

## Jessie Gillet

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**From:** Dana Gillet  
**Sent:** Thursday, January 14, 2021 11:40 AM  
**To:** Jessie Gillet; Eric; Luke; Ron; Jaci Sanders; Chris; Angela Kinderis; Brent Knight (ISS)  
**Cc:** David Baker; Jacob Black; chapmanron@gmail.com; David Cloyd; Dale Dunks; demetriusiosefa (demetrius\_iosefa@yahoo.com); danielscottflores@yahoo.com; Brian Frasier; James Gregory; Aitulagi Iosefa Jr; Talia Iosefa; Talia Losefa; Alejandro Juarez; 'martinez1980-04@hotmail.com'; 'joey\_breanna@yahoo.com'; jeramyahnimeskern@outlook.com; Devin Plasky; Ken Rebic; Chris Rowles; Tony Ruff; Mickey Scheibel; nickus37@gmail.com; Epi Serrano; Ryan Weed; Moises Tapia; 'VLAS4812@GMAIL.COM'  
**Subject:** RE: NORKOTE CORONA VIRUS POLICY

ALL

**IN CASE THERE IS SOME CONFUSION ABOUT NORKOTES' CORONA VIRUS POLICY PLEASE SEE BELOW EMAIL'S. WE HAVE NOT CHANGED OUR POLICY NOW THAT WE HAVE DIFFERENT OWNERSHIP.**

**THANKS..... STAY HEALTHY**

Dana Gillet Branch Manager



O: 425-212-3813 C: 206-571-6596

2330 106<sup>th</sup> ST SW

Everett, WA 98204

[www.norkote.com](http://www.norkote.com)

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**From:** Dana Gillet  
**Sent:** Tuesday, March 10, 2020 12:16 PM  
**Subject:** RE: Norkote Bulletin-Corona Virus

ALL

NORKOTE hired Intuitive Safety Solutions to help manage our Health & Safety needs of the company. We did this not only for their expertise but also to take responsibility of these needs away from Eric and Chris as the primary contact people. We want to make sure all of Norkote's employees are comfortable having their health and safety concerns heard by someone other than company management. Please see the attached revised flow chart showing **Angela Kinderis 206-798-4703** as your main contact for your health and safety concerns. **Brent Knight** is next on the list at **206-755-1059**.


We have a great deal of trust in these people to help you..... please give them the first call.

Dana Gillet – President



Office: 425-212-3813 Cell: 206-571-6596

2330 106<sup>th</sup> ST SW

	Intuitive Safety Solutions (ISS) Safety Management System	Section No:	00
		Initial Issue Date:	5/1/2018
<b>Infection Exposure Control</b>		Revision Date:	1/1/2021
		Revision Number:	02
		Prepared by:	Brent Knight

## 00 INFECTION EXPOSURE CONTROL

### A. Purpose

The purpose of this procedure is to provide an awareness and procedure directed at the identification, elimination and/or control of known and unknown infectious viruses and diseases, generally during a severe epidemic or pandemic event.

It is important to note that this program was developed in response to the Novell Coronavirus (COVID-19) pandemic. However, this program is intended to address all potential future epidemic or pandemic outbreak.

### B. Procedure


The cooperation of all Intuitive Safety Solutions, Inc. (ISS) employees is necessary to reduce the spread of a virus or disease. It is important everyone follow the safety rules and regulations, use the safeguards and personal protective equipment (PPE) provided, and prioritize your personal safety and health as well that of others every day, all of the time.

Everyone is still required to do their job and keep jobsites safe. The goal of these measures is to minimize exposure and create a pathway for continued long-term safety and health while conducting business. Be cooperative and coordinate with site-specific exposure control plans.

ISS shall update and communicate this program as more information is provided pertaining to COVID-19 and any other future pandemic virus or disease.

### C. Management Responsibilities

1. All sites must provide sanitary restroom facilities with adequate supplies of soap and disinfectant. All locations must also have a plan to address disinfecting high contact areas within each site.
2. Provide current training on exposure control, signs, symptoms, general illness prevention, and proper hygiene. ISS policies shall be referenced per the ISS Accident Prevention Program.
3. Provide employees with educational/training materials.
4. Notify employees via email, telephone, and the ISS intranet of general or specific exposure hazards and mitigation strategies.
5. Encourage social distancing at all times; at least six (6) feet.
6. Provide all necessary personal protective equipment to include eye and face protection, respiratory protection, disposable gloves, protective clothing or gowns, and sanitizing products.
7. When possible, meetings shall be by teleconference. As possible, face-to-face discussions shall be substituted with telephone calls. Exceptions may include craft level discussions for “plan of the day” and/or pre-task safety meetings. During an infectious exposure, ISS employees shall not participate in group gatherings. When

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unavoidable, groups shall not exceed ten (10) individuals and social distancing of six (6) feet or more shall be maintained, in accordance with guidance.


#### D. Employee Responsibilities

All employees have certain responsibilities and obligations with regard to health and safety that they must fully comply with. These responsibilities include:

1. Employees displaying cold and/or flu-like symptoms shall stay at home and not come to the office or a jobsite. These employees shall not return until they are symptom free or cleared by a medical doctor.
2. Employees with a positive test result for a virus, including COVID-19, or live with someone with a positive test result for a virus, shall stay at home, not come to work, and follow local guidelines. These employees shall not return until they are cleared by a doctor or symptom free for at least seventy-two (72) hours.
3. Exposures and/or confirmed cases of infection shall be reported to the employee's supervisor and the Safety Department immediately. This should include notification of potential exposure to areas of the office, site, and other employees they have contacted.
4. Employees who are considered part of our vulnerable population, either because of age or underlying condition, shall stay at home and coordinate requests to telecommute with their supervisor.
5. All reporting to client and contractors shall be delivered through the Safety Department.
6. If an employee can perform their job duties while working at home, they shall do so and not come to the project or any of the project offices. The details of how they will perform their work shall be reviewed and approved by the client.

*\*Note: A detailed timesheet must be maintained outlining specific activities and times to complete those activities. This timesheet shall be turned in with your bi-weekly timesheet and submitted to the client. A template will be provided for your use.*

7. Employees participating in pre-task plan meetings should remind contractors to address the hazards of exposure in every plan, which is an omnipresent hazard in every work activity.
8. For employees that are required to work in close proximity and are unable to maintain at least six (6) feet of physical separation (i.e., two (2) inspectors in a man lift), the pre-task plan for that activity shall address respiratory protection and/or engineering controls to address the risk.
9. Additional recommendations include:
  - a. Practice good hygiene throughout the day.
  - b. Avoiding shaking hands when greeting someone.
  - c. Avoid touching your eyes, nose and mouth.

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- d. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If a tissue is not available, cough or sneeze into your elbow joint.
- e. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- f. Wash your hands often with soap and water for at least twenty (20) seconds, especially after going to the bathroom; before eating or smoking; and after blowing your nose, coughing, or sneezing.
- g. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least sixty percent (60%) alcohol. Always wash hands with soap and water if hands are visibly dirty.
- h. Note that when an immunization for COVID19 or other infectious diseases is developed, it is encouraged that all employees request an immunization.

#### E. COVID-19 – Novell Coronavirus

All lessons learned shall be shared with ISS employees and integrated into this infection exposure control program.

1. What are the symptoms of COVID-19?

Symptoms for COVID-19 include fever/chills and shortness of breath, body aches and general fatigue/weakness, cough or sore throat and sinus congestion with a headache. Note that other symptoms may mirror seasonal allergies and a new symptom that has been recognized includes the loss of smell and taste.

2. How does COVID-19 spread?

COVID-19 is thought to spread mainly from person to person through coughing or sneezing. It may also be spread when people touch something with the virus on it then touch their mouth or nose. Symptoms usually appear within seven to fourteen (7-14) days after exposure.

3. Who is at higher risk for COVID-19 complications?

Pregnant women, and children or adults with underlying conditions such as asthma, diabetes, suppressed immune systems, heart disease, and kidney disease, are more likely to have complications.

4. How severe is illness associated with COVID-19?

- a. Illness has ranged from mild to severe. Most people (80%) have recovered without needing medical treatment. However, hospitalizations and deaths have occurred globally.
- b. COVID-19 has appeared to be between seventy to 100 (70-100) times as deadly as the common flu. COVID-19 is a severe virus and, while a vaccine is being developed, there is not a known cure.

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5. Resources

- a. Current CDC Guidelines to all Employers Across the Country:

[https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronaviruses%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronaviruses%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html)

- b. Current Risk Assessment Chart:

<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

- c. Local hazard alerts with good information on best practices in the workplace can be printed and posted. COVID-19 should be a talking point at every safety meeting on-site. There are Spanish versions of some of the workplace notices and posters.

**Infection Exposure Control**

# CORONAVIRUS, FLU, COLD?

As the number of coronavirus cases rise, some key differences set coronavirus apart from the seasonal flu and the common cold — mainly the intensity of the symptoms and the recovery period. A guide at identifying the differences in the three conditions  
All three, however, are spread by air-borne respiratory droplets and contaminated surfaces

<b>CORONAVIRUS</b>	<b>SEASONAL FLU</b>	<b>COMMON COLD</b>
<b>Onset:</b> Sudden	<b>Onset:</b> Abrupt	<b>Onset:</b> Gradual
<b>Symptoms</b> <ul style="list-style-type: none"> <li>Fever</li> <li>Dry cough</li> <li>Muscle ache</li> <li>Fatigue</li> </ul>	<b>Symptoms</b> <ul style="list-style-type: none"> <li>Fever</li> <li>Dry cough</li> <li>Muscle ache</li> <li>Headache</li> <li>Sore throat</li> <li>Runny or stuffy nose</li> </ul>	<b>Symptoms</b> <ul style="list-style-type: none"> <li>Runny or stuffy nose</li> <li>Sneezing</li> <li>Sore throat</li> </ul>
<b>Less common symptoms</b> <ul style="list-style-type: none"> <li>Headache</li> <li>Coughing up blood (haemoptysis)</li> <li>Diarrhoea</li> </ul>	<b>Less common symptoms</b> <ul style="list-style-type: none"> <li>Fatigue</li> <li>Diarrhoea</li> <li>Vomiting</li> </ul>	<b>Less common symptoms</b> <ul style="list-style-type: none"> <li>Low grade fever</li> <li>Muscle or body ache</li> <li>Headache</li> <li>Fatigue</li> </ul>
<b>Incubation:</b> <b>1-14 days,</b> may go up to 24 days	<b>Incubation:</b> <b>1-4 days</b>	<b>Incubation:</b> <b>2-3 days</b>
<b>Complications:</b> <b>5% cases</b> (acute pneumonia, respiratory failure, septic shock, multiple organ failure)	<b>Complications:</b> <b>1% cases</b> (including pneumonia)	<b>Complications:</b> <b>Extremely rare</b>
<b>Recovery:</b> <b>2 weeks</b> (mild cases); 2-6 weeks (severe cases)	<b>Recovery:</b> <b>1 week</b> (mild cases); 2 weeks (severe cases)	<b>Recovery:</b> <b>1 week</b> for most cases; may last as long as 10 days
<b>Treatment or vaccine</b> No vaccines or anti-viral drugs available; only symptoms can be treated	<b>Treatment/vaccine</b> An annual seasonal flu vaccine is available	<b>Treatment/vaccine</b> No treatment, but doctors advise treating symptoms

**WHAT THIS MEANS** If you have a stuffy/runny nose or are sneezing, you likely **DO NOT** have coronavirus

## SEVEN KINDS OF CORONA

Seven strains of coronavirus (CoV) that infect humans have been identified. These cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV)

### Harmless

- Serotype 229E
  - Serotype OC43
  - Serotype NL63
  - Serotype HKU1
- These cause symptoms of the common cold, and rarely cause severe pneumonia

### Dangerous

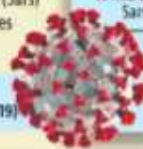
- These are known to cause more severe disease. These are:
- Sars-CoV** which causes severe acute respiratory syndrome (Sars)
  - Mers-CoV** was that causes Middle East respiratory syndrome (Mers)
  - Sars-CoV2** that causes coronavirus disease (Covid-19)

## The unknowns of Sars-CoV2

Sars-CoV2 is closely related (with 88% identity) to two bat-derived Sars-like coronaviruses (bat-SL-CoV-ZC45 and bat-SL-CoV-ZXC21) collected in 2018 in Zhoushan, eastern China  
It has 79% genetic affinity with Sars-CoV, 50% with Mers-CoV

The Sars-CoV2 receptor-binding domain structure, which allows a virus to latch on to and enter a cell, is similar to Sars-CoV, despite amino acid variation at some key residues. Little is known about Sars-CoV2, studies on Sars-CoV provide clues to its behaviour and ability to infect

On smooth surfaces such as tables, phones etc, Sars-CoV retains its viability for 5 days at 22-25°C and relative humidity of 40-50%, which is typical for air-conditioned rooms. Though this may vary for Sars-CoV2, experts say this is a good indicator for its behaviour





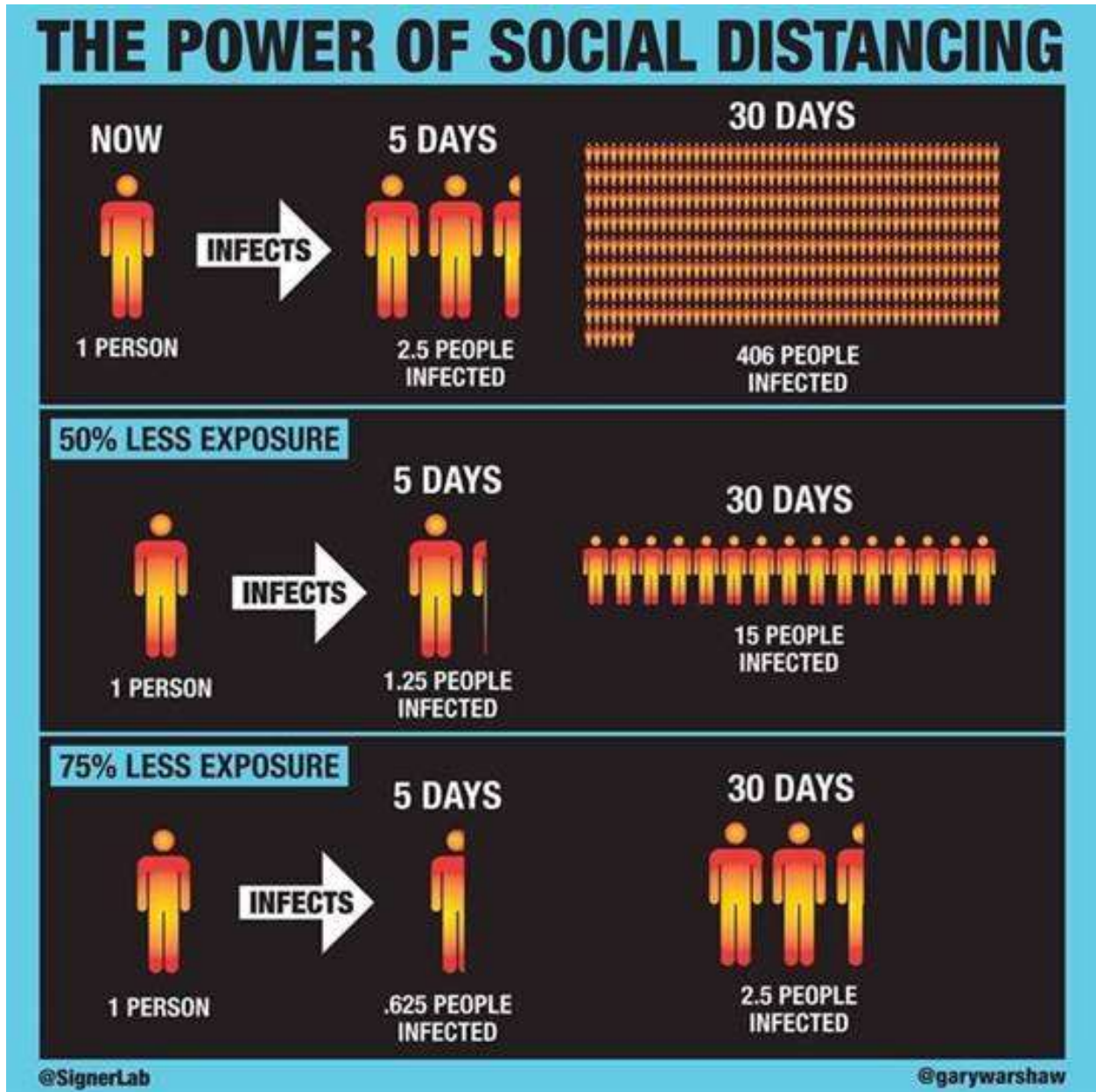
**Infection Exposure Control**


## Coronavirus or **Something Else?**

Symptoms	Coronavirus <small>Symptoms range from mild to severe</small>	Flu <small>Abrupt onset of symptoms</small>	Cold <small>Gradual onset of symptoms</small>	Allergies
Fever	Common	Common	Rare	Sometimes
Cough	Common	Common	Common	Sometimes
Headache	Sometimes	Common	Rare	Sometimes
Aches and Pains	Sometimes	Common	Common	No
Fatigue	Sometimes	Common	Sometimes	Sometimes
Sore Throat	Sometimes	Sometimes	Common	No
Shortness of Breath <small>(in more serious infections)</small>	Sometimes	No	No	Common
Sneezing	Rare	No	Common	Common
Stuffy Nose	Rare	Sometimes	Common	Common
Diarrhea	Rare	Sometimes	No	No



**Infection Exposure Control**



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## DO choose masks that




**Have two or more layers of washable, breathable fabric**



**Completely cover your nose and mouth**



**Fit snugly against the sides of your face and don't have gaps**

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# COVID 19 JOBSITE PRACTICES

## EMPLOYERS

### *Jobsite Practices:*

- Plan work for minimum six feet of separation between workers.
- Designate a COVID-19 site supervisor.
- Plan gatherings and breaks for groups of ten or less.
- Clean and disinfect surfaces.
- Ensure that you have adequate hand-washing stations.
- Provide PPE to prevent transmission.
- Restrict the number of jobsite visitors.
- Screen visitors prior to arrival.
- Keep a daily log of employees and visitors.

## EMPLOYEES

### *Prevent Transmission:*

- Stay home or go home if you are sick or have symptoms.
- Cover your coughs and sneezes.
- Wash your hands thoroughly.
- Avoid touching your face.
- Avoid sharing transportation to and from the jobsite.
- Wear PPE at all times to prevent transmission.
  - Face mask, eye protection, and gloves.
- Immediately inform your employer of symptoms or possible exposure to COVID-19.



Wash your hands thoroughly & frequently.



Cover your coughs and sneezes.



Avoid touching your face.



Stay home or go home if you are sick or have symptoms.

## Be Smart – Stay 6 Feet Apart



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