

Due to circumstances surrounding the COVID-19 pandemic, many contractors and subcontractors will likely experience significant impacts or possible temporary suspension of work across various ongoing projects. It is critical that all impacts to time and cost are documented according to the contract requirements for compensation. Key factors to keep in mind for proper time and cost tracking include:

- Retain all project specific correspondence related to COVID-19
- Determine additional safety protocol being implemented at the project site that reduces
- Create a sample tracker for an individual to document additional time spent adhering to updated protocols and utilize as a basis for loss of time and additional costs Cost Tracking Techniques

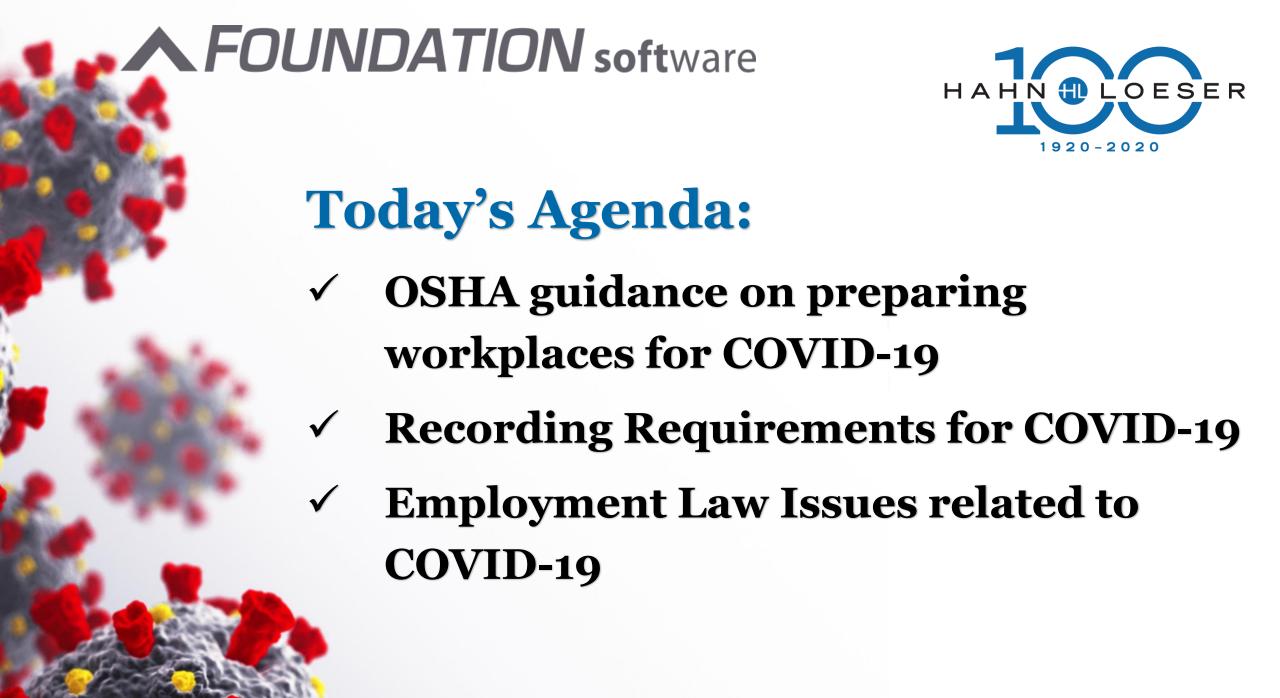
- Additional cost to properly secure the site and/or secure material and equipment specific to the Additional cost to potentially demobilize equipment for security purposes

- Additional cost for idle equipment that remains unused for the suspended period of time Additional cost for idle manpower that cannot be displaced to other projects during the Additional cost for maintaining the project site and/or specific areas of the site
- Additional cost for potential remobilization of equipment when work is released
- Additional cost for escalated labor due to rate changes
- Additional cost for subcontractor/lower tier escalation
- Additional cost for escalated material due to market impacts Substantiating Documentation
 - Extra work authorization tickets
 - Daily construction reports
- Daily and/or hourly charge-out labor rate sheets
- Daily and/or hourly charge-out equipment rate sheets Photo documentation with date and time stamps
- Material and vendor invoices
- Original proposals/agreements and revised proposals/agreements Critical path impact schedule updates
- Correspondences including letters, emails, and summary call logs

These key factors are important proactive steps to properly document and substantiate time and cost impacts arising from the COVID-19 pandemic. Other resulting cost factors can certainly arise as well, including adverse weather conditions and loss of productivity. Hahn Loeser & Parks' Construction Service Team is available to discuss these important tracking techniques. For more information please contact Rob Remington (rrr@hahnlaw.com) or Chad Van Arnam (cvanarnam@hahnlaw.com).

This Checklist is for informational purposes only. It is not intended to and should not be construed as legal advice. All information contained herein HAHN TO LOESER" CLEVELAND | COLUMBUS | NAPLES | FORT MYERS | SAN DIEGO | CHICAGO

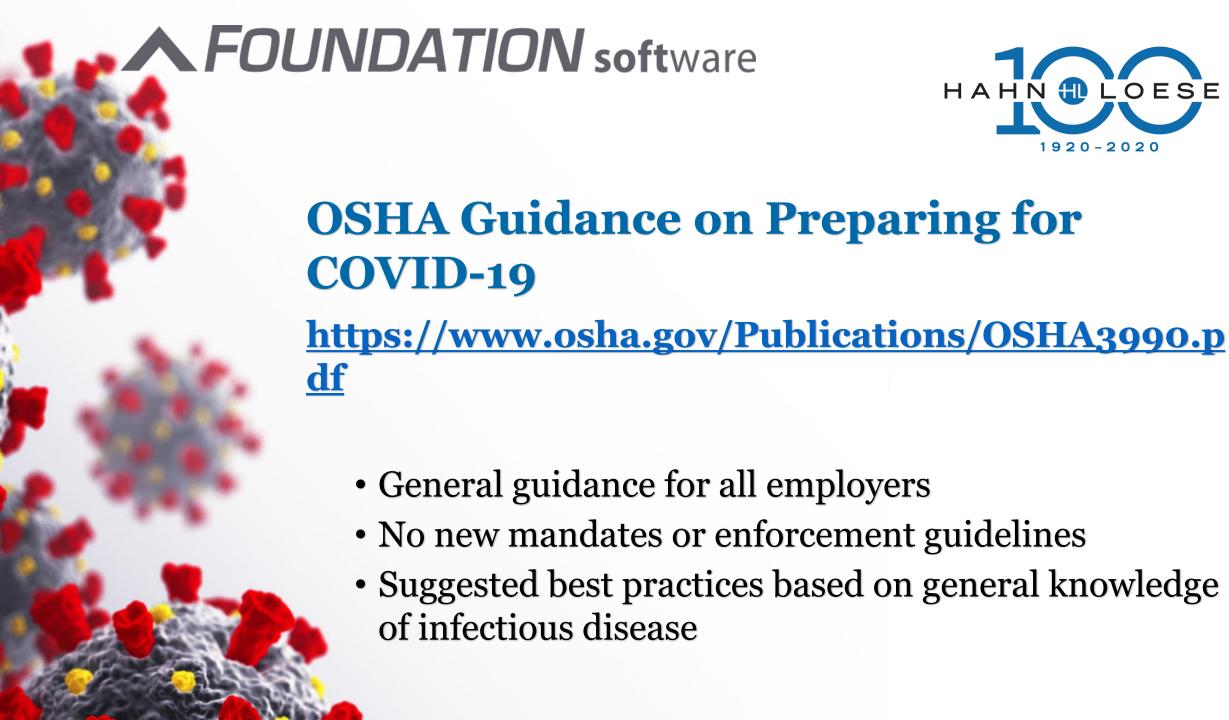
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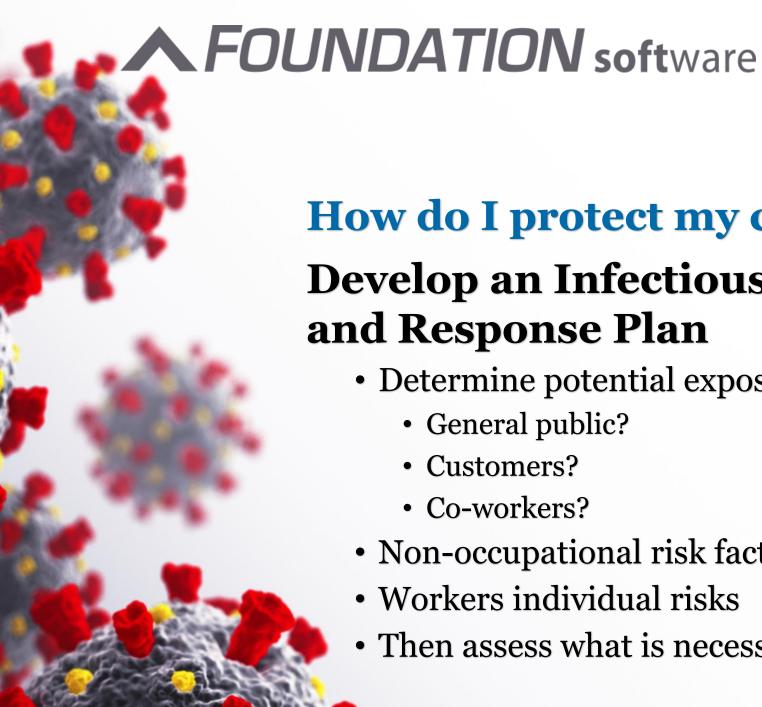




OSH Act of 1970

"To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health.







How do I protect my company?

Develop an Infectious Disease Preparedness and Response Plan

- Determine potential exposure sources
 - General public?
 - Customers?
 - Co-workers?
- Non-occupational risk factors
- Workers individual risks
- Then assess what is necessary to address those risks





How do I protect my company? **Implement Basic Infection Prevention**

- Regular hand washing/access to sanitizer
- Educate on and encourage respiratory etiquette
 - Tissues and trash receptacles
- Measures to increase social distancing
- Don't hand off equipment (phones/radios)
- Sanitize workplaces



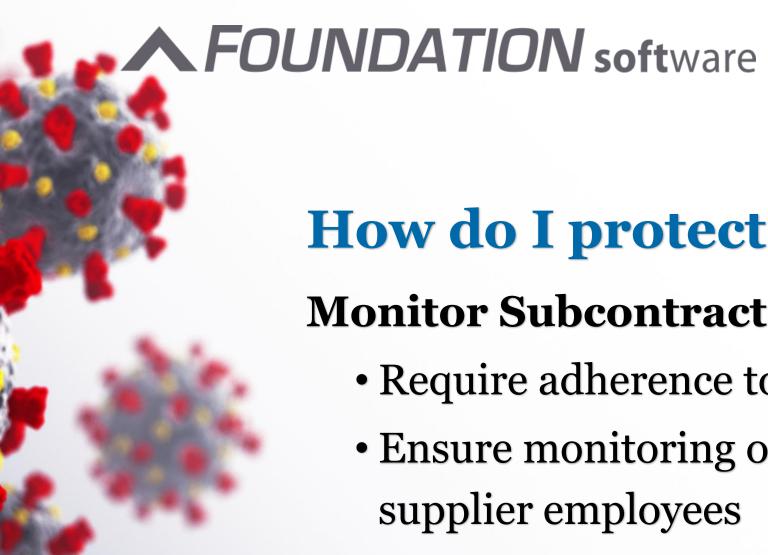


How do I protect my company?

Develop a Policy and Procedures to identify and isolate

- Inform workers and encourage self monitoring
- Reporting policies and procedures
 - Contact with symptomatic individuals

Protect workers in close contact with individuals in quarantine



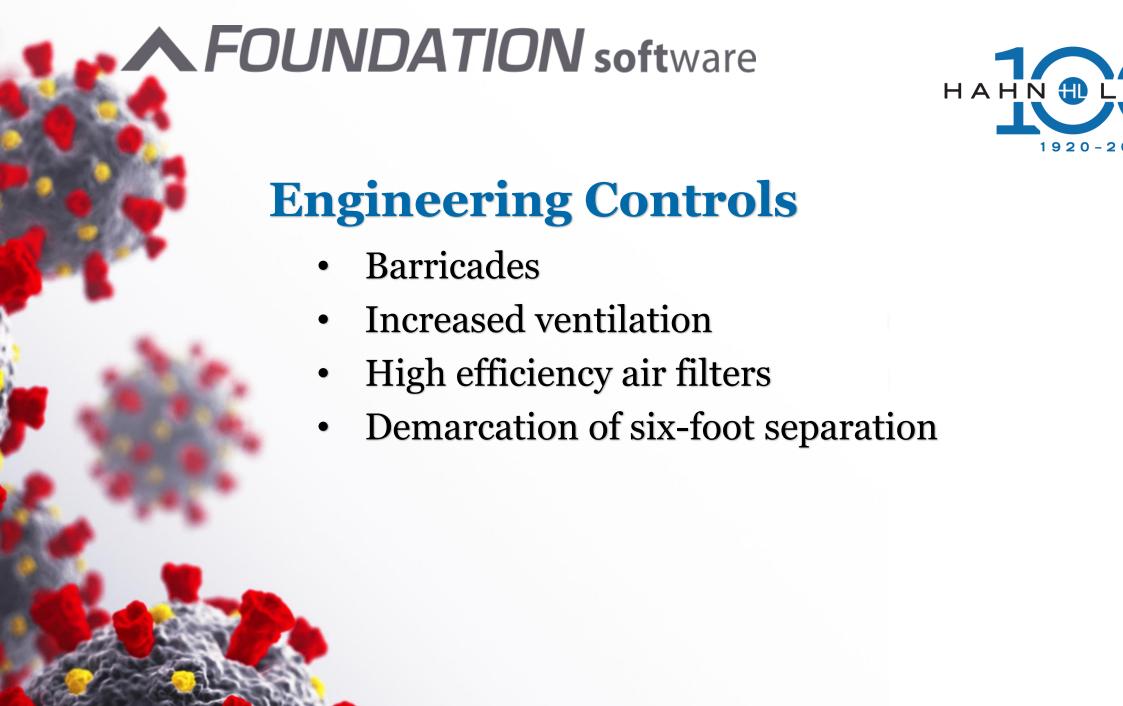


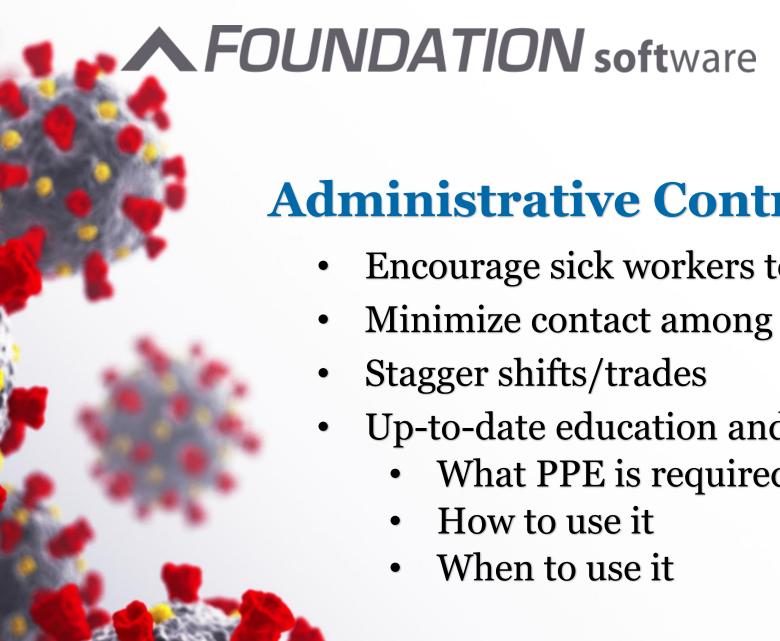
How do I protect my company?

Monitor Subcontractors and Suppliers

- Require adherence to COVID safety policies
- Ensure monitoring of subcontractor and
- Enforcement is key!
- An ill person is a safety risk on a job site





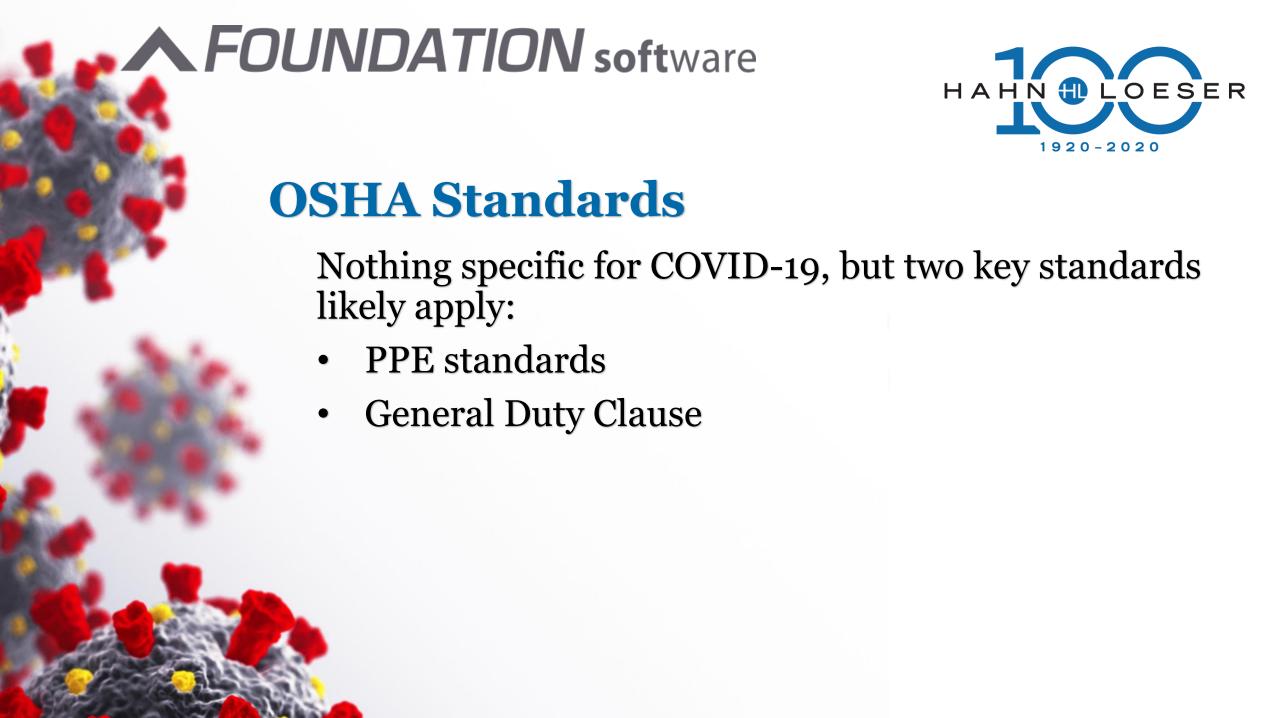


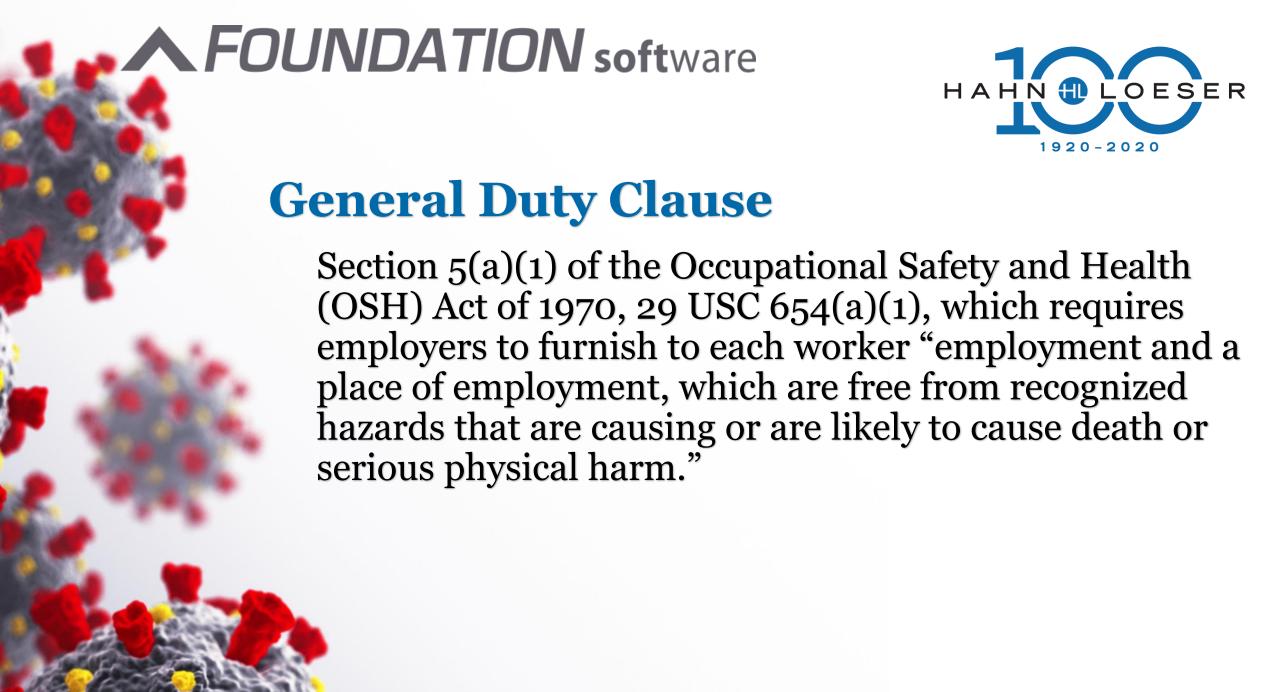


Administrative Controls

- Encourage sick workers to stay home
- Minimize contact among workers
- Up-to-date education and training
 - What PPE is required





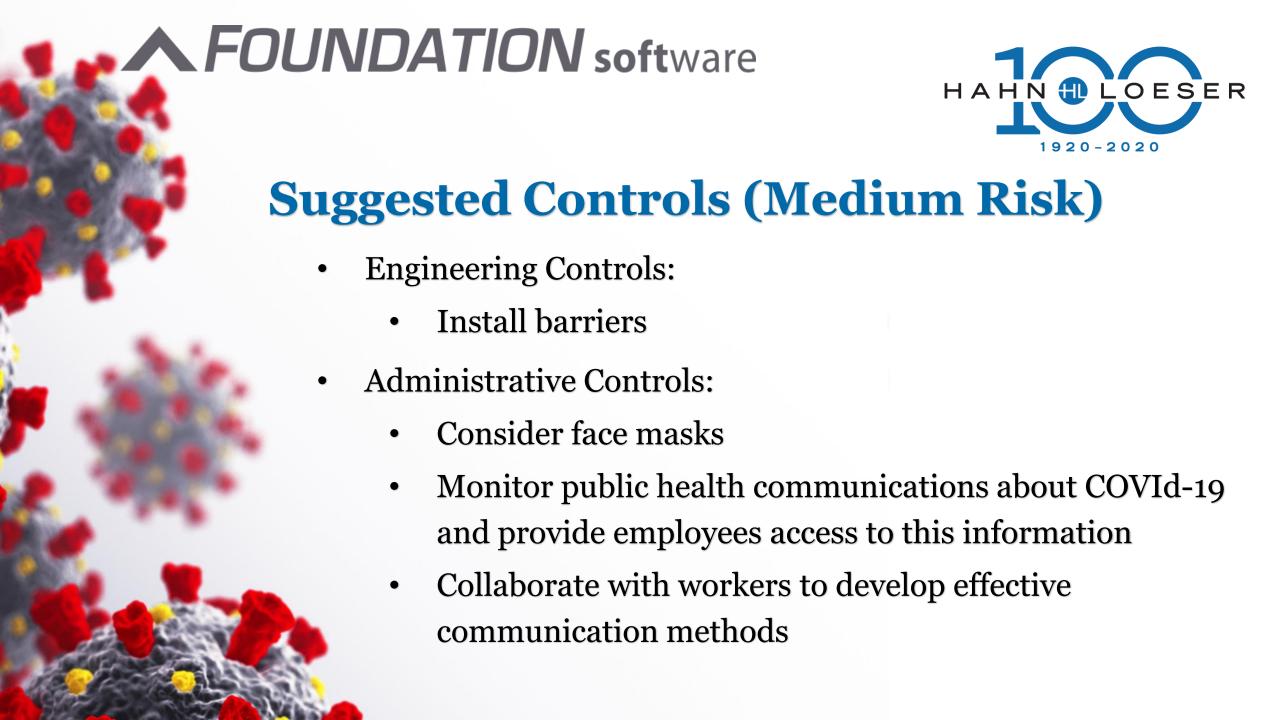




Classification of Risk

- Very High: High potential for exposure to known or suspected sources of COVID-19 during specific medical/laboratory procedures
- High: High potential for exposure to known or suspected sources of COVID-19
- Medium: Jobs that require frequent and/or close contact with people who may be infected but are not suspected to be infected
- Lower Risk: Jobs that do not require contact with people known to be or suspected to be infected AND do not require frequent close contact with the general public



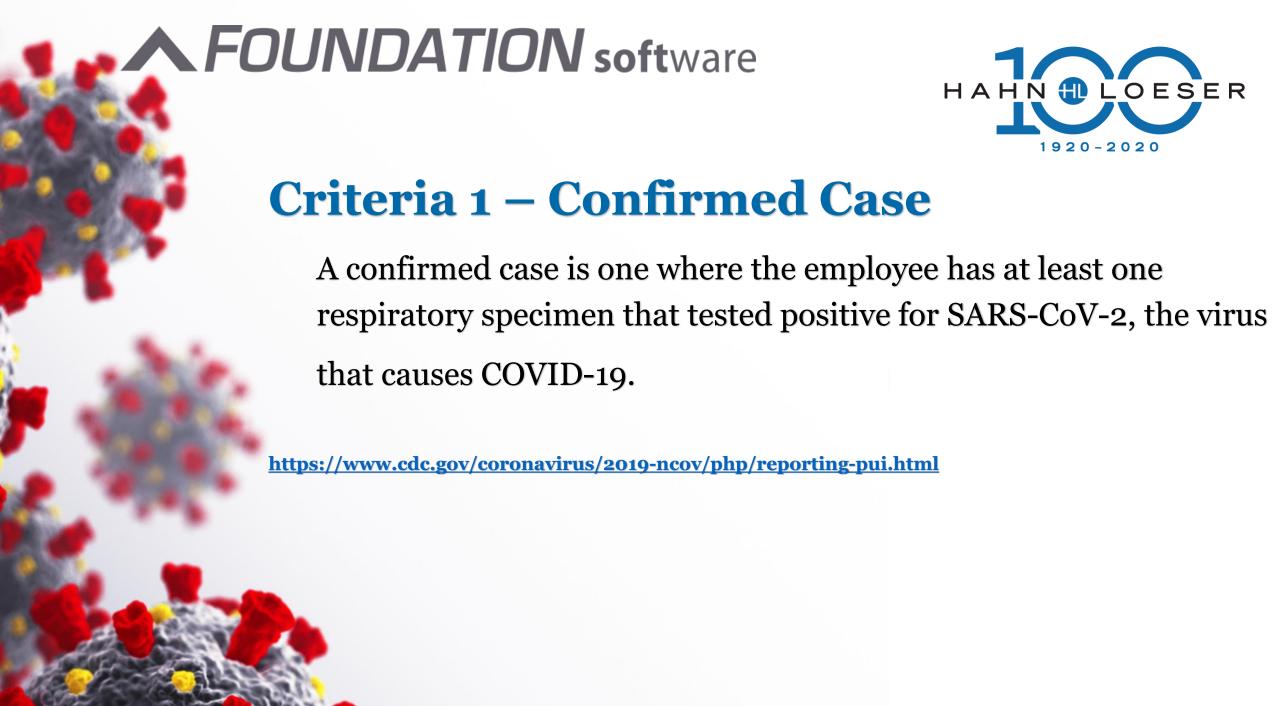


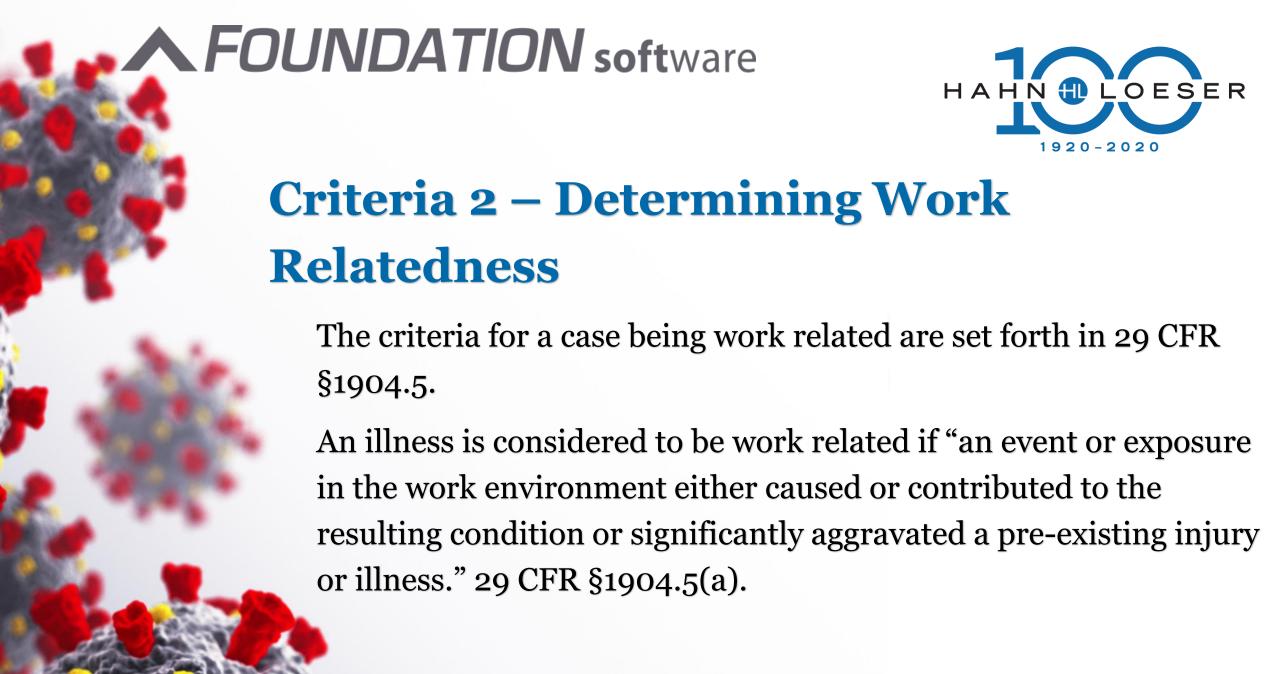


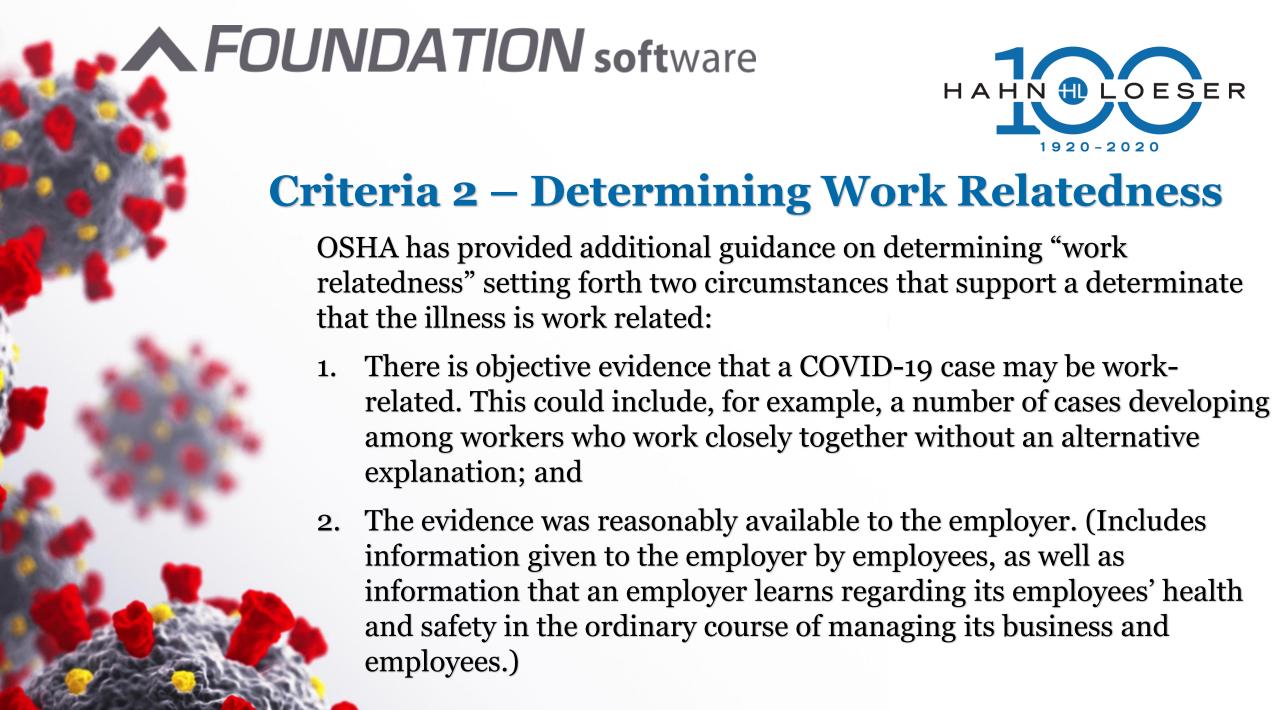
OSHA Recording Requirements – COVID-19

OSHA has issued interim guidance to its CSHOs regarding recording requirements for cases of COVID-19 as an occupational illness. To trigger these requirements, the case must meet three criteria:

- 1. the case is a confirmed case as defined by the CDC
- 2. the case is work related; and
- 3. the case involves one or more of the general recording criteria set forth in 29 CFR §1904.7.







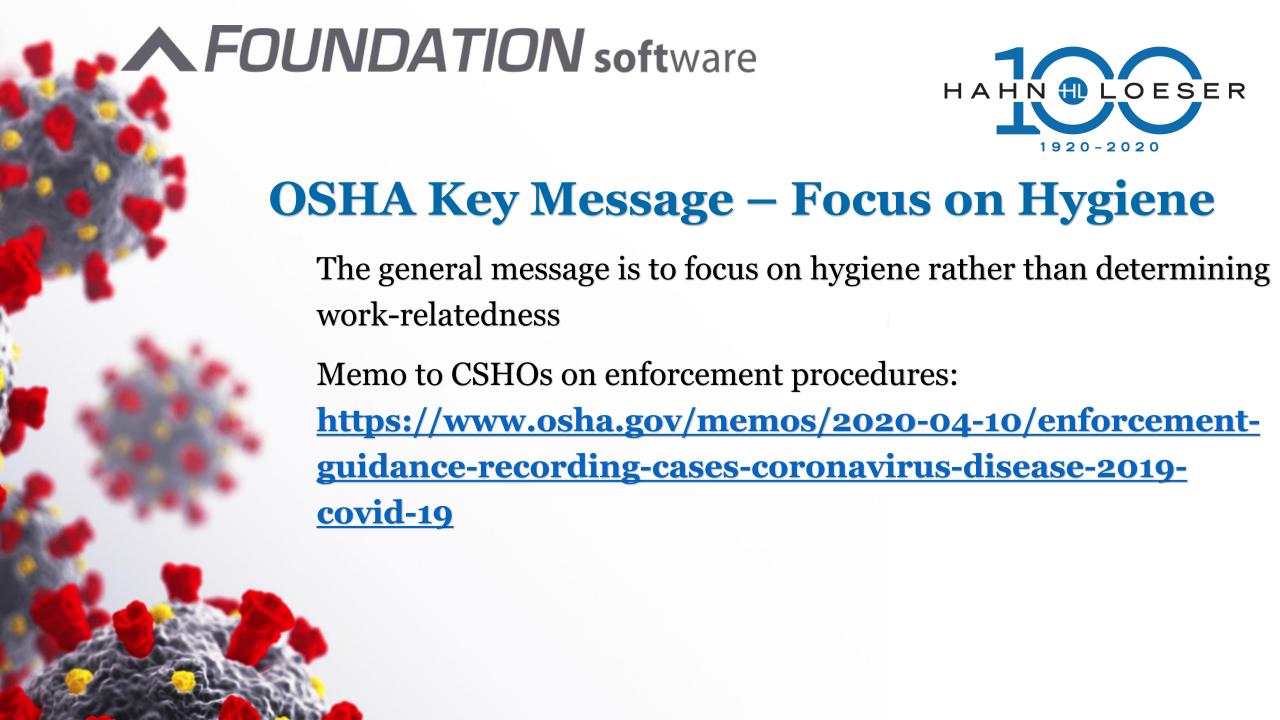


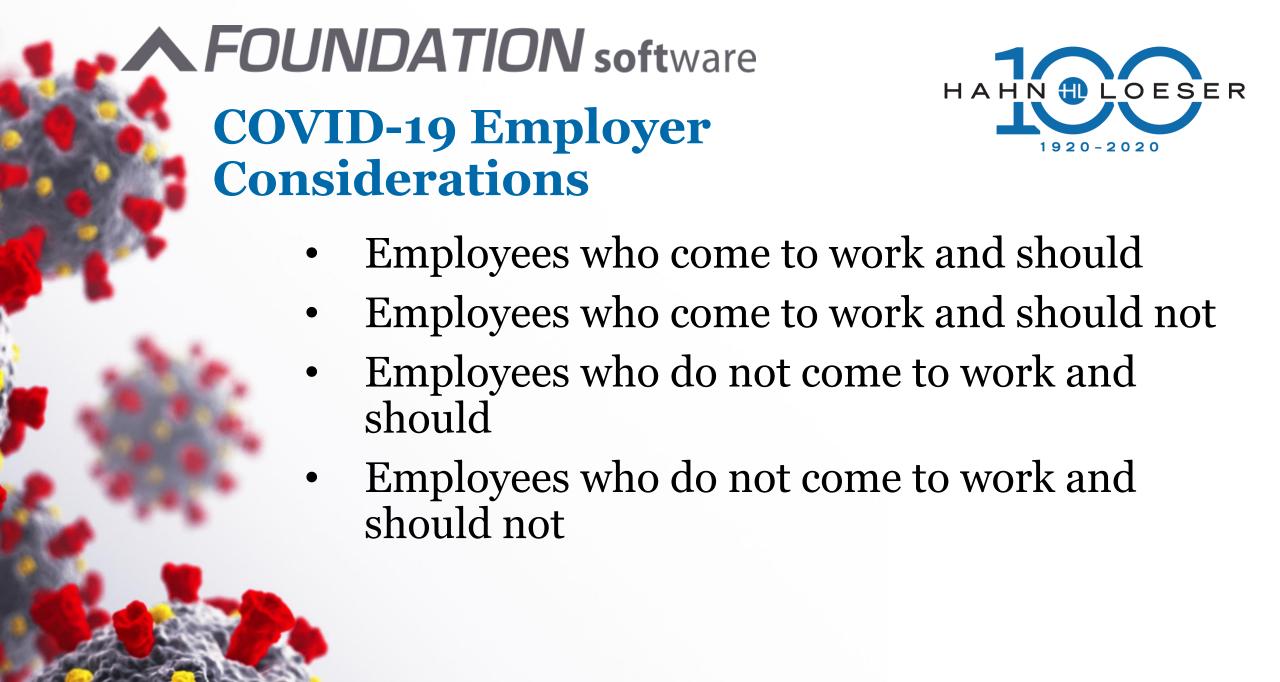


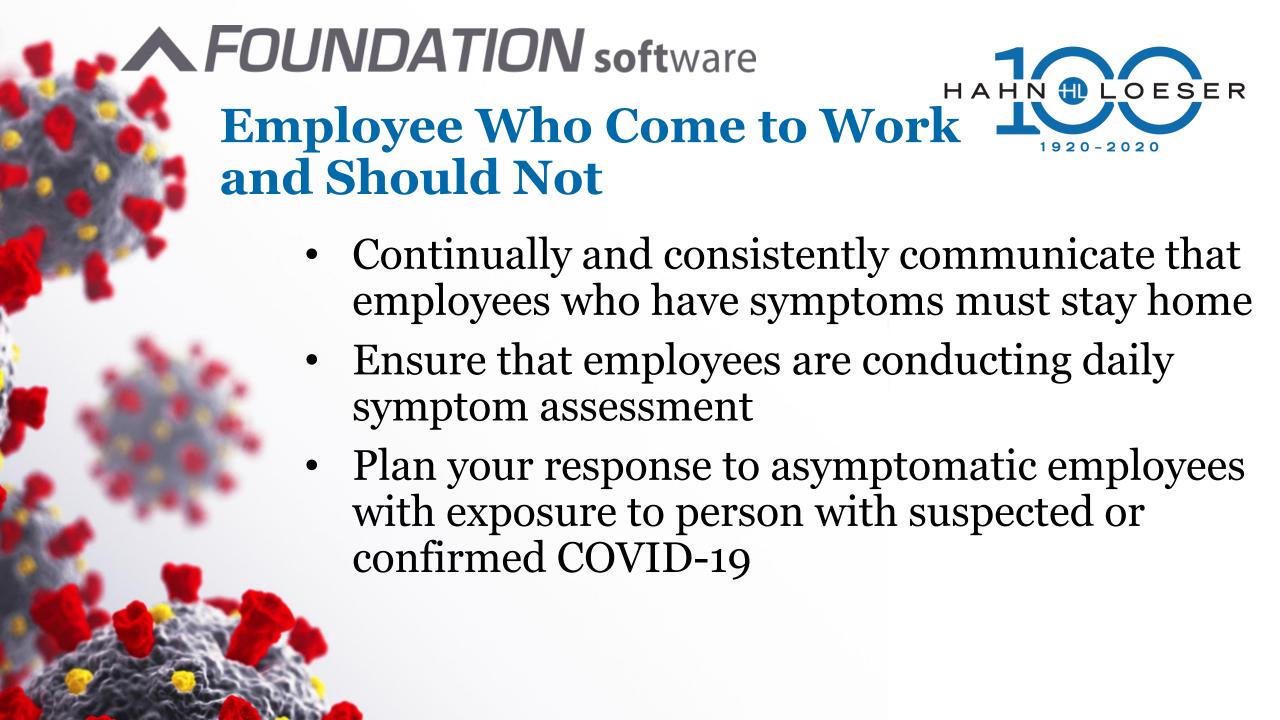
The recording criteria are set forth in 29 CFR § 1904.7.

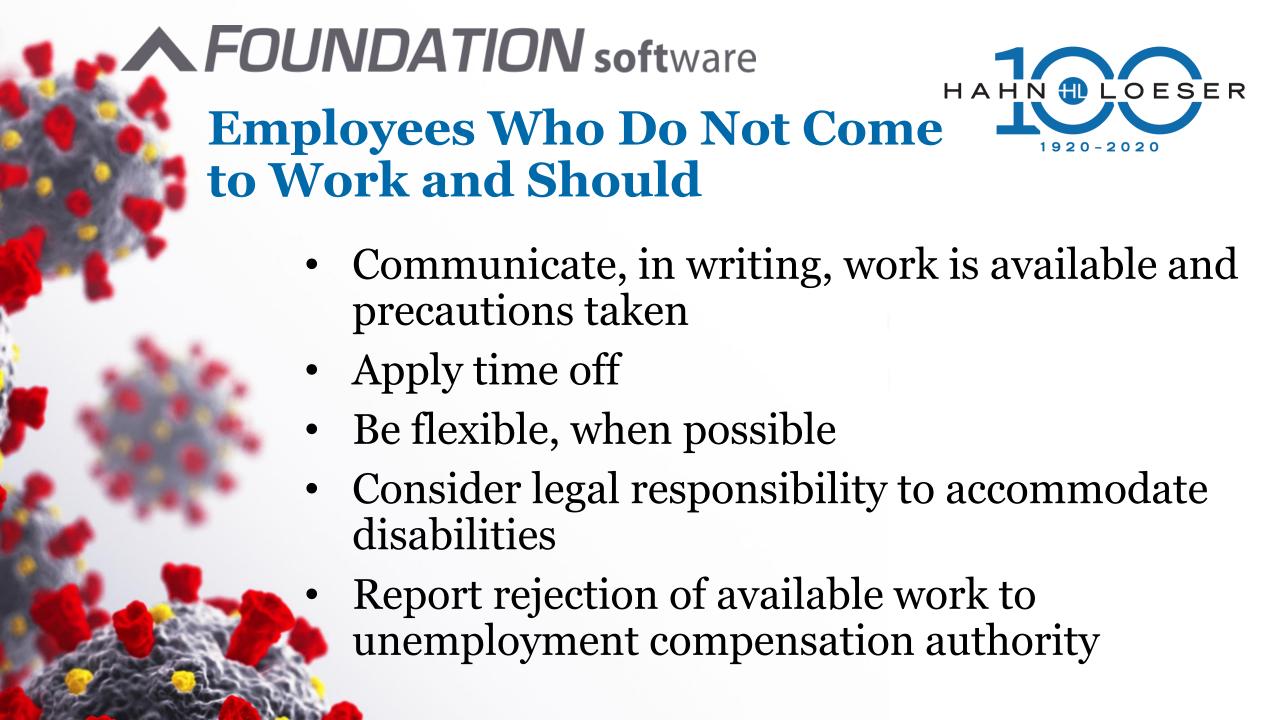
An employer must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following:

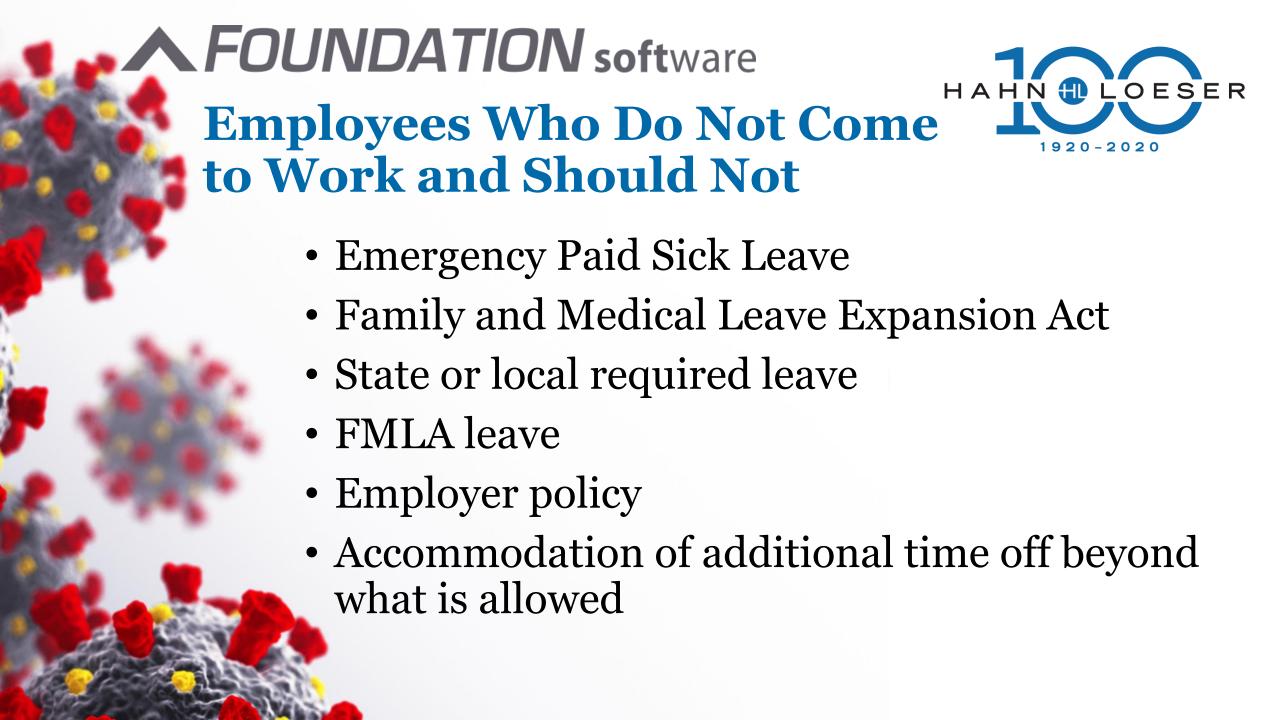
- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness.
- A significant injury or illness diagnosed by a physician or other licensed health care professional.









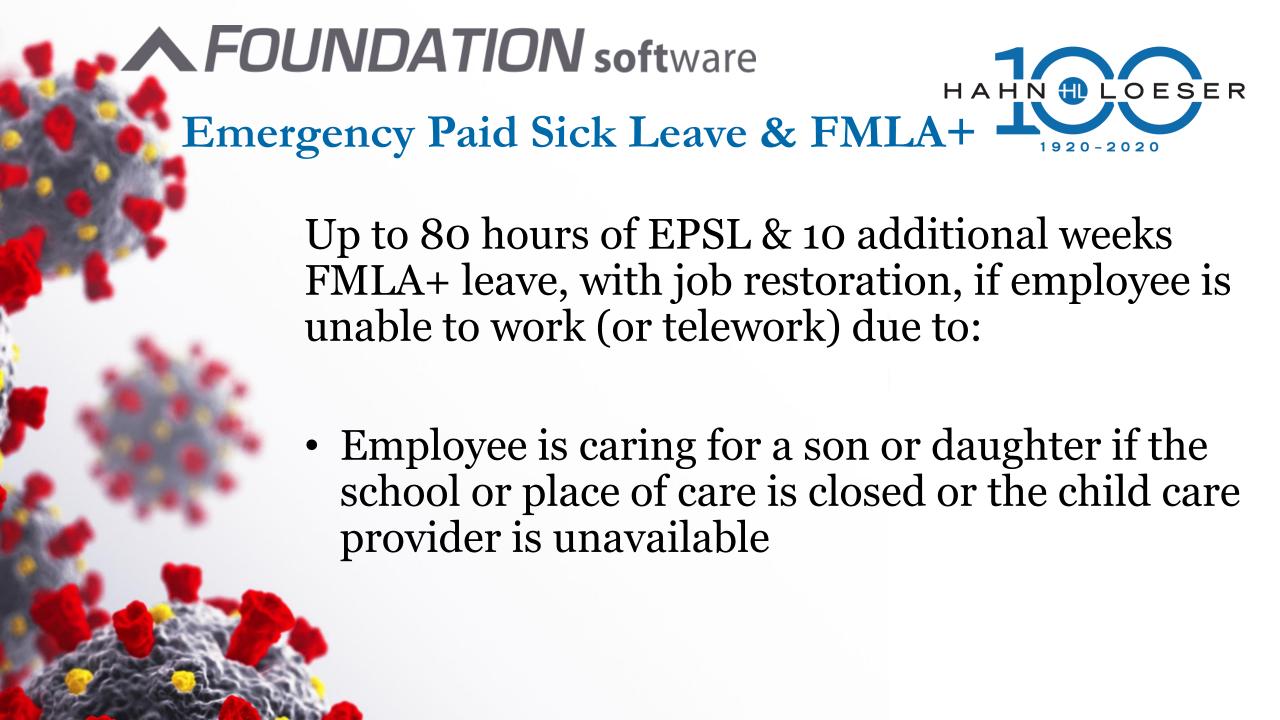


Emergency Paid Sick Leave



Up to 80 hours of leave, with job restoration, if employee is unable to work (or telework) due to:

- 1. Employee is subject to a federal, state or local quarantine or isolation order
 - Includes state stay at home orders if "but for" the order the employee would be able to work
- 2. Employee has been advised by healthcare provider to self-quarantine
 - Employee has, may have or is particularly vulnerable to COVID-19
- 3. Employee is experiencing COVID-19 symptoms & is seeking a medical diagnosis
 - Applies when employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19
- 4. Employee is caring for an individual subject to a federal, state or local quarantine or isolation order <u>or</u> has been advised to a health care provider to self-quarantine
 - Immediate family member, a person who regularly resides in employee's home, or a similar person with whom employee has a relationship



FOUNDATION software Documentation • Employee's name • Dates for which leave is requested • COVID-19 related reason for leave and support

including telework

Name of government entity

Name of healthcare provider

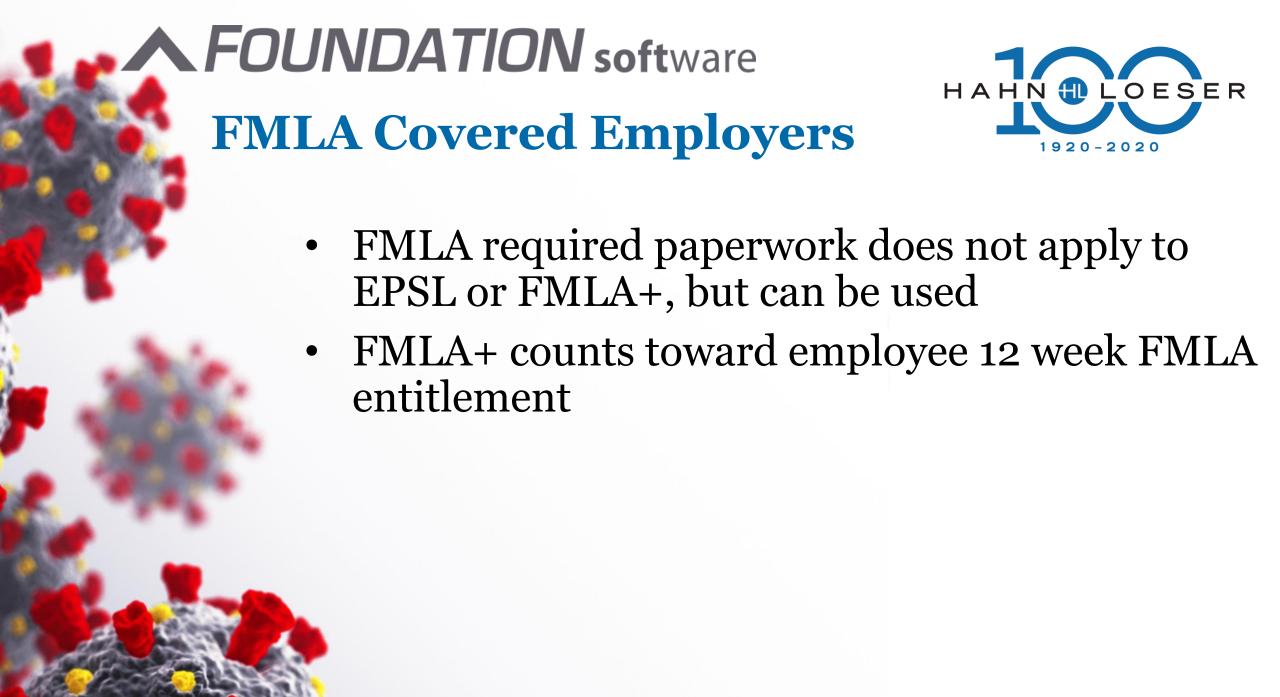
Person's name and relation to employee

A statement that the employee is unable to work,

FOUNDATION software **Documentation** Name and age of children



- Name of the school that has closed or place of care that is unavailable
- Representation that no other person will be providing care for the child during the period for which the employee is receiving leave
- Statement that special circumstances exist requiring the employee to provide care for a child older than 14 during daylight hours



FOUNDATION software Questions?





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