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Coronavirus / COVID-19

Preparedness and Response Plan (PRP)

Issued May 15, 2020

The coronavirus / COVID-19 situation is rapidly changing.

All recommendations in this document are based on guidelines provided by the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and Sonoma County Emergency and Preparedness Information.

Always follow any guidance or instructions from health care providers; local or state health departments; and state regulatory agencies.

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Introduction

James Furuli Investment Company, Inc. dba Environmental Dynamics (Environmental Dynamics) takes the health and safety of our employees very seriously, and we've adapted this guide to assist during a post COVID-19 lockdown environment. James (Jim) Furuli (Owner) started in the medical field over forty years ago. Jim started his experience training and supervising housekeeping and maintenance staff in all departments at St. Mary's Medical Center, San Francisco, California, Salem Hospital and General Units, Salem, Oregon, and Saint Barnabas Medical Center, New Jersey. Jim then opened Environmental Dynamics in 1979.

We service the following industries, including:

- Federal
- State Municipalities
- Health Care
- Retail
- Commercial / Industrial
- Hospitality
- Education
- Construction Sites

Building Occupancy & Reopening Your Business Best Practices

As businesses return to operations in a post-lockdown environment in the wake of the COVID-19 pandemic, we understand that each facility and business has its own unique set of requirements. This general guidance listed below provides helpful information in a variety of circumstances. Following the COVID-19 lockdown, our goal is provide "Service through Technology."

For more information about Environmental Dynamics or to request additional site specific information, please visit our website at <http://www.envdynamics.com> or call our office at (707) 762-9224. Our switchboard is monitored twenty-four hours a day, seven days a week.

The information contained herein is adapted from the Centers for Disease Control Prevention (CDC), Occupational Safety and Health Administration (OSHA), and Sonoma County Emergency and Preparedness Information. The Coronavirus situation is rapidly changing. Follow any guidance or instructions from health care providers; local or state health departments; state regulatory agencies; and your organization's policies and procedures.

COVID-19 Prevention and Work Practice Controls

We have incorporated this company procedure to outline what is expected from our employees.

How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

The virus does not spread easily in other ways

COVID-19 is a new disease and we are still learning about how it spreads. It may be possible for COVID-19 to spread in other ways, but these are not thought to be the main ways the virus spreads.

- **From touching surfaces or objects.** It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.
- **From animals to people.** At this time, the risk of COVID-19 spreading from animals to people is considered to be low. Learn about [COVID-19 and pets and other animals](#).
- **From people to animals.** It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do [if you have pets](#).

Protect yourself and others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- [Maintain good social distance](#) (about 6 feet). This is very important in preventing the spread of COVID-19.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Routinely clean and disinfect](#) frequently touched surfaces.

Watch for COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Emergency warning signs and symptoms of COVID-19 that may suggest that you need urgent medical attention include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to be awakened (i.e., aroused)
- Bluish lips or face

Testing for COVID-19

Two kinds of tests are available for COVID-19: [viral tests](#) and [antibody tests](#).

- A viral test tells you if you have a current infection.
- An antibody test tells you if you had a previous infection.

An antibody test may not be able to show if you have a current infection, because it can take 1-3 weeks after infection to make antibodies. We do not know yet if having antibodies to the virus can protect someone from getting infected with the virus again, or how long that protection might last.

Who should be tested

To learn if you have a current infection, viral tests are used. But not everyone needs this test.

- Most people will have mild illness and can recover at home without medical care and may not need to be tested.
- CDC has [guidance](#) for who should be tested, but decisions about testing are made by [state](#) and [local](#) health departments or healthcare providers.
- If you have symptoms of COVID-19 and want to get tested, call your healthcare provider first.
- You can also visit your state or local health department's website to look for the latest local information on testing.
- Although **supplies of tests are increasing, it may still be difficult to find a place to get tested.**

Results

- **If you test positive for COVID-19 by a viral test**, know what protective steps to take [if you are sick or caring for someone](#).
- **If you test negative for COVID-19 by a viral test**, you probably were not infected at the time your sample was collected. However, that does not mean you will not get sick. The test result only means that you did not have COVID-19 at the time of testing.

If you test positive or negative for COVID-19, no matter the type of test, you still should take preventive measures to [protect yourself and others](#).

Employee Tests Positive for COVID-19

Follow the steps below: [If you are sick with COVID-19 or think you might have COVID-19](#), follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Notify your supervisor:** Your employer can take actions that will keep others in your workplace healthy and may be able to offer you additional schedule and leave flexibilities while you are away from work.

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- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
- **Avoid public transportation**, ride-sharing, or taxis.

Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- Additional guidance is available for those living in [close quarters](#) and [shared housing](#).
- See [COVID-19 and Animals](#) if you have questions about pets.

Monitor your symptoms

Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well. Trouble breathing is a more serious symptom that means you should get medical attention.

- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

Preventative COVID-19 Measures

Everyone Should

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

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

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- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](#) will work.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away. If you do not go to work be sure to inform Environmental Dynamics Supervisor in the usual manner.

Environmental Dynamics Employee Responsibilities

Our employees have been directed to perform self-diagnostic testing before reporting to work for the day. Employees have an option to complete our Mandatory Daily Health Check Survey or complete the SoCo covid-19 check application on their phones.

When our employees enter our customer facilities, we will comply with their entry procedures that have been established. This will be in addition to our employees performing their own health check assessment before they start their workday.

Each employee will start their day with their own Personal Protective Equipment (PPE) including a clean face mask and gloves.

Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set a good example by following this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all must play our part.

As set forth below, Environmental Dynamics has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees / workers must follow these. Everyone is a partner in insuring jobsite safety and if you observe a person or situation which is unsafe you should immediately notify your supervisor or safety personnel.

In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below.



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Mandatory Daily Health Check Survey

EMPLOYEE NAME: _____

DATE: _____

In the past 24 hours, have you experienced?

Fever: Yes No

Fatigue: Yes No

Cough: Yes No

Sneezing: Yes No

Aches and Pains: Yes No

Runny or Stuffy Nose: Yes No

Sore throat: Yes No

Diarrhea: Yes No

Headaches: Yes No

Shortness of breath: Yes No

Have you recently been in close contact with anyone who has exhibited any symptoms?

Yes No

Have you recently been in contact with anyone who has tested positive for COVID-19?

Yes No

Note: If any person exhibits symptoms or answers Yes to three or more of the questions above they are not allowed to enter and work at any Environmental Dynamics worksite.

I certify the above is correct and true:

Name

Date

OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, Environmental Dynamics will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule.

OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has decided that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, Environmental Dynamics will assess any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would *not* be work-related, and thus not recordable.

The Company's assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, Environmental Dynamics will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

Confidentiality/Privacy

Except for circumstances in which Environmental Dynamics is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. Environmental Dynamics reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

Failure to Comply with COVID-19 PRP

1. If an employee is observed not following the COVID-19 PRP, their supervisor will be notified immediately for a verbal warning.
2. If that same employee is observed a second time not following the COVID-19 PRP he or she will receive written corrective action form.
3. If that same employee is observed a third time not following the COVID-19 PRP, they will be asked to leave the job site. They will not be allowed to return until they receive a letter in writing from their office stating that this employee understands the importance of all of the safety rules on the jobsite and will comply with possible termination.

Appendix

CDC Guidelines for Re-Opening Practices

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

OSHA Seven Steps to Correctly Wear a Respirator at Work

<https://www.osha.gov/Publications/OSHA4015.pdf>

OSHA COVID-19 Guidance for Construction Workforce

<https://www.osha.gov/Publications/OSHA4000.pdf>

Sonoma County COVID-19 Construction Safety Guidelines

https://socoemergency.org/wp-content/uploads/2020/05/Appendix-B_05-01-2020.pdf

Marin County Health Order

<https://coronavirus.marinhhs.org/appendix-b-1-marin-health-order-effective-may-4-2020>

Napa County Health Order

<https://www.countyofnapa.org/2813/Shelter-at-Home-Order>

Solano County Health Order

http://www.solanocounty.com/depts/ph/covid_19_health_order/default.asp