



COVID-19 Jobsite Safety Information

April 2020



This information is being provided as a public service to the members of the construction community and users of James Hardie products.

Information attributed to the agencies and organizations listed herein is based on information available as of the date of this publication. Always check with the listed source to make sure you have the most current information.

Always check with state and local authorities for additional requirements. Where there is a conflict, always follow local laws and orders.



Our commitment to you



As a trusted partner, we are focused on providing you with the support and resources needed to help you maintain the health of your company and employees during the current COVID-19 pandemic.

We are committed to:

- Providing you with an overview of COVID-19 and the actions you can take to support safe business practices
- Sharing suggestions to build and execute a pandemic response plan, including necessary adjustments to ensure business continuity
- Providing recommendations on how to communicate your plan and preventative actions to your employees and customers

COVID-19 Safety Resource Guide



COVID-19 APRIL 30, 2020

Best Practices Against COVID-19

COVID-19
What is it?
COVID-19 is a disease caused by a new coronavirus and can lead to severe respiratory illness or pneumonia and can be fatal for people, especially for those with underlying health conditions.

How is it spread?
By people coughing or sneezing
Close personal contact, such as breathing or shaking hands
Touching an object or surface with the virus on it, then touching your mouth, nose or eyes

Know the symptoms
Fever
Dry cough
Shortness of breath

If you are experiencing symptoms, call ahead to your health care provider before visiting medical care.

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How to prevent spreading the virus
Wash hands often with soap and water for at least 20 seconds.
Avoid contact with sick people. Avoid touching your face.
Avoid close contact with people who have COVID-19.
Stay home when you are sick.
Cover mouth / nose with a tissue or elbow when coughing / sneezing.
Wear a face covering* if you have COVID-19 or are around someone who does.

*As of CDC release of new information (4/9/2020), CDC has updated its guidance on wearing face coverings. CDC has updated its guidance on wearing face coverings. CDC has updated its guidance on wearing face coverings.

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COVID-19

COVID-19 & Jobsites: Actions to Help Prevent Spread

EMPLOYER Responsibilities:
1. Present site safety plan to relevant the public, implement screening program and employee self-screening.
2. Conduct frequent public risk assessments.
3. Develop a written plan with controls or procedures to reduce or eliminate the risk of exposure to the virus.
4. Calculate and update your employees on COVID-19 safety guidelines.
5. Provide appropriate Personal Protective Equipment (PPE) following local orders and CDC and OSHA guidelines.

EMPLOYEE Responsibilities:
1. Stay home if you are sick or have been exposed to someone who has COVID-19.
2. Immediately report any symptoms of COVID-19 to your supervisor.
3. Follow your employer's COVID-19 safety plan and state or local government orders.
4. Practice physical distancing, stay at least 6 feet from others.
5. Practice appropriate face masks and gloves.

Additional Steps to Limit Risk on Jobsites

PHYSICAL DISTANCING:
1. Limit exposure to the public. Don't accept if you have visitors, avoid public transit, avoid public places.
2. Reduce the number of visitors and workers to the minimum necessary. Limit the number of workers on site. Check your local government website.
3. Employees, contractors and subs should coordinate to arrange work areas, materials, and equipment to accommodate physical distancing.

DISINFECTING:
1. When done, the work area and high-touch surfaces open areas with disinfectant solution. Disinfect the working and non-working surfaces.
2. Avoid sharing tools, equipment, phones and work materials, or materials between and after sharing.
3. Follow state and local requirements for hand washing stations and toilets.

PERSONAL PROTECTION EQUIPMENT (PPE):
1. Always wear PPE face masks on jobsites.
2. Avoid sharing face masks, keep your own clearly marked, dedicated PPE boxes and after sharing.
3. Train workers on proper donning, removing and disposal of PPE.
4. If N95 respirator masks are not available, workers should use other alternatives by using engineering and work practice controls.

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JOBSITE DISTANCING

Siding contractors and installers can use the suggestions below to help comply with physical distancing requirements and as part of a COVID-19 safety plan.

Designating Assigned Work Areas

Establish work areas to limit all close interaction between crew members.

LEGEND
● Installer A
■ Installer B
○ Cut Person
■ Designated Work Zone
■ Location to Stage Cut Materials

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1. Assign designated work areas for each crew member. To allow movement within these areas while maintaining at least a 6 ft (1.8m) of separation.

2. Designate locations to place cut material within reach of each installer's designated work zone.

If an installer is working too close to one staging area, the customer can place material at the other location.

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JOBSITE DISTANCING

Siding contractors and installers can use the suggestions below to help comply with physical distancing requirements and as part of a COVID-19 safety plan.

Setup / Breakdown Assignments

Limit who loads / unloads tools and equipment into and out of the vehicle.

LEGEND
● Installer A
■ Installer B
○ Cut Person
■ Designated Work Zone
■ Location to Stage Cut Materials
● Designated crew member to enter van

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To ensure crew members maintain 6 feet of separation:

- Designate one crew member to enter the van/trailer area to unload and load all tools out of and into the vehicle.
- Use the same approach for unloading and loading batteries, workstations and pump jack scaffolding.
- Each crew member can then move their tools from the drop-off zone to their designated work area.
- At the end of the day, crew members can return their tools and equipment to drop-off zones one at a time, for only persons to load into the vehicle.
- Only crew members can enter the garage or prep for the next day, while tools and equipment are being packed.
- Ensure all tools are disinfected before and after using.

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JOBSITE DISTANCING

Siding contractors and installers can use the suggestions below to help comply with physical distancing requirements and as part of a COVID-19 safety plan.

Staging Material for the Day at the Cut Station

Carry all material for staging at the cut station individually.

LEGEND
● Installer A
■ Installer B
○ Cut Person
■ Designated Work Zone

Take turns picking up and dropping off material maintaining a 6 ft (1.8m) distance between crew members.

Do not attempt to carry more than is manageable.

Step 1:
Material A
Material B

Step 2:
Material A
Material B

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Business Continuity during COVID-19



Business continuity across all aspects of your business is important, so here are some ideas and suggestions to help you.

Four large green circles are arranged horizontally across the middle of the slide. Each circle contains white text representing a different aspect of business continuity.

**Sales
Capabilities**

**Operational
Efficiency**

Communication

**Production
Support**

Critical Sales Capabilities



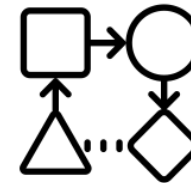
Video platform

- Determine your platform for virtual face-to-face builder meetings
- *Spectrum, Zoom, Google Hangouts, Facetime, GoToMeeting, One-Click, Buildertrend, Etc.*



Proposal & document sharing platform

- Determine platform and format for presentation and document sharing
- *Spectrum, Sumo Quote, Zoom, One-Click, Buildertrend, etc.*



Standardize & train the sales process

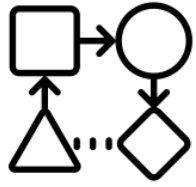
- Ensure your sales process is virtual-ready and sales team can execute
- *Sumo Quote, PowerPoint, Word, Ingage, etc.*



Communicate COVID-19 company protocols

- Ensure your COVID-19 best practices are documented and communicated
- *PPE, Meetings, Jobsite, Install, etc.*

Optimize Organizational Efficiency



Build and/or enhance all company SOP's

- Take this opportunity to make sure your crew management SOPs are all up to date and your team is trained on them



Reinforce safety

- Ensure your jobsites have clear paths to safety by establishing clear expectations up-front



Identify opportunities or challenges & seek assistance

- Identify any areas of your business you need some help with and reach out to industry experts, or your James Hardie representative, to help support you. Now is the time to fine tune your business.

Communicating in a COVID-19 Environment



Communicate your COVID-19 company policy

- Explain how you put company protocols in place to ensure safety & responsibility



Update your marketing materials

- Ensure you are communicating your COVID-19 protocols, and that your messaging reflects the current environment



Utilize social media to help gain referrals

- Use social media to spread your message, feature videos and other creative uses, feature your employees & customers, showcase community projects



Optimize all free marketing

- Ensure your Google Places page, Yelp, James Hardie, BBB etc. are all updated and accurate

Ensure Production is Virtual-Ready



Conduct all meetings virtually when possible

- Conduct all pre-construction and design meetings virtually where possible



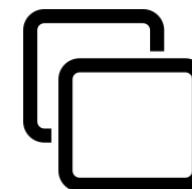
Provide thorough scope of work to install crew & builder

- Build thorough scope of work documentation to ensure jobs have minimal disruption and maximized efficiency. Include COVID-19 protocols to ensure safe practices followed by crews.



Provide COVID-19 protocols to crews, builders & dealers

- Ensure you are communicating your company policy on working during the COVID-19 crisis with all partners to ensure safety and clarity with all parties



Manage virtual jobsites when possible

- Take necessary steps to ensure you can effectively and efficiently manage jobsites remotely, and minimize risk (e.g. Facetime, Zoom meeting)

COVID-19 Safety on the Jobsite



Protocol Communication

Distribute the Safety Resource Guide to all crew members, builder and channel partners to gain alignment on safety protocols on your jobsites

Pre-Work Communication

Each morning, distribute a group text to assess and eliminate any risk of an infected or exposed crew member appearing on the jobsite

Daily Briefing

At the start of each day, hold a short safety meeting to share any COVID-19 updates to the crew.

Safety Provisions

Provide your crews the recommended on-site safety materials such as PPE equipment, hand sanitizers, disinfectant wipes, hand-washing stations

Jobsite Communications

Post updated safety information in highly visible areas across the jobsite

Visual Management Controls

Develop visual protocols to ensure social distancing is maintained on your jobsites.