



Reliant Coronavirus (COVID-19) Response Policy	Procedure No: 1-ALL-HSE-4000-POL
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Reliant Holdings Ltd.	Revision No: 1

Reliant Safety Department Midland, TX.

Revision Log

Date of Revision	Revision No.	Sections Revised	Description of Revision	Prepared by:	Approved by:
05-19-2020	1.0	All	Initial	Safety Director	

1.0 Purpose

1.1.1 The purpose of this document is to state the Coronavirus (COVID-19) Response Policy for Reliant Holdings, Ltd. and its Affiliated Companies.

2.0 Scope

2.1.1 This policy applies to all employees and visitors of Reliant Holdings Ltd. and its Affiliated Companies locations.

3.0 Policy Statement

3.1.1 Reliant Holdings Ltd, and its Affiliated Companies is committed to the safety of our employees and customers. Reliant Holdings Ltd, and its Affiliated response to COVID-19 is driven by leadership and commitment from senior management and its readiness to provide essential services. Reliant Holdings, Ltd and its Affiliated Companies is committed to providing a productive, safe and healthy work environment for our employees, contractors, clients, customers and visitors.

4.0 Response Plan

4.1.1 As part of our contingency planning and preventing the spread of the virus, the following continue to be in effect until further notice as we continue to monitor and respond accordingly to the facts around the virus.

4.1.2 EMPLOYEE WITH POSITIVE TEST – WHAT DO WE DO?

Current guidance on how to handle an employee who tests positive for COVID-19 is dependent on a variety of factors. There is not a “one-size fits all” response because of the high number of current potential scenarios. Therefore, we are currently recommending that you:

- Contact the Safety or HR department for guidance, as needed
- Refer to the other sections of this policy for guidance

4.1.3 EMPLOYEE EXPERIENCING SYMPTOMS, BUT CASE IS NOT CONFIRMED:

Employees who are ill or experiencing symptoms should not come to work. However, if an employee is presenting symptoms (cough, fever, tiredness, tight chest, shortness of breath, etc.), but has not been tested for COVID-19 and/or is not a confirmed case the following precautions should be taken:

2. ISOLATE EMPLOYEE IN A SEPARATE ROOM

- a. Pre-determine an unoccupied room to isolate sick employee.
- b. Provide facial tissue and advise employee to cover mouth and nose with tissue when coughing or sneezing. Provide a lined trash can in this room for disposal.
- c. Provide employee with a face covering if available

3. NOTIFY Safety Dept. – IMPLEMENT INFECTIOUS DISEASE PLAN

- a. If possible, have one person be the contact for all sick employees.

4. TALK TO EMPLOYEE

- a. Maintain 6ft distance from employee while conversing with them or contact them by phone.

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- b. Determine who the employee was in close contact with while at work for two calendar days prior to the onset of symptoms or if they had close contact with other employees during off hours.
- c. Determine locations they have visited within the facility since the last thorough cleaning, last three days of work if cleaning of visited areas is not being completed daily or on day of illness if employee has not been at facility for prior three days.
- d. Be kind but thorough during this conversation to find out who the employee had close contact with and all locations they visited in the facility during the specified time period.
- e. Inform symptomatic employee to contact their healthcare provider for further instructions and let them know they cannot return to work for a minimum of seven days from date of onset of symptoms and three days (72 hours) symptom free without the use of symptom reducing medications.

5. SEND EMPLOYEE HOME

- a. Instruct employee to remain in the isolation room until they are ready to leave the facility.
- b. Ask them to maintain social distancing practices with other employees and minimize contact with surfaces on their way out of the building.
- c. Provide employee with a face covering if available.

6. NOTIFY EMPLOYEES OF THEIR POTENTIAL EXPOSURE TO A SUSPECTED CASE

- a. Without identifying the sick employee by name, inform other employees of their potential exposure.
- b. The CDC recommends that exposed employees self-monitor for symptoms and take their temperature twice daily including before reporting to work each day. Exposed employees that continue to report to work should wear a face covering (provided by or approved by the employer) at all times while onsite if safe to do so based on their job tasks. If employee temperature is 100.1 °F or higher they are to remain home and should follow company guidance for when to return to work.

If the manager after consulting with the Safety Department chooses to send the exposed employee home, the following self-isolation guidance is recommended regarding when the employee is allowed to return to work:

- a. If no symptoms (fever, cough, shortness of breath), and no symptom reducing medications are used - 14 days.
- b. If symptomatic - minimum of seven days from onset of symptoms and three days (72 hours) symptom free without the use of symptom reducing medications.

7. DISINFECT SURFACES IN AREAS VISITED BY EMPLOYEE

- a. Isolate areas visited by sick employee for as long as possible (up to 24 hours) to allow air to settle or turn over prior to cleaning. Increase ventilation if possible, including opening doors and windows. Clean and disinfect all high touch and horizontal surfaces, tools and equipment. Once the area is clean and disinfected then employees will be allowed to return to area and resume work.

8. SYMPTOMATIC EMPLOYEE RETURN TO WORK GUIDANCE

- a. Minimum of seven days from onset of symptoms and three days (72 hours) symptom free without the use of symptom reducing medications.

4.1.4 EMPLOYEE IN CONTACT WITH SUSPECTED OR CONFIRMED CASE AT HOME

IF EMPLOYEE IS AT WORK, FOLLOW THE BELOW STEPS AS ABOVE

- a. Isolate employee in a separate room.
- b. Notify Safety Dept.- Implement Infectious disease plan.
- c. Talk to employee to determine contacts and exposures
- d. Send the Employee home
- e. Disinfect any area the employee came into contact with

1. IF EMPLOYEE NOTIFIES THE EMPLOYER OVER THE PHONE OF CONFIRMED CASE AT HOME:

- a. Determine who they were in close contact with at the workplace during the last two calendar days
- b. Determine locations they have visited within the facility since the last cleaning or the last three days if thorough cleaning of all high touch items and surfaces is not being conducted

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- c. Without identifying employee by name, inform all potentially exposed employees of the situation and have them self-monitor for any symptoms
- d. Coordinate with your manager on when to return to work – see below

2. If the employer chooses to require that the employee with sick family member not report to work or be sent home from work, the following self-isolation guidance is recommended regarding when the employee should be allowed to return to work:

- a. If no symptoms (fever, cough, shortness of breath), and without the use of symptom reducing medications - 14 days from onset of symptoms of sick family member.
- b. If employee is symptomatic prior to end of 14-day self-isolation – minimum of seven days from onset of symptoms and three days (72 hours) symptom free without the use of symptom reducing medications.

3. DISINFECT SURFACES IN AREAS VISITED BY EMPLOYEE

- a. Isolate areas visited by employee for as long as possible (up to 24 hours) to allow air to settle or turn over prior to cleaning. Increase ventilation if possible, including opening doors and windows. Clean and disinfect all high touch and horizontal surfaces, tools and equipment. Once the area is clean and disinfected then employees will be allowed to return to area and resume work.

4.1.5 Reliant COVID-19 Sanitize Checklist (but are not limited to):

- Breakroom - Tables, Sinks, Refrigerator, snack machines, make sure no open containers are left out.
- Offices – Desks, Keyboards, Door Handles, make sure all Melt test and other testing items are sanitized after use, books, pens, telephones, etc.
- Bathrooms – Sanitize everything after each use
- Entryways / Exits – Doors and door Handles each shift
- All employees are required to wear face masks
- All employees need to take temperature prior to clocking in.
- Employees should take their temperature at home if they have a fever stay home.
- Make sure employees don't gather in breakroom at shift change.
- Practice Social Distance during lunch and breaks and limit
- Amount of people at one time in office's and break room.
- Keep 6Ft apart at the time clock when clocking in/out
- Sanitize Forklifts and Pallet Jacks at the beginning of each shift, and limit the personnel using the lift during the shift.
- Wear gloves at all times
- Sanitize PPE at the beginning of your shift.

4.1.6 Items to be Sanitized (but are not limited to):

- Chains on roll up doors before every use
- Stainless Steel box rakes Ice shovels and scoops
- Employee lockers
- Pressure washer wand
- Time clock
- Brooms and Mops
- Sinks
- Scale area and table

5.0 Plan for Re-Opening the Offices and Locations

A. Office Personnel and Visitors

5.A.1 Office personnel shall fill out the [Reliant Employee COVID-19 Questionnaire](#) once, but all employees must adhere to the policy of contacting their supervisor and the safety department if there are any changes to the answers to the questions within the questionnaire. They must also self-certify their temperature each day prior to reporting to the office. They also must understand that the questionnaire will be kept on file by the Safety Department.

5.A.2 All visitors must fill out the [Reliant Visitors COVID-19 Questionnaire](#) until further notice.

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5.A.3 If you cannot answer no to all of the questions or if you are unsure about your answer to any of the questions you need to contact your immediate supervisor and the safety department immediately before entering the facility.

5.A.4 If you can answer yes to all of the questions then you can enter the facility as normal while following the CDC guidelines concerning social distancing, hand washing and sanitizing your area and things you come in contact with.

5.A.5 To avoid direct contact with other employees please conduct meetings and other communication via telephone or email.

5.A.6 If direct contact with another employee is unavoidable please wear a mask to protect you as well as the individual you are directly speaking with. Overall masks are not required unless you are in direct contact with another employee, but if you feel comfortable wearing one then you should wear the mask.

5.A.7 If you fill out the form in the morning and feel fine, and later in the day you begin to feel ill than you must contact your immediate supervisor and the safety department to begin isolation protocol so that we can prevent any further contact with other employees.

5.A.8 All employees will implement and follow the guidelines laid out in section 4.0 above.

B. Plant and Depot Personnel and Visitors

5.B.1 Plant and Depot personnel shall fill out the [Reliant Employee COVID-19 Questionnaire](#) once, but all employees must adhere to the policy of contacting their supervisor and the safety department if there are any changes to the answers to the questions within the questionnaire. They must also self-certify their temperature each day prior to reporting to the facility. They also must understand that the questionnaire will be kept on file by the Safety Department.

5.B.2 All visitors must fill out the [Reliant Visitors COVID-19 Questionnaire](#) until further notice.

5.B.3 If you cannot answer no to all of the questions or if you are unsure about your answer to any of the questions you need to contact your immediate supervisor and the safety department immediately before entering the facility.

5.B.4 If you can answer yes to all of the questions then you can enter the facility as normal while following the CDC guidelines concerning social distancing, hand washing and sanitizing your area and things you come in contact with.

5.B.5 If you fill out the form in the morning and feel fine, and later in the day you begin to feel ill than you must contact your immediate supervisor and the safety department to begin isolation protocol so that we can prevent any further contact with other employees.

5.B.6 Avoid direct contact (within 6 ft) with other employees or visitors. Masks are to be worn at all times while in the facility.

5.B.7 Be aware of social distancing rules while gathering in breakroom and locker room areas.

5.B.8 While eating lunch and during breaks be aware of the social distancing rules.

5.B.9 All employees and visitors are required to wear PPE to protect themselves, the product and others.

5.B.10 Sanitize your work environment daily see section 4.1.5 and 4.1.6 for items to sanitize at the beginning, during and end of your shift. (these are not comprehensive lists)

C. Drivers and Sales Personnel

5.C.1 Drivers, Sales and Other Personnel do not need to fill out the [Reliant COVID-19 Questionnaire](#) they “DO” however need to self-monitor their temperature and understand that Reliant Holdings Ltd. and its Affiliated Companies policy is: if they begin to develop any fever or other symptoms of COVID-19 they must contact their immediate supervisor and the safety department before performing any work related duties.

5.C.2 All drivers must follow the CDC guidelines concerning social distancing, hand washing and sanitizing.

5.C.3 All drivers must comply with any customer rules and procedures concerning COVID-19. If any driver has an issue they must contact their immediate supervisor and the safety department.

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5.C.4 All drivers need to wear masks while entering customers properties. They do not need to wear a mask while in the vehicle unless there is someone else in the vehicle with them.

5.C.5 If a driver drives the same vehicle every day the driver must wipe down and sanitize the vehicle at the end of their shift. If slip-seating the vehicle must be wiped down and sanitized at the beginning and end of each shift.

5.C.6 Sales personnel do not need to fill out the **Reliant COVID-19 Questionnaire** unless they enter a Reliant facility. They must also follow any customer protocols if they enter a customer's facility. They do need to monitor their temperature and symptoms if they begin to experience any symptoms they need to contact their immediate supervisor and the safety department.

6.0 Reviews and Revisions

6.1.1 This policy shall be reviewed for compliance and effectiveness and revised as necessary (or at a specified interval).

7.0 Attachments and Reference Forms

Attachment A

Reliant COVID-19 Questionnaire