

# RETURN TO WORKPLACE PROTOCOLS

Snyder Langston has implemented new protocols to promote and maintain safe and healthy work environments allowing team members to return to offices and job sites. The practices below are meant for all Snyder Langston locations. Please check-in with the COVID-19 Supervisor at your site for updated information upon your return. We will continue to follow guidelines set forth by Governor Newsom or local regulations, whichever are stricter.

## PPE



- **Face Coverings**

All employees and visitors must wear a covering over their nose and mouth while at work

- Reusable face coverings must be washed frequently (minimum once a day)
- Single use coverings must be properly discarded into trash receptacles, at least daily

- **Hand Sanitizer**

All offices will maintain sanitizer in multiple locations for easy and frequent use

- **Gloves**

Wear disposable gloves when cleaning and disinfecting

- Please discard at the conclusion of each activity before returning to your desk area

- **Safety Glasses or Shields**

Glasses or shield must be worn on jobsites at all times. They are not required inside the trailer or office

## Social Distancing



- Maintain a minimum of 6 feet separation at all times – 10 feet is recommended
- Offices are limited to one person at a time
- Employees who occupy open work areas (i.e. cubicles) may be required to rotate workdays in order to maintain 6-feet social distance
  - Please confirm with your direct supervisor for work rotation schedule
- Meetings of more than two people, must be done via Zoom or conference call
- A maximum of two people may meet in a large conference room while wearing a face covering and maintaining 6 feet distance
- No more than two people at a time may occupy break areas and conference rooms
- Adhere to signage encouraging one-way path of travel and identify doors as entry or exit only

## Cleaning



- **Personal Work Area**

Please clean your personal work area at least twice a day

- The main offices will be professionally cleaned daily, including high touch surfaces
- **Jobsite Offices** will be professionally cleaned twice a week, including high touch surfaces
- **High Touch Surfaces** include at a minimum door knobs, handrails, conference tables, photocopiers, kitchen appliances, etc.

## Healthy Workforce/ Workplace



- If you are sick or have any symptoms, stay home and notify your supervisor
- Wash your hands frequently with soap and warm water for at least 20 seconds.
- Use hand sanitizer frequently
- If you or a family member have an increased risk of contracting the virus, please contact your supervisor and continue to work from home
- Do not share phones, computers, tablets, keyboards, desks, offices, work tools or equipment
  - If sharing is absolutely necessary, clean and disinfect items before and after each use
- Post CDC/COVID-19 signage in areas visible to all workers
- If you have a chronic health condition or are concerned about being exposed to the COVID-19 virus, please contact your personal healthcare provider for recommended appropriate precautions
- Snyder Langston strongly encourages employees to ask questions and bring concerns to the attention of your supervisor

### Questions, Comments, Suggestions? Contact your COVID-19 Supervisor/Site Safety Representative (SSR)

**Irvine Office:** Charlene Helton, Executive Administrator | **El Segundo Office:** Lee Watkins, Vice President, Healthcare

**Pasadena Office:** Mark Montoya, Vice President, Residential | **Jobsites:** Assigned VP or Project Executive