COVID-19 Jobsite Safety Plan

**JOBSITE LOCATION/PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENERAL CONTRACTOR(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF IMPLEMENTATION: \_\_\_\_\_\_\_\_\_\_**

**PURPOSE**

The purpose of this document is to ensure that XXX CONSTRUCTION SITE, which is actively operating, has a plan outlined to ensure the health and well-being of all workers, subcontractors and suppliers each and every day. This field operations plan is to be implemented immediately to address the implications of COVID-19 (also known as Coronavirus).

**OBJECTIVES**

1. Keep all workers and their family members safe by reducing the spread.
2. Meet the moment and the support our local community by doing our part to flatten the curve of the virus.
3. Decrease the impacts that could potentially exist to subcontractors or suppliers who are an essential part of the project.
4. Protect all individuals who are at a higher risk due to identified demographics (such as age) or underlying health complications.

**RESOURCES**

You can find the following resources within this document:

1. Social Distancing Protocol Policy and Checklist *(the checklist meets the requirements issued on 3/31/20 and implemented in the following cities/counties: Alameda, Contra Costa, Los Angeles, Marin, San Francisco, San Mateo, Santa Clara and the City of Berkeley)*
2. [Daily Crew Assessment Checklist](http://agc-ca.org/uploadedFiles/Daily%20Crew_Safety%20Assessment_03.25.docx) (automatic download link)
3. [Supplier/Visitor Assessment Questionnaire](http://agc-ca.org/uploadedFiles/COVID-19-Safety-Assessment-Form.docx) (automatic download link)
4. Zero Tolerance Policy for Working Sick
5. How to Manage Sick Workers
6. Jobsite Standards and Cleaning/Sanitation Protocols
7. Project Response Investigation Policy
   1. [Sample Notice Form from Company’s Human Resources Department](http://www.agc-ca.org/uploadedFiles/Member_Services/Safety-Health/Sample_Notice_Form_from_Human_Resources.docx)
   2. [Sample Notice to Communication to Employees and Key Stakeholders of Actions Taken Onsite](http://www.agc-ca.org/uploadedFiles/Member_Services/Safety-Health/Sample_Notice_to_Stateholders_of_Actions_Taken_Onsite.docx.doc)
8. Additional Resources

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1. **SOCIAL DISTANCING PROTOCOL**

Jobsite workers must adhere to all Social Distancing guidelines while onsite and take personal responsibility in managing themselves and reporting all violations immediately to management.

Workers will not carpool when traveling to and from the jobsite. There is to be no more than one worker per vehicle. When parking onsite, park as close onsite as possible to your area of concentration utilizing dedication parking areas. OPTIONAL LANGUAGE: *This project site requires transportation of workers to the jobsite area. Vehicles utilized to transport will have no more than one (1) worker in each row of the vehicle and an increase in the number of trips will be provided. When safe, keep all windows down in the vehicle. All vehicle handles, knobs, seat belts, and other areas will be wiped down with approved sanitation supplies between every trip.*

This project will not conduct any meeting or gathering with nine (9) or more individuals present. All project meetings that call be completed via telephone, telephone conference, or video conference will shift to those platforms immediately. If a meeting is required onsite with 2 or more individuals, social distancing requires a minimum of ***six feet*** distance between all parties involved.

Contact greetings including handshaking, high fives, fist bumps, hugs, etc. must be replaced with non-contact greetings.

Daily OPTIONAL LANGUAGE: *pre-work safety meetings / tailgate meetings / pre-shift meetings* will still be conducted but only with proper social distancing implemented. There will NOT be a sign in sheet, pen, pencil, or any materials passed around to attendees. All attendance will be taken by the shift lead/supervisor.

1. **DAILY CREW ASSESSMENT CHECKLIST**

All operations will perform a daily health check of all workers on the jobsite. A template for the checklist can be accessed [HERE](http://agc-ca.org/uploadedFiles/Daily%20Crew_Safety%20Assessment_03.25.docx). Foreman/Superintendents should hold a conversation with workers arriving at the jobsite to inquire about physical heath. If the worker shows any visible signs of being ill, they should be separated from the rest of the crew and sent home immediately. *See Section Seven (7) for next steps on protocol.*

1. **SUPPLIER/VISITOR ASSESSMENT QUESTIONNAIRE**

This jobsite does not allow any visitors on the jobsite or in the project offices at any time. This does not prohibit deliveries, but this does include sales calls, job seekers, and any personal visitors for workers/field crews.

All suppliers and deliveries that are contracted on the project either through a purchase order or a confirmed order of supplies and materials must complete the Assessment Questionnaire prior to entering the jobsite. A template for the questionnaire can be accessed [HERE](http://agc-ca.org/uploadedFiles/COVID-19-Safety-Assessment-Form.docx).

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1. **ZERO TOLERANCE POLICY FOR WORKING SICK**

This jobsite has a ZERO TOLERANCE policy for any worker showing up and/or working on the jobsite when they are showing or experiencing symptoms of COVID-19. All workers have a personal responsibility to keep both themselves and those around them on safe and clear of any harmful exposures.  It is the Contractor’s responsibility to provide a safe working environment for all workers.  Now more than ever, safety is the number one priority, and there will not be any exceptions made for any individual.

Additionally, this jobsite has a ZERO TOLERANCE policy for any worker, contractor, vendor, supplier, or company not adhering to this Jobsite Safety Plan. Anyone working on this site must comply and enforce all of the safety measures put into place through this plan. Any worker or company not enforcing or supporting this Jobsite Safety Plan will be removed from the project.

1. **HOW TO MANAGE SICK WORKERS**

Workers who are home sick, with COVID-19 or any other illness, will receive a follow up call from their Company’s Human Resources Department and/or Safety Department Executive/Supervisor. Follow up is to continue until the employee is able to return to work.

If a worker is showing symptoms of COVID-19, please see Section Seven (7) for next steps and jobsite protocols. If a worker reports or is exhibiting other symptoms of illness, jobsite management should handle the situation under normal protocol.

This jobsite will not support any contractor, subcontractor or supplier retaliating against any worker that is unable to work because of concerns related to COVID-19. Retaliation of any kind is not tolerated.

1. **JOBSITE STANDARDS AND CLEANING/SANITATION PROTOCOLS**

Jobsites will manage scheduling to reduce and/or eliminate the best of their ability the stacking of trades. Breaks and lunch breaks will be staggered to limit the large group sin common break areas. Workers are encouraged to remain outdoors in safe, hazard-free zones and continue to practice social distancing guidelines. Phased dressing for workers in any work shanties/crew shacks is implemented.

Transportation of workers to and from work zones/floors will be performed in stages; personnel hoists and elevators must limit the number of workers and must operate in a manner that allows for proper social distancing. OPTIONAL LANGUAGE: *This project site limits the number of workers to* ***XXX*** *per load/ride.*

Workers will be provided training on jobsite prior to assigning cleaning tasks. Training will include when to use PPE, what PPE is necessary, how to properly don (put on), use, doff (take off), and properly dispose of PPE.

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OPTIONAL LANGUAGE: *Outside food vendors will NOT be permitted on the jobsite for workers during this time.* Workers are encouraged to bring food from home and eliminate communal food use.

This jobsite does not allow the sharing of tools, water coolers, water bottles, hand towels, disposable gloves or masks, rags, bandanas, masks, personal protection equipment (PPE), food, snacks, or cigarettes.

Shoe sanitation tubs containing non-bleach sanitizer solution are provided and workers are asked to use prior to entering and leaving the jobsite.

Communal water coolers will not be provided. We encourage workers to bring their own water supply from home, but individual water bottles will be provided on the jobsite.

Workers should change work clothes prior to arriving at home – All clothing should not be shook out, keep clothing separated from other laundry, wash with sanitizing detergent and warm water

*HAND WASHING STATIONS*

Good personal hygiene is highly recommended. This jobsite has handwashing stations that provide soap, water and disposable towels. Workers are encouraged to wash their hands using soap and water for a minimum of 20 seconds throughout the course of the day, and especially after using the restroom, handling tools or equipment, before and after eating, removing gloves, cleaning of any kind, first arriving to the jobsite, and prior to leaving the jobsite. Workers should dispose of towels in no-touch trash receptacles that are provided.

In addition to hand washing stations, workers are encouraged to clean their hands often with an alcohol-based hand sanitizer that is provided throughout multiple areas of this jobsite. These solutions meet the CDC requirements and contain at least 60% alcohol.

*CLEANING PROTOCOL*

* This jobsite has assigned a OPTIONAL LANGUAGE: *cleaning crew / cleaning task* force to each shift of project
  + They will provide daily/routine environmental cleaning within jobsite offices/trailers
    - Wipe down doorknobs, keyboards, counters, and other surfaces
    - If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
    - For disinfection, diluted household bleach solutions, alcohol solutions with at least 60% alcohol, and most common EPA-registered household disinfectants should be effective.
    - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. 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

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* + - Prepare a bleach solution by mixing:
      * 5 tablespoons (1/3rd cup) bleach per gallon of water or
      * 4 teaspoons bleach per quart of water
    - [Products with EPA-approved emerging viral pathogens claims](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
    - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
    - If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
    - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this link](https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf)) that are suitable for porous surfaces
    - Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
      * Gloves and gowns should be compatible with the disinfectant products being used.
      * Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
      * Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to [**clean**](https://www.cdc.gov/handwashing/when-how-handwashing.html) **hands** after removing gloves.
    - Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) immediately after gloves are removed.
    - Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
  + Sanitize reusable PPE per manufacturer’s recommendation prior to each use
  + Disinfect reusable supplies and equipment
  + Ensure used PPE that is not reusable is properly disposed of
  + Request additional/increased sanitation (disinfecting) of portable toilets
  + Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols

1. **PROJECT RESPONSE INVESTIGATION POLICY**

In the event an worker/individual on this jobsite exhibits symptoms consistent with COVID-19, recently completed travel to a [CDC-categorized high-risk country](https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html) and did not self-quarantine for the CDC-recommended duration after arrival back in the United States, has come into close contac[t (defined by CDC\*)](https://www.cdc.gov/coronavirus/2019-nCoV/hcp/clinical-criteria.html) with someone who has confirmed tested positive for COVID-19, has tested positive for COVID-19, any such worker/individual will be deemed a “potentially infected person” and the preliminary investigation and actions provided below will be conducted and reviewed for the potentially infected person(s), persons in close contact with the potentially infected person(s), and potentially impacted areas. This policy reviews and provides required actions in four areas:

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* Potentially infected person(s);
* Response during and after testing of potentially infected person(s);
* Identifying close contact personnel to the potentially infected person(s); and
* Potentially impacted areas.

***\*CDC defines close contact as one of the following:***

1. ***being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case***

***– or –***

1. ***having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)***

**ON THIS JOBSITE, THE FOLLOWING TEAM WILL CONDUCT THE INVESTIGATION:**

**OPTIONAL LANGUAGE (MUST SELECT AT LEAST ONE):**

Project Lead/COVID-19 Supervisor in conjunction with the following individuals:

|  |  |  |  |
| --- | --- | --- | --- |
| General Contractor | Human Resources | XXX Name | XXX Contact Number |
| General Contractor | Safety Department | XXX Name | XXX Contact Number |
| Joint Venture Partner | Human Resources | XXX Name | XXX Contact Number |
| Healthcare Unit | Local Healthcare Provider | XXX Name | XXX Contact Number |
| *If Applicable*:  Subcontractor | Human Resources | XXX Name | XXX Contact Number |
| Subcontractor | Safety Department | XXX Name | XXX Contact Number |

In order to conduct a proper investigation, the Project Lead/COVID-19 Supervisor will verify that the report is true from the source of the report. They will speak directly to the person who is reporting a confirmed case. No assumptions will be made.

Once the case is confirmed, the following protocol should be carried out by only those individuals identified above. The investigation is to be limited only to the person who has self-disclosed information that indicates such person is a “potentially infected person.” The Investigation team needs to make a determination on remedial measures to be taken on the jobsite, including partial or total temporary suspension of the project.

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**Potentially Infected Person(s)**

|  |  |
| --- | --- |
| **Investigation** |  |
| Was this a one-time visit or have there been multiple visits to the project site? |  |
| When was that person last on site the jobsite? |  |
| Do we have an understanding of when the individual may have been infected? |  |
| How long was this person on site? Frequency (if any)? |  |
| Duration of visit on site? |  |
| Did the person work in a specific area of the project or on a specific trade? |  |
| Did this person use project-based PPE? Owned or Communal PPE? If the individual used project supplied PPE, what happened to the equipment? |  |
| Did this person touch specific equipment? |  |
| Did the potentially infected person touch commonly hand-held services? Use facilities? |  |
| Did the potential infected person use common facilities (e.g., bathrooms, kitchen, elevators/lifts, water cooler, microwave, etc.) |  |
| Do we have an understanding of when the person may have become symptomatic? |  |
| Did the individual report or did others tell us that the potentially impacted person was displaying or complaining to others regarding symptoms associated with COVID-19 (e.g., dry cough, fever, chills)? |  |

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| **Actions** |  |
| HR will notify, typically via email, the potentially infected person(s) with steps they should take, support and information on their return.  The notification shall:   * Direct the potentially infected person(s) to immediately leave the project site or office, as applicable. * Suggest the potentially infected person(s) seek guidance from a medical professional of the individual’s choice. * Advise on steps for return to work, noting that the potentially infected person(s) will not be allowed to return to work until cleared by a medical professional through a negative COVID-19 test or are cleared by their healthcare provider. |  |

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## Response During and After Testing of Potentially Infected Person(s)

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| **Actions** |  |
| Pending receipt of the potentially infected person’s test results and based on the preliminary investigation, take precautionary measures deemed appropriate under the circumstances, including:   * Targeted cleaning/sanitizing. * Identifying and sending persons who interacted with the potentially infected person home to self-quarantine. * Allowing work to continue, to the extent feasible, in the unaffected and/or sanitized areas. |  |
| * Promptly notify the project owner |  |
| Once test results are obtained, review the findings with COVID-19 Response Team, and the project owner, to determine any additional remedial measures necessary  If the potentially infected person tests positive for COVID-19:   * Promptly notify all jobsite workers, subcontractors, suppliers without disclosing the individual’s name. * Evaluate whether a partial or complete temporary suspension of work on the project is necessary.   If the individual tests negative for COVID-19:   * Promptly notify all jobsite workers, subcontractors, suppliers without disclosing the individual’s name. * Resume any work that was temporarily suspended pending test results. |  |

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**Identifying Close Contact Personnel to the Potentially Infected Person(s)**

|  |  |
| --- | --- |
| **Investigation** |  |
| To the extent possible, identify individuals the potentially infected person was likely to have come into close contact with during their visit. Consider the following:   * Jobsite workers * Joint venture partners * Subcontractors and partners * Clients * Third-party providers (e.g., inspectors, suppliers, utility workers, consultant, designers) * Other General Contractor’s offices or projects |  |
| Did the potentially infected person arrive or leave the project site alone? |  |

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|  |  |
| --- | --- |
| **Actions** |  |
| Human Resources will notify, via email, all individuals identified above in close contact with the potentially infected person(s) with steps they should take, support and information on their return.  The notification shall cover the following:   * Sending the personnel in close contact with a potentially infected person home for quarantine. * Identifying that exposure may have occurred without disclosing identity of the potentially infected individual. * Providing details on potentially infected zones and approximate time frames. * Suggesting they seek guidance from a medical professional of the individual’s choice. * Advising on steps for return to work, noting that the individual will not be allowed to return to work until:   + They are cleared by a medical professional through a negative COVID-19 test, or   + After the expiration of the 14-day quarantine period with no symptoms, or   + If the applicable potentially infected person tests negative for COVID-19. |  |
| Communications from Project Lead/COVID-19 Supervisor to key stakeholders: |  |

|  |  |
| --- | --- |
| * Promptly notify key stakeholders, without disclosing the individual’s name. This includes a communication from the project lead to be sent to: * Employees on the project, joint venture partners, client, partners, subcontractors, trades, utility workers, etc. This should be coordinated with the information below if sending out one notification out, typically via email, to the team with actions. |  |

**Potentially Impacted Areas**

|  |  |
| --- | --- |
| **Investigation** |  |
| Identify locations on site where the potentially infected person has been  (e.g. office, trailers, job walk, etc.) |  |
| Use a project site plan to trace the potentially infected person’s path of travel and activity within the project site |  |
| Did this person bring any materials on site? Where are the materials today? |  |

|  |  |
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| **Actions** |  |
| Determine areas to be sanitized. |  |
| Sanitize location, isolate identified high risk exposure areas. |  |
| If project suspension, in whole or in part, is required, determine for how long. |  |
| Communications from project lead to the following on steps/plan:   * Employees on the project, joint venture partners, client, partners, subcontractor, trades, utility workers, etc.   Note: Communications may require multiple communication touch points in an effort to put workers at comfort with the steps the Investigation Team has taken. |  |

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Throughout the jobsite investigation, the team is to avoid overreacting. Remain calm and remind those that may have been in contact with a potentially impacted person that safety protocols are in place. Disclosing the name of a potentially infected person during the course of the investigation is strictly prohibited.

Making any assumptions about potential impact based on an individual’s race, national origin, disability status or other protected class. To this end, you should also attempt to curb any rumors about whether particular groups or individuals may have or be at higher risk for COVID-19 because of their inclusion in a protected class.

1. ADDITIONAL RESOURCES

Additional resources pertaining to the COVID-19 (coronavirus) and recommended guidelines and safety information are listed below and can be found at [www.agc-ca.org/covid19](http://www.agc-ca.org/covid19).

* [COVID-19 Flowchart: How to Respond](http://www.agc-ca.org/uploadedFiles/Member_Services/Safety-Health/Situation_Flow_Diagram_Company_Template_3.27.20.docx) (Automatic Download Word Document) (March 27)
* [Office and Jobsite Postings](http://agc-ca.org/uploadedFiles/WORKER-NOTIFICATIONS-JOBSITE-POSTINGS.pdf)(March 25)
  + 15 Days to Slow the Spread [[English](http://agc-ca.org/uploadedFiles/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf)] [[Spanish](http://www.agc-ca.org/uploadedFiles/316079-B_Coronavirus_Guidelines_Mar19_Spanish.pdf)]
  + What to Do If You Are Sick [[English](http://www.agc-ca.org/uploadedFiles/sick-with-2019-nCoV-fact-sheet.pdf)] [[Spanish](http://www.agc-ca.org/uploadedFiles/sick-with-2019-nCoV-fact-sheet-sp.pdf)]
  + What You Need to Know [[English](http://www.agc-ca.org/uploadedFiles/2019-ncov-factsheet.pdf)] [[Spanish](http://www.agc-ca.org/uploadedFiles/2019-ncov-factsheet-sp.pdf)]
  + Stay at Home When You Are Sick! [[English](http://www.agc-ca.org/uploadedFiles/StayHomeFromWork.pdf)]
  + Share Facts About COVID-19 [[English](http://www.agc-ca.org/uploadedFiles/share-facts-h.pdf)] [[Spanish](http://agc-ca.org/uploadedFiles/315446-B_FS_ShareFactsAboutCOVID-19.pdf)]
  + Stop the Spread of Germs Poster [[English](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf)] [[Spanish](http://www.agc-ca.org/uploadedFiles/stop-the-spread-of-germs-sp.pdf)]
  + Wash Your Hands (to post at EVERY hand washing station) [[English](https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf)] [[Spanish](https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-spanish-508.pdf)]
* [Recommended Practices for Jobsites](http://www.agc-ca.org/uploadedFiles/CONSTRUCTION-JOBSITES%20%E2%80%93%20COVID-19-RECOMMENDED-PRACTICES.pdf)(March 25)
* [COVID-19-Safety Assessment Form Template](http://agc-ca.org/uploadedFiles/COVID-19-Safety-Assessment-Form.docx) (Automatic Download Word Document) (March 25)
* [Daily Crew Safety Assessment Template](http://agc-ca.org/uploadedFiles/Daily%20Crew_Safety%20Assessment_03.25.docx) (Automatic Download Word Document) (March 25)
* [Jobsite Notice for Sick Workers](http://www.agc-ca.org/uploadedFiles/JobsiteNotice.pdf)- To be posted at entrance. Sign meets recommended county requirements. (March 25)

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