

# General Requirements for COVID 19 Guidance on Projects:

## Purpose

To establish industry wide protocols to support construction projects within the Commonwealth of Massachusetts during the COVID 19 pandemic. This document is provided as a guide of the elements to be considered, with each project preparing, implementing and adjusting as necessary a project specific plan taking into consideration the unique elements of that project.

## Education & Awareness

It is of the upmost importance that employees working on construction project across the state of Massachusetts have the knowledge and capability to keep themselves and coworkers free of exposure to airborne virus. All stakeholders in construction should feel confident that the state, general contractors, trade partners and unions have a plan in place to help prevent the spread of such viruses. However, a plan by itself will not eliminate this exposure alone. All stakeholders in construction need to understand the protocols listed throughout this document to keep themselves and their coworkers free of exposure. Furthermore, all projects shall afford each employee the opportunity to be trained on and comprehend the protocols in this manual. See Appendix A for additional resources as well as frequently asked questions specific to COVID 19.

## Communication Plan

### Site Specific Safety Stand Down

It shall be required that all active construction projects have a safety stand down following the development of a site-specific COVID 19 plan. This safety stand down will roll out this plan and focus on the following key elements:

1. Review the guidelines and expectation set forth in this document
2. Review the role of what each contractor is doing to help prevent the spread of COVID-19
3. Inform employees of resources available to self-educate
4. Review locations of wash facilities on site
5. Review sanitation requirements
6. Roll out orientation that all workers on site will be required to attend

This safety stand down shall be documented, including those in attendance.

This safety stand shall comply with the 6' social distancing. This may require this stand down to be administered in smaller groups per select contractors.

### Orientation

It is required that all projects implement an orientation for each worker to review in general the requirements of this program. The orientation will be for all existing employees working on site as well as any new employees that arrive to work on site.

The orientation shall review at a minimum:

1. The stay at home if you are sick requirements
2. Possible symptoms of COVID-19
3. Health screening procedures

4. Locations of wash facilities on site
5. Expectations to implement social distancing for all activities on site
6. Emergency response procedures

### **Toolbox Talk**

It is the expectation that periodic toolbox talks be held as part of ongoing education and to provide updates to the workforce on the COVID-19 virus. Toolbox talks should also be held on proper personal hygiene and sanitation methods. It will be the responsibility of each contractor and subcontractor to provide and conduct these toolbox talk trainings for their workforce. See Appendix B for examples of toolbox talks to be utilized.

### **Pre-Task Planning**

All activities performed on site will have a component of the pre-task planning dedicated to performing the task in consideration with the CDC guidelines specific to social distancing.

Pre-Task planning should include the minimizing changing of crew members on a daily basis for reducing exposure. This process will allow for a more natural crew partnering /buddy system.

### **Signage**

Each project shall have signage posted to educate employees on COVID-19 safety guidelines throughout the project. Signage should be placed in conspicuous areas, site offices and adjacent to hygiene facilities at a minimum. See Appendix C for examples of sample signage to be utilized, which can also be found in multiple languages at the CDC website.

Link to CDC Posters: <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

### **Foreperson Meetings**

Each project to conduct weekly meetings where there will be specific COVID-19 discussions on expectations and requirements.

## **Mitigation Plan**

### **Screening and Testing**

The following screening and testing guidelines and procedures shall be implemented on all projects as a condition for anyone to enter the site. A dedicated area for this to be done is required on each project, where this process can take place without risk of allowing an infected person to expose a large portion of the work area or other workers. This area shall be sanitized (surfaces cleaned) frequently.

### **Screening**

1. Prior to starting a shift, each employee will self-certify to their supervisor that they:
  - a) Do not have a positive diagnosis of COVID-19,
  - b) Have no signs of a fever or a measured temperature above 100.4 degrees or greater, a cough or trouble breathing, sore throat or gastrointestinal symptoms within the past 24 hours,
  - c) Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" is currently defined as:
    - i) Being within approximately 6 feet (approximately 2 to 3 seats on plane, train, bus) of a person confirmed to have COVID-19 for an extended period of time.

- ii) Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a) a person confirmed to have COVID-19 or b) having direct contact with infectious secretions of a person confirmed to have COVID-19 (i.e., being coughed on)
  - iii) Any additional more stringent guidelines set forth by the specific project site policies and procedures.
  - d) Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- 2. All screening shall be conducted by a dedicated person and/or team depending on size of project. Some projects may choose to utilize a medical professional to do screening.

See Appendix D for sample screening forms

## Testing Guidelines and Protocols

1. Anyone entering the project site will be subject to a health screening. The project site shall conduct health screenings out of public view assuring to respect privacy where feasible and results shall be kept private.
2. Employees exhibiting symptoms or unable to self-certify will be directed to leave the work site and seek medical attention and applicable testing by their healthcare provider. They are not to return to the work site until:
  - a. They have not registered a temperature at or greater than 100.4 degrees Fahrenheit without taking medication to reduce their temperature for three (3) days.
  - b. There is improvement in their respiratory symptoms (cough and shortness of breath).
  - c. At least seven (7) days have passed since their symptoms began.
3. This process will be repeated daily.

## Preventative & Hygiene Measures

### Project Hygiene and Work Site Best Practices

1. All projects should provide access to hand washing stations. Where running water is available, additional sinks with hot and cold running water and soap with towels and trash bins should be available outside of breakrooms, trailers, or bathrooms.
  - a. Permanent plumbed sinks with hot and cold water should be baseline option if available.
  - b. Temporary portable wash stations are secondary only when plumbed running hot and cold water are not available.
  - c. Hand sanitizer stations are to be used in addition to handwashing. Use an alcohol-based hand sanitizer with at least 60% alcohol. These stations to be located at key areas such as entrance ways, break areas, vertical transportation areas – Hoist & Stairways. **Always wash hands with soap and water if hands are visibly dirty.**
2. Consider adding foot push/pull devices to doors for hand-free access/egress especially for bathrooms.
3. Consider converting entrance/egress doors to swinging doors – both directions – so workers don't have to "pull" a knob but rather lean against the door to gain access. If this approach is not possible, consider propping doors open where possible.
4. Discontinue sources of community water, coffee or food.
5. If allowing workers to purchase food from a catering truck, the options must be restricted to packaged foods only. Request information on cleaning protocol from the truck operator and require that the truck has hand sanitizer available. Payment should be facilitated in a separate area where distances can be maintained.

6. Prior to eating/drinking on the job site, make certain to disinfect hands, bottles and surrounding surfaces.
7. Garbage barrels will be placed next to the hand washing stations for disposal of tissues/towels.

### **Cleaning and Disinfecting Protocols**

1. Each project shall have a project specific plan for cleaning and disinfecting. The plan will include criteria for cleaning the general areas of the site as well as project specific tasks. Some of the key elements will include but not be limited to the following:
  - a. Disinfecting of all shared equipment and tools will be required and the responsibility of each subcontractor.
  - b. While not sustainable, use disposable utensils, plates, and cups when possible. Projects should refrain from supplying these items for the workforce in general areas unless they are contained in individually sealed packages.
  - c. Establish formal procedure and responsibility to accomplish this i.e., cleaning at the beginning and end of each day.
  - d. Assign consistent labor for performing the above tasks. Increase cleaning services (cleaning frequency and type of cleaning in offices, craft shanties, bathrooms and eating areas using alcohol-based cleaners.
  - e. When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry.
  - f. Clean and disinfect frequently touched objects and surfaces and establish formal procedure and responsibility to accomplish and maintain these practices. Items such as all common areas, break/lunch areas, lunch tables, turnstiles, entry gates, handrails, microwaves, coffee machines, buses for transport of workers, doorknobs, hoist and call boxes, doorknobs, light switches, locks, gang box handles, shared power tools, battery charging stations conference rooms conference tables, restrooms, plan tables, chairs etc.

### **Personal Protective Equipment**

1. All projects should implement a 100% glove policy requiring all workers to wear cut-resistant gloves or the equivalent at all times on site.
2. All projects should require workers to utilize eye protection at all times.
3. In work conditions where required social distance is not possible to achieve, perform a job hazard analysis to determine the applicable level of PPE to supplement the conditions (face coverings, face masks, Tyvek suits, N95 dust masks - or other face protection in alignment with CDC recommendations, etc.).

### **Individual Preventative Measures**

1. Wash your hands often with soap and water for at least 20 seconds, as a minimum standard as described by the following:
  - a. Utilizing the restroom
  - b. Before and after eating
  - c. After blowing your nose, coughing, or sneezing
  - d. Before and after smoking.
2. Do not shake hands with or hug people. Greet people with a wave, nod or bow instead of traditional handshake.

3. Do not touch your eyes, nose or mouth.
4. Be sure to use your own water bottle
5. To avoid passing germs, please clean up after yourself. Please don't make others responsible for moving, unpacking and packing up your personal belongings
6. Cover your nose and mouth with your elbow when you cough or sneeze cover your mouth and nose with a tissue when you cough/sneeze and throw the tissue in the trash and wash your hands after.
7. Endeavor to eliminate carpooling where feasible to access the project sites.

## Site Control Measures

### Jobsite Access

In an effort to control the spread of COVID 19, and protect the workforce on site, the following items should be considered when preparing the project specific plan:

1. Visitors to jobs sites are limited to an as-needed basis. Any visitor on site needs to follow the same screening and testing process as the workforce. This includes access to any site offices.
2. Delivery and truck drivers are required to remain in the truck during the delivery. If the driver is required to leave the delivery vehicle, they will be required to follow the same screening and testing process as the workforce. The truck drivers will be required to follow the same PPE guidelines as everyone else on the project if they leave the inside of the vehicle.
3. Implement signage/visual aid program to support and guide any visitors to the proper screening location. All gates and access points shall be maintained with personnel to control unregulated access.

### Social/Physical Distancing:

The CDC guidelines for distancing shall be implemented for all aspects of the work to the fullest extent possible on every project. All projects shall include the following items as part of their project specific plan:

1. Maintain at least 6 feet of distance between all personnel on site to the fullest extent possible. In work conditions where social distancing is not possible to maintain, workers must have the appropriate PPE.
2. Minimize size of groups with no groups being over 10 at a time.
3. Refrain from sharing cups, pens, pencils, plan-sets, tablets, laptops, tools or any other items.
4. Limit number of persons to a table and to an assigned break/lunch area. Break room shall be set up to maintain 6' distancing between persons.
5. When possible, stagger start times to decrease density of workers.
6. Stagger / separate stretch and flex, lunch/breaks, stand downs, and large group meetings. These should be conducted by individual crews.
7. Toolbox talks or site huddles/ gatherings shall be conducted outside or at 6' distancing.
8. Run meetings via conference call when possible. Encourage those in the same office area to call in separately versus sitting in a room together.
9. When possible utilize outdoor space for coffee and lunch breaks.

## Hoist/Elevator Operation:

1. Encourage the use of stairs for travel any less than 3 floors up.
2. Encourage the use of stairs for travel any less than 6 floors down.
3. Limit the total number of persons riding in the hoist/elevator to allow social distancing. Post guidelines are in place at the hoist area showing maximum number of people allowed in the hoist at one time. This will need to be project specific depending on size of car.
4. Ensure that hoist operator wears N95 respirator (or other face protection in alignment with CDC recommendations), safety glasses/shield and gloves while operating the hoist.
5. All workers utilizing hoist will be required to wear face coverings or face masks.
6. Discourage facing each other while riding in hoist.
7. Where possible limit vertical transportation to material only.
8. When possible perform cleaning/trash out during off hours.
9. Provide hoist/elevator operator with wipe down materials to continually clean surfaces that are touched.

## Emergency Procedures:

### Response Plan

1. Determination of confirmed or suspected (if individual has fever, cough or difficulty breathing) case.
2. Communicate with the individual that has tested positive or is suspected of having COVID-19.
3. Confirm the individual is receiving care they need and is following self-quarantine guidelines.
4. Confirm the areas and people the individual had contact with and during what time.
5. Keep the identity of the individual private. (If the individual agrees to share his/her name, this will help people assess if they were in close contact. But they may maintain privacy if they want – it is their choice.).
6. Try to determine the answers to the following questions:
  - a. When were first symptoms experienced?
  - b. Does the individual know when they might have been exposed?
  - c. Who was in close contact with the individual since that time?
  - d. Who might have been in close contact in the six days prior to symptoms?
    - i. Close contacts will be required to self-quarantine for 14 days, practicing social distancing and monitoring symptoms. If they remain symptom-free for 14 days from the day they had contact, they can return to work.
    - ii. Close Contact as defined by the CDC:
      1. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case
      2. Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).
7. Share facts of situation, response, and ongoing steps with all of the workforce associated with the project site as soon as possible.
8. Who might have experienced casual contact (working in the same indoor environment with the individual, such as an office or project site for a prolonged period but not meeting the definition of close contact. It would also include incidental interactions with the individual such as walking by the person or briefly being in the same room) with the individual in the six days prior to symptoms being first determined.
  - a. Individuals who may have experienced casual contact do not need to self-quarantine but should self-monitor for any developing signs of a fever, cough or difficulty breathing.

9. If an employee becomes ill while on site, or is notified that they may have been in close contact with someone that has received a positive diagnosis or become ill, the Contractor is responsible to stop all work directly associated with the area in question of where the employee may have been working or may have visited while on site (restroom, designated break area, storage room, shanty, etc.).
  - a. The employee should be sent home immediately and instructed to follow the guidelines referenced above.
  - b. The area should be controlled in such a manner to eliminate the potential for both worker and public exposure.
  - c. The Contractor shall post signage, barricades and other protective measures to ensure the area remains undisturbed
  - d. Work with environmental health & safety resources to determine scope of cleaning needed. Cleaning must comply with OSHA's standards, including proper disposal of regulated waste. Post applicable warning notices that alcohol-based cleaning products may be flammable.
  - e. The area may re-open once the cleaning procedures have been completed.

## Compliance

### Unique Safety Issues Pertinent to the Pandemic

In response to the unique issues pertinent to the Pandemic COVID 19 the above general guidance measures outline suggested practices for office and project site safety protocols to address disease spreading. Many employers are providing additional guidance to employees regarding hygiene, travel, etc. Successful implementation of these measures could become a determining factor regarding the continued operation or the temporary pausing of a project. Each project shall perform inspections of all aspects of the project specific plan similar to overall safety compliance inspections.

See Appendix E for sample inspection form

### Documentation

Each project as part of the specific plan shall:

- Establish and maintain records to demonstrate conformity with these guidelines.
- Establish and maintain a procedure for storage, retrieval, and retention of records similar to other safety record keeping.

All projects shall maintain documentation of site-specific mitigation plans, inspections, and corrective actions for the life of the project.

\*The details of any plan applicable to any job site are subject to collective bargaining between the appropriate parties. Nothing in this document supersedes greater collectively bargained health and safety standards, procedures, or requirements nor waives collective bargaining obligations pursuant to the National Labor Relations Act or General Laws c. 150E.

The guidance contained within the "General Requirements for COVID 19 Guidance on Projects" was established to support construction projects within the Commonwealth of Massachusetts during the current State of Emergency. These General Requirements are based on what is currently known about the Coronavirus (COVID-19) and is subject to change based on recommendations issued by the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA) and other federal, state, and local authorities. The guidance does not, and is not intended to, constitute legal advice; instead, all information, content, and materials provided here are for general informational purposes only.

# **APPENDIX A - FAQ's**

## Appendix A

### **Frequently Asked Questions:**

As the coronavirus (COVID-19) outbreak continues, we are providing guidance on frequently asked questions. Continue to access the most up to date information from organizations such as the [Centers for Disease Control](#) and the [World Health Organization](#).

#### **1. What is the coronavirus?**

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19

#### **2. What are the symptoms of coronavirus (COVID-19)?**

The most common symptoms of COVID-19 are fever, tiredness, shortness of breath and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. People with fever, cough and difficulty breathing should seek medical attention. [The CDC believes at this time that symptoms of COVID-19 may appear in as few as two days or up to 14 days after exposure.](#)

#### **3. How is COVID –19 spread?**

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs, sneezes, or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19. When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease. This is why it is important to stay more than 6 feet away from a person who is sick.

#### **4. Can CoVID-19 be caught from a person who has no symptoms?**

The main way the disease spreads is through respiratory droplets expelled by someone who is coughing. The risk of catching COVID-19 from someone with no symptoms at all is very low. However, many people with COVID-19 experience only mild symptoms. This is particularly true at the early stages of the disease. It is therefore possible to catch COVID-19 from someone who has, for example, just a mild cough and does not feel ill.

#### **5. How do I protect myself and others?**

You can reduce your chances of being infected or spreading COVID-19 by taking some simple precautions:

- a. Stay home when you are sick or if you begin to feel unwell, even with mild symptoms such as headache, low grade fever, and slight runny nose, until you recover. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.
- b. Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.  
Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- c. Avoid close contact with people who are sick.
- d. Put distance between yourself and other people if COVID-19 is spreading in your community. Maintain at least 6 feet distance between yourself and others.

## Appendix A

- e. Avoid touching eyes, nose and mouth with unwashed hands. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- a. Clean and disinfect frequently touched objects and surfaces daily using a regular household cleaning spray or wipe. View the current [list of products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19](#).
- b. Cover your cough or sneeze with a tissue, then throw the tissue in the trash or cough or sneeze into the crook of your arm.

### **6. Should I wear a facemask to protect myself from COVID-19?**

The CDC, WHO, and FDA does not recommend that people who are well wear a facemask to protect themselves from respiratory illnesses, including COVID-19. A facemask should be used by people who have COVID-19 and are showing symptoms until they are isolated in a hospital or at home. The use of facemasks is also crucial for health workers and other people who are taking care of someone infected with COVID-19 in close settings (at home or in a health care facility).

### **7. How long is the incubation period for COVID-19?**

The "incubation period" means the time between catching the virus and beginning to have symptoms of the disease. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days. These estimates will be updated as more data become available.

### **8. Can someone who has been quarantined for COVID-19 spread the illness to others?**

Quarantine means separating a person or group of people who have been exposed to a contagious disease but have not developed illness (symptoms) from others who have not been exposed, in order to prevent the possible spread of that disease. Quarantine is usually established for the incubation period of the disease. For COVID-19, the period of quarantine is 14 days from the last date of exposure, because 14 days is the longest incubation period seen for similar coronaviruses. Someone who has been released from COVID-19 quarantine is not considered a risk for spreading the virus to others because they have not developed illness during the incubation period.

### **9. How long does the virus survive on surfaces?**

It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment).

If you think a surface may be infected, report it to your supervisor so that it can be properly cleaned and disinfected to kill the virus and protect yourself and others.

### **10. Is COVID-19 airborne?**

The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or speaks. **The droplets are too heavy to hang in the air. They quickly fall on floors or surfaces.**

You can be infected by breathing in the virus if you are within 6' of a person who has COVID-19, or by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

### **11. What should I do if I am not feeling well?**

## Appendix A

If you have fever, cough and difficulty breathing, seek medical care early and stay away from others. Call in advance to enable your health care provider to direct you to the right health facility and help prevent spread of viruses and other infections. Notify your supervisor and stay home.

### 12. How to discontinue home isolation if I have been sick?

People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:

1. **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
  - a. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)  
AND
  - b. other symptoms have improved (for example, when your cough or shortness of breath have improved)  
AND
  - c. at least 7 days have passed since your symptoms first appeared
2. **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
  - a. You no longer have a fever (without the use of medicine that reduces fevers)  
AND
  - b. other symptoms have improved (for example, when your cough or shortness of breath have improved)  
AND  
you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).

### 13. Who can I reach out to if I have concerns about dealing with the impacts of COVID-19 and my work?

If you have any questions or concerns about your job assignment or work conditions please reach out to your Supervisor, Steward, or General Contractor to discuss.

Additional information about the virus and how you can inform and protect yourself can be found through sources listed below:

#### Links to Resources:

CDC Coronavirus Disease 2019 (COVID 19)

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

WHO Q&A on Coronaviruses (COVID 19)

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

WHO Coronavirus disease (COVID 19) advice for the public: Myth Busters

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>

MASS.GOV Common questions related to the outbreak of Coronavirus Disease 2019 (COVID 19)

<https://www.mass.gov/info-details/frequently-asked-questions-about-covid-19>

## Appendix A

FDA Corona Virus Disease 2019 Frequently Asked Questions

<https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/coronavirus-disease-2019-covid-19-frequently-asked-questions>

National Institutes of Health, NIH Coronavirus (COVID 19)

<https://www.nih.gov/health-information/coronavirus>



# Weekly Safety Meetings

Safety Training for the Construction Industry

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## Standard Subscription

COMPANY NAME: \_\_\_\_\_

Special Supplement 1 March 17, 2020

## Coronavirus or COVID-19

Coronavirus (or more accurately, COVID-19) is affecting all of us, either directly or indirectly. Although there is no vaccine available yet, there are steps you can take that will reduce the likelihood that you will get the virus. Your actions can also have an impact on the health of your co-workers, your family, and your community.

Just like you need to understand typical jobsite hazards like power tools or heavy equipment, you need to understand how COVID-19 creates a hazard for you. Current research indicates that COVID-19 spreads in two primary ways:

- when you're close to an infected person (within about six feet), and
- when tiny droplets from an infected person's cough or sneeze get into your mouth, nose, or eyes. Keep in mind that these droplets are tiny, often invisible, and you can't feel them.

How can you protect yourself? Here are three actions you can take to reduce the likelihood that you'll get infected:

- 1) Keep your distance.** Try to stay about six feet away from anyone who's sick. If there are cases of COVID-19 spreading in your community, try to stay at least six feet away from most people. When you can, stay home; that will keep you away from people who could be infected even if they don't have any symptoms yet.
- 2) Clean your hands often.** The best way to clean your hands is to wash them with soap and water for 20 seconds. If you can't wash, rub a hand

sanitizer that contains at least 60% alcohol over all the surfaces of your hands until they are dry.

- 3) Avoid touching your eyes, nose, and mouth with unwashed hands.** Be mindful about keeping your hands away from your face.

How can you protect others? Even if you haven't been exposed to the virus, the actions you take to slow its spread can help protect your family, co-workers, friends, and the elderly or vulnerable folks in your community. When we slow the spread, fewer people will become sick at any given time. This delay makes it possible for our healthcare system to take good care of everyone. Here's what you can do:

- 1) Cover coughs and sneezes with a tissue.** Then throw out the tissue and wash your hands. If you don't have a tissue, cough into the inside of your elbow; make sure your mouth and nose are close to your elbow.
- 2) Clean and disinfect.** Use a disinfecting wipe or spray and wipe down door handles, sink and toilet handles, shared tools, phones, etc.
- 3) Stay home if you're sick.** If you think you've been exposed to COVID-19, or if you have symptoms of the virus, call your healthcare provider. He or she will be able to give you specific and up-to-date information on what to do in your community.

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**SAFETY REMINDER**  
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**Social distancing is a good way to stay healthy.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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S.A.F.E. CARDS® PLANNED FOR THIS WEEK:

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REVIEWED SDS #

SUBJECT:

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**MEETING DOCUMENTATION:**

JOB NAME:

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MEETING DATE:

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SUPERVISOR:

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ATTENDEES:

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*These instructions do not supersede local, state, or federal regulations.*

# What you need to know about coronavirus disease 2019 (COVID-19)

## What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

## Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

## Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

## How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

## What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

## What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

## How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

## If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

## What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

## Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

## Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



# SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

FEVER



COUGH



\*Symptoms may appear 2-14 days after exposure.

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

SHORTNESS OF BREATH



[cdc.gov/COVID19-symptoms](https://cdc.gov/COVID19-symptoms)

# SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT  
1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT  
2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT  
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT  
4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT  
5

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



# Steps to help prevent the spread of COVID-19 if you are sick

**FOLLOW THE STEPS BELOW:** If you are sick with COVID-19 or think you might have it, follow the steps below to help protect other people in your home and community.

## Stay home except to get medical care

- **Stay home:** People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care. Do not visit public areas.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you feel worse or you think it is an emergency.
- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.



## Separate yourself from other people in your home, this is known as home isolation

- **Stay away from others:** As much as possible, you should stay in a specific “sick room” and away from other people in your home. Use a separate bathroom, if available.
- **Limit contact with pets & animals:** You should restrict contact with pets and other animals, just like you would around other people.
  - Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people with the virus limit contact with animals until more information is known.
  - When possible, have another member of your household care for your animals while you are sick with COVID-19. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with them. See COVID-19 and Animals for more information.



## Call ahead before visiting your doctor

- **Call ahead:** If you have a medical appointment, call your doctor’s office or emergency department, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



## Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people and before you enter a healthcare provider’s office.
- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live in the home should stay in a different room. When caregivers enter the room of the sick person, they should wear a facemask. Visitors, other than caregivers, are not recommended.



## Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option, especially if hands are visibly dirty.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.



## Avoid sharing personal household items

- **Do not share:** Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.



- **Wash thoroughly after use:** After using these items, wash them thoroughly with soap and water or put in the dishwasher.

## Clean all “high-touch” surfaces everyday

Clean high-touch surfaces in your isolation area (“sick room” and bathroom) every day; let a caregiver clean and disinfect high-touch surfaces in other areas of the home.



- **Clean and disinfect:** Routinely clean high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
  - If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).

## Monitor your symptoms

- **Seek medical attention, but call first:** Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
  - **Call your doctor before going in:** Before going to the doctor’s office or emergency room, call ahead and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If possible, put on a facemask before you enter the building. If you can’t put on a facemask, try to keep a safe distance from other people (at least 6 feet away). This will help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**.

Emergency warning signs include\*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

**Call 911 if you have a medical emergency:** If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

## How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
  - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
    - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
    - at least 7 days have passed since your symptoms first appeared
  - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use medicine that reduces fevers) AND
    - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
    - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



**In all cases, follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

More information is available [here](#).

Additional information for healthcare providers: [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

## **APPENDIX D - SCREENING**

### **Coronavirus (COVID-19) Daily Personnel Health Survey**

<b>Survey Questions</b>
<ol style="list-style-type: none"><li>1. Do you have <u>SIGNS OF FEVER</u><sup>1</sup> (e.g. feels warm, has a flushed face, glassy eyes, chills) or measured (100.4°F or greater) FEVER, COUGH or DIFFICULTY BREATHING?</li><li>2. Do you have a runny or stuffy nose; muscle aches, body aches or headache; tiredness, or fatigue; nausea, vomiting or diarrhea?</li><li>3. Have you been in close-contact for a prolonged period with a person diagnosed with COVID-19 (or, that has a pending test result) within the past 14 days?</li><li>4. Do you have a physicians or public health order to enforce isolation, quarantine or conditional release related to COVID-19?</li></ol>
<b>Actions</b>
<input type="checkbox"/> If the answer is YES, you (the employee) is required to immediately leave the project, contact your primary care doctor if symptomatic, and remain out of work for the duration outlined below.
<b>Duration</b>
<ol style="list-style-type: none"><li>1. <b><i>If symptoms of acute respiratory illness – instruct the employee to stay home and not come to work until you are free of fever (100.4° F or greater using an oral thermometer 2x per day) for at least 3 full days of no fever without the use medicine that reduces fevers, AND other symptoms have improved (for example, when your cough or shortness of breath have improved), AND at least 7 days have passed since your symptoms first appeared.<sup>2</sup> or provide a medical return to work note<sup>3</sup>.</i></b></li><li>2. <b><i>If potential exposure to COVID-19 through testing (i.e. confirmed, pending, presumed), or travel: Instruct employee to self-quarantine for 14 days and self-observe for symptoms. If symptom free at end of 14-days employee may return to work. If they become symptomatic refer to no. 1.</i></b></li></ol>

<sup>1</sup> **SIGNS OF FEVER** The self-reported history of feeling feverish when a thermometer is not available, or the ill person has taken medication that would lower the measured temperature. The appearance of a flushed face, glassy eyes, or chills if it is not feasible to touch the person or if the person does not report feeling feverish.

<sup>2</sup> Refer [CDC COVID19 When to End Isolation](#)

<sup>3</sup> Refer [CDC bullet point four \(4\) within section entitled Maintain Healthy Business Operations](#)

## APPENDIX E - INSPECTION FORM

### General Guidance Mitigation Measures Audit & Checklist:

General guidance is that each project conducts a weekly review of the mitigation measures in order to assure reduction of risk of contracting or spreading Coronavirus (COVID-19).

<b>Mitigation Measure Inspected</b>	<b>In Compliance: Y/N</b>	<b>Corrective Actions:</b>	<b>Assigned to:</b>	<b>Date Completed</b>
Visual management: Posters (CDC, handwashing, etc.), guidance documents, instructions to stay home if sick.				
Daily Crew Leader discusses COVID mitigation measures and solicits feedback from the crew.				
At project and company orientation COVID mitigation measures discussed.				
Adequate number of Hand washing stations available with soap, hand towels, and trash receptacle.				
Hand Sanitizer provided at convenient locations (if available).				
Daily cleaning program in place to disinfect common surfaces and all common areas.				
Site specific mitigation plan in place.				
Plan to use technology and conference calls that allows for the elimination of most face to face meetings.				
Office/work area is redesigned to allow and maintain 6 ft. distance from each other while working/gathering.				

Plan in place that is staggering work, break, and lunch times to reduce density and duration of workers.				
The number of workers allowed in the hoist has been reduced. Posted guidelines are in place at the hoist area showing maximum number of people allowed in the hoist at one time.				
Physical distancing of 6' maintained as recommended by your national and local public health authority				
Plan in place to address work activities where physical distancing cannot be achieved.				
Lunch areas are arranged in a manner that accommodates social distancing and limits the number of workers and staff at a table.				
Plan in place to address Food vendors hygiene & precautions.				
Visitor log book is being maintained.				
Screening/testing process implemented for all personnel accessing site				
All points of entry controlled to prevent access on site without adhering to the screening and testing process				