

B. Birmingham, Inc. Covid-19 Protocols

- **Ventilation.**

When we start the inside phase of a project the first task is to set up the ventilation fans. Set up ventilation fans in such a way as to direct as much of the interior air directly to an exterior opening.

- **Maintain safety distance as much as possible.**

Although it is impossible to maintain a 6' distance to your teammate, where possible and as often as possible you must maintain as much safety distance as you can with your teammates.

- **Take mid-morning and lunch breaks outside in a vented space when possible.**

Take all breaks outside in a well-vented space.

- **Maintain personal hygiene.**

We provide many different hygiene products and use them as often as makes sense, such as hand sanitizing gel and disinfecting wipes. Make sure tools are wiped with sanitizing wipes regularly. It is important to wear your PPE provided gloves at all times. Inform your supervisor when any supplies begin to run low.

- **Disinfect and clean work area regularly.**

Use company-provided disinfectant wipes to keep work areas clean and sanitized as much and as often as possible. When working in the same workspace as a teammate, courtesy and awareness of each other's hygiene is important.

- **Test at home on a weekly basis and if you have been exposed to someone with Covid-19.**

Although we can't mandate personal testing, we strongly encourage each employee to test themselves on at least a weekly basis. This is for your own and your family's safety as well as that of your teammates.

- **Wear your face masks as much as possible.**

It is important to continue to use your KN19 face mask at all times both indoors and outside. This is an important part of your issued PPE. Inform your supervisor when stocks begin to run low.

- **Inform your supervisor when you have tested positive.**

It is not enough to stay at home you must inform your supervisor so that a record of infections can be started. It is important to identify and document a potential outbreak for the safety of the crew and clients.

Remember to keep yourselves and your team mates safe and healthy