



To all of our customers/vendors/employees:

As we all know, COVID-19 has been a rapidly emerging pandemic across the globe. Here at the Latona Trucking, safety is not a corporate goal it is a requirement, and we will uphold our promise to all of whom are involved with Latona's to keeping safety our number one priority. We not only care about our immediate working family, but to each individual that walks in our door on a daily basis. Our purpose has always been to bring forth as much awareness as we can to safety, and how we adapt to the ever changing world we live in.

Effective as of March 2020, our safety department has made it a priority that not only to our employees, but also to our vendors and customers, that they are up to date on all of the facts of COVID-19 and what precautions need to be taken in order to be as safe to themselves and on to others. We plan on sharing this information on all of our social media platforms to order to spread as much awareness as we can.

These new by-laws were created to not only spread awareness, but to inevitably save lives of not only our own, but to everyone around us. We are implementing a program that as we go through this unexpected time, no employee will be impacted negatively for taking an extended leave if illness should occur.

- I. Identifying Designated Representative
 - a. Louis Marinelli – Safety Coordinator, will be responsible for this program.
 - i. Contact Information: (Cell) 570-760-4066 or by (email) lmarinelli@latonatrucking.com
- II. Personal (Employee) Responsibilities
 - a. Effective immediately “Social Distancing” will be mandatory between our staff and vendors and that a minimum distance of 6 feet should be between one person to another.
 - b. Most importantly, we promote handwashing as frequently as possible. The science behind this will in fact save lives, the link is taken directly from the CDC.
 - i. <https://www.cdc.gov/handwashing/index.html>
 - c. Respiratory Etiquette is to be encouraged by coughing or sneezing into a tissue or into the individuals' elbow away or other subordinates.
 - d. Regarding the use of cellphones, it is mandatory that no other individual is to use another individuals' cellphone.
- III. Jobsite/Office Best Practices
 - a. Employees will be screened by their temperature being taken by infrared thermometers on a daily basis before any work commences.
 - b. Employee's will be supplied with surgical masks and individual bottles of hand sanitizer and new masks and bottles of sanitizer will be distributed as needed.
 - c. Jobsite's will have no more than 10 people at a given time within a close vicinity.
 - d. Jobsites will have on-site EPA approved cleaning products to eliminate as many harmful germs as possible.



- e. Superintendents will have the authority to dismiss any subordinate who does not comply with disinfecting their specifically assigned machine daily.
 - f. Our safety coordinator will be making daily trips to all of our projects to make sure that all of our on-site information stations have up to date factual information about COVID-19 and that each job site has enough EPA approved cleaning products.
 - g. Our safety coordinator has the authority to dismiss any subordinate, including Superintendents that are not fulfilling COVID-19 by-laws.
 - h. Employees will be required to wear disposable gloves when cleaning and disinfecting surfaces. Gloves will then be discarded after cleaning, immediately.
 - i. If reusable gloves are to be used, those gloves are then to be placed in an area that is strictly dedicated to where the cleaning products are held and should not be reused for any other purpose.
- IV. Managing Sick Employees
- a. If an employee should be running a temperature over 100.0 degrees, they will be sent home immediately and are to be quarantined at home for at least 14 days.
 - b. If an employee is then sent home, will then checking in with the employee to make sure that they symptoms aren't worsening and that they seek medical attention.
 - c. If in fact that the employee has not been developing any more symptoms since the initial day of leave, then they will be able to return to their project in 72 hours.
 - d. Any employee, that has had contact with or contracted COVID-19, whether or not from a family member, is required to relinquish this information to Latona's human resource department immediately. Once notified, any entity that that individual has come into contact with including other customers, vendors, and other employees will be notified as soon the information is learned.
 - e. An employee will be back to work once the 14 days has passed, or a medical professional releases them to do so.
 - f. If an employee has tested positive, we will then be sure to notify the superintendent of where that employee was, to shut that job down immediately. We will then notify that those who recall coming in contact with that specific employee to be quarantined at home for 14 days.
 - g. If an employee that has been operating heavy machinery and then soon thereafter becomes ill, we will then place a mandatory lockout/tag out initiative on that specific piece of equipment to potentially prevent any germs from spreading that may exist inside of the cab.
- V. Material Deliveries and Anyone Entering the Jobsite
- a. A copy of this plan will be sent out to each subcontractor, and vendor that we may come into contact with. The last page will be catered to the designated party and their signature will be prompted at the end of the document. Until they sign off onto abiding with these guidelines, only then will we be working with them.



- b. Delivery tickets will be accepted via drop box placed onto that specific jobsite. The drop box will be put in a centralized location to where all can see. That specific drop box will then be disinfected every day to prevent the potential spread of disease.
- VI. Training, Education, and Communication
- a. While our JSA's are being filled out, following the initial meeting, COVID-19 protocols will be recited every day.
 - i. Examples
 - 1. Washing your hands for 20 seconds, if hand sanitizer is not available.
 - 2. If surfaces are being touched, do not touch one's face.
 - 3. Sneezing and coughing into one's sleeve, and not out in the open.
 - b. Employees will be encouraged to continue to watch the news coverage regarding COVID-19 to keep up with the newest information available.
 - c. All jobsite's will have print out fact sheets about COVID-19 and how to prevent the spread.
 - d. Any current/future information regarding COVID-19 and prevention practices will be taken directly from the Centers for Disease Control and Prevention website and will be updated as they are published.
- VII. Resources
- a. CDC Resources
 - i. What is COVID-19?
 - 1. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - ii. Prevent Getting Sick
 - 1. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
 - iii. If you are Sick
 - 1. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
 - iv. Planning and Preparedness Resources
 - 1. <https://www.cdc.gov/flu/pandemic-resources/planning-preparedness/index.html>
 - v. Videos Links
 - 1. Symptoms of COVID-19 - https://youtu.be/IN_GVlbyC4Y
 - 2. Hand Washing Video - <https://youtu.be/d914EnpU4Fo>
 - b. Pennsylvania Department of Health Resources
 - i. Fact Sheets for Frequently Asked Questions
 - 1. <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Fact-Sheets.aspx>



Latona Trucking, Inc. has been around for 60 years. We value all of the hard work and passion that went into becoming who we are today, and we know that if it wasn't for proper safety practices we wouldn't be here. We plan on staying ahead of COVID-19 and protecting those who made us who we are today.