



# COVID-19 Response & Communication Plan

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## Summary of Contents

This document contains Accord Contracting and Management Corp.'s ("Accord") response plan to safely conduct operations in response to the COVID-19 outbreak of 2020. All Accord and on-site personnel will be provided a copy of this document and will be required to comply with any obligations set forth herein, unless the obligations set forth by a specific building are more stringent than those set forth herein. In such case, the more stringent guidelines shall be complied with. If you or anyone else has any questions about the contents of this document, please contact us at 212.290.1777 or [info@accordcontracting.com](mailto:info@accordcontracting.com).

Stay safe and keep well.

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## Site Access

### Orientation

Prior to arriving at any Accord jobsite, all construction personnel must receive any review a copy of this document. This document will be provided to a member of each subcontractor for distribution to their relevant personnel.

### Start Times

Start times will depend on the needs and layout of each project, as decided by the Accord project manager and superintendent in coordination with the relevant property manager, and subcontractors. The start times may vary as the project progresses based on trade needs. Depending on the manpower needed, subcontractors will be asked to start between 15 and 30 minutes apart, with start times varying between 5AM and 9AM.

### Site Arrival

Accord requires a minimum of 6 feet of distance between all on-site personnel. Masks or other facial covering, gloves, and eye protection are required to be worn prior to arriving at the building and at all times while on-site. If any personnel arrive prior to their designated start time, they will not be permitted on the jobsite and will be required to abide by the 6-foot social distancing guidelines while waiting. Accord will coordinate with building personnel to enforce any rules in place for number of people permitted to enter the elevator or any other enclosed space. Personnel that do not cooperate and comply will be required to leave the property.

### Temperature Readings

To further prevent the spread of COVID-19, anyone entering an Accord job site will be required to have their body temperature taken, in line with EEOC and CDC guidelines, and logged by Accord personnel using a digital non-contact thermometer every day before entering the jobsite. Those with a body temperature within normal ranges will be marked down in the daily log by the relevant superintendent. Those recorded above 100.4°F will be re-checked after 15 minutes. If a fever persists upon the second testing, the individual will be denied access and will not be permitted to return until authorized by a doctor, or after a 14-day quarantine.

### Symptoms

Personnel are encouraged to report when they or other site personnel are experiencing any symptoms of COVID-19, including shortness of breath. If any personnel are experiencing any symptoms related to COVID-19, they will be required to leave the jobsite and get tested for COVID-19. If the personnel does test positive for COVID-19, the jobsite will be shut down and disinfected.

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## Social Distancing

### What is social distancing?

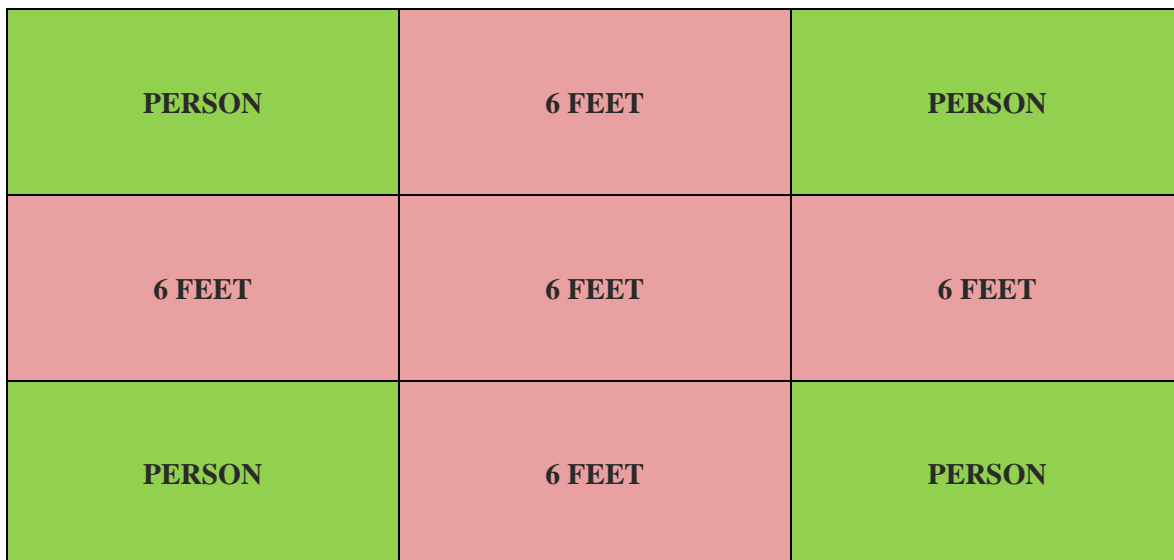
Social distancing is a practice to limit the spread of COVID-19 by maintaining a specific physical distance between people and minimizing the number of times people come into close contact with each other. In order to slow the transmission rate of COVID-19, the CDC has recommended a distance of 6 feet between people. In order to ensure a safe work area, all Accord worksites will be limited to 1 tradesman per 250 square feet (unless otherwise impossible).

### How does social distancing reduce the risk of transmission?

It is believed that COVID-19 spreads chiefly amongst people who are in close contact for a prolonged period of time. Therefore, limiting either the number of people in contact or the time for which people are exposed to each other will each help decrease the chances of spreading the virus. Spreading happens when an infected person coughs, sneezes, or talks and airborne droplets of fluid are spread through the air, landing on the mouth or nose of nearby people or inhaled through the lungs. Recent studies indicate that people who are infected but do not have symptoms are likely also play a role in the spread of COVID-19.

Transmission is potentially possible via surface to human contact. However, many believe that this is an ancillary form of transmission and a lower risk. COVID-19 can live for hours or days on the surface, depending on a variety of environmental factors.

### Simple diagram of social distancing.



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# Hygiene, PPE, and Sanitizing

## General Requirements

All personnel on site are required to provide and wear their own PPE (including gloves, face coverings, eye protection) as required by the CDC and OSHA. Accord will provide sanitizing stations with soap and/or hand sanitizer for all personnel to wash or disinfect their hands as needed. If there is a conflict between any relevant guidelines, please speak with your supervisor for direction.

## Good Hygiene

All site personnel are required to review and implement the following best practices. Wash your hands thoroughly and often (at least once per hour). Accord will provide hand sanitizer and handsoap at all jobsites for use by on-site personnel.

- Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place or recently traveled.
- Wash your hands immediately after sneezing, coughing, or blowing your nose.
- 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 are dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## Disposable Gloves

Disposable gloves are not a substitute for diligent hand washing. The virus can transmit on the surface of the glove in the same manner that it transmits from your skin. While certain gloves are necessary for various tasks on job sites, personnel should not consider them an added layer of protection and instead consider them a contaminated surface that must be carefully monitored and cleaned.

## Masks

All workers are required to wear a face covering in line with CDC guidelines to limit any exposure in the field. Workers that arrive at a jobsite without a suitable face covering, or who refuse to wear their face covering while working, will be required to leave the jobsite.

## Field Sanitation

Each subcontractor is required to perform daily sanitation of its own equipment at the end of each day. Accord will provide for field sanitization using a disinfectant solution using handheld pump sprayers. This sanitation will include all high-contact areas including the freight car, doors, bathrooms, and break areas.

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## Administration

### Meetings

Where possible, all meetings will be conducted via video or telephonic conferencing. Accord utilizes both Procore and Zoom to provide constant online monitoring of jobsite progress and updates. Documents can be electrically updated, distributed, and annotated in real-time via screen sharing functionality so all members of the project team are on the same page. If an in-person meeting is necessary, the number of attendees will be minimized and all attendees will be required to abide by the social distancing guidelines discussed elsewhere in this document.

### Paperwork

Accord will limit the amount of paperwork brought to site and instead distribute most paperwork electronically via Procore. All electronic documents will be viewable via phone, tablet, or laptop. Certain physical paperwork required to be on site, such as construction drawings or OSHA notices, shall remain on site and be disinfected by Accord personnel.

### Samples and Submittals

Samples and physical submittals should be delivered to Accord's physical office at 132 W 31<sup>st</sup> Street. Please send a photo via email of any items delivered to Accord's office for record, with a follow-up phone call 24 hours after delivery to confirm receipt.

### Deliveries

All construction deliveries are to be scheduled with Accord's team at least two weeks in advance on a first come, first served basis. All scheduled deliveries will be contingent on freight car availability on each job site.

### Lunch

Due to the expected delays at all freight elevators and concerns of cross-contamination, all on-site personnel who will be on site through lunchtime will be required to bring their lunch to the jobsite when they first arrive that day.

### Communication

Clear and constant communication is key to a productive and safe workplace during these times. While guidelines and regulations are constantly changing, Accord urges all project personnel to maintain a constant dialogue about risks, concerns, best practices, and progress.

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## Additional Resources

Below is a list of additional resources. Please note that these resources may be updated after distribution, so please contact us if you have any questions.

- New York State [guidance](#) on Executive Order 202.6
- CDC [information](#) and [guidance](#) on COVID-19
- New York State's [resource page](#) for COVID-19 updates and information
- New York City's [business resource toolkit](#) for COVID-19
- New York City Health Department's [resource](#) page for citizens
- [Response and advice](#) from World Health Organization
- OSHA [guidelines and recommendations](#)
- [Workplace laws](#) from the Equal Employment Opportunity Commission