

If someone feels sick, or uncomfortable, or unsafe they should be encouraged to **stay home**. These Response Protocols are to be viewed as recommended best practices and are provided solely as suggested guidelines and resources for contractors' reference concerning COVID-19. These Protocols are intended to help prevent the spread or transmission of COVID-19. All contractors must continue to comply with all relevant rules and regulations concerning workplace safety and health. This is not legal advice.

Contractors should regularly evaluate their health and safety procedures, as well as the specific hazards at their job sites, consistent with the [Centers for Disease Control and Prevention \(CDC\) recommendations](#) and state laws or executive orders, to determine the appropriate job hazard analysis and safety procedures for the project/task as it relates to the spread and/or transmission of COVID-19. All contractors should incorporate COVID-19 prevention into all job hazard analyses (JHAs) and pre-task safety planning for all aspects of the work. In addition, all projects should require **social distancing, hand washing on a regular basis, no large group meetings where social distancing cannot be maintained, and should include the wearing of face masks or respirators depending on owner/employer/local jurisdictions**.

These Protocols will be updated as we learn more about how to prevent and treat COVID-19.

## SECTION 1: Steps to Take When Responding to COVID-19

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If you have a suspected or confirmed case of COVID-19, the additional steps that you may want to consider include these:

- 1) Remove the infected, or potentially infected, employee from the workplace, jobsite, floor or area:** Before the employee departs, ensure you have a full list of potentially affected employees who may need be sent home (i.e., individuals who worked in close proximity three to six feet without face protection with them in the previous 14 days, to the extent possible, focusing on the last 48 hours from symptoms and signs). For suspected cases, take the same precautions and treat the situation as if the suspected case is a confirmed case for purposes of sending home potentially infected employees. **(See Attachment 1: COVID-19 Close Contact List).**
- 2) Ensure a medical evaluation is completed:** Advise the employee to contact a medical care provider to discuss the symptoms that they are experiencing and follow any orders given. Telemedicine is recommended as an alternative to in-person medical visits.

- 3) **Investigate:** Just as you would investigate a workplace injury (i.e., slip and fall), investigate suspected or confirmed cases of COVID-19, and document your investigation. (Investigating may assist with the determination of work-relatedness of the confirmed case or exposure.)
  - a. COVID-19 should be a recordable illness if a worker is infected as a result of an event or exposure in the work environment. However, employers are only responsible for recording cases of COVID-19 if all of the following are met:
    - i. The case is a confirmed case of COVID-19 (see [CDC information](#) on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19);
    - ii. The case is work-related, as defined by [29 CFR 1904.5](#); and
    - iii. The case involves one or more of the general recording criteria set forth in [29 CFR 1904.7](#) (e.g., medical treatment beyond first-aid, days away from work).
    - iv. On April 10th, 2020 OSHA provided [additional guidance](#) on recordkeeping requirements.
- 4) **Identify corrective actions:** These items will include what additional measures could be put into place to prevent further spreading of the virus on the jobsite or in the workplace as well as future occurrences. Such measures may include the cleaning and sanitizing of the work area(s) and/or tools (hand and power) and equipment as well as reinforcing the guidelines for prevention outlined by CDC with others in the workplace and on the jobsite.
- 5) **Establish a procedure to communicate:** Communicate with both affected and non-affected employees on the status of the suspected or confirmed COVID-19 case, but do not communicate the name of affected individuals or specific medical diagnoses. Where there is a confirmed case of COVID-19, notify affected employees and encourage them to seek medical attention. If a suspected case tests negative, notify affected employees and encourage them to return to work.
  - a. Affected employees are someone who has been in close contact (three to six feet for 10 to 30 minutes or more) without a facial covering.  
**(Attachment 2 - Confirmed COVID-19 Case Memo)**  
**(Attachment 3 – Consent and Authorization Waiver)**

## SECTION 2: Handling a Diagnosed, Confirmed or Suspected Case of COVID-19

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The intent of this list is to provide response guidance when an employee(s) is diagnosed, confirmed or suspected to have a case of COVID-19. Suspected means the employee is exhibiting COVID-19 symptoms upon arrival to or while at work, an employee has been exposed to someone with a confirmed case of COVID-19, or a member of the employee's household has been told to stay home because they were potentially exposed to COVID-19.

**If the employee(s) has been diagnosed or tested positive (i.e., confirmed case), then:**

- 1) The employee(s) will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least 7 days have passed since the onset of signs and symptoms of COVID-19 and he or she has not had a subsequent illness.
- 2) Employees who are diagnosed or test positive, while away from work, should self-isolate until each of the following conditions are met:
  - a. It has been at least 7 days since your symptoms first appeared AND
  - b. It has been at least 48 hours (2 full days) since you have not had a fever (without using fever-reducing medications) and your respiratory symptoms are improving (e.g., cough, shortness of breath). Please see [CDC's Interim Guidance Pertaining to Critical Infrastructure Workers](#).
  - c. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers.
  - d. An employer may require an employee to provide documentation clearing his or her return to work.
- 3) Ask the employee for names of those that may have had close contact (see Note 3 below) with them in the previous 14 days, to the extent possible, focusing on the last 48 hours from symptoms and signs). (**Attachment 3 - COVID-19 Close Contact Check List**).
- 4) Interview Supervisor and close contact co-workers from a safe distance.
- 5) Determine if any other employee should also stay away from work for at least 14 days to quarantine. Anyone in close contact (three to six feet for 10 to 30 minutes or more) without a mask should be considered to self-quarantine.
- 6) Accompany applicable employees off-site while practicing social distancing.
- 7) Quarantine the immediate work area of suspected employee(s) until it is cleaned and disinfected. If necessary, clean and disinfect the work area and exit travel path. Reference Section 3 below.
- 8) Communicate appropriately with the workforce.

**If the employee has a suspected case, then:**

- 1) If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees may be required to obtain a doctor's note clearing them to return to work. (**Attachment 4 – PA DOH COVID-19 Patient Instructions for Self-Isolation**)
- 2) If the employee is already at work, **then** they should be sent home.

- a. If the employee is symptomatic, **then** the employee should be instructed to stay away from work for at least 14 days (i.e., self-isolate) or cleared by a medical professional to return to work.
- b. Quarantine the immediate work area of suspected employee(s) until it is cleaned and disinfected. If necessary, clean and disinfect the work area and exit travel path. Reference Section 3 below.
- c. If a suspected case is confirmed to be positive, the employee should follow guidelines for self-isolation and return to work given by their health care provider.
- d. Communicate appropriately with the workforce.

**If the employee has been in close contact with a diagnosed, positive test, or suspected case, then:**

- 1) Close contact is defined as being within 6 feet for a period of 10 minutes to 30 minutes or more within 48 hours of symptom onset. Close contacts are considered immediate household members, anyone you care for, live with, or visit.
- 2) Close contacts of patients diagnosed with COVID-19 should self-quarantine for 14 days from the last time of their last contact with the patient.
- 3) If a close contact develops symptoms during those 14 days, they could be tested by a healthcare provider for COVID-19, or they may be advised to self-isolate at home.

Notes:

1. Diagnosed, confirmed or suspected cases should be reported to the employer.
2. Treat employee information as confidential (i.e., limit communication to those that need to know, do not identify name of the employee to the general workforce, etc.).
3. Self-isolation is done for someone who has tested positive for COVID-19 and should be completely separated from other household members.
4. Self-quarantine is done for someone who is who has had in close contact with a positive COVID-19 case. Close contact is defined as three to six feet for 10 to 30 minutes or more without a mask. Self-quarantine and should stay at home and not interacting with others outside the home.
5. Note that recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been *exposed* to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it takes to develop the illness if infected. Thus, it is possible that a person *known* to be infected could leave isolation earlier than a person who is quarantined because of the *possibility* they are infected.

## SECTION 3: Cleaning and Disinfection

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This guidance provides recommendations on the cleaning and disinfection of construction sites where [persons under investigation \(PUI\)](#) or those with diagnosed, or confirmed COVID-19 who have worked on a construction site or office/trailer. If there is a need to clean and disinfect jobsite area, follow these guidelines:

- 1) **Close off the area(s)** used by the sick worker.
- 2) **Open outside doors and windows** to increase air circulation in the area. If immediate cleaning is necessary, take the proper precautions.
- 3) Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
  - a. **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
  - b. **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- 4) **If more than 7 days** since the person who is sick has visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. CDC recognizes the virus is not viable on surfaces after more than 72 hours.
- 5) **How to clean and disinfect:**
  - a. **Hard (Non-porous) Surfaces** - Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.
    - i. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
    - ii. For disinfection, most common EPA-registered household disinfectants should be effective.
    - iii. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at [EPA-registered disinfectants](#). Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method, and contact time, etc.).

- iv. Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute (i.e. for bleach solutions), and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Once bleach is diluted with water, it is effective for only 4 hours. After that time a fresh bleach solution should then be prepared.
- v. Prepare a bleach solution by mixing:
  1. 5 tablespoons (1/3rd cup) bleach per gallon of water or
  2. 4 teaspoons bleach per quart of water
- b. **Soft (Porous) Surfaces** - Soft surfaces such as rugs, chairs, and office partitions shall be cleaned by a misting or steam generator with [EPA-registered disinfectants](#) that are suitable for porous surfaces. After the product is applied, this product must have no harmful residue.

#### **General Recommendations for Routine Cleaning and Disinfection of Construction Site – Office/Trailer/Interior Work**

- 1) Construction sites can practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, plan tables, toilets, faucets, sinks, and electronics (see below for special electronics cleaning and disinfection instructions)) with household cleaners and [EPA-registered disinfectants](#) that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.
- 2) For electronics follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

#### **General Recommendations for Routine Cleaning and Disinfection of Construction Site – Exterior Work**

- 1) Typical Construction items that may need to be cleaned and disinfected:
  - a. Power, hand tools, and equipment
  - b. Any machinery that an operator would be operating from
  - c. Ladders, gang ladders, and stair towers

- d. Gang boxes
- e. Port-a-Johns
- f. Stair railings
- g. Any frequently touched items such as door handles, printers, water coolers, coffee pots, panic hardware on exit door, etc.
- h. Site fencing, locks and chains

## **SECTION 4: Additional Protective Measures**

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In an effort to protect others, additional protective measures may be put in place. These include:

- 1) CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.
  - a. Coverings are used as a barrier against droplets, not as a filter for the air.
- 2) Gloves are recognized as a means of possibly preventing contact spread of COVID-19. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable.
- 3) Safety glasses can help protect from potential ocular contamination.

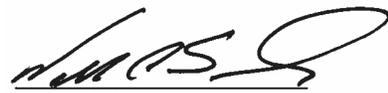
## **SECTION 5: Confidentiality/Privacy**

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Except for circumstances in which an employer is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the affected persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. An employer reserves the right to inform other employees, subcontractors, vendors, suppliers or visitors that an unnamed co-worker has been diagnosed, confirmed or suspected of having COVID-19 if the other employees might have been exposed to the virus so the employees may take measures to protect their own health.



On behalf of General Building  
Contractors Association



On behalf of Eastern Atlantic States  
Regional Council of Carpenters



**CONSENT AND AUTHORIZATION FOR  
RELEASE OF COVID-19 HEALTH-RELATED INFORMATION**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Project: \_\_\_\_\_

I am the person named above and I understand that \_\_\_\_\_ is the General Contractor for the above Project, which has received information that an employee employed by \_\_\_\_\_ has experienced symptoms; has been exposed; has tested positive for the COVID-19 virus; and/or is awaiting test results for the COVID-19 virus. In recognition of the exigent circumstances related to the COVID-19 pandemic and need to ensure the safety and health of the workforce at the above Project, \_\_\_\_\_ [General Contractor] has requested that my employer \_\_\_\_\_ release my name to \_\_\_\_\_ [General Contractor] only in an effort to control the potential spread of the COVID-19 virus and to protect my fellow co-workers.

I further understand that my name and health status will be available only to those persons involved in ensuring that the above Project and its workers are made safe. I also understand that my information will not be released to anyone besides \_\_\_\_\_ [General Contractor's] employees responsible for the safety and health of the Project and its workers.

**I, THEREFORE, HEREBY CONSENT TO THE IMMEDIATE RELEASE OF MY NAME AND THE INFORMATION DESCRIBED ABOVE AND I AUTHORIZE \_\_\_\_\_ AND ITS AUTHORIZED REPRESENTATIVE TO OBTAIN THAT INFORMATION FROM MY EMPLOYER.** I hereby release my employer, \_\_\_\_\_ [the General Contractor], their officers, employees, owners, related companies and authorized representatives from any and all liability related to the release of my name and related information so that \_\_\_\_\_ [General Contractor] can take immediate steps to ensure the health and safety of the workers at the above Project.

Signature of Employee: \_\_\_\_\_

Printed Name of Employee: \_\_\_\_\_

Date: \_\_\_\_\_



## COVID-19 PATIENT INSTRUCTIONS FOR SELF-ISOLATION WHILE AWAITING LABORATORY RESULTS

### BACKGROUND

COVID-19 is a new disease. We know that it mainly spreads between people who are in close contact with one another (within about six feet for about 10 consecutive minutes), other times called person-to-person transmission. It is important to remember that we are still learning how this virus spreads, how severe it is and how it may spread in the United States.

After getting tested for COVID-19, you will receive your results from your healthcare provider anywhere between one to seven days after testing. This time may take longer depending on the testing volume and the laboratory doing the testing.

### WHAT SHOULD I DO WHILE I WAIT FOR MY RESULT?

- Self-isolate to your home.
- If you live with others, self-isolate in a private room and use a private bathroom if possible.
- Whoever else lives in your home should also stay at home.
- Make a list of close contacts you have had from two days before you became sick until you isolated. Close contacts are people who have been within 6 feet of you for a period of 10 minutes or more.
- Wear a mask when you enter general living areas. Interact with others as little as possible.
- If you develop additional symptoms or if your symptoms get worse, notify your healthcare provider for instructions.

### WHAT SHOULD I DO IF I TEST POSITIVE?

- Notify your close contacts and let them know they should quarantine at home for 14 days. This includes your family members.
- Self-isolate in your home until each of the following conditions are met:
  1. It has been at least seven days since your symptoms first appeared **AND**
  2. It has been at least three days since you have not had a fever (without using fever-reducing medications) and your respiratory symptoms are improving (e.g., cough, shortness of breath).
- If your symptoms get worse or if you require hospitalization, notify your healthcare provider immediately and follow instructions about wearing a mask when you arrive to the facility.
- If you do not need hospitalization, continue to self-isolate at home.

### WHAT DO I DO IF MY TEST IS NEGATIVE?

- If you had a **known exposure** to a confirmed case, continue to quarantine until 14 days after your exposure.
- If you were tested but had **no known exposure** to a confirmed case, and you are **asymptomatic**, you can stop your self-quarantine.
- If you were tested but had **no known exposure** to a confirmed case, and you are symptomatic, you may have another respiratory pathogen that is circulating in the community. Avoid work and group settings until three days after the last day of your respiratory symptoms and fever.

### RESOURCES FOR MORE INFORMATION

For more information, visit <https://www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx>

The latest information on the coronavirus in the U.S. and worldwide can be found on the [CDC website](#)

Additional information from the CDC on what to do if you are sick can be found [here](#)

Help is available, contact the Crisis Text Line by texting **PA to 741-741**.

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