

**From:** [David Twa](#)  
**To:** [Lisa Vorderbrueggen](#); [Candace Andersen](#); [Karen Mitchoff](#); [John Kopchik](#)  
**Cc:** [Bob Glover](#); [Julie Enea](#)  
**Subject:** RE: Contra Costa COVID-19 Ad Hoc Committee  
**Date:** Wednesday, April 22, 2020 6:04:36 PM

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Lisa – thank for the info

This will be very helpful to the Committee as they consider the impacts on the construction industry

**From:** Lisa Vorderbrueggen <[lvorderbrueggen@biabayarea.org](mailto:lvorderbrueggen@biabayarea.org)>  
**Sent:** Wednesday, April 22, 2020 5:27 PM  
**To:** Candace Andersen <[Candace.Andersen@bos.cccounty.us](mailto:Candace.Andersen@bos.cccounty.us)>; Karen Mitchoff <[kmitchoff@comcast.net](mailto:kmitchoff@comcast.net)>; David Twa <[David.Twa@cao.cccounty.us](mailto:David.Twa@cao.cccounty.us)>; John Kopchik <[John.Kopchik@dcd.cccounty.us](mailto:John.Kopchik@dcd.cccounty.us)>  
**Cc:** Bob Glover <[bglover@biabayarea.org](mailto:bglover@biabayarea.org)>  
**Subject:** Contra Costa COVID-19 Ad Hoc Committee

Good evening,  
After reviewing Tuesday's Board of Supervisors discussion about the formation of a COVID-19 Ad Hoc Committee, I thought it might be helpful to send you the comprehensive workplace safety protocol documents that our industry is using in order to keep its employees and the public safe on construction sites throughout the state and the nation.

Please find attached the California Building Industry Association's COVID-19 protocols along with those of OSHA, U.S. Dept. of Labor, Leading Builders of America and Lennar.

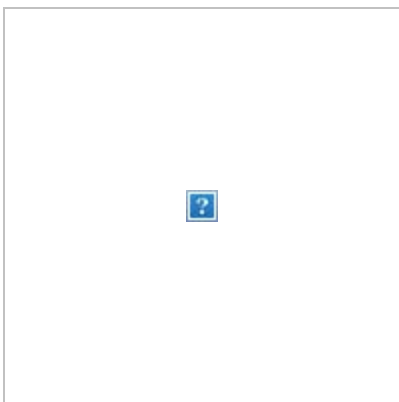
As always, let me know if you have any questions or if I can provide you with further information.

Thanks! LisaV

Lisa A. Vorderbrueggen  
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# 10-POINT PLAN FOR BUILDING A SAFER LENNAR CONSTRUCTION SITE

## Hand hygiene

Wash with soap and water and sanitize when you can, especially after using common restrooms and when either entering or leaving a home site. Use the hand sanitizer provided in portable restrooms.

## Stay off your face

The easiest way to catch germs is by touching your face, so train yourself not to.

## Communicate

If you have any questions or concerns, please call your Lennar Director of Construction or your Area Manager in the field.

## Sanitize as you go

If available, use sanitizers or other cleaning materials to keep your tools and your work product (countertops, sinks, faucets, wall and floor tiles) clean at least once per day. Do not leave the home until cleaning up after your work.

## Keep your smartphone smart

You'd be surprised how many germs your phone accumulates; get in the practice of sanitizing it daily.

## Let it go

We are all friends and family - but until the Coronavirus is behind us, stay away from shaking hands, or doing fist & elbow bumps.

## Be considerate

Help prevent the spread of germs: stay home if you are sick. If one of your associates appears to be sick, please do not be offended if he or she is asked to leave by the Lennar Construction Manager to protect others.

## The CDC and your family physicians are the experts

There's so much information out there - so be informed by visiting the [CDC website](https://www.cdc.gov) for the very latest. If you believe that you may be symptomatic, please consult your primary care provider.

## If it isn't business critical, use technology

Err on the side of caution. Communicate as much as you can by phone or e-mail, as opposed to face to face meetings in groups.

## Prevent the panic

Rely on the above 9 steps, be informed, and remember Lennar Cares about you. We will do our part... so please do yours.

# LENNAR®

Contact your Lennar Director of Construction if you have any questions or concerns.  
If we don't have the answers, we will get them. We will get through this together.

# Greater Bay Area Public Health Order

## Residential Construction Status by County

*As of April 23, 2020*

### **#1 Construction limited to multi-unit and mixed use projects where at least 10 percent of the units on-site are deed-restricted: Alameda, Contra Costa, Marin, San Francisco, Santa Clara, San Mateo and Sonoma counties, and City of Berkeley**

- Alameda County (3/16/2020, 3/31/2020):

<http://www.acphd.org/media/559658/health-officer-order-shelter-in-place-20200316.pdf>  
<http://www.acphd.org/2019-ncov/shelter-in-place.aspx>

*Section 13.f.v.* “Construction, but only of the types listed in this subparagraph below:  
... “

*Section 13.f.v.3.* “Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least **10 percent** income-restricted units; ...”

*Section 13.f.v.7.* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so;”

- City of Berkeley (3/16/2020, 3/31/2020):

[https://www.cityofberkeley.info/uploadedFiles/Health\\_Human\\_Services/Public\\_Health/covid19/berkeley-shelter-in-place-order-2020-03-31.pdf](https://www.cityofberkeley.info/uploadedFiles/Health_Human_Services/Public_Health/covid19/berkeley-shelter-in-place-order-2020-03-31.pdf)

*Section 13.f.v.* “Construction, but only of the types listed in this subparagraph below:  
... “

*Section 13.f.v.3.* “Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least **10 percent** income-restricted units; ...”

*Section 13.f.v.7.* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so;”

- Contra Costa County (3/16/2020, 3/31/2020):

[https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e\\_1870398d90a14](https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_1870398d90a14)

[bc09ff09bc944fcf71e.pdf](#)

<https://cchealth.org/coronavirus/pdf/2020-0331-Health-Officer-Order-COVID19.pdf>

*Section 13.f.v.* “Construction, but only of the types listed in this subparagraph below:  
... “

*Section 13.f.v.3.* “Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least **10 percent** income-restricted units; ...”

*Section 13.f.v.7.* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so;”

- Marin County (3/16/2020, 3/31/2020):

[https://coronavirus.marinhhs.org/stay-home-order-effect-marin-county\\_or](https://coronavirus.marinhhs.org/stay-home-order-effect-marin-county_or)

[https://coronavirus.marinhhs.org/sites/default/files/2020-04/marin\\_final-superseding-shelter-in-place-order-accessible\\_0.pdf](https://coronavirus.marinhhs.org/sites/default/files/2020-04/marin_final-superseding-shelter-in-place-order-accessible_0.pdf)

*Section 13.f.v.* “Construction, but only of the types listed in this subparagraph below:  
... “

*Section 13.f.v.3.* “Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least **10 percent** income-restricted units; ...”

*Section 13.f.v.7.* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so;”

- San Francisco (3/16/2020, 3/31/2020):

<https://www.sfdph.org/dph/alerts/files/HealthOrderC19-07-%20Shelter-in-Place.pdf>

<https://www.sfdph.org/dph/alerts/files/HealthOfficerOrder-C19-07b-ShelterInPlace-03312020.pdf>

*Section 13.f.v.* “Construction, but only of the types listed in this subparagraph below:  
... “

*Section 13.f.v.3.* “Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least **10 percent** income-restricted units; ...”

*Section 13.f.v.7.* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so;”

- San Mateo County (3/16/2020, 3/31/2020):

[https://www.smchealth.org/sites/main/files/file-attachments/031620\\_english.pdf?1585788135](https://www.smchealth.org/sites/main/files/file-attachments/031620_english.pdf?1585788135)

[https://www.smchealth.org/sites/main/files/file-attachments/033120\\_english.pdf?1585788430](https://www.smchealth.org/sites/main/files/file-attachments/033120_english.pdf?1585788430) <https://www.smchealth.org/coronavirus>

*Section 13.f.v.* “Construction, but only of the types listed in this subparagraph below:  
... “

*Section 13.f.v.3.* “Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least **10 percent** income-restricted units; ...”

*Section 13.f.v.7.* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so;”

- Santa Clara County (3/16/2020, 3/31/2020):

<https://www.sccgov.org/sites/covid19/Pages/order-health-officer-033120.aspx>

*Section 13.f.v.* “Construction, but only of the types listed in this subparagraph below:  
... “

*Section 13.f.v.3.* “Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least **10 percent** income-restricted units; ...”

*Section 13.f.v.7.* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so;”

- Sonoma County: (3/17/2020, 3/30/2020)

<https://socoemergency.org/order-of-the-health-officer-shelter-in-place-extended/>  
<https://socoemergency.org/order-of-the-health-officer-shelter-in-place/>

*Section 13.f.vi.3.* “Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least **10 percent** income-restricted units; ...”

*Section 13.f.v.7.* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so;”

## **#2 Construction limited to multi-unit and mixed-use projects where at least 10 percent of the units are deed-restricted AND developer obtains written approval from the county Resource Management Agency: San Benito County**

- San Benito County (3/17/2020, 3/31/2020):  
<http://hhsa.cosb.us/wp-content/uploads/2020/03/Order-of-the-Health-Officer-031720.pdf>  
<https://hhsa.cosb.us/wp-content/uploads/2020/04/7NewOrder20200331v2.pdf>

*Section 13.f.v.3* “Housing developments with an affordable housing component (e.g. income-restricted, including multi-unit or mixed-use developments containing at least **10 percent** income-restricted units) as long as the **Developer obtains written approval from the Resource Management Agency** in advance of an ‘Employee Health and Safety Plan;”

*Section 13.f.v.7* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in in a safe and secure manager, but only to the extent necessary to do so;”

## **#3 Construction permitted if development contains housing that is income-restricted but contains no specific percentage reference: Monterey and Santa Cruz counties**

- Monterey County (3/17/2020, 4/3/2020):  
<https://www.co.monterey.ca.us/home/showdocument?id=87957>  
<https://www.co.monterey.ca.us/home/showdocument?id=88411>

*Section 13.f.vi.3.* “Affordable housing that is or will be at least partially income-restricted including multi-unit or mixed-use development ...

Section 13.f.vi.7. “Construction necessary to ensure that existing construction sites that must be shut down under the order are left in a safe and secure manner but only to the extent necessary to do so;”

- Santa Cruz County (3/17/2020, 3/31/2020):  
<https://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/PHO%20Order%20Extending%20SIP%2020200331.pdf>

*Section 12.f.v.3.* “Affordable housing that is or will be at least partially income-restricted, including multi-unit or mixed-use developments;”

*Section 12.f.v.7.* “Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so;”

## **#4 Most construction permitted as long as workers practice COVID-19 workplace safety protocols: Napa and Solano counties**

- Napa County (3/18/2020, 4/2/2020, 4/22/2020):  
<https://www.countyofnapa.org/DocumentCenter/View/17112/Shelter-at-Home-Order-4-2-2020--?bidId=> (Expanded to allow all construction, not just residential.)  
<https://www.countyofnapa.org/DocumentCenter/View/17112/Shelter-at-Home-Order-4-3-2020--?bidId=>

*Section 13.f.v.* “Workers who support the construction, operation, inspection and maintenance of construction sites and construction projects (including housing construction), including but not limited to surveyors and workers conducting site investigations, in compliance with the Construction Site Requirements set for in Appendix B of this Order. Construction or repair of a business shall be subject to maximum compliance with social distancing requirements set forth in this Order and any industry-specific guidance issued by the Health Officer related to CO ID-19 and shall be subject to enforcement by the approving city, town or county as well as by the Health Officer. The city, town or county with land use jurisdiction shall maintain and owners/contractors shall post on site a confidential telephone number for receiving and investigating complaints of noncompliance with this subsection;”



- Solano County (3/18/2020, 3/30/2020):

<https://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=31932>

*Section 1.b.vi.* “Businesses that provide food, shelter and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;

*Section 1.b.xxiv.* “Any other essential critical infrastructure as defined by the California Public Health Officer or the U.S. Department of Homeland Security.”

# INFECTIOUS DISEASE JOBSITE SAFETY PROTOCOL

## OVERVIEW:

The first consideration for CBIA, our member companies and all those we encounter in the homebuilding process, are for their health and safety. This guidance is being provided on March 23, 2020 and is subject to change. Moreover, this is not intended to be, nor should it be construed as legal advice.

## PURPOSE

To provide recommended guidance to employees on how to prepare for and prevent the spread of new or newly evolved infectious diseases that have the potential to pose a significant public health threat and danger of infection to ourselves, our co-workers and our communities.

## ENFORCEMENT

Each company is to determine the best policy or policies for protecting its employees and advising its subcontractors. This recommended policy is to be enforced when directed by company leadership via company-wide communication. It will no longer be enforced when indicated by company-wide communication.

## SCOPE

All Field Employees, Subcontractors, and Suppliers

## RESPONSIBILITY

Assistant Superintendents  
Director of Operations  
Field Engineer  
Field Superintendent  
Project Superintendent  
Regional Safety Director  
Safety Coordinator  
Safety Manager  
Subcontractors  
Suppliers  
VP of Construction Operations  
VP of Construction Safety

## INFECTIOUS DISEASE SPREAD PREVENTION

The health and well-being of our employees, subcontractors, and suppliers comes first, and we do not want to put them at risk of any type of exposure. Our most important line of defense is requiring all employees, subcontractors, and suppliers who may be sick, not feeling well, or may have been exposed to an individual who is sick to stay home.

The following guidelines are recommended to be followed by all staff, subcontractors, and suppliers.

- No toolbox talks or gatherings in the jobsite trailers.
- All meetings with ten or more people shall be held outside with adequate social distance.
- Discontinue the use of community water, coffee, or food
- Employees and subcontractors will be required to leave the jobsite if they are displaying COVID-19 symptoms.

# INFECTIOUS DISEASE JOBSITE SAFETY PROTOCOL

- Refrain from sharing cups, pens, pencils, plan-sets, tablets, laptops, tools, or any other items that may carry germs.
- Frequently washing hands. CDC recommends you wash your hands with soap and water for at least 20 seconds.
  - If facilities are not available, please use dissolving disinfectant liquid (Hand Sanitizer). Allow liquid time to dry and do not wipe off any excess.
- Avoid touching your eyes, mouth, and face.
- Avoid handshakes and close contact with team members, and always wash and sanitize your hands following any contact. Maintain 6 feet of separation as much as possible.
- Keep surface areas clean and disinfect regularly. (Please see Disinfection of Jobsite)
- Every time you apply any personal protective equipment (PPE) to your face, wash hands (as directed above) and then disinfect PPE.
- Wash Clothing and other Reflective Gear regularly.
- Prior to Eating or Drinking on the job site, make certain to disinfect hands, bottles and surrounding surfaces.

## SUBCONTRACTOR RESPONSIBILITY

Subcontractors must agree not to enter the jobsite if they have knowingly come into contact with anyone who has exhibited symptoms of the virus or have tested positive for the virus in the previous 2 weeks. We as the general contractor, have the right to ask any person to leave the jobsite should we feel they have an illness that is being monitored by the CDC.

Symptoms include:

- Fever
- Cough
- Shortness of breath
- Body Aches
- Sore throat

## MEETINGS

Meetings of 10 or more people must be held outdoors. Distancing of at least 6 feet between individuals should be maintained. Should meetings become ineffective due to distancing, meetings may be modified to communicate with smaller groups or individuals or be held as conference calls.

## SITE WALKS

During site walks, if field staff encounter anyone exhibiting symptoms of illness, the individual will be told to leave immediately.

## REPORTING OF POSITIVE TEST AND RISK MANAGEMENT

If any individual tests positive for an infectious disease, subcontractor management must contact the Project Manager & Project Superintendent promptly with information about the trade the individual was performing.

## JOBSITE CLEANING SUPPLIES

Attempt to make sure to keep the follow items stocked at all times in your job office.

- Hand Soap (if facilities are available on site)
- Hand Sanitizer
- Paper towels
- Disinfectant Spray (i.e. Lysol, Clorox, etc.)

# INFECTIOUS DISEASE JOBSITE SAFETY PROTOCOL

## **DISINFECTION OF JOBSITE**

High-touch surfaces, such as countertops, doorknobs, cellphones and toilet flush handles should be disinfected regularly since some pathogens can live on surfaces for several hours or days. Use products that say “disinfectant” on the label and include an EPA registration number. These are required to meet government specifications for safety and effectiveness. First, you should remove dust and grime before using the disinfectant. Second, the disinfectant needs to remain on the surface before it dries or is wiped off. Check the label for wait times to make sure the virus kill is effective.

# INFECTIOUS DISEASE JOBSITE SAFETY PROTOCOL

## POSTINGS

The following flier must be posted throughout the jobsite:

## ***SAFETY BULLETIN- COVID-19 JOBSITE PRACTICES***

Based on the continued emphasis on social distancing and related policies throughout the country due to COVID-19, we are making the following changes to the daily operations at NRP jobsites:

- Recommendations on how best to minimize the spread of COVID-19
  - Please post a sign on your door notifying them of access and providing information for them to contact you remotely if assistance is needed
- Cease weekly subcontractor meetings from being conducted in trailers
  - Conduct meetings in outside areas
  - If possible, conduct in larger rooms such as a clubhouse
  - Choose a space that will prevent any unnecessary physical contact and allows attendees to maintain the 6-feet safe social distance
- Have subcontractors read and sign the Code of conduct
  - In lieu of playing the video, please have new subcontractors read and sign the Code of Safety Practices at a location outside of the job trailer and file the document as usual.
- Limit accepting or handling of paperwork from subcontractors if not necessary
- Look to rent hand washing stations to put on job site
  - Contact the company that currently rents your Portable Toilets to you
  - If they do not have any, please contact your safety manager to discuss some alternative options
- Keep hand sanitizer in stock and in trailer
  - Have hand sanitizer located by entry door for use immediately upon entry
    - The availability of hand sanitizer is very scarce currently. If you're unable to get any, please contact your safety manager to work on alternative methods
    - Would recommend keeping any extra hand sanitizer stored in a safe, possibly locked, location
- Spray and disinfect door handle(s) periodically throughout the day
- Post Safety Bulletin on proper hand washing on construction sites

This is an ever-changing event and we will continue to keep a very close eye on the situation. As changes occur, we will update and redistribute as needed. Our goal is to put you all in the best situations to keep you safe and we feel the list provided above will help to achieve this goal.

# INFECTIOUS DISEASE JOBSITE SAFETY PROTOCOL

## DEPLOYMENT OF HAND-WASHING FACILITIES

Hand-washing stations must be present on all jobsites. These stations must be maintained with soap and water. Hand-washing guidance must be posted on these stations (see below) along with instructions, in both English and Spanish, for who to contact if the station is inoperable or short of soap, water, or towels.

English:

## ***SAFETY BULLETIN-*** ***Hand Washing on Construction Sites***

### **PREVENTION CAN BE THE BEST MEDICINE!**

It is of the utmost importance to follow the CDC's hygiene recommendations on all NRP Project Sites.

### **WHEN?**

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

### **HOW?**



**Wet** your hands with clean, running water (warm or cold), turn off the tap and apply soap.

**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

**Rinse** hands well under clean, running water.

**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

# INFECTIOUS DISEASE JOBSITE SAFETY PROTOCOL

Spanish:

## ***Boletín de Seguridad - Lavado de manos en sitios de construcción***

### **PREVENTION PUEDE SER LA MEJOR MEDICINA!**

Es de suma importancia seguir las recomendaciones de higiene de los CDC en todos los sitios del proyecto NRP.

#### **¿Cuándo?**

- Después de usar el baño
- Antes, durante y después de preparar los alimentos
- Antes de comer alimentos
- Antes y después de cuidar a alguien en casa que está enfermo de vómitos o diarrea
- Después de cambiar pañales o limpiar a un niño que ha usado el inodoro
- Después de sonarse la nariz, toser o estornudar
- Después de tocar un animal, alimento para animales o desechos animales
- Después de manipular alimentos para mascotas o golosinas para mascotas
- Después de tocar la basura

#### **¿Cómo?**



**Humedezca** las manos con agua limpia y corriente (caliente o fría), apague el grifo y aplique jabon.

**Enjabona** tus frotándolas con el jabon. Asegurese de envolver la part posterior de las manos, entre los dedos y debajo de las unas.

**Frota** tus manos durante al menos 20 segundos. ¿Necesitas un temporizador? Hum la canción “Feliz Cumpleanos” de principio a fin dos veces.

**Enjuague** bien las manos con agua limpia y corriente.

**Seque** las manos con una toalla limpia o sequelas al aire.

**Mantener las manos limpias es una de las cosas más importantes que podemos hacer para detener la propagación de gérmenes y mantenernos saludables.**

### **CONSEQUENCES OF POLICY VIOLATION**

Employees who fail to comply with this policy may be subject to appropriate disciplinary action, up to and including immediate termination of employment.

*The information provided in this document does not, and is not intended to, constitute legal advice. These materials are for general informational purposes only. You should contact your attorney to obtain advice with respect to any particular legal matter or before acting upon this information.*



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April 7, 2020

Candace Andersen  
Chair of the Board  
Contra Costa County Government  
651 Pine Street, 4<sup>th</sup> Floor  
Martinez, CA 94553

Dear Chairman Andersen,

Entekra and LP Building Solutions (LP) would like to thank you for your continued leadership and commitment to California residents, local businesses and industries in ensuring the safety and well-being of our communities during these unprecedented times. We understand the considerable challenges facing our federal, state and local governments and others involved in making difficult decisions aimed at protecting communities across the country; however, we strongly believe the residential building construction industry must be included as part of the essential services list for Contra Costa County to support the ongoing development and supply of a full housing continuum, including affordable, sustainable, and market-rate housing during this crisis – particularly in light of California's housing shortage.

Entekra, in partnership with LP, has a unique manufacturing facility located in Modesto, CA, that employs approximately 80 workers from the region. More specifically, Entekra provides a fully integrated off-site solution for both residential and commercial construction. The process integrates the application of software, engineering, technology, automation, and modern methods of construction to streamline the building process that takes a typical residential on-site build several workers (architects, engineers, building materials suppliers and contractors) and several weeks to complete.

Entekra's complete building system provides a more affordable, sustainable and profitable alternative to the traditional on-site stick build construction. The Entekra building solution promotes better utilization of building materials thereby reducing material costs and the amount of waste produced on-site, in addition, the process reduces the cycle time for home construction by approximately 15 days which supports reduced labor costs in comparison to a typical home constructed on-site.

The Entekra building solution also provides for a more effective work-safe solution in mitigating the exposure and spread of Covid-19 both at the manufacturing facility and during the construction phase. Because the manufacturing process is fully automated, using the latest technology, and limiting the number of workers needed during a single shift, social distancing within the facility is standard practice and inherently supports health and safety strategies used to reduce employee exposure to Covid-19. In addition, Entekra construction operations integrate the same safety measures by only requiring five people and a mechanical crane on-site to frame, roof and sheath a home. As the sections of a home are installed, workers are separated at least 6 ft or more apart from one another as the mechanical crane lifts and positions building sections in place as the home is constructed. During these extraordinary times, Entekra provides an extraordinary solution in supporting the need for residential and commercial construction across the State in a manner that severely reduces employee health and safety risks associated with Covid-19.





Entekra  
945 E. Whitmore Ave.  
Modesto, California 95358  
209 624 1630  
Entekra.com

Entekra and LP have worked together to establish and implement company guidelines that serve to protect the health and well-being of our employees within the workplace as it relates to this recent pandemic. These guidelines align with direction provided by our State and Federal Government agencies, the WHO and CDC. Our Executive Leadership is monitoring the situation on a regular basis to ensure operations are supported with updated information and guidance relative to safe work conditions.

In summary, we strongly urge the Contra Costa County Government to include residential building construction, especially residential construction unique to our manufacturing process as identified above, as a “critical infrastructure industry”, allowing for the continuation of our operations in support of affordable housing across the counties and state in which we serve.

Thank you for your consideration and attention to this important matter. Please feel free to contact me directly if you have any questions or concerns related to our submission.

Sincerely,

Gerard McCaughey  
Chief Executive and Chairman

CC: David Twa, County Administrative Officer  
Rick Kovar, Emergency Services Manager  
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# Leading Builders of America

## COVID-19 Response: Member Worksite Adaptations

In this time of crisis, residential construction is essential to providing shelter for American families. Critically, over 40,000 new homes are scheduled to be delivered in the next sixty days. Residential construction is also a pillar of the American economy, providing employment for millions of U.S. workers. This is why residential construction has been identified by the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) as an essential service industry during the nation's COVID-19 response (<https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>.)

In today's unique environment, the challenge is delivering critically needed new housing while minimizing the health risk to our workforce. That workforce includes builders, suppliers, tradesmen and subcontractors. LBA recognizes that during the current crisis, additional safety procedures are needed to protect our workforce.

Residential construction, because of its inherent open-space workplaces, construction task decentralization, and staggered scheduling processes has been able to quickly adapt to the challenges presented by COVID-19. Members of Leading Builders of America, working with their trade partners and subcontractors, are in the process of implementing a number of key provisional jobsite practices to promote social distancing and help limit the potential for transmission of COVID-19. We are seeking to institute these practices in addition to our ongoing commitment to comply with all federal, state, and local health and safety requirements and ordinances, as well as special COVID-related recommendations made by OSHA.

Among the worksite adaptations being put in place are:

- Instructing all workers to regularly and thoroughly **wash hands** with soap and water or use alcohol-based hand sanitizers while on job sites.
- Posting CDC **guidelines for hygiene** in both English and Spanish, together with any locally required signage, in conspicuous locations on all construction sites.
- Recommending along with our trade partners and subcontractors that all workers perform a **daily health assessment** before leaving their home in the morning. If they have a fever, or are exhibiting any other COVID-19 symptoms, or other symptoms of sickness, or if they are in a high risk category, are required or advised to stay home, or have immediate or close family members who are sick, they should stay at home, notify their manager/employer and follow CDC guidelines.
- Requiring that any **worker who displays symptoms of COVID or other illness** to leave jobsites immediately, with notification given to the worker's appropriate management team.
- Requiring that all workers on a jobsite, **maintain a 6-foot distance** between one another whenever possible. Social distancing should also be maintained during all work breaks.

Workers who fail to maintain 6-foot social distancing are subject to reprimand by their appropriate builder, trade partner, or subcontractor employer.

- Having an on-site company **supervisor who will coordinate** and manage the COVID-19 response practices on each jobsite and perform regular jobsite inspections.
- Recommending, in cooperation with our trade partners and subcontractors, that workers on the jobsite **not share equipment or tools** except in instances where tools must be used by more than one worker. Recommending that workers give special consideration to sanitizing tools before being shared between workers.
- Continuing to require **usage of PPE when appropriate to job tasks**, along with encouraging the use of supplemental equipment, such as nitrile or latex gloves, when available. Encouraging trade partners and subcontractors to provide supplemental PPE to their own direct employees.
- Staggering or otherwise altering the **scheduling of trade partners** to minimize the number of trade teams working at a house at a time.
- **Prohibiting gatherings of 10 or more** people at any time on the jobsite, including during lunch and other breaks. Even under normal circumstances, houses under construction do not have more than ten people working in them at any given time.
- Recommending that all workers bring their own water jugs or bottled water to the jobsite; that jobsites cease providing communal drinking water coolers for the time being, and workers **avoid sharing food or personal items**.
- Managing **site deliveries** to limit direct contact between workers, and to minimize the overall headcount on the jobsite.
- Recommending that **the practice of ride-sharing** be discontinued until after the health crisis has abated.
- Cleaning and/or **sanitizing shared surfaces** frequently. Ensuring that portable jobsite toilets are regularly cleaned and/or sanitized. Recommending that **cleaning techniques** such as those employing pressurized air or water sprays not be used during this time in order to ensure that those processes do not result in the generation of bio-aerosols.
- Recommending that jobsites be **cleared of all workers during inspections** to lessen the potential for cross-contamination between trade teams as inspectors or officials move between work areas.
- Conducting only **emergency/selective warranty service and customer care activity** on the interior of homes.
- Notifying builder site supervisors, COVID-response coordinators, trade partners and subcontractors that COVID-related **local and state site requirements**, when different from these workplace adaptations, will prevail on the jobsites.
- Establishing **practices to ensure proper reporting** and notifications should any worker who has been on the worksite be exposed to or diagnosed with COVID-19.

LBA members look forward to continuing a constructive dialogue with government and enforcement officials as we work together with our trade partners and subcontractors to implement these

measures on all our jobsites. OSHA and other regulators have developed enforcement tools to identify workplace safety violations, issue citations and in some instances closing individual construction sites until deficiencies have been addressed. These tools have proven effective to help preserve safe working conditions and should continue to be relied on. Responding to isolated workplace safety violations with an across-the-board moratorium on all construction would be overbroad, unfair to employers that are following workplace safety rules and undermine the industry's ability to provide shelter and jobs for American families.

As the COVID-19 health crisis continues to evolve, so too will LBA members' efforts to ensure that their jobsites are practicing common sense procedures to help reduce the possibility of transmission of the virus. Our members remain focused not only on safeguarding the health of our workers, but also on maintaining the commitment they have to thousands of current and future American homebuyers to complete their homes at a time when having a safe home has never been more important.



The safety of our Associates, Customers, and Trade Partners is the Number 1 Priority at Lennar. In response to COVID-19, Lennar will be implementing the following safety procedures on our construction jobsites.

#### **Daily Procedures**

- Construction Office areas will have routine cleaning each day.
- Workers will take breaks outside and shall maintain social distancing of 6 feet while taking breaks.
- Trade Partners should perform daily wellness checks to ensure that no trade partner is exhibiting signs of illness including cough, fever or shortness of breath.
- Sharing of tools or equipment between workers should not be allowed.
- The on-site Construction Manager shall monitor and enforce compliance by the Trade Partners' workers. Construction manager will notify the Trade Partner management personnel of noncompliance and have the trade partner address the situation immediately.
- Perform routine inspections of the community throughout the day to make sure all personnel onsite are practicing social distancing, including Trade Partners, Lennar Associates or third parties visiting the site. As part of the daily routine identify any additional cleaning needs and areas.
- The Safety Officer will monitor safe practices throughout the day using the Safety Officer Checklist below and address safety items immediately and accordingly.
- Stop work immediately if groups are congregated and ask for everyone to separate.
- Should the 6' social distancing requirement not be able to be maintained due to the nature of the work, other acceptable and appropriate personal equipment (PPE), such as face masks and gloves, shall be used.
- All wash stations will be checked each work day by the sanitary service company to ensure soap dispensers are full.
- OSHA form 3989 will be posted on all portable bathrooms and wash stations as a guide and reminder.
- Trade Partners should discourage visiting the lunch truck during breaks.

#### **Weekly Procedures**

- Construction trailer will have deep cleaning each week.
- Each Trade Partner will be notified that they are expected to follow the required procedures onsite.

## **Meetings**

- Meetings should be held in open areas where social distancing is being practiced. These meetings should minimize personnel the best way possible. A hand wash station with OSHA form 3989 posted on it will be placed outside each entrance to the construction trailer and everyone who enters will be required to wash their hands and acknowledge that they are complying with the guidelines on the form.
- No handshaking, horseplay or physical contact will be allowed during meetings.
- No food is to be brought to any meeting to eliminate anything being shared. This includes joining co-workers for lunch, birthday celebrations, etc.
- Avoid any large gatherings or group meetings onsite, if possible. Keep number of personnel as low as possible for meetings that must proceed and practice social distancing.
- All plans being reviewed should be accessible to each participant electronically, as appropriate.

## **Additional Safe Work Practices. See attached 10-Point Plan.**

- DO wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol.
- DO maintain social distancing practices by staying 6 feet away from others.
- DO cover your cough or sneeze with a tissue and throw it away immediately.
- DO avoid touching your eyes, nose and mouth.
- DO wear appropriate Personal Protective Equipment (PPE).

## **Postings/Signage**

- Print and post the CDC-Stop the Spread of Germs (COVID-19) form.
  - English: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
  - Spanish: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>
- This will be posted outside all construction offices to serve as a reminder.

## **Confirmed Case of COVID-19**

- Anyone with knowledge of a worker onsite that has been exposed to, or is showing symptoms of COVID-19, must stop work immediately and bring the information to the attention of their supervisor and the Lennar Construction Manager.



## **SAFETY OFFICER CHECKLIST FOR COVID-19**

The safety of Lennar Associates, Customers, and Trade Partners is our Number One Priority at Lennar. To ensure our job sites strictly follow our safety protocols, we are designating Associates in each Division to be our "Community COVID-19 Safety Officer". Each Safety Officer must wear a vest at all times clearly identifying him/her and complying with the following checklist each day for the Communities over which he/she has responsibility:

### **A. Postings/Signage (in both English and Spanish)**

1. Confirm proper signage at entrance to each community, at Welcome Home Centers and on each home under construction.
2. Confirm *10 Point Plan for a Safer Job Site* are posted at a visible location in or around the construction trailer and other highly visible areas around the community.
3. Confirm the *CDC-Stop the Spread of Germs (COVID-19)* signs are posted outside all construction offices.

### **B. Daily Community Walks**

1. Ensure 6-foot separation, including yourself, is being maintained throughout all aspects of the community.
  - Stop working immediately if groups are congregated and ask for everyone to separate.
2. Inspect hand wash/sanitizer stations outside of the construction trailers, and adjacent to portable toilets; ensure soap/sanitizer dispensers are full and functional. If not, follow up with Trade responsible to maintain.
3. Ensure that sharing of tools or equipment between workers is not occurring without careful disinfection.
4. Ensure that paper copies are not being shared. This includes construction drawings, stormwater pollution prevention plans, etc.
5. Ensure no common or communal water, coffee, or food is being used, other than to wash.
6. Do not allow sharing of cups, pens, pencils, plan-sets, tablets, laptops, tools, or any other items that may carry germs.
7. Visit portable toilet areas to ensure cleanliness and disinfection.
8. Identify and direct cleaning of any potential impacted or contaminated areas in the community.

### **C. Construction Office**

1. Ensure Construction office has had a routine cleaning each day.
2. Ensure no Trade Partner Supervisors, Foreman or Managers are using the Construction offices to review hard copies of the Project Plans. And ensure proper distancing is being followed in all offices.
3. Ensure frequently that all touched surfaces, such as countertops, door knobs, cell phones, computer/laptop, keypads and toilet flush handles are disinfected regularly.
4. Ensure products being used say "disinfectant" on the label and include an EPA registration number or certified as a COVID-19 cleaning product.

5. Ensure the following supplies are stocked at all times in the Construction office; hand soap (if facilities are available on site), hand sanitizer, paper towels and disinfectant spray (i.e. Lysol, Clorox etc.).

**D. Welcome Home Centers**

1. Communicate daily with New Home Consultants to ensure that all procedures and protocols are being followed.
2. Confirm that all Welcome Home Centers have sufficient supply of wipes, disinfectant and other cleaning materials.

**E. Food Trucks**

1. Ensure proper 6-foot distancing is being followed.
2. Create designated safe area in the community with only one truck located at this destination at a time.
3. Ensure food is wrapped and individually served/delivered.
4. Ensure everyone who is eating practices proper distancing and properly disposes of containers and waste.
5. Ensure food preparer has on all proper safety equipment- gloves, etc.
6. Ensure proper sanitizing methods around food truck areas