

CoVID-19 Prevention and Safety Plan



Sint Maarten Branch - 87 Octavius Richardson Road, Belair - St. Maarten, Dutch Caribbean

Construction Company (Sint Maarten General Hospital - SMMC)

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TARGET

In the context of the pandemic emergency for COVID-19, with particular reference to the government's guidance in Bijlage 2 Final Guidelines to prepare COVID19 Prevention and Safety Plan for Businesses - 16 May 2020.pdf AB 2020, no. 30 , where the Government of Sint Maarten encourages the business community and the public to observe the measures for the prevention of the spread of COVID-19 on St. Maarten, this CoVID-19 Prevention and Safety Plan is drafted, based on the COVID-19 Guidelines for the St. Maarten Business Community.

The purpose of this document is to regulate entry and stay at the construction site, and to illustrate the minimum measures to be put in place to enable the safe resumption of activities, including basic instructions for early intervention and management of any cases of COVID-19 infection.

These measures are aimed at preventing and limiting contagion and are addressed to all persons who will have access to the worksite, workers in general and external users.

In order to ensure the dissemination of this document and its implementation, a copy of it will be sent by e-mail to all workers in addition to being posted.

LAWS

- AB 2020, no. 11 Regeling opening en sluitingstijden dienstverlenende bedrijven ter bestrijding van het coronavirus.pdf
- AB 2020, no. 12 Regeling tot wijziging van de bijlage behorende bij de Regeling opening en sluitingstijden
- MINISTERIAL REGULATION Covid-19 Measures March 29 2020 Eng
- MINISTERIAL REGULATION Covid-19 Measures March 29 2020 NL
- AB 2020 no. 17 Besluit tot wijziging van de bijlage behorende bij de Regeling opening en sluitingstijden
- Landsbesluit uitzonderingstoestand van 04 april 2020, no. 2020/ 0314 voor het gehele gebied van het land Sint Maarten
- AB 2020, no. 21 Landsbesluit verlenging uitzonderingstoestand van 18 april 2020, no. 2020/ 0316 voor het gehele grondgebied van het land Sint Maarten
- Regeling van de Minister-President van 19 april 2020, tot wijziging van de bijlage behorende bij het landsbesluit uitzonderingstoestand van 18 april 2020, no.2020/ 0316 voor het gehele gebied van het land Sint Maarten in verband met het openen van apotheken, en het opnemen van de medische laboratoria en andere relevante diensten als essentiële diensten
- Regeling van de Minister-President van 25 april 2020, tot wijziging van de bijlage behorende bij het landsbesluit uitzonderingstoestand van 18 april 2020, no.2020/ 0316 voor het gehele gebied van het land Sint Maarten, zoals gewijzigd bij Regeling van de Minister-President van 19 april 2020, no.22, in verband met wijziging openingsdagen rekening houdende met de officiële feestdagen, en andere wijzigingen
- Regeling van 03 mei 2020 tot wijziging van de bijlage bij het LB uitzonderingstoestand AB 2020, no. 24
- Landsverordening begroting 2020 AB 2020, no. 25
- Bijlage 1 Getallen boek AB 2020, no. 25
- Bijlage 2 Toelichtingenboek bij de begroting 2020 AB 2020, no. 25
- Bijlage CBCS Transfer Trust Fund to Sint Maarten AB 2020, no. 25
- Bijlage COVID-19 Recovery Marketing Plan 2020 AB 2020, no. 25
- Bijlage SZV COVID 19 impact on USZV AB 2020, no. 25
- Bijlage Stimulus en Relief Plan ST. MAARTEN AB 2020, no. 25
- Landsbesluit van 10 mei 2020 tot verlenging v de uitzonderingstoestand AB 2020, no. 27
- Bijlage 2 bij LB 10 mei 2020 COVID-19 Prevention and Safety Plan St Maarten AB 2020, no. 27
- AB 2020, no. 06 Regeling 2019-nCoV
- Verbeterblad bij het Landsbesluit Luchtverkeer [AB 2013, GT no. 328]
- Verbeterblad bij AB 2020, no. 15 Tijdelijke regeling maatregelen openbare orde COVID-19
- Regeling tot vaststelling van fase 2 en wijziging van bijlage 1 behorende bij LB v 10 mei 2020.pdf AB 2020, no. 30

- Bijlage 2 Final Guidelines to prepare COVID19 Prevention and Safety Plan for Businesses - 16 May 2020.pdf AB 2020, no. 30
- Regeling van 29 mei 2020 tot het vaststellen van fase 3 en wijziging bijlage 1 AB 2020, no. 31

Virus Outbreak Protocols

ESF 4
ESF 7

Source:

<http://www.sintmaartengov.org/government/VSA/HealthUpdates/NOVELCORONAVIRUS/Pages/default.aspx>

Days and hours of operation:

The activity takes place from Monday to Sunday as follows

All external work is permitted from Monday to Saturday and working hours are as follows:

| Morning | | Afternoon | |
|-------------------|-------------------|--------------------|-------------------|
| Entry 7.00 | Exit 12.00 | Entry 13.00 | Exit 18.00 |

All other internal work is permitted from Monday to Sunday and working hours are as follows:

| Morning | | Afternoon | |
|-------------------|-------------------|--------------------|-------------------|
| Entry 7.00 | Exit 12.00 | Entry 13.00 | Exit 18.00 |

Total number of staff/personnel/workers:

Number of employees: 30

Employees

| Role | Males | Females | Total | Other informations |
|--------------|--------------|----------------|--------------|---------------------------|
| Manager | 1 | 0 | 1 | |
| Supervisor | 2 | 0 | 2 | |
| Clerks | 13 | 4 | 17 | |
| Labourers | 10 | 0 | 10 | |
| Total | 26 | 4 | 30 | |

PLAN SPECIFIC INFORMATION

Following the provisions of the national provisions, it is decided to promote the information through e-mail and posting of information material of various kinds in the common areas of the structure (office entrances, building site concierge, bathrooms, building site office and workers' boxes).

Specific public health risks in your business

The contagion of workers has been assessed on the basis of the specific activity carried out, which can occur in these ways:

- Presence of workers who have contracted the disease in the work environment and not;
- Presence of workers who have contracted the disease outside the work environment and not;
- Access of external visitors (customers, consultants, professionals, suppliers, security agencies, maintenance personnel, cleaning personnel, subcontractors, etc.), among whom there may be infected persons;
- Work in the presence of persons who may be potentially infected or in contact with material that could lead to infection.

Actions that you have introduced in your business to prevent Covid-19

Entry rules

- Flexible hours from 07:00 to 9:00, to stagger the entrances, as these can lead to a risk of assembly.
When entering the construction site (conciierge) a distance of at least two meters will be observed amongst persons.

Entry rules for suppliers

In order to reduce the risk of contagion, from and to couriers, haulers and suppliers, it is decided to take the following measures:

- The carrier will have to stop at the entry clerk's office to be identified;
- If the goods are small, the bill and the material can be left at the conciierge's office in a special container;
- If the load is bulky or heavy, the driver must inform the entry clerk who in turn will inform the site manager, the transporter stops the vehicle in a defined area, then gets off, and opens the door or the sheet to allow the loading or unloading of the goods, then goes to the site manager to leave or pick up the delivery note and then gets back on the vehicle, so as to allow the receiving clerk (alerted by the site manager) to proceed with the unloading/loading of the material using the lifting equipment (forklift, tower crane high or low rotation, forklift truck, etc.) and place it in the appropriate area. If it is necessary to handle the material, he will also wear disposable protective gloves; once the operation is finished, the operator safely discards the gloves and washes his hands;

In both cases, only after a couple of hours, the operator can pick up the material left by the conveyor, always taking care to wash his hands immediately after handling.

Cleaning of site

In order to reduce the risk of infection, extra cleaning has been provided in the work areas by following these guidelines:

- At the end of the shift, each workstation is cleaned by specialized company personnel, using products already diluted and ready to use, mainly sprayed.
- The bathrooms are sanitized using the detergents specified in the contract. If one worker is positive, then the entire building will be sanitized with ad hoc products.
- Through a specialized company, handles, etc. are sanitized using specific detergents.
- Canteen/refectory area, dressing rooms and bathrooms are sanitized according to the organization of breaks, including all parts of the vending machines with which the worker comes into contact.

The sanitization will be carried out through the normal cleaning methods using chlorine-based products at a concentration of 0.1% and 0.5% of active chlorine (bleach) or other disinfectants with virucidal activity, focusing in particular on the most frequently touched surfaces (e.g. doors, handles, windows, glasses, tables, light switches, toilets, taps, sinks, desks, chairs, passenger handles, keys, keyboards, remote controls, printers, equipment). These obligations will be recorded by the employer or his delegate, on paper or computer, with self-declaration.

In case of suspicious cases of people with COVID-19 inside the construction site, it is necessary to proceed with the sanitization of the environment, understood as an activity that concerns the set of procedures and operations aimed at making a given environment healthy through cleaning and subsequent disinfection.

Personal hygiene

- Each employee (worker) must use their own work equipment (trowel, hammer, spatula, pincers, etc.);
- The technical/administrative staff must occupy their workstation using the tools provided (PC, keyboard, mouse, telephone, mobile phone, etc...) and avoid meetings between colleagues, preferring e-mail communications, teleconferences or telephone conferences;
The assignment of company vehicles (cars) must be made to the individual, if it is not possible, ensure the presence of detergent to clean contact parts such as seats, push-buttons, steering wheels and controls in general.
The assignment of company vehicles (forklift, wheel loaders, excavator, etc. ...) must be made to the individual, if it is not possible, ensure the presence of detergent to clean contact parts such as seats, push-buttons, steering wheels and controls in general.

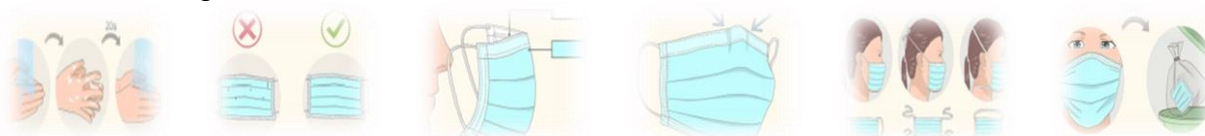
Personal protection equipment

The Company has agreed to deliver, to each worker, two surgical masks per day and, if necessary, two pairs of gloves per day, together with instructions for use and after signing a receipt document.

If deemed necessary, FFP2/FFP3 masks, nitrile gloves, protective goggles and protective suits will be provided.

It is forbidden to give your devices to other users.

How to wear surgical masks



- Wash hands thoroughly
- Check the correct orientation of the mask
- Make the mask as close to the face as possible
- Shape the wire if present.

Attention! The beard may prevent proper adherence and therefore compromise the effectiveness of the surgical mask, therefore it is recommended to shave it.

How to wear FFP2/FFP3 masks



- Wash hands thoroughly
- Check the correct orientation of the mask
- Make the mask as close to the face as possible
- Shape the wire if present.

How to wear gloves



Common spaces management

- Access to the common areas (porter's lodge, smoking area, building site office corridors, canteen/changing room refectory, bathrooms, showers, etc.) is permitted, but it is forbidden to approach within 2 metres;
- As far as worksite offices are concerned, one employee per office or a maximum of two must be present, respecting the safety distance and the office must be ventilated;
- As far as changing rooms, bathrooms, showers are concerned, access is allowed one at a time;
- For canteens/refectory, respect the distances and ventilate the room (maximum two people);
With regard to the lunch break, the time will be differentiated and you must enter one at a time and respect the safety distance;
A bathroom will be installed for suppliers and subcontractors.

Internal movements

- Avoid meetings between colleagues, preferring e-mail communications, teleconferences or telephone conferences.
- Set up workstations to avoid being less than 2 meters away.
- Give protective masks to all workers for whom the safety distance cannot be guaranteed.
- All meetings are cancelled.
- All training courses and any other events are cancelled. Possibility of sending information/training brochures by e-mail, and throughout the period of the crisis.
- Technical/administrative staff must avoid meetings between colleagues, preferring e-mail communications, teleconferences or telephone conferences;
Construction site personnel must meet in open areas only if necessary and respect safety distances (morning for work organization, inspection phase, etc.);
During the work phases, the site personnel must keep the prescribed distances or carry out the work in different time phases.

What to do with a person with symptoms

First aid interventions

1. If a worker should report an illness similar to coronavirus symptoms, unless his health and safety is at risk, he must leave his job as a precaution and go to his home; the worker must be informed about the need to contact his doctor as soon as possible. Once the worker has left the premises, it will be sanitized.

2. If a worker learns that he or she has been in contact with an infected person, regardless of whether he or she presents suspicious symptoms, unless his or her health and safety is at risk, he or she must leave work as a precaution and go to his or her home; the worker must be informed of the need to contact his or her doctor as soon as possible. Once the worker has left the premises, it will be sanitized.

3. If the employee feels ill, he or she should remain in a closed room, while the company staff will call for help.

If it is strictly necessary to intervene immediately, the first aid worker must first wear a mask, visor and gloves inside the first aid box. All the devices used must be closed in the bag in the box and thrown away as hazardous special waste.

During the rescue, only as many people as strictly necessary must be present.

Once the intervention is over, the rescuers must report contact with the possible subject and, unless this is negative, they must leave the workplace and remain in quarantine for the necessary period.

Once the worker has left the premises, it will be sanitized.

Identification of a symptomatic person on site

If a worker reports symptoms such as fever, dry cough, the worker will be immediately removed from the workplace and asked to go immediately to his home where he should contact his doctor.

I. The company will immediately report the case to the competent health authority, and will make itself available to them to provide the information necessary to outline the situation.

II. The company shall take any measures indicated by the competent authority.

III. The authorities, once the infection of a person has been detected, shall investigate to determine the possible relationship with other persons, both for occupational and personal reasons.

IV. Following this, the authority will contact the company, the competent doctor will be contacted again to define the preventive measures to be taken, such as the investigation of any other infected workers, suspension of activity, extraordinary sanitation, etc.

V. The measures indicated by the authority will be promptly adopted, including the possible removal of persons who have come into close contact with the positive person.

Immediate intervention measures

All workers who have worked in the last 15 days in positions immediately adjacent to the positive worker will be immediately requested to stay at home.

Prohibited, until sanitized, from the premises, with the exception of transit areas.

Immediate sanitization, in that order:

- The common transit areas, with particular attention to the handrail, corridors, doors, toilets
Work post(s) of the worker and all workers in the same work area, including work equipment;
canteen/refectory area used by the worker, including equipment present.

How you will make sure that all staff and customers respect and follow the rules

Managers and supervisors will carry out a check to verify the application of both the indications contained in the Government's measures and the company's indications. At the end of the check, a check-list will be drawn up, as per the attached model "self-control check-list", with any annotations and signing the document. The check-list is filed in compliance with the company's instructions on document storage.

Concerns and remarks

Following the provisions of the government's provisions on hygiene rules aimed at reducing the risk of diffusion, the Company promotes information and supervises the application of the same through the

- Sending e-mails to all staff and posting information material in the common areas of the facility (office entrance, break area (coffee), meeting rooms, bathrooms and in every visible and accessible place).
- Sending e-mails to external staff (suppliers, subcontractors, professionals, consultants, etc. ...); please note that this document is in view at the reception and displayed on the front door.
- Cleaning of the premises, once a day.
- To contain the risk of contagion and comply with the security measures imposed by the government, the Employer has drawn up a layout of the workstations in order to be able to assign each worker a single office or, in special cases, to provide for two workers at a distance of more than two meters and the relevant specifications for the common areas refectory/canteen, dressing room, bathrooms/showers, etc.).
- Appropriate PPE will be delivered to each individual worker according to his or her role in the company.

For the benefit of all workers, the main points of the minimum rules to be observed for the limitation of contagion, contained in the Handbook, are set out below.

- Obligation to remain at home in the presence of fever (over 37.3°C) or other flu symptoms (cough and cold) characteristic of COVID-19. In these cases you should contact and alert your family doctor or 914 in advance and follow the instructions received before going to the hospital on your own.
- Obligation to inform the Employer or his contact person if you have flu symptoms or if you have been in contact with infected people or people from risk areas or if you are domiciled or from other foreign countries.
- Obligation to promptly inform the Employer, or his contact person, of the presence of any flu symptoms during the performance of the work, taking care to stay at an adequate distance from the people present.
- Obligation to comply with all the provisions of the Authorities and of the Employer in the entry/exit and stay on site (in particular: keep a safe distance, wear the mask, observe the rules of hand hygiene and behave correctly in terms of hygiene during the work activity).
- Observe the indications and information on the signs on display and, in particular, respect the interpersonal distance of 2 m.
- Obligation of the employee to use masks (covering nose and mouth) in the common areas of the offices (entrance hall, corridors, areas in front of the printers, break area (cafeteria), bathrooms, canteen/refectory, changing rooms) and in the areas outside the offices, etc. ...

- You are required to access the break area (coffee) one person at a time and to stay for the time strictly necessary to pick up the coffee, taking care to follow all prescribed hygiene instructions.
- One person at a time is required to enter the bathroom, taking care to follow all prescribed hygiene instructions.
- Assemblies are prohibited everywhere and especially in the entrance areas, corridors, break areas (coffee), printer areas, outdoor areas, refectory/canteen bathrooms, changing rooms, etc.).
- Obligation to wash your hands often with soap and water or alternatively use the hand disinfectants provided.
- Do not touch your eyes, nose and mouth with your hands as they may come into contact with surfaces that may be contaminated with the virus and as a result transmission to the body is more direct.
- In case of contact with documents or material delivered by both internal and external personnel, follow good hygiene practices, washing hands.
- Where possible, increase air exchange both in common areas (meeting rooms, break area, plotter room, toilets and bathrooms, refectory/canteen, changing rooms, etc. ...) and in offices.
- Meetings or other events with groups of people where there is an assembly are not allowed. In case of extreme necessity and proven urgency and in the impossibility of remote connection, the necessary participation must be reduced to a minimum and in any case, the interpersonal distance (2 m.), the use of the mask, the disinfection of hands and/or the use of gloves and an adequate cleaning/airing of the room must be guaranteed. In such situations, authorization will be required from the Employer or his contact person who will receive an explicit request by e-mail.
- In addition to the cleaning of external personnel, a dispenser of sanitizing liquid and paper handkerchiefs will be made available to all workers for any punctual needs. These devices will be placed in the printer area available to all workers. The correct use of these devices is also recommended in terms of limiting contagion (use of gloves when using the dispensers).
- When possible, do not go to public offices, municipal offices, etc. ..., but give priority to communications by telephone or e-mail.
- Reduce mobility at home and abroad to a minimum.
- When travelling from home to the workplace and vice versa, it is mandatory to use the mask and if public transport is used, the use of disposable protective gloves and/or hand cleaning/cleaning before and after use is recommended.

Please note that the above obligations, where applicable, also apply to all external users (suppliers, subcontractors, consultants, etc.) who, for whatever reason, access the company structure as regulated in the following chapters.

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