



# AIR TEMP



**HEATING & AIR CONDITIONING, INC.**  
**A LINC SERVICE® CONTRACTOR**

1165 Front Street  
Binghamton, NY 13905  
Phone: (607) 772-8362  
Fax: (607) 771-8470

6820 Ellicott Drive  
East Syracuse, NY 13057  
Phone: (315) 432-8591  
Fax: (315) 432-8824

8181 Seneca Turnpike  
Clinton, NY 13323  
Phone: (315) 735-7539  
Fax: (315) 735-0537

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## **COVID-19 Reopening Safety Plan 5-15-20**

**Name of Business: Air Temp Heating & Air Conditioning, Inc.**

**Industry: Construction**

**Contact Information: Bill Phillips – 607-759-7506 or [bphillipsjr@airtempvac.com](mailto:bphillipsjr@airtempvac.com)**

**Air Temp Heating & Air Conditioning, Inc. takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, Air Temp must remain vigilant in mitigating the outbreak. Air Temp is a proud part of the construction industry, which many have deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Reopening Safety Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our jobsites. Air Temp leadership will continue to monitor the related guidance that the U.S. Center for Disease Control and Prevention (“CDC”) and the Occupational Safety and Health Administration (“OSHA”) continue to make available.**

**This Plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. Air Temp may also amend this Plan based on operational needs.**

### **I. Responsibilities of Managers and Supervisors**

**Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and work site safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.**

## **II. Responsibilities of Employees**

**Air Temp is 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, everyone must play their part. As set forth below, Air Temp has instituted various daily health screenings, housekeeping, social distancing, and other best practices at our offices and/or work sites. All employees must follow these. 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. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact Bill Phillips.**

**OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:**

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.**
- Avoid touching your eyes, nose, or mouth with unwashed hands.**
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.**
- Avoid close contact with people who are sick.**

**In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:**

- Coughing, Fever, Shortness of breath, difficulty breathing**

**and**

- Early symptoms such as chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell**

**If you come into close contact with someone showing these symptoms, or if you develop any of the symptoms listed above, DO NOT GO TO WORK and call Bill Phillips and your healthcare provider immediately.**

### **III. PROCESS**

#### **Screening**

- To ensure Air Temp complies with the screening and testing mandate by NYS, you as an employee agree that you will do the following:
- All Air Temp employees will be required to fill out an on-line health screening assessment daily prior to beginning the work day to determine if you meet the requirements to report for work that day. This assessment will also be implemented for essential visitors. The assessment will ask about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses will be reviewed every day and such review will be documented.

### **IV. Work Site Protective Measures**

Air Temp has instituted the following protective measures at all offices and work sites.

#### **A. General Safety Policies and Rules**

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the work site and return home.
- If safety meetings are conducted in-person, attendance will be collected verbally and the supervisor will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart and/or wear face coverings.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.

- **Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.**
- **Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.**
- **Air Temp understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers.**
- **Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the tools must be cleaned before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.**
- **Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.**
- **Air Temp may divide staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided groups are required to quarantine.**
- **As part of the division of staff, Air Temp may divide employees into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for an employee to change shifts, Air Temp will have sole discretion in making that alteration.**
- **Employees are encouraged to minimize ride-sharing. Only half of the vehicle passenger capacity can ride-share at any time. While in vehicles, employees must ensure adequate ventilation and wear face covering.**
- **If practicable, each employee should use/drive the same truck or piece of equipment every shift.**
- **In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.**

## **B. Workers Entering Occupied Buildings**

- **Construction and maintenance activities within occupied buildings present unique hazards with regards to COVID-19 exposures. Everyone working within such environments should evaluate the specific hazards when determining best practices related to COVID-19.**
- **During this work, employees must clean the work areas upon arrival, throughout the workday, and immediately before departure.**
- **Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum and/or wear face covering. Workers should wash or sanitize hands immediately before starting and after completing the work.**

## **C. Work Site Visitors**

- **The number of visitors to the work site, including the trailer or office, will be limited to only those necessary for the work.**
- **All visitors will be screened in advance of arriving on the work site. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to access the work site:**
  - o **Have you been confirmed positive for COVID-19?**
  - o **Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?**
  - o **Have you been in close contact with any persons who has been confirmed positive for COVID-19?**
  - o **Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?**
- **Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.**

## **D. Personal Protective Equipment and Work Practice Controls**

- **In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the Company will also provide:**
  - **Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.**
  - **Acceptable face coverings must be worn when social distancing (less than 6 ft. apart) cannot be accomplished.**
  - **Hand Sanitizer is to be used if soap and water are not available to properly clean hands on a regular basis.**
  - **Eye protection: Eye protection should be worn at all times while on-site.**
  - **NOTE: The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by the work. All construction workers shall wear a face covering where social distancing cannot be consistently maintained**
- **Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:**
  - **Keep dust down by using engineering and work practice controls, specifically, through the use of water delivery and dust collection systems.**
  - **Limit exposure time to the extent practicable.**
  - **Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting non-essential workers and bystanders.**
- **Institute a rigorous housekeeping program to reduce dust levels on the jobsite.**

## **V. Work Site Cleaning**

**Air Temp has instituted regular housekeeping practices, which include cleaning frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.**

- Within Air Temp break/lunchroom areas, cleaning responsibility will be by the person using the space once they are done. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as face masks, nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC. To contain the possible spread of COVID-19, Air Temp will remove from service all coffee makers, refrigerators, toasters, and microwave & toaster ovens.**
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.**
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider. The vehicle driver will have responsibility for cleaning the vehicle. Equipment/tool cleaning will be the responsibility of the user.**
- OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, Air Temp will insure those areas of the work site that a confirmed-positive individual may have contacted are cleaned and it will do so before employees can access that work space again.**
- Air Temp will ensure that any cleaning shall be conducted using one of the following:**
  - o Common EPA-registered household disinfectant;**
  - o Alcohol solution with at least 60% alcohol; or diluted household bleach solutions (if appropriate for the surface).**
- Air Temp will maintain Safety Data Sheets of all cleaning supplies used on site.**

## **VI. Jobsite Exposure Situations**

- **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Air Temp will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) he or she is symptom free for 72 hours (3 full days) and (2) at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. Air Temp will require an employee to provide documentation clearing his or her return to work.

If an employee tests positive for COVID-19, Air Temp must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.



**If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.**

## **VII. Confidentiality/Privacy**

**Except for circumstances in which Air Temp 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 that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker 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. Air Temp also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.**

## **COVID-19 Checklist for Employers and Employees**

### **Know the Symptoms of COVID-19**

- **Fever, cough, shortness of breath, and difficulty breathing.**
- **Early symptoms may include chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call Bill Phillips and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.**

### **Employer Responsibilities**

- **All visitors will be pre-screened to ensure they are not exhibiting symptoms.**
- **Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.**
- **Provide hand sanitizer and maintain Safety Data Sheets of all cleaning supplies used on site.**
- **Provide protective equipment (PPE) to any employees assigned cleaning tasks.**

### **Employee Responsibilities**

- **Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.**
- **You are required to immediately disclose to Air Temp (Bill Phillips) if and when any of your responses to the following questions change, such as if you begin to experience symptoms as outlined below, both during work hours or outside of work hours.**

### **Cleaning Work Sites and Other Protective Measures**

- **Clean frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.**

- **Clean shared spaces such as trailers and break/lunchrooms at least once per day.**
- **Clean shared surfaces (door handles, machinery controls, etc.) on a regular basis.**
- **Avoid sharing tools with co-workers. If not, clean before and after each use.**
- **Trash collected from the jobsite must be changed frequently by someone wearing gloves.**

### **Personal Protective Equipment and Alternate Work Practice Controls**

- **Provide and wear the proper PPE as provided by Air Temp or as necessary.**
- **Keep the dust down by using engineering and work practice controls, specifically, through the use of water delivery and dust collection systems.**

## **COVID-19 Prevention and Work Practice Controls:**

### **Employee Responsibilities**

- **Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.**
- **Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Practice social distancing.**
- **Avoid touching your eyes, nose, or mouth with unwashed hands.**
- **Avoid close contact with people who are sick.**
- **Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify Bill Phillips and stay home—DO NOT GO TO WORK.**
- **Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments as previously described in this document**

### **General Work Site / Office Practices**

- **Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface.**
- **Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.**
- **Clean frequently used tools and equipment on a regular basis.**
  - o **This includes other elements of the jobsite where possible.**
  - o **Employees should regularly do the same in their assigned work areas.**

- **Within Air Temp break/lunchroom areas, cleaning responsibility will be by the person using the space once they are done. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as face masks, nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC. To contain the possible spread of COVID-19, Air Temp will remove from service all coffee makers, refrigerators, toasters, and microwave & toaster ovens.**
- **Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.**
- **Avoid sharing tools or office supplies with co-workers if it can be avoided. If not, disinfect before and after each use.**
- **Any trash collected from the jobsite must be changed frequently by someone wearing gloves and/or other PPE.**
- **In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:**
  - **Gloves and face masks: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.**
  - **Eye protection: Eye protection should be worn at all times while on-site.**