

13 May 2020

Mr. Joshua Haugh
Division of Environmental Remediation
New York State Department of Environmental Conservation
1130 N. Westcott Road
Schenectady, New York 12306-2014

RE: Pre-Design Investigation Letter Work Plan Addendum
Contract/Work Assignment No: D009806-04
Admiral Cleaners, Watervliet, New York
Site No. 401075

Dear Mr. Haugh:

This Addendum to the Remedial Investigation (RI) Letter Work Plan¹ describes the activities proposed for performance of a Pre-Design Investigation (PDI) and source area delineation at the Admiral Cleaners Site (Number [No.] 401075) (Site) in the City of Watervliet, Albany County, New York (**Figure 1**). EA Engineering, P.C. and its affiliate EA Science and Technology (EA) will complete subsurface soil sampling to refine the nature and extent of contamination for development of a scope of work to complete Interim Remedial Measure (IRM) No.2.

Additionally, an addendum to the Health and Safety Plan (HASp) detailing additional precautions related to the current COVID-19 pandemic is included with this document.

SITE DESCRIPTION AND BACKGROUND

The Site is a rectangular parcel totaling 0.17 acre located at 617 19th Street, Watervliet, Albany County, New York (**Figures 1 and 2**), between 6th Avenue and 7th Avenue. The parcel has approximately 45 feet (ft) of frontage on 19th Street and a depth of approximately 100 ft. Dry cleaning operations are conducted at the site until closed in 2013 due to continued violations of environmental regulations. The Site was then operated as a dry-cleaning drop shop, where garments were brought in and sent to be dry cleaned at another local facility, until 2017.

A limited investigation was performed in April 2016 as part of a potential real estate transaction. The investigation identified petroleum-related volatile organic compounds (VOCs) and chlorinated VOCs (CVOCs) in soil, groundwater, and sub-slab soil vapor at the Site. The New York State Department of Environmental Conservation (NYSDEC) was notified of the findings and the Site was listed in the NYSDEC Registry of Inactive Hazardous Waste Disposal Sites as a Class 2 site in August 2017.²

¹ EA. 2018. *Remedial Investigation/Feasibility Study Letter Work Plan*. March

² NYSDEC. 2017. *Inactive Hazardous Waste Disposal Site Classification Notice*. Site Name: Admiral Cleaners. Site No. 401075. August.



PREVIOUS INVESTIGATIONS

EA completed preliminary surface soil, subsurface soil, and groundwater sampling at the Site in 2018. Impacts from CVOCs were identified in soil and groundwater. The Phase I investigation was completed in April and May 2018, and the investigation results were provided in a summary letter report.³ During the Phase I subsurface investigation, a small underground storage tank (UST) was identified under the slab foundation of the site building (**Figure 2**). Non-aqueous phase liquid (NAPL) was observed in a soil boring completed near the UST, and subsequent laboratory analysis indicated that the NAPL was a petroleum product similar to heating oil mixed with some percentage of mineral solvent. The Phase II investigation was completed in September 2018 and the investigation results were provided in a summary letter report.⁴ During the Phase II subsurface investigation, a photoionization detector (PID) measurement of more than 15,000 parts per million was observed in a soil boring at the soil/bedrock interface near the rear door of the building. This measurement is strongly indicative of NAPL, which was presumed to be related to the dry-cleaning operation and not the UST and represents the suspected disposal area (source area) for CVOCs (**Figure 2**).

Based on field observations and analytical results from the Phase I and Phase II subsurface investigation, an IRM to remove the building (IRM No. 1) was completed in May 2020. This IRM increased access to remove the UST and adjacent impacted soil and complete a source area soil removal where site-related NAPL is suspected (IRM No. 2) (**Figure 2**).

PRE-DESIGN INVESTIGATION

EA has prepared this Addendum to the Letter Work Plan for a limited sub-surface investigation to delineate the suspected source area soil for the UST and CVOCs and collect soil samples for waste characterization to support IRM No. 2.

The specific objectives for the PDI are presented below:

- Delineate contamination in soil resulting from the UST heating oil tank.
- Delineate contamination in subsurface soil resulting from the suspected CVOC release area.
- Develop data and complete the design of IRM No. 2.

The protocol and procedures for this PDI are in accordance with NYSDEC Division of Environmental Remediation (DER)-10 Technical Guidance for Site Investigation and Remediation (NYSDEC 2010).⁵

SOIL SAMPLING

To further delineate the nature and extent of contamination on the Admiral Cleaners property, 20 soil borings will be completed in the northern half of the property in the vicinity of the UST and solvent disposal area (**Figure 3**). Soil sampling activities will be completed in accordance with the RI Letter Work Plan.¹ Field sampling locations will be marked in advance of the PDI

³ EA. 2018. *Summary of Phase I Remedial Investigation Results*. 4 September.

⁴ EA. 2019. *Summary of Phase II Remedial Investigation Results*. 24 January.

⁵ NYSDEC. 2010. *DER-10 Technical Guidance for Site Investigation and Remediation*. May.



field work by an EA Scientist/Geologist and identified as follows to distinguish locations/samples from previous investigations:

PDI-SB-[BORING LOCATION NUMBER] with the first boring location number beginning at 01 and increasing thereafter. For example, the first soil boring location will be identified as PDI-SB-01.

Parratt-Wolff, Inc. (PW) of Syracuse, New York will conduct the soil sampling with a track mounted Geoprobe[®]. PW will be responsible for contacting Dig Safely New York and identifying any subsurface utility lines in locations where soil borings will be completed. A Community Air Monitoring Plan program will be implemented during all intrusive activities. Open boreholes will be covered until backfill to minimize release of soil vapor. Modified Level C personal protective equipment (PPE), consisting of a full-face respirator in addition to Level B PPE, may be required in the event that the sustained level of total organic vapors in the worker breathing zone exceeds 5 ppm above background. Based on the borehole size and vapor release mitigation, it is unlikely that Level C PE will be required.

Twenty boring locations are proposed and depicted on **Figure 3**. Soil borings will begin at locations closest to the inferred perimeter of the UST. EA will then proceed to step out approximately 5 to 10 ft from the initial locations nearest the UST, without repeating boring locations of previous Phase I and Phase II Remedial Investigation sampling events. Three additional locations are shown on **Figure 3** to be used if installed if needed based on field observations.

Soil borings will be advanced using direct-push technology and 4-ft macro-core sleeves to refusal (anticipated to be 15 ft below ground surface, or less). However, shallow bedrock is anticipated in most locations based on previous observations. Soil boring locations within the footprint of the former building will require PW to core the slab to gain access to sub-slab soil. Each 4-ft macro-core will be screened with a PID; a sample will be collected from the interval in each macro-core with the greatest PID reading, visible staining, and/or strong odor. Absent evidence of impacts to soil, a sample will be collected from the interval above the groundwater interface. Quality assurance and quality control samples will be collected as described in EA's Generic Quality Assurance Project Plan.

Soil samples will be identified as:

PDI-SB-[BORING LOCATION NUMBER]-[SAMPLE INTERVAL]

Where the sample interval is the starting depth through the ending depth as measured from below ground surface. For example, a sample collected from borehole PDI-SB-18 from 2.5 through 3.0 ft bgs will be identified as PDI-SB-18-2.5-3.0.

Soil samples will be submitted to ALS Group USA of Rochester, New York and analyzed for VOCs via U.S. Environmental Protection Agency (EPA) Method 8260. A subset of 5 samples will be analyzed for Per- and Polyfluoroalkyl Substances (PFAS) and 1,4-dioxane following modified EPA Method 537 and EPA Method 8270D select ion monitoring (SIM), respectively.



GLOBAL POSITIONING SYSTEM

EA will record soil sample locations using submeter handheld Global Positioning System (GPS) equipment. The boring location coordinates will be spatially corrected using Continuously Operating Reference Stations (CORS) that provide Global Navigation Satellite System (GNSS) data consisting of carrier phase and code range measurements in support of three-dimensional positioning. CORS enhanced post-processed coordinates approach a few centimeters relative to the National Spatial Reference System, both horizontally and vertically by base station.

DECONTAMINATION PROCEDURES AND INVESTIGATION DERIVED WASTE

The direct push rig and associated equipment such as rods, samplers, tools, etc., will be decontaminated immediately prior to departure from the Site. A decontamination pad will be established on the building slab and will be designed to contain all decontamination residue. The rig will be brushed clean to remove loose soil and any water generated during decontamination will be pumped into 55-gallon drums temporarily stored onsite for waste characterization and offsite disposal.

In accordance with the appropriate activity sections of the Generic FAP (Attachment A to the Letter Work Plan¹), non-dedicated equipment and tools used to collect samples for chemical analysis will be decontaminated prior to and between each sample location. Geoprobe[®] macro-core sleeves will be disposed of after each use. All non-dedicated down-hole metal equipment (e.g., rods, sampler, cutting shoe) will be scrubbed with a stiff, longbristle brush and non-phosphate soap solution, rinsed with distilled water and allowed to air-dry before assembly. Wash and rinse water will be replaced regularly. Decontamination will take place over a tarp or plastic sheeting to contain any spillage of fluid.

EA is responsible for the proper storage, handling, and disposal of investigative-derived waste (IDW) including personal protective equipment, macro-core sleeves, decontamination liquid, solids and liquids generated during the soil boring installation, and soil sampling. IDW will be stored, handled, and disposed of in accordance with the Section 13 of EA's Generic FAP (Attachment A to the Letter Work Plan¹) and Section 3.6 of the site-specific Health and Safety Plan Addendum (Attachment B to the Letter Work Plan¹) and NYSDEC DER-10 (NYSDEC 2010).⁵ All IDW drums will be clearly labeled as to their contents and origin, and temporarily stored onsite within secondary containment for offsite disposal. A licensed waste subcontractor will then remove the drums and dispose at an offsite location.

REPORTING

Analytical data generated during the PDI will be uploaded to EQuIS. EA will include a summary of the field activities and analytical results of the PDI in the scope of work for IRM No. 2. It will include a delineation of the IRM No. 2 excavation area; an estimated volume of contaminated media; and other information to support IRM No. 2 design based on the PDI results.

Electronic copies of the initial report and two hard copies of the final report (Appendixes provided on CD) will be submitted to the NYSDEC and the New York State Department of Health. Any



and all original sampling forms and photographs generated during the field activities will be submitted to NYSDEC as part of the final IRM No. 2 statement of work report.

PROJECT SCHEDULE

An updated project schedule is included with this Addendum to the Letter Work Plan. PDI activities are expected to be completed 18 and 19 May 2020. Laboratory analytical data is anticipated approximately 15 days following sample collection. Please feel free to contact me if you have any questions or concerns at (315) 565-6565.

Sincerely yours,
EA SCIENCE AND TECHNOLOGY

A handwritten signature in black ink, appearing to read 'C. Schroer', with a long horizontal stroke extending to the right.

Christopher Schroer
Project Manager

EA ENGINEERING, P.C.

A handwritten signature in black ink, appearing to read 'Donald Conan', with a long horizontal stroke extending to the right.

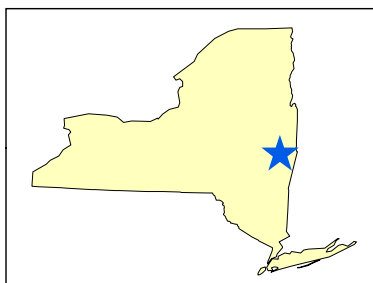
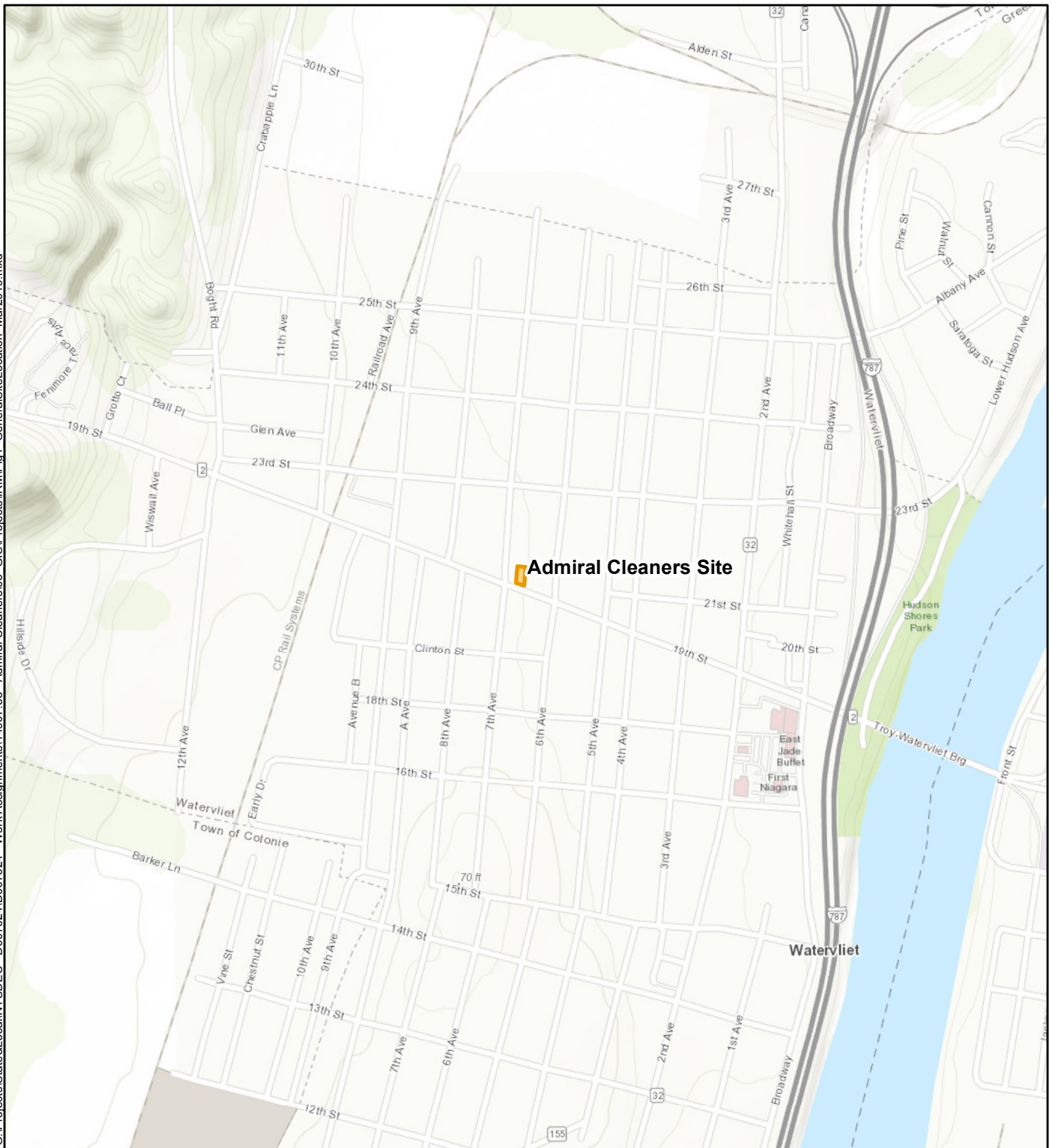
Donald F. Conan, P.E., P.G.
Contract Manager

Attachment 1 - Figures
Attachment 2 - Project Schedule
Attachment 3 - COVID 19 HASP Addendum

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Attachment 1

Figures



Legend

- ★ Site Location
- Admiral Cleaners Site Boundary

0 250 500 1,000
Feet



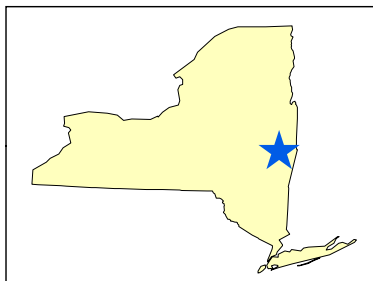
Figure 1
General Site Location
Admiral Cleaners
Watervliet, Albany County, NY

Map Date: 3/12/2019
Projection: NAD 1983 State Plane New York
East FIPS 3101 Feet



Department of
Environmental
Conservation





0 7.5 15 30
Feet

Legend






-  Admiral Cleaners Site Boundary
-  Targeted IRM Area
-  Anticipated PCE Excavation Area
-  Anticipated UST Excavation Area
-  Site Location

Figure 2
Site Layout and Areas of Concern

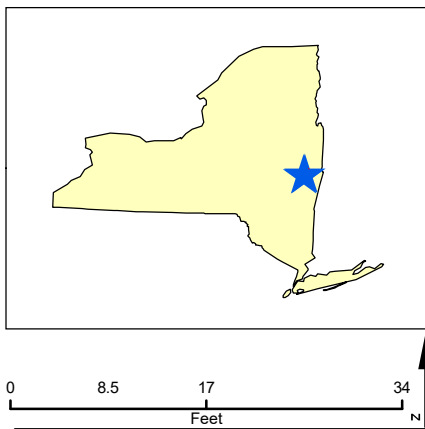
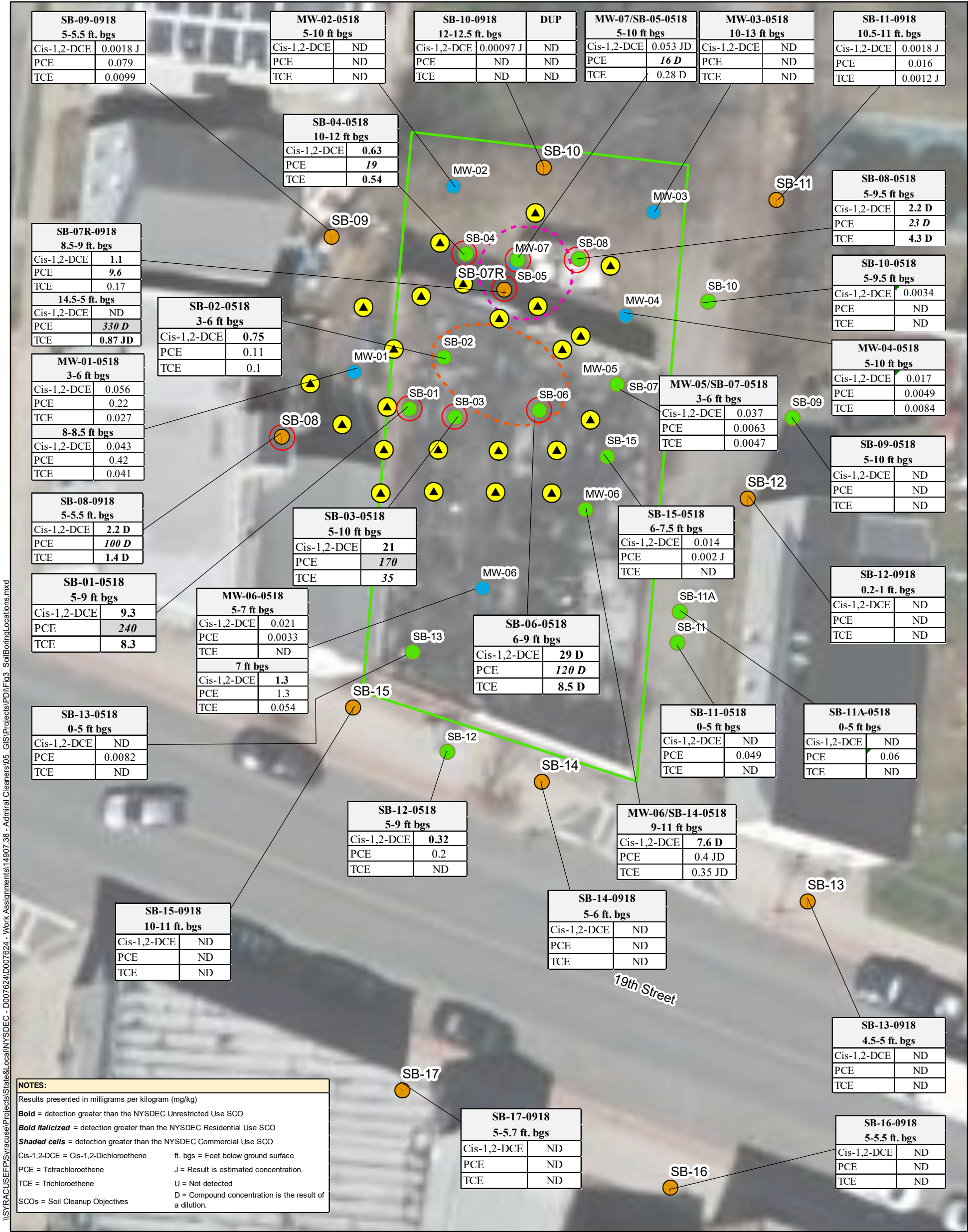
Admiral Cleaners
Watervliet, Albany County, NY

Map Date: 9/20/2019
Projection: NAD 1983 State Plane New York
East FIPS 3101 Feet



Department of
Environmental
Conservation





Legend

- Phase I Soil Boring Location
- Monitoring Well, Phase I
- Phase II Soil Boring Locations
- Admiral Cleaners Site Boundary
- Site Location
- Proposed PDI Drilling Locations
- Anticipated UST Excavation Area
- Anticipated PCE Excavation Area

Figure 3
Subsurface Soil Volatile Organic Compounds
Results and Proposed Soil Boring Locations

Admiral Cleaners
Watervliet, Albany County, NY

Map Date: 1/24/2020
Projection: NAD 1983 State Plane New York
East FIPS 3101 Feet

NOTE: Proposed PDI soil boring locations are
subject to changed based on GPR survey
and field conditions



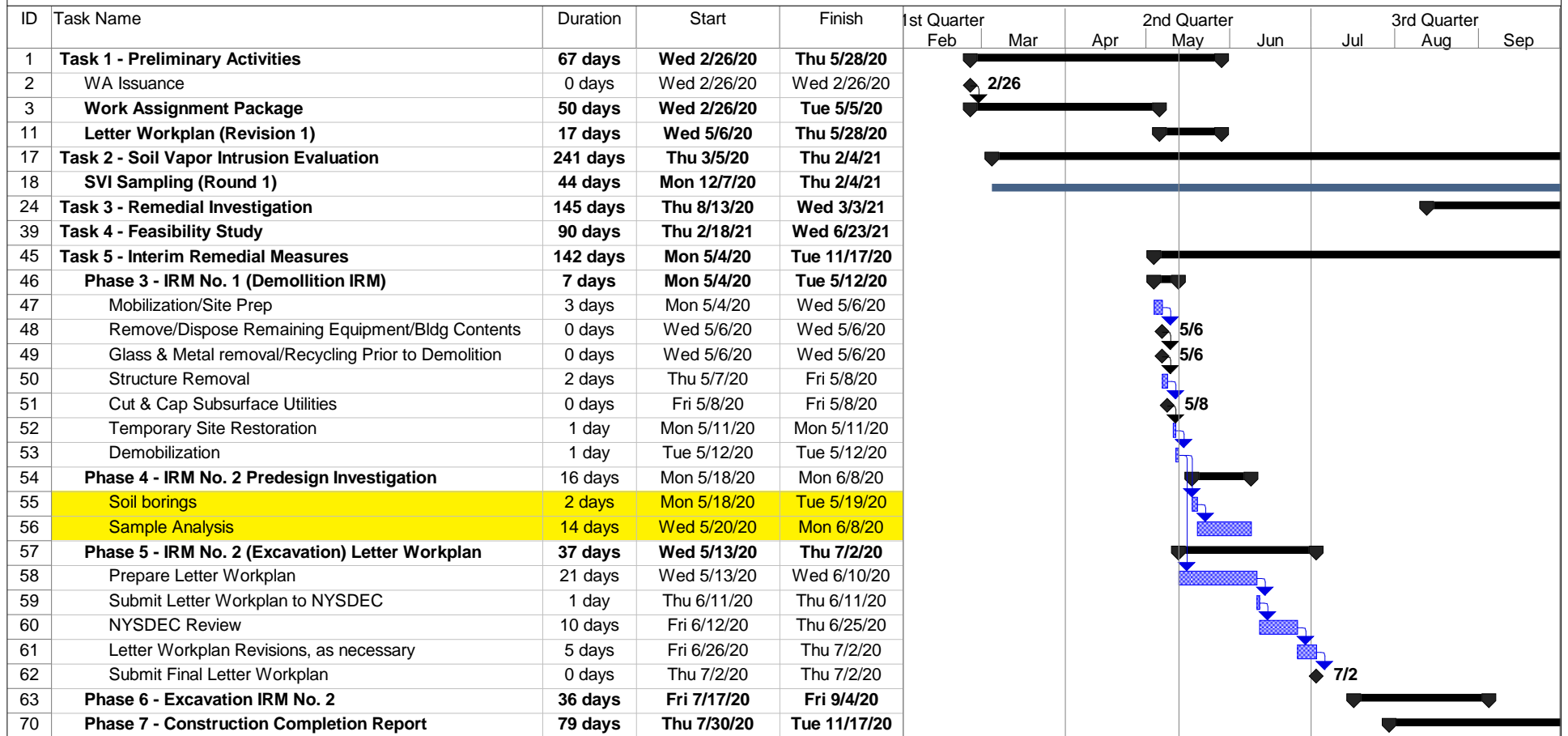
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Attachment 2

Project Schedule




















NYSDEC - Admiral Dry Cleaners (401075)
EA Project No.: 16025.04
March 2020 - September 2021)



| | | | | | | |
|---|--------------------|--|-----------------------|--|----------------|---|
| Project: Admiral Dry Cleaners Date: May 2020 | Task | | Inactive Task | | Manual Summary | |
| | Split | | Inactive Task | | Start-only | [|
| | Milestone | | Inactive Milestone | | Finish-only |] |
| | Summary | | Inactive Summary | | Progress | |
| | Project Summary | | Manual Task | | Deadline | |
| | External Tasks | | Duration-only | | | |
| | External Milestone | | Manual Summary Rollup | | | |

NYSDEC - Admiral Dry Cleaners (401075)
EA Project No.: 16025.04
March 2020 - September 2021)

| ID | Task Name | Duration | Start | 4th Quarter | | | 1st Quarter | | | 2nd Quarter | | | Jul |
|----|---|-----------------|--------------------|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-----|
| | | | | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
| 1 | Task 1 - Preliminary Activities | 67 days | Wed 2/26/20 | | | | | | | | | | |
| 2 | WA Issuance | 0 days | Wed 2/26/20 | | | | | | | | | | |
| 3 | Work Assignment Package | 50 days | Wed 2/26/20 | | | | | | | | | | |
| 11 | Letter Workplan (Revision 1) | 17 days | Wed 5/6/20 | | | | | | | | | | |
| 17 | Task 2 - Soil Vapor Intrusion Evaluation | 241 days | Thu 3/5/20 | | | | | | | | | | |
| 18 | SVI Sampling (Round 1) | 44 days | Mon 12/7/20 | | | | | | | | | | |
| 24 | Task 3 - Remedial Investigation | 145 days | Thu 8/13/20 | | | | | | | | | | |
| 39 | Task 4 - Feasibility Study | 90 days | Thu 2/18/21 | | | | | | | | | | |
| 45 | Task 5 - Interim Remedial Measures | 142 days | Mon 5/4/20 | | | | | | | | | | |
| 46 | Phase 3 - IRM No. 1 (Demolition IRM) | 7 days | Mon 5/4/20 | | | | | | | | | | |
| 47 | Mobilization/Site Prep | 3 days | Mon 5/4/20 | | | | | | | | | | |
| 48 | Remove/Dispose Remaining Equipment/Bldg Contents | 0 days | Wed 5/6/20 | | | | | | | | | | |
| 49 | Glass & Metal removal/Recycling Prior to Demolition | 0 days | Wed 5/6/20 | | | | | | | | | | |
| 50 | Structure Removal | 2 days | Thu 5/7/20 | | | | | | | | | | |
| 51 | Cut & Cap Subsurface Utilities | 0 days | Fri 5/8/20 | | | | | | | | | | |
| 52 | Temporary Site Restoration | 1 day | Mon 5/11/20 | | | | | | | | | | |
| 53 | Demobilization | 1 day | Tue 5/12/20 | | | | | | | | | | |
| 54 | Phase 4 - IRM No. 2 Predesign Investigation | 16 days | Mon 5/18/20 | | | | | | | | | | |
| 55 | Soil borings | 2 days | Mon 5/18/20 | | | | | | | | | | |
| 56 | Sample Analysis | 14 days | Wed 5/20/20 | | | | | | | | | | |
| 57 | Phase 5 - IRM No. 2 (Excavation) Letter Workplan | 37 days | Wed 5/13/20 | | | | | | | | | | |
| 58 | Prepare Letter Workplan | 21 days | Wed 5/13/20 | | | | | | | | | | |
| 59 | Submit Letter Workplan to NYSDEC | 1 day | Thu 6/11/20 | | | | | | | | | | |
| 60 | NYSDEC Review | 10 days | Fri 6/12/20 | | | | | | | | | | |
| 61 | Letter Workplan Revisions, as necessary | 5 days | Fri 6/26/20 | | | | | | | | | | |
| 62 | Submit Final Letter Workplan | 0 days | Thu 7/2/20 | | | | | | | | | | |
| 63 | Phase 6 - Excavation IRM No. 2 | 36 days | Fri 7/17/20 | | | | | | | | | | |
| 70 | Phase 7 - Construction Completion Report | 79 days | Thu 7/30/20 | | | | | | | | | | |

| | | | | | | |
|---|--------------------|---|-----------------------|---|----------------|---|
| Project: Admiral Dry Cleaners Date: May 2020 | Task |  | Inactive Task |  | Manual Summary |  |
| | Split |  | Inactive Task |  | Start-only |  |
| | Milestone |  | Inactive Milestone |  | Finish-only |  |
| | Summary |  | Inactive Summary |  | Progress |  |
| | Project Summary |  | Manual Task |  | Deadline |  |
| | External Tasks |  | Duration-only |  | | |
| | External Milestone |  | Manual Summary Rollup |  | | |

Attachment 3

COVID 19 HASP Addendum



EA Engineering, P.C.
EA Science and Technology

269 West Jefferson Street
Syracuse, New York 13202
Telephone: 315-431-4610
www.eaest.com

March 23, 2020

MEMORANDUM

FROM: Donald Conan, PE, PG

TO: NYSDEC Program Staff

COPY: Peter Garger, CIH, CSP, EA Corporate Health and Safety Director

RE: COVID-19 Crisis Response and Working Protocol
NYSDEC Contracts D007624 and D009806

Based on the latest information available regarding the Coronavirus (COVID-19), all employees are advised of the following, effective immediately.

Maintain a Safe Workplace Through Practice of ‘Social Distancing’

- Meetings are permissible, but it is recommended the spacing of individuals of at least 6 ft. Large in-person meetings (>12 persons) should be avoided.
- In general, focus on ways to reduce the amount of physical interaction between employees, and between consultants/contractors and employees.
- Please consider conducting any meetings, both client and internal, via Microsoft Teams or through a conference call.
- Increase use of email or telephone communication in lieu of face-to-face communication.
- Limit office visits from outside individuals as much as possible.

EA Teleworking Program

- Management is in the process of developing guidelines for possible telework scenarios.
- The Information Technology Department is testing our secured network infrastructure in order to handle a high demand of network traffic if events require an increase in remote work.

Non-Essential Business Travel

- All non-essential travel planned through 15 April 2020 is to be cancelled.
- All non-essential travel that has already been approved and has not been executed is to be cancelled.
- Non-essential travel includes conferences, trade shows and outside training. If you are unsure whether your travel is essential, please discuss it with your supervisor.
- Travel booked through Concur or Safe Harbors will require approval by your business unit director or corporate department manager.
- All international business travel is prohibited until further notice.

Essential Business Travel

- Essential business travel is defined as business critical, client-directed and project-related travel necessary to fulfill EA's contractual obligations.
- If you must travel, consider:
 - Any underlying health conditions you or your immediate family may have,
 - Where you will be traveling to, and
 - Is it feasible to drive to the location instead of flying or using mass transit?
- Limit the number of employees per vehicle to two (2).
- If you must travel (or are returning from business travel) and you feel you were at risk for being exposed to COVID-19, please discuss the situation with your supervisor and consider working from home for a period of time.

Personal Travel

- Personal travel is at the discretion of individual employees. We ask employees to volunteer information regarding prior or planned domestic travel and any plans for upcoming international travel. It is highly recommended that you avoid any travel to a country that is subject to a CDC designated Level 3 Travel Health Notice (currently the countries of China, Iran and all of Europe except for the United Kingdom) and South Korea
- Any employee that has traveled to a country that is subject to a CDC designated Level 3 Travel Health Notice is required to remain home for 14 days. Refer to <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> for more information.

Performing Site Work

- Use typical engineering and administrative controls, safe work practices, and PPE to prevent worker exposure to the COVID-19 virus and site-specific contaminants:
 - nitrile gloves,
 - N95 dust mask (unless site contaminants dictate more stringent respirator), and
 - eye protection,

Field Cleaning/Disinfection General Guidance

- Disinfect surfaces and equipment via hypochlorite solution (i.e., chlorine bleach)
- Sanitizing/disinfecting all commonly touched surfaces such as doors, doorknobs and hardware, handrails, tabletops, windowsills, light switches, toilets, sinks, etc.
- Daily safety tailgates meetings will continue to be held in the warehouse but will be limited to no more than 10 people at a time (breaking up groups and staggering meeting times accordingly).
- The following recommendations will be in place for all project personnel:
 - Remain more than 6 feet from each other, unless necessary to perform job function.
 - Maintain social spacing of 6 feet for meetings, with preference for tele-meetings.
 - Stay outside of individual offices (at doorways) when talking.
 - Use phones to communicate.
 - Sanitize commonly touched surfaces of company vehicles.

- Staff are discouraged from taking breaks and eating lunch in communal settings where it is difficult to maintain a distance of 6 feet from co-workers. Breaks and lunches should be taken in offices, cubicles, or personal vehicles.

Internal Reporting Requirements and Work Restrictions

- The following questions below will be asked of each employee/subcontract employee and any potential site/office visitors to help identify people that should be excluded from office/job site. If an employee or subcontractor answers yes to any of the questions below, they will be asked to leave the job site immediately and contact their Supervisors and/or their appropriate Human Resources Department(s) for further instruction.
 - Do you currently have fever, chills, a cough, sore throat, or shortness of breath?
 - Have you been in contact with someone who has been medically diagnosed with COVID-19?
 - Have you traveled to China, South Korea, Iran or Europe within the last 14 days?
 - Have you been in contact with anyone, including family members, who have traveled to any of the above locations with the last 14 days?
- COVID-19 Testing—Contact your personal doctor or healthcare provider and follow current Centers for Disease Control and Prevention (CDC) (www.CDC.gov) or local requirements related to testing. Contact your Supervisor with an update upon consulting with your doctor or healthcare provider.
- If absent from job site for 3 days or more due to common flu-like symptoms, employee must supply documentation from a doctor with approval to return to work.
- If an employee tests positive for COVID-19, they should follow their employer's requirements for sick leave, benefits, and return to work. In addition, before returning to the project site, the employee must provide documentation of a negative test, a note from a doctor, or a state or local testing facility.

External Reporting Requirements:

- EA will notify the New York State Department of Environmental Conservation (NYSDEC) if:
 - Any NYSDEC project member is under a quarantine order (either voluntarily or by their local municipality).
 - Any NYSDEC project team member is confirmed infected with COVID-19.
 - Any NYSDEC project team member that exhibits flu-like symptoms AND has either traveled to a region that has a level 3 or higher CDC advisory, or been in contact in the last 14 days with someone who has travelled to a region that has a level 3 or higher CDC advisory.
 - Any NYSDEC project team member that has returned from Mainland China since 2 February 2020 or returned from South Korea or Italy since 1 March 2020.



Use of Consultants/Contractors

- Subcontractors and vendors are permitted to continue work under EA's client engagements.
- Project Managers are encouraged to request consultants or contractors under contract to EA forward along their company's guidance concerning COVID-19 related travel restrictions and client site attendance so that we may adjust our expectations and operations.
- In the event that the government directs EA to close facilities, requiring EA's employees to work remotely, EA will expect consultants to similarly work remotely.

We will continue to monitor the situation and may update the policy as things evolve.

Most importantly, please remember:

- Remain diligent by washing your hands often with soap and warm water for at least 20 seconds.
- Use hand sanitizer if you cannot wash your hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds.
 - If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Avoid shaking hands and provide for personal space (social distancing) whenever possible.
- Use disinfectant wipes daily on your mouse, keyboard, cell phone, steering wheel, counter and workspaces.
- Most importantly, stay home if you are sick. In many cases, if you have a fever, you are likely contagious with some type of illness.

As always, if you have any other concerns, please talk with your supervisor. You may also reach out to EA's Corporate Director of Health & Safety, Pete Garger (pgarger@eaest.com or 410-527-2425) with any specific questions or concerns. In all cases, use your best judgment. Once again, your health and safety are our highest priorities.

The main Centers for Disease Control and Prevention (CDC) website for the Coronavirus Disease 2019 (COVID-19) is <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

If you have any questions or wish to discuss this basis of order cost estimate further, please do not hesitate to call.

Attachments:

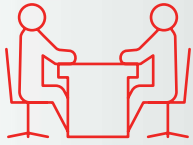
Social Distancing Guidelines
Activity Hazard Analysis

SOCIAL DISTANCING GUIDELINES AT WORK



1

Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.



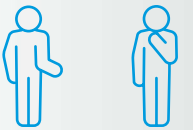
2

Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.



3

Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.



4

Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.



5

Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).



6

Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.



7

Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.

| | | | | | | | |
|--|---------------------|--|------------|----------|--------------|--|------------|
| Activity/Work Task: COVID-19 Hazard Mitigation | | Overall Risk Assessment Code (RAC) (use highest code from all subtasks): | | | M | | |
| Project Location: | | Risk Assessment Code (RAC) Matrix | | | | | |
| Project Number: | | Probability | | | | | |
| Date Prepared: | 23 March 2020 | Severity | 1 Frequent | 2 Likely | 3 Occasional | 4 Seldom | 5 Unlikely |
| Prepared By: | D. Wilt, P.G. | 1 Catastrophic | E | E | H | H | M |
| | | 2 Critical | E | H | H | M | L |
| Reviewed By: | P. Garger, CIH, CSP | 3 Marginal | H | M | M | L | L |
| | | 4 Negligible | M | L | L | L | L |
| Competent Person: SSHO | | | | | | RAC Chart E = Extremely High Risk H = High Risk M = Moderate Risk L = Low Risk | |
| Probability = the likelihood to cause an incident, near miss, or accident. Identified as frequent, likely, occasional, seldom, or unlikely. Severity = the outcome/degree if an incident, near miss, or accident did occur. Identified as catastrophic, critical, marginal, or negligible. Step 2: Identify the RAC as E, H, M, or L for each hazard on AHA. Select the highest RAC and note at the top of the form. | | | | | | | |

TASK BREAKDOWN, HAZARDS AND CONTROLS

| Work Task Steps | Hazards | Controls | RAC Severity/Probability /RAC |
|-----------------|---|--|-------------------------------|
| All Tasks | Inhalation of virus from infected individual (symptomatic or asymptomatic) by other individuals | Remain more than 6 feet from each other, unless necessary to perform job function. Daily safety tailgate meetings will continue to be held in the warehouse but will be limited to no more than 10 people at a time (breaking up groups and staggering meeting times accordingly). Maintain social spacing of 6 feet for meetings, with preference for tele-meetings. Stay outside of individual offices (at doorways) when talking. Use phones to communicate. Maintain diligent use of personal protective equipment (PPE) including safety glasses to limit contact with eyes and nitrile gloves. Face shields may be worn for work that cannot be completed without maintaining a distance of 6 feet between individuals. Staff are discouraged from taking breaks and eating lunch in communal settings where it is difficult to maintain a distance of 6 feet from co-workers. Breaks and lunches should be taken in offices, cubicles or personal vehicles. Staff are encouraged to practice social distancing when not on the jobsite. Staff are required to comply with all Federal, State, and local requirements and recommendations. | 2/4/M |

| Work Task Steps | Hazards | Controls | RAC Severity/ Probability /RAC |
|-----------------|---|---|--------------------------------|
| All Tasks | Dermal Contact with contaminated surfaces by individual personnel | <p>Wash hands often with soap and water for at least 20 seconds especially if in a public place, or after blowing your nose, coughing, or sneezing.</p> <p>If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of hands and rub them together until they feel dry.</p> <p>Avoid touching your eyes, nose, and mouth with unwashed hands.</p> | 2/4/M |
| | Dermal Contact - Contamination on Surfaces | <p>Clean AND disinfect frequently touched surfaces daily. This includes field equipment, personal mobile phones, vehicle surfaces (steering wheel, door handles, shift stick), tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.</p> <p>If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.</p> <p>Use disinfectant capable of killing the virus on surfaces including:</p> <ul style="list-style-type: none"> • Bleach – mix 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water • Alcohol solutions with at least 70% alcohol • Other approved disinfectants listed at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2 <p>The field office will be professionally cleaned twice weekly, with a focus on sanitizing/disinfecting all commonly touched surfaces such as doors, doorknobs and hardware, handrails, tabletops, windowsills, light switches, toilets, sinks, etc.</p> | 2/4/M |
| All Tasks | Infected individual(s)/ personnel at work | <p>The following questions below will be asked of each employee/subcontract employee and any potential site/office visitors to help identify people that should be excluded from office/job site. If an employee or subcontractor answers yes to any of the questions below, he/she will be asked to leave the job site immediately and contact their Supervisor and/or appropriate Human Resources Department for further instruction.</p> <ul style="list-style-type: none"> • Do you currently have fever, chills, a cough, sore throat, or shortness of breath? • Have you been in contact with someone who has been medically diagnosed with COVID-19? • Have you traveled to China, South Korea, Iran or Europe within the last 14 days? • Have you been in contact with anyone, including family members, who have traveled to any of the above locations within the last 14 days? <p>The field office will be professionally cleaned if an infected individual is identified onsite, with a focus on sanitizing/disinfecting all commonly touched surfaces such as doors, doorknobs and hardware, handrails, tabletops, windowsills, light switches, toilets, sinks, etc.</p> | 2/4/M |

REQUIRED EQUIPMENT, INSPECTION AND TRAINING

| Equipment Anticipated | Inspection Requirements | Training Requirements |
|---|---|--|
| <ul style="list-style-type: none">• Emergency equipment including first aid kit, eye wash, fire extinguishers• Safety glasses, nitrile gloves, face shields• Hand soap or hand sanitizer• Disinfectant | <ul style="list-style-type: none">• Inspect emergency equipment/supplies daily (first aid kit, eye wash, fire extinguisher)• Confirm disinfectant is approved to kill COVID-19 | All Personnel: <ul style="list-style-type: none">• COVID-19 awareness training covering symptoms, routes of transmission, mitigation efforts required |