

Directive:

AIMS takes the threat of COVID-19 seriously. The responsibility to mitigate the risk to staff and client facilities are a top priority. Adhering to any related directive of state and local government to prevent the spread of the virus, AIMS will shut down, eliminate unnecessary tasks to reduce risk of transmission.

Outline:

In response to the COVID-19 outbreak AIMS Construction has documented a policy to maintain health and safety of facility patients, staff and vendors while construction is in progress or on hold. Based on facility operations, critical construction may continue if required by the facility management. AIMS continuously monitors through news and governmental agencies for updates on the outbreak that may affect operations and facility readiness.

Communication within the organization is vital to preventing unnecessary risk to facility staff, patients and workers. We have outlined the following list of tasks to be implemented or adhered to.

1. Posting of project awareness documents

AIMS will provide helpful awareness signage to all project job boards and jobsite offices to remind staff and others of the importance of social distancing, hand washing, touching the face and coughing.

2. Deploy relevant safety training documents

Training for cold and flu prevention as well as cleanliness shall be distributed to all projects. Training of facility controlled barrier and public access route planning as well as other similar training items.

3. Worker Health and safety provision

Any worker with underlying health issues or preexisting illness that may be compromised by infection of COVID-19 is asked to make known to the Human Resources dept. or project manager prior to any assignment within a healthcare facility project. All precautions available will be made to insure the wellbeing of workers within the facility project site. Initiate virtual meetings on a daily basis or as situations change. Using email, conference calls and other electronic means to communicate during high infection times.

4. Worker/Facility project visitor log

All persons working in the project shall be logged every start of shift. Visitors and vendors at the project shall be logged. Project management staff/facility staff entering the project shall be logged at time of entry. This log shall be sent to the AIMS operations manager for that location when requested or scheduled.

5. Limit/Exclusion of non-essential

Limiting access to project and facility of all non-essential persons. Limiting and excluding persons from the facility shall be reviewed by facility project management and AIMS project manager. Exclusions may include persons to protect the health of the facility patients and staff as well as protecting persons not required to be part of the project during the outbreak.

6. Limiting AIMS staff travels

A work from home and temporary work suspension to limit persons from spreading shall be put in place as ordered by government or operations management. Management staff shall be encouraged to work remotely as able. Systems shall be in place and maintained to prevent unnecessary office visits to complete tasks. Workers not essential to the current projects or operations at the offices shall be restricted from interactions with coworkers.

7. Prescreening prior to entry

Persons working at the offices or on projects in healthcare shall be prescreened before entry. Persons that have recently visited affected states or countries listed as elevated risk are asked not to participate or enter any office or project interactions until further notice. Persons exhibiting signs of illness shall be asked not to participate or enter any office or project until further notice. Anyone cohabitating with or in close proximity to persons exhibiting symptoms of an undiagnosed illness shall be prohibited from offices or project areas and may include in whole or part the healthcare campus.

AIMS shall base any updates or changes in work schedules on the news sources as well as governmental agencies prior to returning to a normal work routine. AIMS shall adhere to changes in facility projects as directed by facility management.