

SAFETY PROGRAM

COVID-19 Pandemic Specific Procedures

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Thursday, September 8, 2011

Reviewed and Revised

Date:	Signature:
04/13/2020	

**In case of an Emergency, please contact the Project Manager.*

**Emergency contact numbers are located in each job trailer and are updated as needed.*

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BUSLAM
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PURPOSE OF THIS MANNUAL:

Safety and accident prevention is everyone's responsibility. Each employee is expected to follow all company rules and to perform their work in a safe manner. Each supervisor and foreman is responsible for safety, implementing BUSLAM's Safety Program and training employees in safe work procedures. The superintendent/foreman has the overall responsibility for safety at each location. The safety coordinator has the corporate responsibility and authority for safety and accident prevention. The company's policy is to provide a safe and healthy place of employment for every employee and to abide by accident prevention regulations set forth by the federal, state and local governments.

At this point in time our society and the world as a whole are faced with an unprecedented PANDEMIC described as the COVID-19 PANDEMIC. BUSLAM being a responsible and responsive member of our society has created this "SAFETY PROGRAM COVID-19 Pandemic Specific Procedures" in order to serve as guidance to those in the frontline of our projects and help them guide themselves accordingly through this crisis we are facing in today's society.

Please refer to each section of this manual, but rather than following the procedures specified herein, we request that you all practice the main rule in life common sense, as this manual is an instrument to provide you with best practices, company and municipal requirements, however this again being an unprecedented crisis we are all learning as we go and you personal safety is your personal responsibility at all times.

Ivan Busto III
President

Date

ASSIGNMENT OF RESPONSIBILITIES:

All responsibilities are in line with the company's general safety program, additional responsibilities relevant to this PANDEMIC will be issued to the following individuals:

Superintendent: Is responsible for the general compliance with these procedures.

Foreman/Safety Supervisor: Is responsible for day to day activities and their compliance with these procedures.

CONSTRUCTION SITE PROCEDURES:

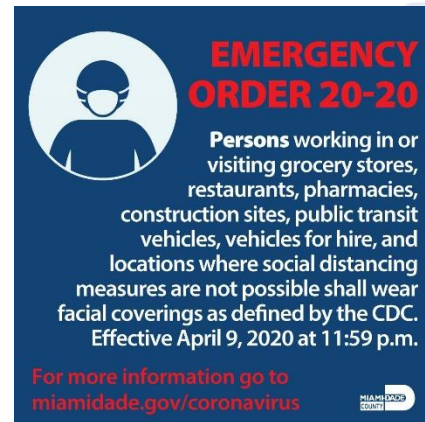
Miami-Dade County has issued **Emergency Order 20-20**, mandating persons working in or visiting grocery stores, restaurants, pharmacies, construction sites, public transit vehicles, vehicles for hire, and locations where social distancing measures are not possible to wear facial coverings as defined by the Centers for Disease Control & Prevention (CDC).

The following steps must be followed on all construction sites:

- Safety logs are required for all construction sites with 8 or more workers. This will be done using the Self Screening Form Attached.
- All employees are to be tested daily before entering the site.
- The log is to be kept on-site and available for Building Department inspection.
- The use of a protective mask is mandatory.
- Construction superintendents (site- supervisors) will verify that social distancing is being maintained. Distancing of 6 feet is to be maintained at all times, if this distancing must be violated then a mask must be worn at all times, this distancing will be violated only if absolutely necessary to perform safety tasks.
- Hand washing stations are required at construction sites.
- No more than 10 workers in a room or area.
- Gloves or hand protection is mandatory.
- Continuous disinfecting of toilet facilities are to be conducted as needed.
- Continues site cleaning through out the day and at the end of the day is to be conducted.
- All persons entering the site must check in at the front gate and undergo the COVID-19 questionnaire.
- No lunch trucks are allowed onsite.
- No congregation of people is allowed during lunch hours, or at any other time.
- Should any individual show signs of any sickness whatsoever, they shall be sent home and requested to bring a negative COVID-19 Test or remain home for at least 14 Days of quarantine.
- A Site Safety meeting specific to COVID-19 must be conducted daily to touch on all items above. This Meeting will be conducted as per the site safety form attached.

Th above rules and procedures must be follow without exception, should any of the rules not be followed by any employee or individual within the construction site, then the following actions shall be takes:

- First Offense: Individual will be reprimanded, and this shall be recorded in the daily log.
- Second Offence: Individual shall be sent home for the day with no pay for the remainder of the day.
- Third Offense: Individual will be expelled from the jobsite, and not allowed to return until the COVID-19 Pandemic is over or as determined by an executive supervisor, however a minimum of 3 days suspension shall take place.



OFFICE PROCEDURES:

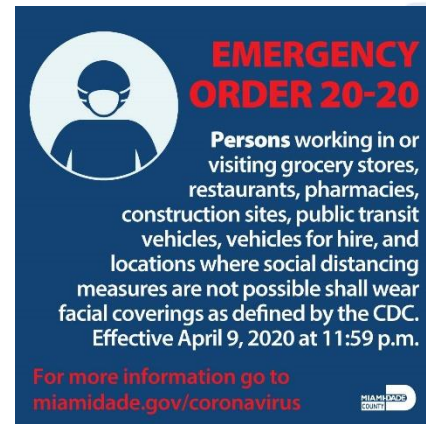
Miami-Dade County has issued **Emergency Order 20-20**, mandating persons working in or visiting grocery stores, restaurants, pharmacies, construction sites, public transit vehicles, vehicles for hire, and locations where social distancing measures are not possible to wear facial coverings as defined by the Centers for Disease Control & Prevention (CDC).

The following steps must be followed on all Offices:

- Safety logs are for all office sites.
- All employees and visitors are to be tested daily before entering the office.
- The log is to be kept on-site and available for supervisor inspections.
- The use of a protective mask is mandatory.
- All desks will be separated and isolated by acrylic dividers.
- Workers are required to wash their hands constantly, there will be handsanitizing stations available throughout the office.
- No more than 10 workers in a room or area unless absolutely necessary.
- Continuous disinfecting of toilet facilities is to be conducted as needed.
- Continuous office cleaning throughout the day and at the end of the day is to be conducted.
- All persons entering the office must check in at the front desk and undergo the COVID-19 questionnaire.
- No less than 6 feet distancing during lunch and other breaks.
- No congregation of people is allowed during lunch hours, or at any other time.
- Should any individual show signs of any sickness whatsoever, they shall be sent home and requested to bring a negative COVID-19 Test or remain home for at least 14 Days of quarantine.
- Disinfectant foggers are used in the office throughout the week.

Th above rules and procedures must be follow without exception, should any of the rules not be followed by any employee or individual within the construction site, then the following actions shall be takes:

- First Offense: Individual will be reprimanded, and this shall be recorded in the daily log.
- Second Offence: Individual shall be sent home for the day with no pay for the remainder of the day.
- Third Offense: Individual will be expelled from the jobsite, and not allowed to return until the COVID-19 Pandemic is over or as determined by an executive supervisor, however a minimum of 3 days suspension shall take place.

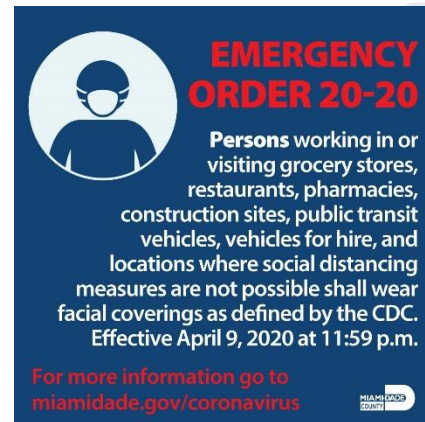


HOSPITALITY AND OTHER PARTNER FACILITIES PROCEDURES:

Miami-Dade County has issued [Emergency Order 20-20](#), mandating persons working in or visiting grocery stores, restaurants, pharmacies, construction sites, public transit vehicles, vehicles for hire, and locations where social distancing measures are not possible to wear facial coverings as defined by the Centers for Disease Control & Prevention (CDC).

The following steps must be followed on all Hospitality and Other Partner Facilities:

- Disinfectant foggers used in each room prior to guest arrival, using the highest classification of disinfectants recommended by the CDC & WHO
- UV light sanitizer for key card sterilization
- Acrylic guards at front guest
- Mandatory personal protective equipment for employees, including masks & gloves
- Social distance markers for floors in elevators & public spaces
- Daily monitoring of employee health through temperature checks and health logs
- Sanitizing gel in lobby
- Soap station at pool showers
- Contactless payment
- Increased frequency of cleaning & disinfecting throughout the hotel
- Training of employees according to CDC protocols
- Reinforcement of personal hygiene, proper hand-washing & use of alcohol-based hand sanitizers
- Increased communication with our partners & government public health agencies



IMPORTANT LINKS TO CDC SPECIFIC DIRECTIONS:

The following links are for your information and guidance from the #1 source of information and guidance regarding this COVID-19 Pandemic, please refer to the following links for your information:

Main CDC Covid 19 Page:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Symptoms & Testing:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>

Prevent Getting Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

Daily Life and Coping:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/index.html>

If You Are Sick or Caring for Someone:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

People Who Need to Take Extra Precautions:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

Frequently Asked Questions:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Schools, Workplaces & Community Locations:

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

Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

BUSLAM

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Forms:

Daily Questionnaire.

Daily Site Safety Meeting Form COVID-19 Specific Topics.

Daily Questionnaire:

MONITOR YOUR SYMPTOMS- Self-screen

To assure the safety of our visitors, employees, their families and the public, the City of Miami Beach Fire Department has developed guidelines for self-screening each morning.

1.	Do you have any of the below symptoms?		
	• Fever > 38°C-100.4° F or subjective fever (feels feverish)	Yes	No
	• Dry Cough	Yes	No
	• Shortness of breath/breathing difficulties	Yes	No
	• Other symptoms such as muscle aches, fatigue, headache, sore throat, runny nose, diarrhea. Note symptoms in young children and young adults may be non-specific – e.g. lethargy, loss of appetite.	Yes	No
2.	Have you travelled in the last 14 days to China, Iran, or Italy or any other infected county?	Yes	No
3.	Have you travelled in the US in the last 14 days to other infected states?	Yes	No
4.	Have you had close contact (face-to-face contact within 2 meters/6 feet) with someone who is ill with cough and/or fever who has traveled within 14 days prior to their illness onset? (Contact may be in other states/regions or during travel)	Yes	No
5.	Have you been in contact in the last 14 days with someone that is confirmed to be a case of COVID-19?	Yes	No
6.	Have you had exposure while working directly with Person under investigation (PUI) known to contain COVID-19?	Yes	No

Please use the CDC recommendations to stop the spread of illness:

CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html/>

ADDENDUM A "LUNCH TRUCK MITIGATION PLAN:

1. Lunch Truck will arrive at the site and set up the barricades and circulation in accordance with the attached mitigation drawing for reference. This will be done with the assistance of the construction personnel.
2. Lunch truck server will serve from the service areas as per the attached drawing with a 6' services table to separate server from purchasers.
3. Lunch truck will come with prepackaged meals in order to distribute and sell to the customers.
4. No Food will be handled onsite.
5. Employees will be guided by the onsite supervisory personnel in order to ensure they maintain 6' separation distance.
6. Employees will eat onsite separated at more than 6' as determined to be the appropriate social distancing guidelines.
7. The idea is for the lunch truck to be onsite as little time as possible and not handle food directly as it is customarily done.
8. Please refer to the attached mitigation drawing for reference as to the set-up which will be utilized onsite. Note the set up is for guidance to the onsite personnel, this may be altered onsite in order to comply and not disturb the public use of sidewalks, etc.