AT THE OFFICE:

1. The overnight cleaning staff has been asked to disinfect all surfaces ranging from the office common areas, all the way to door handles.
2. As you may come and go from the office, please take a moment to wipe down any surfaces of direct contact. This includes door handles, counter tops, appliance handles and key boards.
3. Wipe down your cell phone as often as necessary.
4. All employees should avoid touching their faces as there are many entry points on the face for germs to enter.
5. Refrain from gathering in groups of more than 10. Avoid shaking hands or physical contact.
6. Meetings can be virtual, conference calls or standing if in person.
7. Wash your hands often.

### FOR FIELD STAFF:

1. Superintendent can ensure all surfaces he uses, such as his blue print table, are clean and disinfected.
2. Designate or Install a permanent ADI Sanitizing Station on all projects.
3. All on site personnel are to have PPE in place. Face Masks are mandatory.
4. Limit as much as possible reasons to come and go from your jobsites.
5. Limit personal contact: this includes hand shaking.
6. Lunch should be packed at home and eaten on site.
7. Wear gloves when possible.
8. All projects should be equipped with hand sanitizers, cleaning disinfectant and wipes.
9. If you need to come and go from your projects, please take a moment to wipe down any surfaces of direct contact. This includes door handles, tools, counter tops, appliance handles and key boards.
10. Wipe down your cell phone as often as necessary.
11. All employees should avoid touching their faces as there are many entry points on the face for germs to enter.
12. All staff that interacts with our clients and subcontractors should also be aware of any of their employees who are showing symptoms of COVID-19.
  - a. Please take appropriate action concerning these individuals. If they are our subcontractors have them leave the jobsite.
  - b. Immediately contact Greg Danver, Glenn Davis or the project manager for that specific job. Also notify Kelly Tieng and Keith Good by email.
  - c. ADI will then follow up with their company to make sure they are not sick and it is safe for them to return to the job site.
13. All employees should also clean their hands often to limit potential risks of germs.
14. Practice safe habits when coughing or sneezing as well, aim for your sleeves and not your hands.

Practicing these safe habits will limit any exposure we may experience to the virus.