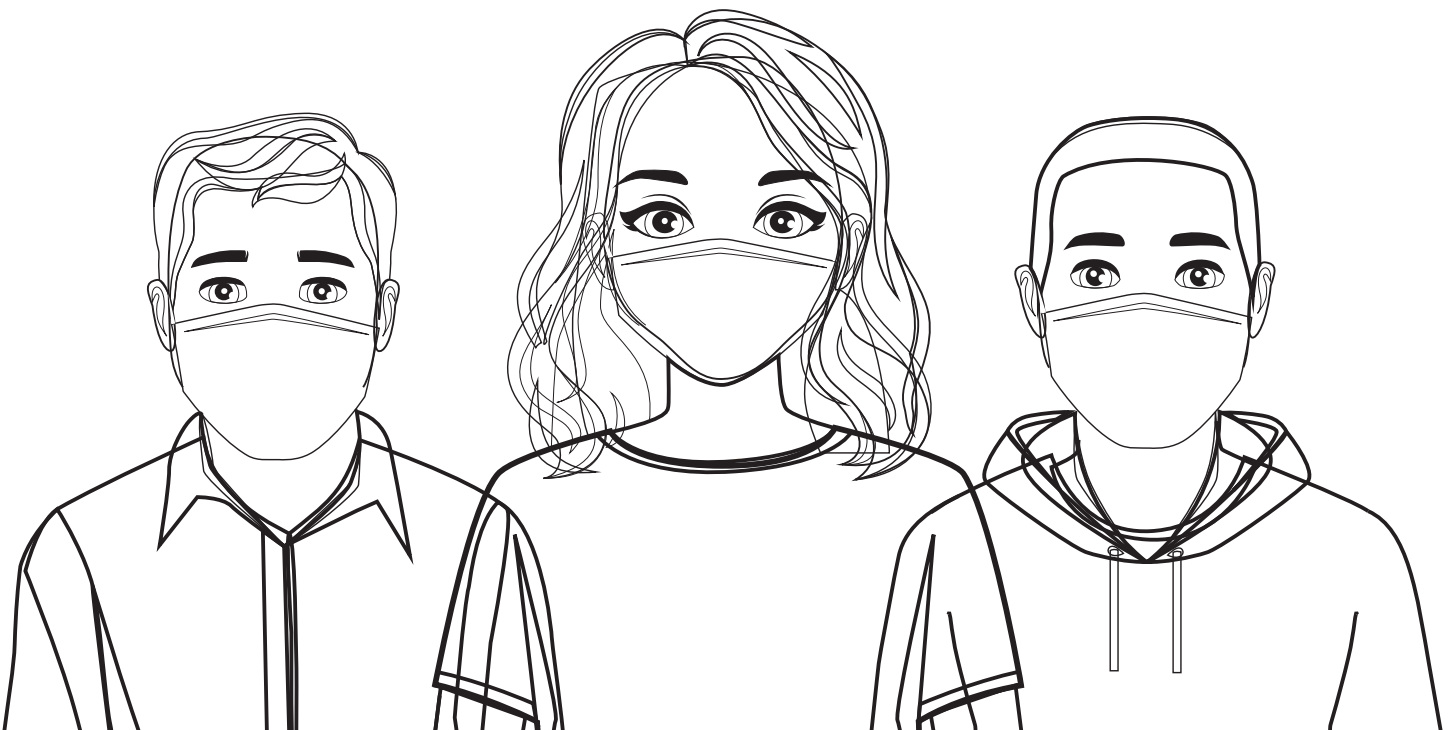


COVID-19

SAFETY BRIEFING FOR METEOR INSTALLERS AND CONTRACTORS

BEST PRACTICES AND PROCEDURES FOR THE SAFETY AND WELLBEING OF
OUR TEAMMATES AND OUR CUSTOMERS



METEOR

MeTEOR COVID-19 Best Practices Manual for Installers and Contractors

MeTEOR is totally committed to the safety and well-being of our schools and children. We—and you—are a part of the solution. Therefore, we have created this manual of best practices that we expect our installers to follow, based on the latest science and guidance from governmental sources like OSHA. Given the fluid nature of the crisis, we may update this manual from time to time, even frequently, and we will expect that you review and implement the most current procedures immediately as they are published to you.

This handbook is designed as a best practices and procedures manual for installer contractors working with MeTEOR on all projects going forward during the COVID-19 pandemic and continuing until directed otherwise by MeTEOR. All installers and their workers are expected to comply with these guidelines in an effort prevent the spread of this disease between school personnel, clients, contractors' personnel, and the general public. All MeTEOR contractor partners must read this manual, familiarize themselves with its contents, and sign and return the accompanying acknowledgment. A copy of the signed acknowledgment should be returned to MeTEOR at

Attn: Jimmy Land
690 NE 23rd Ave
Gainesville, FL 32609
Email jland@meteoreducation.com
Fax: 352-373-0622

As an essential business, MeTEOR appreciates your cooperation during this health crisis to ensure that we and our partners stay healthy, continue working, and avoid spreading the disease.

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a. Monitor Federal and State Government and Health Authority Updates

This manual provides guidelines that must be followed by all installer contractors and their staff. That said, it is not intended to be exhaustive. The Manual establishes a baseline standard of care, but common sense is also a critical part in preventing the spread of COVID-19. It is prudent for managers to regularly check the websites of federal and state government health and safety guidelines and adopt additional practices and procedures as the situation continues to evolve. Some relevant sources of information are provided in the Appendix to this Manual.

b. Keep Sick Workers Away From the Jobsite

The single most important way to reduce the impact of the virus is to eliminate contact between sick people and healthy people. Installer contractors must require workers to stay home if they are experiencing any symptoms of the disease. Symptoms of COVID-19 include:

- fever
- cough
- respiratory issues such as shortness of breath.

Included in the Appendix to this manual is a Worker Health Screening Questionnaire you will use to evaluate a worker's safety to be on the jobsite. The Questionnaire may help tell whether a worker should be sent home, as well as when a sick worker may safely return to work.

c. Reduce Unnecessary Face-to-Face Interactions

Take all appropriate steps to discourage and minimize unnecessary contact between workers, school personnel, and the general public. Staff should be instructed to maintain social distancing during interactions whenever possible and attempt to keep six feet away from others at all times.

d. Personal Protective Equipment – “PPE”

Installer contractors must make Personal Protective Equipment, or “PPE”, available to all workers while on the job. Required PPE includes cotton or surgical face masks and non-sterile latex, nitrile, or vinyl gloves. Workers should have access to goggles and face shields to use if necessary. PPE must be provided to all workers prior to them going onto a job site.

a. Prepare Daily Individual PPE Kits for Workers

The jobsite supervisor or other designated worker should prepare individual PPE Kits for each worker at a particular jobsite each day, prior to arriving onsite. The PPE Kits should contain a minimum of:

- six (6) surgical or cloth masks;
- twenty-four (24) non-sterile latex, nitrile, or vinyl gloves (12 pairs);
- six (6) ounces of hand sanitizer; and/or
- as an alternative to sanitizer, fifty (50) sanitizing wipes with at least 60% alcohol content.

Each PPE Kit is intended to last for the entire job or workday, whichever is shorter. If more than one jobsite is visited on a given workday, additional PPE Kits should be prepared so that a new kit is distributed to each worker at each jobsite. If you find that particular workers consume more than the minimum amount of PPE, those workers should be provided with additional. Train workers in the proper use of PPE including wearing of face masks (see below).

Disposable PPE Bags

PPE Kits must be provided to workers in a suitable protective re-sealable disposable container. Any sturdy plastic storage or freezer bag (i.e. a “Ziploc”) allowing the worker to easily access and carry the kit around the jobsite is acceptable. Disposable PPE kit bags should be discarded after the job or workday is complete.

b. Worker Screening

Workers should be encouraged to self-report any illness to a supervisor or other jobsite manager. If a worker self-reports, they must leave the jobsite immediately and the area they were working in must be sanitized. After an affected worker recovers, he or she must clear the screening process and comply with all local and state requirements before being allowed back on the jobsite.

If an installer contractor discovers that a worker has tested positive for COVID-19, the installer contractor must notify MeTEOR in writing immediately. Notice to MeTEOR must include any information about the infected worker’s contact with other workers, and identify all jobsites where the infected worker has been present in the 14 days prior to the positive test result. Installer contractors must also comply with all local and state laws, rules and regulations regarding reporting COVID-19 positive workers.

In the event that you fail to comply with this section and the other procedures provided in this Manual, you agree to indemnify and hold MeTEOR harmless from any and all damages arising from that failure.

¹Non-disposable PPE Kits, such as fanny packs, must be laundered **every day** in hot water. We prefer that you use disposable PPE Kit bags like Ziplocs.

a. Install Engineering Controls

Engineering controls are procedures that help prevent COVID-19 spread apart from the adjustment of your crew's behavior. OSHA has described engineering controls to be the most effective way to stop disease transmission. Different engineering controls will be appropriate depending on the layout at a particular jobsite. Some examples of effective engineering controls that you should use whenever appropriate include:

- **Ensure Proper Ventilation** – Open windows or adjust air conditioning to ensure that fresh air flows freely in and out of the jobsite. Recirculated air is considered to be potentially problematic and should be avoided wherever possible.
- **Eliminate or Limit Accessibility to Jobsite** – Make sure that your access to the jobsite does not create opportunities for other unrelated people to enter. Take steps to prevent all but essential workers from coming on the jobsite by taping off the area, setting up temporary barriers, and/or posting signage discouraging entry (“No Unauthorized Entry”). We have provided a sample sign at the end of these procedures.
- **Specify and Control Where Necessary Face-to-Face Interaction May Occur** – In the unlikely event that you just can't avoid close contact between workers and school employees or the general public, you should install physical safeguards to prevent transmission.

b. Sanitize Surfaces and Tools

Before beginning work on the jobsite, surfaces and tools must be sanitized to ensure no surface contamination comes in contact with workers. A list of acceptable cleaning products that are approved for removal of COVID-19 can be found in the Appendix to this Manual.

c. Sanitization Log

Keep regular records of surface and tool sanitization. All surfaces in the jobsite should be sanitized:

- at the beginning of each day,
- at the end of each day,
- after work is completed at one work area at the jobsite,
- when work begins at a new work area at the jobsite,
- periodically after surfaces come into contact with workers, and
- when any other individual enters the current jobsite work area.

A Sanitization Log Template is included as an Appendix to this Manual, and entries marking the date, time, and location on the jobsite where the sanitization occurred should be made at the time the sanitization occurs. Each entry should also specify what surfaces and tools were sanitized. A Sanitization Log should be posted at the entry way or other easily accessible place of each work area location on the jobsite.

d. Wash Stations and Waste Receptacles

Wash stations where workers can wash hands as required should be located at each jobsite. There must be at least one wash station per 15 workers on the jobsite. **A properly equipped restroom is considered a wash station.** Wash stations must be adequately supplied with soap and a clean water source, and a method of drying hands, such as paper towels or a hot air blower. Wash station surfaces must be sanitized using the same procedures for work area surfaces at the beginning and end of each day. Signage should be posted at the entry to the jobsite to alert workers to the location of the wash station(s). Post signage at each wash station location specifying proper handwashing methods. Templates for these signs are located at the end of this Manual.

Installer contractors must provide waste receptacles at each wash station unless the wash station is an onsite restroom, and at each work area. Waste receptacles must be lined with a plastic garbage bag, and should be removed from the jobsite at the end of each day. If a waste receptacle garbage bag liner becomes filled, they should be securely tied or sealed, removed from the work area, and replaced with a new bag. Filled bags must be properly disposed of immediately and not piled up or stored somewhere.

e. Cleaning and PPE Carts or Caddies

Installer contractors must ensure that each work area has a cart or other type of caddy carrying:

- all necessary items and chemicals necessary for cleaning and sanitizing surfaces,
- trash bags and
- additional PPE such as gloves and masks to resupply workers as needed.

These carts should be taken with each group of workers from work area to another on a jobsite and should be removed and restocked at the end of each day. Remember to sanitize all surfaces on the cart at the beginning and end of each workday.

a. Staggered Shifts

If it is not possible or practical to maintain social distancing between workers, or between workers and other individuals at a particular jobsite, strongly consider staggering shifts in order to limit the number of workers on site at any given time. This decision should be made based on the logistics of the particular jobsite.

b. Respiratory Etiquette

Installer contractors must require workers to wear cotton face masks at all times while in the company of others. Whenever masks are not used, inadvertently or otherwise, workers should be trained to use proper respiratory etiquette.

- Even with a mask, workers must continue to practice proper social distancing guidelines.
- Workers must cover coughs and sneezes with a tissue when coughing or sneezing, or use the inside of their elbow.
- Throw used tissues in the trash.
- After sneezing or coughing, immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer or a wipe from your PPE Kit.

c. Putting PPE on and Taking it Off

Installer contractors must ensure that all workers are trained in properly putting on and taking off of PPE for it to be effective. PPE must be put on and removed slowly and deliberately in a sequence that prevents self-contamination. Guidance for putting on and taking off PPE is included in the Appendix to this manual.

d. Don't Share Tools

Workers should keep the tools they need with them at all times. They should not share tools.

a. Sanitization Closeout

- Surfaces of the last active work areas must be sanitized.
- Additionally, any other area accessed by workers since being last sanitized or which have otherwise become contaminated must be re-sanitized. This includes doorknobs, handles, switches, thermostat controls, floors, as well as furniture surfaces.
- Sanitation logs must be collected, final entries must be completed, and the logs secured for later transmission to MeTEOR.

b. Waste Removal and Disposal

- All waste, waste receptacles, and filled bags of waste must be secured and removed from the jobsite.
- Workers removing waste from the jobsite must wear PPE while removing, securing and disposing of waste.
- After removing waste from the jobsite, installer contractors must properly dispose of all waste through proper channels according to local laws, rules or regulations. Do not pile up or store trash bags.

c. Tool Removal and Storage

Each worker must sanitize his or her tools, securely store them, and remove them from the jobsite every day.

d. Collection of Unused PPE

The worker responsible for preparing PPE Kits must collect all unused PPE and PPE Kits. Next, he or she must:

- inspect the contents,
- dispose of any damaged, compromised or contaminated PPE.
- Separate all unused PPE that is safe for reuse from the containers.
- Discard the used disposable PPE Kit containers.
- Create new PPE Kits for the next workday.

a. Best Practices Outside of the Workplace

Installer contractors must strongly encourage workers to practice social distancing, respiratory etiquette, sanitization, and handwashing outside the workplace to protect themselves from exposure to COVID-19 and potentially spreading contamination to workers and other individuals they come in contact with at the jobsite. Workers must be reminded that they are working in schools where potentially vulnerable citizens may come into contact with COVID-19.

b. Reporting and Recordkeeping

Installer contractors must maintain the sanitization logs and transmit copies to MeTEOR on a weekly basis. Logs should be sent to MeTEOR at:

Jimmy Land
jland@meteoreducation
Fax: 352-373-0622

ACKNOWLEDGMENT

By signing below, the installer contractor acknowledges reading and understanding this Manual. Installer contractor agrees that all its supervised employees and subcontractors will strictly follow the requirements set forth in this Manual and all updates and amendments.

FOR INSTALLER CONTRACTOR:

Signature

Printed Name

Date

Company Name

Title

- a. Helpful Resources Related to COVID-19 Health and Safety
- b. Worker Health Screening Questionnaire
- c. Acceptable Cleaning Products List
- d. Sanitation Log Template
- e. Guidance for Putting On and Taking Off PPE
- f. Health and Safety Signage

Helpful Resources Related to COVID-19 Health and Safety

- Centers for Disease Control and Prevention – www.cdc.gov
- Occupational Safety and Health Administration – www.osha.gov
- National Institute for Occupational Safety and Health – www.cdc.gov/niosh
- Florida Department of Health Dedicated COVID-19 Website – www.floridahealthcovid19.gov
- Texas Department of Health COVID-19 Website - <https://www.dshs.texas.gov/coronavirus/>
- California Department of Health COVID-19 Website - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

Additionally:

- Check for updates and rules for any local county or municipality where you work.
- Check for other state government health authority COVID-19 guidelines for any state not specifically listed above, if working in that state.

Worker Health Screening Questionnaire

Name: _____

1. Are you experiencing any symptoms such as fever, cough, or shortness of breath?

YES NO COMMENT:

2. Have you been in close contact with anyone who has been diagnosed with COVID-19? **CLOSE CONTACT is defined as:

a. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

– or-

b. Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)

YES NO COMMENT:

3. Have you been in close contact” with anyone who may have COVID-19 but is yet to be confirmed?

YES NO COMMENT:

4. Are you currently in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19?

YES NO COMMENT:

5. Have you traveled internationally in the last 14 days?

YES NO COMMENT:

Acceptable Cleaning Products List

- Clorox Disinfecting Wipes, Clorox Clean Up Cleaner + Bleach, Clorox Disinfecting Bathroom Cleaner, Ultra Clorox Brand Regular Bleach, Clorox Disinfecting Bleach, Clorox Performance Bleach, Clorox Pet Solutions Advanced Formula Disinfecting Stain & Odor Remover, Clorox Toilet Bowl Cleaner with Bleach
- Comet Disinfecting Bathroom Cleaner
- Mold Armor Formula 400
- Purell Professional Surface Disinfectant Wipes
- Lysol Disinfecting Wipes®, Lysol Neutra Air® 2 in 1, Lysol® Brand All Purposed Cleaner, Lysol Brand Deodorizing Disinfectant Cleaner, Lysol® Disinfectant Spray

Use these products carefully, only as indicated on the product's label. Pay particular attention to the instructions for surface contact time and appropriateness for a particular surface. Because brands vary, there may be other useful chemicals in addition to those listed above. Alternatively, if products on the list above are unavailable, installer contractors can also rely on product label specifications that represent that the particular product is effective against "Human Coronavirus."

If none of the specified products is readily available, installer contractors may utilize either of the following home-made solutions:

- Bleach solution - To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water; or
- Alcohol based disinfectant solutions - ensure solution has at least 70% alcohol.

Apart from the provided exceptions, installer contractors must use approved cleaning products.

³For products not on the list above, you can refer to the EPA Registration Number located on the product label. If the first two number sets of the EPA Registration Number on the product label match the first two number sets of the EPA Registration Number for one of the items on the list, the product is equivalent to the listed chemical. This information can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Sanitation Log

On _____ installation of furniture was completed in this area. The work was done in accordance with OSHA requirements for the prevention of the spread of Covid-19. Please note that the following safety precautions have been performed and completed:

- All product has been installed and inspected to manufacturers standards
- All product has been wiped down and cleaned with a product known to kill the Covid-19 bacteria
- No installer has handled, touched, or moved the product once it has been disinfected
- All common touch surfaces, light switches, doorknobs, etc. have been wiped down and disinfected
- All garbage, or potentially contaminated materials and PPEs have been removed

Signed _____

Date _____

Time _____

Guidance for Putting On and Taking Off PPE

- **How to Put PPE On**

Step 1 - Facemask ties should be secured on the crown of your head (the “top tie”) and the base of your neck (the “bottom tie”). If the mask has loops, hook them around your ears.

Step 2 - Sanitize your hands before putting your gloves on.

Step 3 - Ensure that your gloves fit before trying to put them on. Carefully pull gloves on to your hands to prevent them from ripping or tearing. Pull your gloves up far enough to cover your wrist.

- **How to Take PPE Off**

Step 1 -Gloves





- Using a gloved hand, grasp the palm area of the other gloved hand and peel off the first glove.
- Hold the removed glove in your gloved hand.
- Slide the fingers of your now ungloved hand under remaining glove at the wrist and peel off the second glove over first glove.
- The objective is to avoid touching the outside part of the gloves while you are taking them off.
- Discard the gloves in a waste container. Gloves may not be reused once taken off.
- Sanitize your hands.

Step 2 – Facemask

- Grasp the bottom ties or elastics of the mask, then the ones at the top, and remove the mask without touching the front part.
- The objective is to avoid touching the front of the mask, inside or out.
- Discard the mask in a waste container. Masks may not be reused once taken off.
- Sanitize your hands.

Health and Safety Signage

Prevent Self-Contamination When Taking Off Gloves

	
<p>Step 1.</p> <ul style="list-style-type: none">• Grasp the palm of one glove near your wrist.• Carefully pull the glove off, turning it inside out.	<p>Step 2.</p> <ul style="list-style-type: none">• Hold the glove in the palm of the still-gloved hand.• Slip two fingers under the wrist of the remaining glove.
	
<p>Step 3.</p> <ul style="list-style-type: none">• Pull the glove until it comes off inside out.• The first glove should end up inside the glove you just took off.• Dispose of the gloves safely.	<p>Step 4.</p> <ul style="list-style-type: none">• Always wash your hands after removing gloves and before touching any objects or surfaces. Gloves can have holes in them that are too small to be seen.

Prevent Self-Contamination When Putting On and Taking Off Surgical Masks

How to wear and remove a surgical mask correctly

Surgical masks help to limit the spread of germs. It is recommended to wear a mask if you are unwell to prevent others from getting infected.

It is equally important to learn how to wear and remove a surgical mask correctly.



Wearing a mask



Step 1

Clean your hands with soap and water or hand sanitizer before touching the mask.



Step 2

Check the mask to make sure there are no obvious tears or holes in either side of the mask.



Step 3

Hold the mask with the stiff bendable strip on top, and the coloured side facing outwards.



Step 4

Ensure that the mask should cover your nose, mouth and chin.



Step 5

Mould or pinch the nose strip to conform to the shape of your nose.

Removing a mask



Step 1

Clean your hands with soap and water or hand sanitizer before touching the mask.



Step 2

Avoid touching the front of the mask because it is contaminated. Only touch the ear loops/ties/band.



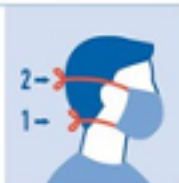
Step 3

Remove mask according to the type of mask you are using.



Face Mask with Ear Loops

1. Hold both ear loops.
2. Unhook and gently lift to remove the mask.



Face Mask with Ties

1. Untie the bottom bow first followed by the top bow.
2. Pull the mask away from you as the ties are loosened.



Face Mask with Bands

1. Lift the bottom strap over your head.
2. Pull the top strap over your head.



Step 4

Throw the mask in the trash.



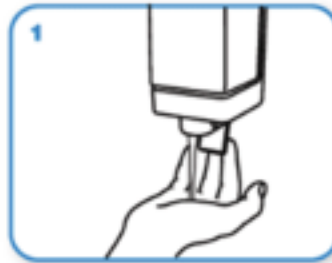
Step 5

Clean your hands with soap and water or hand sanitizer before touching anything else.

PROPER HANDWASHING TECHNIQUE



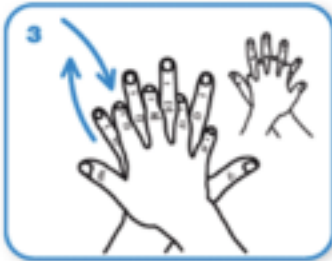
Wet hands with water



apply enough soap to cover all hand surfaces.



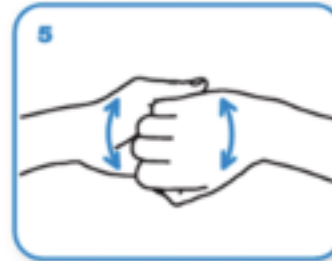
Rub hands palm to palm



right palm over left dorsum
with interlaced fingers
and vice versa



palm to palm with fingers
interlaced



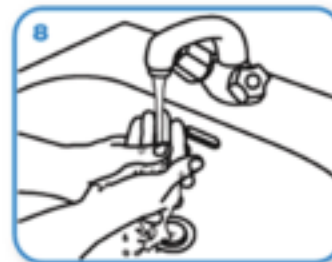
backs of fingers to opposing
palms with fingers interlocked



rotational rubbing of left thumb
clasped in right palm
and vice versa



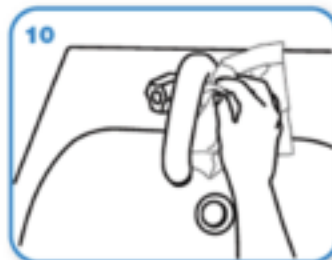
rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left
palm and vice versa.



Rinse hands with water



dry thoroughly with a single
use towel



use towel to turn off faucet



...and your hands are safe.



NO UNAUTHORIZED ENTRY

PLEASE ALLOW WORKERS TO COMPLETE INSTALLATION AND SANITIZE SURFACES BEFORE RE-ENTRY INTO THIS AREA. WE APOLOGIZE FOR ANY INCONVENIENCE, AND APPRECIATE YOUR PATIENCE.