

1.0 PURPOSE

This standard operating policy is to describe the process by which Bisso Construction Services, LLC will educate and ensure our workforce is asymptomatic and free of illness to protect the health and safety of our employees, including our clients and worksites.

2.0 SCOPE

This policy outlines the process to manage, educate, and ensure our employees are considered asymptomatic to help ensure a safe working environment. This procedure is applicable to each employee and contractor employed by Bisso Construction Services.

3.0 RESPONSIBILITY

- 3.1 It is each employee(s) responsibility to show up to work -asymptomatic and free of any illness.
- 3.2 The Supervisor of the project should ensure:
 - 3.2.1 That each employee under his/her direction understands:
 - 3.2.1.1 The Signs and Symptoms of Infectious Illnesses including COVID-19.
 - 3.2.1.2 Is asymptomatic prior to entering work sites.
 - 3.2.1.3 Knows that they should self-report, at any time if they begin to feel unwell.
 - 3.2.2 Immediate reporting to management should any employee self-report and/or begin to feel unwell.
- 3.3 The Project Manager should provide:
 - 3.3.1 Support to field supervision for any concerns related to illnesses and/or self-reporting.
 - 3.3.2 Updates to company management and the client should an employee feel ill and/or self-report; including status of employee(s) once diagnosed by physician.
- 3.4 The QHSE Director should ensure:
 - 3.4.1 That employees are provided educational material on infectious illnesses including COVID-19.
 - 3.4.2 That should an employee “self-report” and/or feel unwell while working that proper medical protocols are followed.
- 3.5 The HR Manager will also coordinate with the Occupational Medical Clinic to ensure medical protocols are followed. Also, secure paperwork from employees from their personal physicians of return-to-work notifications.

4.0 CHANGE

- 4.1 Original
- 4.2 Approvals

Issue Date: 03/17/2020	Written By: E.R. Cancienne	Approved By: W.A. Bisso, IV
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5.0 PROCEDURE

Education

- 5.1 Bisso Construction Services will provide:
 - 5.1.1 Employees with educational materials from the Governmental regarding infectious illnesses, including COVID-19.
 - 5.1.2 How to best protect themselves from infectious illnesses in accordance with Government policies.
 - 5.1.3 Information from the Government of when to Self-Report should they begin to feel unwell.

Self-Reporting / Being Asymptomatic

- 5.2 Self-Reporting
 - 5.2.1 It is each employee's responsibility to report to work free of any illness. Should they feel unwell they need to report to their direct supervisor immediately. If they are at home and begin to feel unwell, they should contact their supervisor via phone and self-quarantine.
- 5.3 Should an employee self-report and medical intervention be needed.
 - 5.3.1 Employees will be compensated in accordance with the Government COVID-19 and IRS regulations.
- 5.4 Supervisor Assessment
 - 5.4.1 Prior to each shift the BCS Supervisor will conduct a verbal assessment of each employee to ensure that they meet BCS' Asymptomatic guidelines.
- 5.5 Supervisor Reporting
 - 5.5.1 If an employee reports feeling unwell to field supervision, they will ensure that the employee is:
 - 5.5.1.1 Isolated, sent home and instructed to seek medical intervention.
 - 5.5.1.2 If at home, ensure that employee is advised to seek medical intervention.
 - 5.5.2 Immediately report to the Project Manager signs and symptoms of the ill employee and follow BCS SF.610, Incident, Near Miss Reporting and Investigation procedure.

Medical Intervention

- 5.6 Bisso Construction Services utilizes the services of Gulf Coast Occupational Medicine as our medical provider and they will be our point of contact regarding employee illnesses.
- 5.7 Once an employee has self-reported, they will have a phone consultation with Gulf Coast Occupational Medicine to determine if medical intervention is necessary.
 - 5.7.1 If Gulf Coast Occupational Medicine feel that medical intervention IS NOT necessary then the guidance, they provide will determine the employees condition and return to work.
 - 5.7.2 If Gulf Coast Occupational Medicine feels medical intervention IS necessary then further diagnostic testing will occur and BCS will follow the physician's recommendations.

Client Notification

- 5.8 If an employee self-reports and/or feels unwell while at work they will be immediately sent home from work and/or told not to come to work and the Client will be immediately notified of any ill employee.

- 5.9 Once employee has been in contact with our Occupational Medicine Physician an update will be provided upon recommendations from physician.

Return to Work

- 5.10 Before any ill employee can return to work, the employee will have contacted either Gulf Coast Occupational Medicine or their personal physician and have a written “Return to Work” discharge.
- 5.11 This “Return to Work” discharge will be provided to our client.

6.0 ASSOCIATED DOCUMENTS

- 6.1 BCS SF 6.10 Incident, Near Miss Reporting and Investigation
- 6.2 BCS-HSE-FRM-200, Verbal Assessment Guideline for Illness Reporting

7.0 ATTACHMENTS

None