



COVID-19 Recommended Job Site Protocols

Wednesday, April 1, 2020





Disclaimer

These Job Site 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 not to be relied upon to prevent the spread or transmission of COVID-19 on any specific job site or to prevent a safety violation from being issued by a jurisdictional authority. All contractors must continue to comply with all relevant rules and regulations concerning workplace safety and health. This is not legal advice.

Challenging health and wellbeing circumstances

- World-Wide impact
- Rapidly evolving situation
- Precautions help protect ourselves and our families
- Prevention through the classic “hierarchy of controls”
- Interdependent plan elements – together protect
- This is all about layers of care, for your care
- We developed these guidelines through a collaborative process with current prudent practices, industry experts, contractors and the trades.



Eastern Atlantic States

REGIONAL COUNCIL OF CARPENTERS



Overview

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- SECTION 2: Social/Physical Distancing
- SECTION 3: General Jobsite / Office Practices
- SECTION 4: Sanitation and Cleanliness
- SECTION 5: Personal Protective Equipment (PPE)
- SECTION 6: Job Site Visitors



SECTION 1: Worker Personal Responsibilities

1. Employees need to take steps to protect themselves, and each other.
2. It is critical that individuals **NOT** report to the worksite while they are experiencing illness symptoms such as fever of 100.4 or higher (or local jurisdiction level), cough, shortness of breath or difficulty breathing, dry cough, body aches, chills, or fatigue, or loss of sense of smell and/or taste (follow current CDC guidelines).
 - a. Workers should **NOT** return to work until at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **And,**
 - b. At least 7 days have passed since symptoms first appeared
3. An individual contractor may require, in order to return to work after experiencing any of these symptoms, a doctor's note or a negative COVID-19 test result.

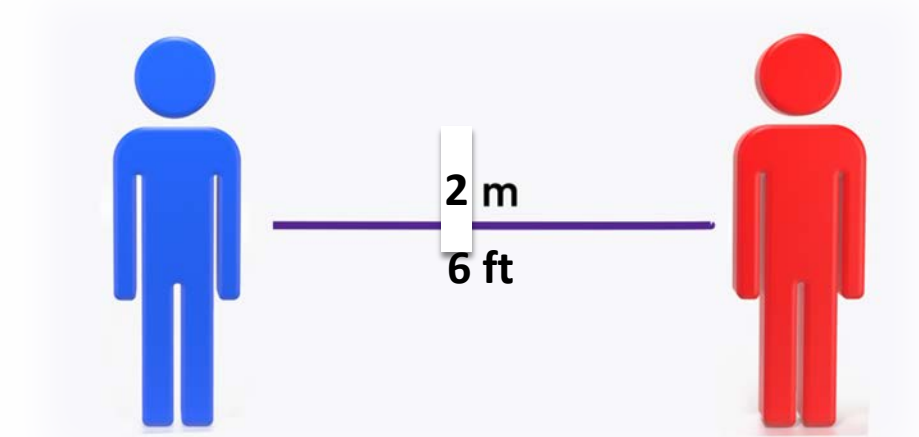
If you feel sick, uncomfortable, or unsafe, please stay home.



SECTION 2: Social/Physical Distancing

1. **Work in occupied areas should be limited to only those tasks that are strictly necessary.**
2. Limit in-person meetings and replace them with phone or online meetings.*
3. Take breaks and lunches in shifts.
4. Prohibit large gatherings such as the all-hands meetings and all-hands lunches.

* FYI - The World Health Organization (WHO) recommends at least one meter between individuals. The CDC recommends 2 meters.



SECTION 2: Social/Physical Distancing

6. Allow non-essential personnel to work from home when possible.
7. Avoid trade stacking.
8. Discourage hand-shaking and other contact greetings.
9. Social distancing should be used in hoists/elevators. Individuals are **encouraged to avoid hoists/elevators when walking up or down 5 flights of stairs** to limit contact with others. Depending on the size, hoists/elevators should be limited to 5 people or less when possible. Separate materials and people when possible.

If closer contact is required for a task, consider developing a JHA (Job Health Analysis) to implement exposure controls.

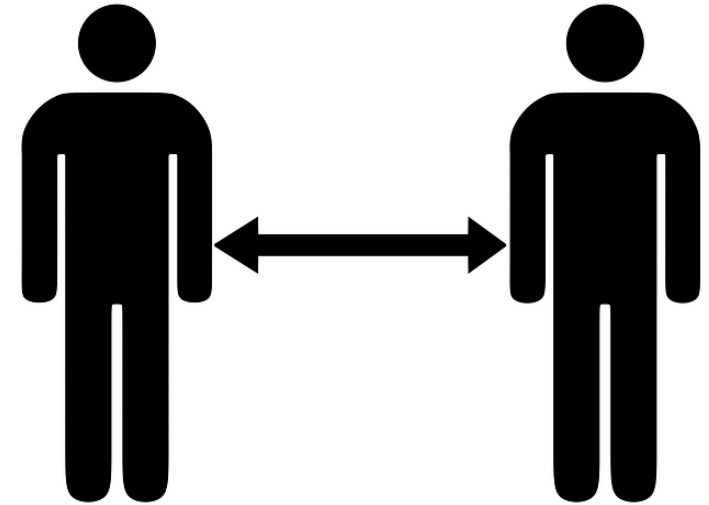


What is “close contact”?

According to the CDC*

**CDC defines "close contact" as being about six (6) feet (approximately two (2) meters) from an infected person or within the room or care area of an infected patient for a prolonged period while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person.*

Reference: <https://www.osha.gov/SLTC/covid-19/controlprevention.html>



SECTION 3: General Jobsite / Worksite Practices

1. Employers should reference the CDC's [Interim Guidance for Businesses and Employers](#). Employers should check CDC recommendations frequently and update JHAs and safety plans accordingly.
2. A single point of contact should be identified by the General Contractor/Construction Manager for the implementation of all COVID-19 guidance. This individual will help implement the Building Trades Council/GBCA/United Brotherhood of Carpenters COVID-19 Recommended Job Site Protocols.
 - a. Employers should consider designating a representative to monitor for signs of illness in the workplace, and if someone is showing symptoms, ask them to leave.
 - b. Employers should consider designating a trained and qualified professional (i.e. EMTs, nurses, paramedics, etc.) to take employees' temperatures with a digital, non-contact, medical grade thermometer.



SECTION 3: General Jobsite / Worksite Practices

3. If an employee is well but someone in their immediate household is diagnosed with COVID-19, they should notify their supervisor. Refer to CDC guidance for [How To Conduct a Risk Assessment](#).
4. If an employee is confirmed to have COVID-19, inform fellow employees of possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
5. Attendance at safety meetings should be communicated verbally and the foreman/superintendent will sign in each attendee.
6. iPad and mobile device use should be limited to a single user.



SECTION 3: General Jobsite / Worksite Practices

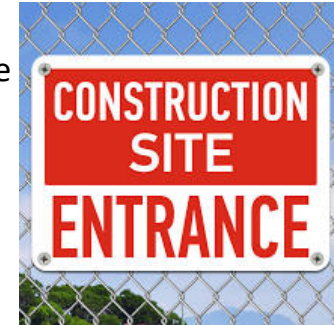
Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople:

- [How to Protect Yourself](#)
- [If You are Sick](#)
- [COVID-19 Frequently Asked Questions](#)
- Place posters that encourage [staying home when sick, cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.



SECTION 3: General Jobsite / Worksite Practices

Screening Process - Greet the person and state: “As a precaution and in an effort to help prevent the spread of COVID-19 we are conducting a pre-entry screening.” Supervisors should ask the following questions to all employees prior to entering the jobsite. If they answer “yes” to any, they should be asked to leave the jobsite immediately.



- i. Have you been in close contact with a person that has shown signs/symptoms, or been diagnosed with COVID-19?
- ii. Has anyone in your household, been in close contact with a person that is in the process of being tested, has shown signs/symptoms, or been diagnosed with COVID-19?
- iii. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- iv. Are you having trouble breathing or have you had flu-like symptoms within the past 72 hours, including: fever, dry cough, shortness of breath, sore throat, body aches, chills, loss of taste or smell, or fatigue?

SECTION 3: General Jobsite / Office Practices

- a. **Temperature Scanning** – If required by site and if “no” to all questions: Step in and extend arm to get reading, then step away to show the results. If over 100.4, they cannot enter the site. Refer to them to your site contact. (NOTE: Follow host/owner rules. Follow thermometer instructions and recognize precision of reading range.)
- b. Anyone asked to leave should **NOT** return to work until at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **And**, at least 7 days have passed since symptoms first appeared
- c. An individual contractor may require, in order to return to work after experiencing any of these symptoms, personnel to produce a doctor’s note or a negative COVID-19 test result.

SECTION 4: Sanitation and Cleanliness

1. Promote **frequent** and **thorough** hand washing with soap and running water for at least 20 seconds. Hand washing stations are recommended to help prevent the spread of COVID-19. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guideline for [When and How to Wash Your Hands](#).
2. All workers should wash hands often.
 - a. All sites should have hand washing stations readily available to all workers on site.
 - b. Providing hand sanitizer is acceptable in the interim between availability of hand washing facilities. Note – soap and water washing is always more protective than using a sanitizer.



SECTION 4: Sanitation and Cleanliness

2. Disinfect frequently touched surfaces within the workplace multiple times each day. Refer to CDC guideline for [Clean & Disinfect](#).
 - a. **Disinfectant wipes** should be available and used to wipe down any surfaces (doorknobs, keyboards, remote controls, desks) that are commonly touched periodically each day.
 - b. **Portable job site toilets** should be properly cleaned by leasing company at least twice per week, when possible. Double check that hand sanitizer dispensers are filled. Frequently touched items (i.e., door pulls and toilet seats) should be cleaned frequently.
 - c. Job site offices/trailers and break/lunchrooms should be cleaned at least twice per day.
 - d. Employees performing cleaning will be issue proper PPE, such as nitrile gloves and eye or face protection as needed.
 - e. Maintain Safety Data Sheets (SDS) of all disinfectants on site.
 - f. Follow the CDC guidelines on use and types of disinfectants



SECTION 4: Sanitation and Cleanliness

3. Employers should **encourage employees to cover their noses and mouths** with a tissue (or elbow or shoulder if a tissue is not available) when coughing or sneezing. Wash your hands after each time you cough, sneeze, or blow your nose, and any time before touching your face or food. Refer to CDC guideline for [Coughing & Sneezing](#).
4. Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
5. Instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with soap.
6. Utilize disposable hand towels and no-touch trash receptacles.
7. Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.



SECTION 5: Personal Protective Equipment (PPE)

1. **Gloves:** Gloves are recognized as a means of possibly preventing contact spread.
2. **Eye protection:** Eye protection may be a means of preventing exposure and should be worn at all times.
3. . The CDC recommends wearing cloth face coverings in public settings where social distancing measures are difficult to maintain. Contractors should continue to provide and direct employees to wear face masks if required by the work. For tasks performed within 6 feet of another person, should consider additional respiratory protection. Please consult a professional for respiratory protection guidance
4. Do not share personal protection equipment (PPE).



SECTION 6: Job Site Visitors

1. Restrict the number of visitors to the job site, including the trailer or office.
2. All visitors, deliveries and delivery personnel are subject to the same criteria and guidelines as regular onsite personnel to access the jobsite: including social distancing, hand washing, temperature scanning when applicable, and health questions. Using the same questions as field personnel recognized above under **Section 3 General Jobsite/Office Practices, number 7.**



Additional Resources

- CDC – [Coronavirus \(COVID-19\)](#)
 - WHO – [Rolling Updates on Coronavirus disease \(COVID-19\)](#)
 - OSHA – [Guidance on Preparing Workplaces for COVID-19](#)
 - GBCA – [COVID-19 GBCA Updates](#)
 - AGC of America – [General Guidance](#) and links to information on COVID-19
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- US Department of Labor – [Coronavirus Resources](#)
 - EEOC – [What You Should Know About the ADA, the Rehabilitation Act, and COVID-19](#)

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Questions?

