



COVID-19 Jobsite Safety Information

April 2020



This information is being provided as a public service to the members of the construction community and users of James Hardie products.

Information attributed to the agencies and organizations listed herein is based on information available as of the date of this publication. Always check with the listed source to make sure you have the most current information.

Always check with state and local authorities for additional requirements. Where there is a conflict, always follow local laws and orders.



Our commitment to you



As a trusted partner, we are focused on providing you with the support and resources needed to help you maintain the health of your company and employees during the current COVID-19 pandemic.

We are committed to:

- Providing you with an overview of COVID-19 and the actions you can take to support safe business practices
- Sharing suggestions to build and execute a pandemic response plan, including necessary adjustments to ensure business continuity
- Providing recommendations on how to communicate your plan and preventative actions to your employees and customers

COVID-19 Safety Resource Guide



COVID-19 APRIL 30, 2020

Best Practices Against COVID-19

COVID-19
What is it?
COVID-19 is a disease caused by a new coronavirus and can lead to severe respiratory illness or pneumonia and can be fatal for people, especially for those with underlying health conditions.

How is it spread?
By people coughing or sneezing
Close personal contact, such as breathing or shaking hands
Touching an object or surface with the virus on it, then touching your mouth, nose or eyes

Know the symptoms
Fever
Dry cough
Shortness of breath

If you are experiencing symptoms, call ahead to your health care provider before visiting medical care.

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COVID-19

COVID-19 & Jobsites: Actions to Help Prevent Spread

EMPLOYER Responsibilities:

- Present site maps to workers for reference (public, implement screening program and employee self-screening)
- Conduct frequent public risk assessments
- Develop a written plan with controls or procedures to reduce or eliminate the risk of exposure to the virus
- Calculate and update your employees on COVID-19 safety guidelines
- Provide appropriate Personal Protective Equipment (PPE) following local orders and OSHA and CDC guidelines

EMPLOYEE Responsibilities:

- Stay home if you are sick or have been exposed to someone in your household or community - which has been a tested positive for COVID-19
- Immediately report any symptoms of COVID-19 to your supervisor
- Follow your employer's COVID-19 safety plan and state or local government orders
- Practice strict physical distancing, stay at least 6 feet from others, avoid close contact, avoid handshakes and avoid the public, use appropriate face masks and gloves

Additional Steps to Limit Risk on Jobsites

PHYSICAL DISTANCING:

- Limit exposure to the public. Don't accept if you find visitors, wear a full face covering and keep
- Reduce the number of visitors and workers to the minimum necessary. Limit visitors and workers to a maximum number per site. Check your local government website.
- Employers, contractors and subs should coordinate to arrange work areas, materials, and equipment to accommodate physical distancing.

DISINFECTING:

- Wipe down the work area and high touch surfaces upon arrival with disinfectant solution. Disinfect the work area and surrounding public facilities.
- Avoid sharing tools, equipment, phones and work materials, or handshakes and other sharing.
- Follow state and local requirements for hand washing stations and toilets.

PERSONAL PROTECTION EQUIPMENT (PPE):

- Always wear PPE face masks on jobsites.
- Avoid sharing face masks. Keep your own clearly marked, dedicated PPE boxes and after sharing.
- Train workers on proper donning, removing and disposal of PPE.
- If N95 respirator masks are not available, workers should use other alternatives by using engineering and work practice controls.

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JOBSITE DISTANCING

Siding contractors and installers can use the suggestions below to help comply with physical distancing requirements and as part of a COVID-19 safety plan.

Designating Assigned Work Areas

Establish work areas to limit all close interaction between crew members.

LEGEND

- Installer A
- Installer B
- Cut Person
- Designated Work Zone
- Location to Stage Cut Materials

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JOBSITE DISTANCING

Siding contractors and installers can use the suggestions below to help comply with physical distancing requirements and as part of a COVID-19 safety plan.

Setup / Breakdown Assignments

Limit who loads / unloads tools and equipment into and out of the vehicle.

LEGEND

- Installer A
- Installer B
- Cut Person
- Designated Work Zone
- Location to Stage Cut Materials
- Designated crew member to enter van

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JOBSITE DISTANCING

Siding contractors and installers can use the suggestions below to help comply with physical distancing requirements and as part of a COVID-19 safety plan.

Staging Material for the Day at the Cut Station

Carry all material for staging at the cut station individually.

LEGEND

- Installer A
- Installer B
- Cut Person
- Designated Work Zone

Take turns picking up and dropping off material maintaining a 6 ft (2.0m) distance between crew members.

Do not attempt to carry more than is manageable.

Step 1:

Step 2:

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Business Continuity during COVID-19



Business continuity across all aspects of your business is important, so here are some ideas and suggestions to help you.

Four large, solid green circles are arranged horizontally across the middle of the slide. Each circle contains white text representing a different business continuity focus area.

**Sales
Capabilities**

**Operational
Efficiency**

**Marketing
Optimization**

**Production
Support**

Critical Sales Capabilities



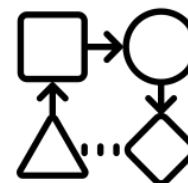
Video platform

- Determine your platform for virtual face-to-face homeowner meetings
- *Spectrum, Zoom, Google Hangouts, Facetime, GoToMeeting, One-Click, Etc.*



Proposal & document sharing platform

- Determine platform and format for presentation and document sharing
- *Spectrum, Sumo Quote, Zoom, One-Click, etc.*



Standardize & train the sales process

- Ensure your sales process is virtual-ready and sales team can execute
- *Sumo Quote, PowerPoint, Word, Ingage, etc.*



Communicate COVID-19 company protocols

- Ensure your COVID-19 best practices are documented and communicated
- *PPE, Meetings, Jobsite, Install, etc.*

Optimize Operational Efficiency



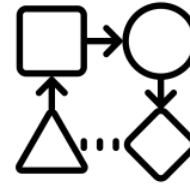
Build & communicate org. roles & responsibilities

- Ensure there is clarity on who owns what and how the work in your organization is structured



Ensure budgets, forecasts, goals & KPI's are clear

- Take this opportunity to ensure your company financials, goals, and metrics are correct, updated, and shared with appropriate personnel



Build and/or enhance all company SOPs

- Take this opportunity to make sure your sales process, lead intake process, project management SOP's and crew management SOP's are all up to speed and your team is trained on them.



Identify opportunities or challenges & seek assistance

- Identify any areas of your business you need some help with and reach out to Industry experts to help resolve. It could be anything from lead generation to project management - now is the time to fine tune your business.

Marketing in a COVID-19 Environment



Communicate your COVID-19 company policy

- Explain how you put company protocols in place to ensure safety and responsibility



Update website & marketing campaigns

- Ensure you are communicating your COVID-19 protocols, and that your messaging reflects the current environment - including community specific letters from company leadership



Utilize social media to help gain referrals

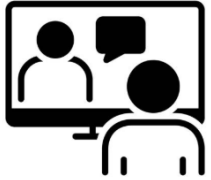
- Use social media to spread your message, feature videos & other creative uses, feature your employees and customers, showcase community projects



Optimize all free marketing & focus on lead rehash

- Ensure your Google Places page, Yelp, James Hardie, BBB, etc. are all updated and accurate. Focus efforts on lead rehash, referral optimization, community outreach and other free lead sources.

Ensure Production is Virtual-Ready



Conduct all meetings virtually when possible

- Conduct all pre-construction and design meetings virtually where possible



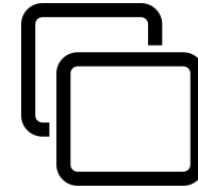
Provide thorough scope of work to install crew & homeowner

- Build thorough scope of work documentation to ensure jobs have minimal disruption and maximized efficiency. Include COVID-19 protocols to ensure safe practices followed by crews.



Provide COVID-19 protocols to crews, homeowners & dealers

- Ensure you are communicating your company policy on working during the COVID-19 crisis with all partners to ensure safety and clarity with all parties



Utilize virtual jobsite management technology

- Take necessary steps to ensure you can effectively and efficiently manage jobsites remotely, reducing the number of site visits and minimizing risk

COVID-19 Safety with Homeowners



Virtual Sales Process

We meet & discuss your project virtually, eliminating the need for us to enter your home!



Digital Communication

We utilize electronic communication or 'zero contact' systems for communications, document sharing & estimating.



Our Responsibility

Our team understands and strictly adheres to all CDC, OSHA, and NAHB COVID-19 guidance. We are fully committed to operating safely both at home and at work. We work and live in this community and take this commitment extremely seriously.



Small Install Teams Committed to Safety

Safe businesses start with safe employees. We have daily meetings to ensure all of our employees are in good health, understand your project, and our safety programs.



Hygienic Jobsites w/ Zero Home Entry Policy

Hand washing stations, zero shared tools or devices, 6 ft of separation, PPE, on site bathroom facilities to eliminate home entry, PPE & sanitized any person or property that does have to enter your home with approval



Safety Guidelines

We will post our safety guidelines on the jobsite to ensure the safety of all those involved in your project.