



541 Hollander Rd.  
New Holland, PA 17557  
Phone:(717)354-0955  
Fax: (717)-354-2810

March 17, 2020

Dear valued customer,

At Stief Concrete Work we are committed to the safety and well-being of our employees, trade partners and everyone with whom we work. As the Coronavirus continues its sweep through our area, please be advised the management team here at Stief Concrete is doing everything we can to stay current and informed regarding COVID-19.

Effective immediately, we are following information and guidelines that have been published by the CDC regarding virus transmission and prevention thereof. We will also be adhering to recommendations provided by the ABC pertaining to construction jobsite-specific circumstances (see accompanying document which includes some pertinent information from both organizations).

Please note... We will not be forcing employees to work who are uncomfortable doing so, especially in areas that have been highly effected. We are also receiving word from many of our material suppliers expressing the same sentiments. While we intend to put forth every effort to eliminate schedule delays in their entirety, we cannot guarantee they will not occur, if things continue to worsen.

Finally, our intent as a company is to remain operational until we believe it is unwise to do so. Obviously, things are changing very rapidly. Consequently, in addition to making every attempt to keep everyone informed regarding our projects, we will also be posting relevant materials on our website, as they become available. Please feel free to contact any one of our management team with questions or concerns you may have.

Respectfully,

Mike Martin  
VP Building and Tilt-Up Divisions



## **ABC National Safety and Health Committee Recommended Best Practices and Construction Jobsite Precautions COVID-19**

As the safety and health of our workforce remains our No. 1 priority, ABC has compiled COVID-19 prevention best practices from the [Centers for Disease Control and Prevention](#), as well as practical construction jobsite safety recommendations based on input from the ABC National Safety and Health Committee. This is for informational purposes only and does not eclipse any established local, state or federal guidelines. Please contact ABC National's Safety team with any issues or concerns and, as this issue constantly evolving, to stay updated on information and recommendations from your local governments and health departments.

### **CDC Prevention Recommendations**

[According to resources available on the CDC website](#), there are many steps you can take to protect yourself, including:

#### *Clean your hands often*

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

#### *Avoid close contact*

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick](#).

#### *Take steps to protect others*

- **Stay home** if you are sick, except to get medical care. Learn [what to do if you are sick](#).

#### *Cover coughs and sneezes*

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

#### *Wear a facemask if you are sick*

- If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. [Learn what to do if you are sick](#).
- If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

#### *Clean and disinfect*

- Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

To disinfect: Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.

Options include:

- Diluting your household bleach.
- To make a bleach solution, mix:
- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with

ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Alcohol solutions.

Ensure solution has at least 70% alcohol.

- Other common EPA-registered household disinfectants.

Products with [EPA-approved emerging viral pathogens pdf icon\[7 pages\]external icon](#) claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

[Complete disinfection guidance](#)

## Construction Jobsite-Specific Information

The ABC National Safety Committee created a list of practical things jobsite leaders should be mindful of during the coronavirus outbreak. Recommendations include:

### *Employee Education*

- Provide training for supervisors, employees and other key personnel to recognize signs and symptoms of COVID-19, as [specific by the CDC](#)
- Humanize the virus by asking supervisors to greet employees at the gate or jobsite entry point
- Schedule daily toolbox talks to communicate news concerning the virus/project, etc. and to visually assess your crew's health
- During toolbox talks, remind employees to keep 3-6 inches of personal space
- Review, update and communicate your "fit for duty" policy, including the requirement to provide a return to work pass if seen by a physician

### *Personal Protective*

- Personal protective equipment should be assigned to an individual, not shared among groups
- Glove technology has advanced extensively in recent years. Companies should consider a 100% glove use policy.
- Wipe down all tools before storing or at the end of every shift

### *Personal Hygiene*

- Encourage clients/owners to provide access to handwashing facilities onsite, where practical
- Provide adequate hand washing facilities on projects, particularly at break areas
- Designate specific break areas on projects
- Suspended biometric or other fingerprint time signatures
- Use Portable Bathroom Trailers or ensure daily or twice daily cleaning of portable toilets
- Provide hand sanitizers at strategic locations throughout the project
- Water fountains and other gathering points should be disinfected after each use or consider using bottled water

- Projects should re-consider food truck access to projects

For additional information, refer to CDC's resources on the [coronavirus disease](#).