

An Update From Warren Roofing

REGARDING THE COVID-19 PANDEMIC

Questions and concerns are sweeping across the world as we are faced with the coronavirus disease (COVID-19). We are unsure of how long this uncertain time will last or what life after it looks like. At Warren Roofing, one thing that we do know is that our commitment to safety is only strengthened during this Pandemic.

The safety of our team members and the safety of those living and working under the rooftops we service are always our top priorities. In accordance with the guidance and mandates from the Ohio Department of Health ([ODH](#)), Centers for Disease Control ([CDC](#)), and Occupational Safety and Health Administration ([OSHA](#)), here are the steps we will be taking during this time:

- Frequent Handwashing. Mobile handwashing stations are delivered to projects that do not have access to these facilities.
 - Please frequently and thoroughly washing our hands for at least 20 seconds. Alcohol-based hand sanitizer (minimum of 62% alcohol) may also be used but washing with soap is preferred when available.
 - Sneezes and coughs are to be covered by elbows or shoulders and not hands.
- Hygiene:
 - There will be no handshaking or any other form of direct contact.
 - Employees are asked to remain 6 feet away from others to help avoid the spread of sickness.
 - Employees are asked to avoid touching their eyes, nose, or mouth with unwashed hands.
 - Our team is to wipe down and disinfect work areas and equipment daily or throughout the day with [EPA](#)– and OSHA-approved cleaners.
- Our team will be wearing personal protective equipment (PPE) to protect our team from both normal construction hazards and the pandemic.
- When tools are shared, they are to be cleaned with disinfectant throughout the workday.
- No personal tools will be shared.
- Employees bring in their own water and are not to share any drinks with other crew members.
- Hand sanitizer will continue to be distributed to each employee.
- **If you don't feel well Stay at Home.** Especially if you are experiencing any respiratory symptoms (coughing, sneezing, shortness of breath). Likewise, if you begin to experience any of these symptoms during the workday, please tell your supervisory and go home.
- All employees are asked to avoid public gatherings and meetings.
- Employees are strongly encouraged to restrain from using other's phones, desks, tools, and equipment when possible.
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- Temperature Checks:
 - Every crew member is to take their temperature before coming to work. Anyone with a fever greater than 100.4 will not be permitted into the workplace and will

be sent home and written up for a serious safety violation or possibility of termination. If you don't feel well, Stay at Home.

- The office has a temperature check station, please document your temperature daily.
- Many projects have site specific protocols for daily wellness checks, we will comply with these policies as well as those published by the CDC and other government agencies.

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- Vehicles:
 - No vehicles will be shared. All drivers are assigned their own.
 - All vehicles will be cleaned with disinfectant regularly.
- To minimize the spreading of the virus, personal will remain on their assigned crew and as much as possible, members will not be redistributed to other crews.
- Portable toilets will be sent out to job sites for our crews and will not be shared with workers from other trades. These facilities will be cleaned per the industry guidelines.
- Face-to-face meetings are to be replaced with phone calls or virtual meetings when feasible.
- No visitors are permitted into the workplace. Please keep exterior doors locked to prevent uninvited visitors.
- No outside vendors are permitted into our facility without prior approval.
- If you are feeling ill: Stay at Home if you feel ill & call your supervisor.
- We are minimizing and as much as possible discontinuing the use of public areas in the office. **This includes the following:**
 - Kitchen: Use is to be minimized and it is preferred that you pack your lunch and eat in your private office. If you use the shared spaces, wipe down all surfaces after use and clean-up after yourself.
 - Copier – Wipe off before and after use. Disinfectant will be stationed at each device.
 - Bathrooms – Wash your hands with soap and water for 20-30 seconds.
 - Lunchroom – please take breaks in your office whenever possible and eliminate or minimize use of shared spaces.
 - Conference room – eliminate or minimize use of shared spaces, if group meetings are necessary, follow social distancing guidelines (six-foot rule).
- We will continue to have our “Daily Safety Checklists & Toolbox Training” to prioritize safety and best practices in the workplace. Those tasks will be modified as needed to comply with the social distancing requirements and other best practices to ensure the safety and health of employees.
- We are following the new acts pertaining to sick leave and the Family and Medical Leave Act (FMLA).
- Our company-wide safety meeting was canceled in accordance with the CDC's and Ohio Department of Health's recommendations and mandates.
- We are taking guidance from the CDC, The Ohio Department of Health, OSHA, and Ohio Bureau of Workers' Compensation ([OBWC](#)).
- Face-to-face interactions – There is to be a minimum of a 6-foot separation and use of technology is preferred (intercom, e-mail, cell phone, etc.). Use the intercom and phone system to discuss matters with other co-workers.

- A designated employee will be disinfecting throughout the day, in addition to each employee disinfecting the areas of use.
- Once ill or exposed, employees are barred from coming to the workplace for a period of 14 days after a “medium” or “high-risk” exposure to the virus – generally meaning having been in close contact with someone who is known to be infected or having traveled from a high-risk region.

As the current health concern continues to evolve, we will communicate those changes to you here on our company Covid-19 information page. Please continue to monitor this page for updates.

We are working to implement the best practices suggested by the State and Federal agencies as well as industry experts. We appreciate your cooperation and commitment to safety in the workplace.

With these steps in place, we will continue to service the people and the City of Cleveland as we have for over 98 years.

Updated 5-18-2020