

**Precautions to prevent spread of Coronavirus Disease (COVID-19)
Steps Woodard &Curran is taking to Protect Employees and Public**

1. If work can be done remotely, employees will not go to the site.
2. We are limiting staff on site to the Resident Engineer and Project Manager, unless site conditions or an emergency requires additional staff.
3. Staff are directed to stay home when sick or if they have been exposed to someone who tests positive for COVID-19.
4. Public transportation will not be used to travel to or from job site.
5. Staff will maintain at least 6 feet of distance from other people.
6. Staff will not to shake hands.
7. Staff has been directed to drive personal vehicles to the site and to avoid having passengers in the vehicle.
8. We will work to reduce the number of people in the same area at one time whenever possible.
9. Staff will wash their hands often, including periodically throughout the day and prior to and after the site visit. Site office has facilities for hand washing.
10. Staff will sanitize cell phone/tablet/laptop and common objects/surfaces at the site office a minimum of 3 times daily.
11. When had washing is not possible, hand sanitizer will be used.
12. Staff will not enter any homes.
13. In person meetings will be minimized. If in person meetings are necessary, attendees will be limited to less than 10 people and meetings will be held outdoors or in a space where at least 6 feet of separation can be maintained.
14. Project Manager will stay in communication with staff as risks change and as CDC or corporate guidelines change.