



CONSTRUCTION OPERATIONS & SAFETY  
REOPEN - EXPAND



# COVID-19 SAFE & PREPARED GUIDE FOR CONSTRUCTION WORKSITES

A Construction Preparedness and Response Guide with practical recommendations for operating worksites during the COVID-19 crisis.

## A NOTE TO ALL READERS

The information contained in this document is a compilation of the best practice, recommendations and practical guidance gathered from articles, online resources and from countless conversations with experienced construction professionals.

A very special thanks to the interviewed Safety Professionals who gave their time and expertise generously. Thank you to the Lear Corporation, The New York Building Congress, AGC America and ASSP for their thought leadership. The SkillSignal Team hopes that sharing this information with Construction colleagues will help them reopen or expand their worksites and prepare workers to stay safe and healthy in this unprecedented health crisis.

# THANK YOU

We acknowledge the awe-inspiring work that's accomplished around the clock and across all industries to keep people safe and businesses resilient during this COVID-19 pandemic crisis. This formidable brainpower at work is finding cures, vaccines and solutions to ensure we can look to a thriving future.

In addition to the CDC and OSHA, this document is standing on the shoulders of Giants who have inspired us with their Thought Leadership and are largely credited for the best content you'll find here. Thank you.

Lear Corporation  
Milwaukee Electric Tool Corporation  
The New York Building Congress (NYBC)  
Associated General Contractors of America (AGC)  
Associated Builders and Contractors (ABC)  
American Subcontractors Association (ASA)  
The American Society of Safety Professionals (ASSP)

Thank you also to the many safety professionals, operations managers and superintendents who gave their time generously to share original ideas and comments with us, particularly Joe S., Jason K., Steve P., Leigh W., Vivian B.

## DISCLAIMERS AND LEGAL STATEMENTS

Please be advised that some or all of the information contained in this document may not be applicable to your business, workplace or worksite. We strongly recommend that before implementing any of the ideas contained herein you carefully evaluate, and consult with legal counsel as appropriate, the legality, applicability and potential efficacy of this information. Please also note that we will continue to update this document based on new information. You can submit content, comments or questions related to this document by contacting us at [info@skillsignal.com](mailto:info@skillsignal.com)

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This is a free document compiled by SkillSignal to help Construction professionals operate projects and worksites during the COVID-19 pandemic crisis. It is available to anyone. It cannot be sold or monetized in its entirety or in part.

Under no circumstances can SkillSignal bear responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in this document.

# START HERE

April 1, 2020

**Dear Colleagues,**

Before we get started, we hope you and your loved ones are safe during this battle with Coronavirus (COVID-19).

Faced with an unprecedented challenge, the US responded with its traditional greatness. Several government organizations, private companies, and functional experts have committed their best brainpower to creating solutions and are sharing them across industries. Moreover, technology and innovation are helping with implementing these solutions faster.

Most likely no Construction Executive had a “Pandemic Plan” folder lying around on their bookshelves or on their computer desktop. Such a plan is now becoming essential to safely reopen and expand projects and worksites. We know that success in Construction is determined by planning and preparedness.

The SkillSignal team spent 100’s of hours searching, identifying top recommendations and cutting through the overwhelming media noise. We compiled the very best content and some of our ideas in this practical Preparedness and Response Guide for Construction Operations during a health crisis. Its format is easy to download, share or print. We hope it’s good enough to become a great source of ideas, recommendations and guidance in your daily operations under COVID-19.

We recognize that your plan has unique needs, so we structured this document into independent Booklets. Each focus on a different topic and includes all relevant materials related to its main subject: goals, recommendations, sample forms, checklists, and other resources. Some Booklets may include overlapping content. Booklets cover a wide range of topics, including:

- Setting up a Pandemic Response Field Team
- Superintendent and Foremen Preparation and Training
- Workers / Subcontractors training and communications, and much more.

**To make this a collaborative work that can help the largest number of Construction colleagues, please submit your content, questions or comments at [info@skillsignal.com](mailto:info@skillsignal.com).**

Here is to better times and speedy recoveries across the globe.  
Stay well,

*Sebastian de Ghellinck*

CEO SkillSignal Safety Technologies

# ENFORCE THESE DIRECTIVES AT ALL TIMES

Below are the essential rules of thumb that should be respected and enforced at all times, as long as the COVID-19 virus is present. **Any protocol, process or solution you introduce on your worksite should strictly comply with each of the below directives.**

These rules are based on directives and recommendations from the US Center of Disease Control (CDC), OSHA, and other public organizations.

This document aligns with the Centers for Disease Control (CDC) and World Health Organization (WHO) recommendations to the greatest extent possible.

- 1. Social/physical distancing works: maintain at least 6 feet distance between co-workers.**
- 2. Individuals showing COVID-19 symptoms should be promptly removed from the workplace in a way that limits more exposure. They should be sent home to self-quarantine for 14 days before returning.**
- 3. Wash hands regularly for at least 20 seconds with water & soap or alcohol-based sanitizer (min. 60% alcohol content).**
- 4. Avoid touching your face. Exercise good personal hygiene.**
- 5. Cover your cough or sneeze with a tissue, then throw the tissue away.**
- 6. Gloves, safety glasses and face screens create extra protection.**
- 7. CDC recommends to wear surgery masks or self-made cloth masks (bandana, scarf) to cover mouth. N95 facemasks (national shortage) should be prioritized for health workers.**
- 8. Avoid sharing devices, pens, paper forms and other equipment.**
- 9. Clean and disinfect frequently touched objects, surfaces, devices, equipment and tools with wipes, cleaning spray, soap or diluted bleach.**

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We recognize that when planning for worksites operations you have unique needs. We do not intend this document to be a “one size fits all”. Instead, we have prepared Booklets that can be used independently from each other, based on our particular needs. Each Booklet will include all relevant materials related to its main subject: goals, step by step procedures, recommendations, sample forms, checklists, and other resources. Some Booklets may include overlapping content.

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# ABOUT SKILLSIGNAL (THE ONLY MENTION WE'LL MAKE)

We promise this is the only mention we'll make about ourselves.

Current conversations with contractors indicate that our apps deliver all the required tools they need on their worksites and for managing new safety & health protocols under COVID-19.

Below is a summary of the relevant features that are included in our platform, including daily health screening at site scan-in. Our approach of using free apps on personal phones to avoid access cards, shared paper forms or devices that can be touched by several people instantly promotes COVID-19 prevention.

- **SkillSignal apps** are directly downloaded to workers' phones for free: avoid sharing devices and risk of virus spread.
- **Instant text messaging** to keep workers updated on a daily basis. Auto-translation from English to 5 other languages.
- **Distribute videos** to train workers on new health & safety requirements even before they get on-site.
- **1-scan clock-in** to site with personal phone. Avoid touching, physical proximity, shared pen and paper,...
- **Automatic daily logs** of attendance (NYC DOB compliant): know who was on your site and when.
- **Compliance:** keep all workers' records, training cards, certifications in 1 digital place. Be prepared for inspections.
- **NEW: Easy COVID19 toolbox talk** setup and attendance checks.
- **NEW: Workers can upload COVID-19 test** results or clean bill of health in their profile.
- **NEW:** Daily Health Screening form upon scan-in on site (CDC recommended questions).



SkillSignal is a leading provider of safety technologies and mobile applications for high-risk industries. The company was founded in 2018 and is headquartered in Princeton NJ. TrustGuard Certified.



For more info, contact our team at [info@skillsignal.com](mailto:info@skillsignal.com) or 917-745-6877.

# INTRO BOOKLET

## ABOUT THE CORONAVIRUS / COVID-19



**The Center for Disease Control and Prevention (CDC) and Governments around the globe are responding to an outbreak of a respiratory disease caused by a novel coronavirus (COVID-19)**

### **COVID-19**

Coronaviruses are a large family of viruses that are common in people and many different species of animals.

### **How COVID-19 Spreads**

According to the US Center for Disease Control and Prevention (CDC), the virus is highly contagious. It is spread mainly from person-to-person contact including between people who are in close contact with one another (within about six feet) and through respiratory droplets produced when an infected person coughs or sneezes.

### **COVID-19 Symptoms**

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases. The CDC reports that symptoms may be more severe for the elderly and those who suffer from medical conditions that weaken their immune system. The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Sore throat
- Chills
- Shortness of breath or difficulty to breathe

### **Treatment and testing for COVID-19**

Call your healthcare provider immediately if you develop symptoms and have been in close contact with a person known to have COVID-19 or if you have recently traveled from an area with widespread or ongoing community spread of the virus.

**Sources:** CDC, American Subcontractors Association (ABC), World Health Organization (WHO)

## **Treatment and testing for COVID-19 (continued)**

Tests are being developed and manufactured. Local news is a good source to find out where and when you can get tested in your area. Do not travel outside of your area to get tested.

There is currently no medication available to treat COVID-19. If you experience severe COVID-19 symptoms – especially respiratory distress – you should seek medical assistance immediately.

## **Prevention of COVID-19 and protecting others**

There is currently no vaccine to prevent COVID-19.

The best way to prevent illness is to avoid being exposed to the virus. The CDC recommends the following everyday preventative actions to help prevent the spread COVID-19:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- 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 using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

## **Certain population groups are at a higher risk for experiencing severe COVID-19 symptoms or death:**

- Individuals aged 65 or older;
- Individuals with chronic lung disease or moderate to severe asthma;
- Individuals who have serious heart conditions;
- Individuals who are immunocompromised;
- Individuals with severe obesity (body mass index [BMI] of 40 or higher);
- Individuals with diabetes;
- Individuals with chronic kidney disease undergoing dialysis;
- Individuals with liver disease; and
- Individuals who are pregnant.

# COVID-19 SYMPTOMS (CDC)

The below sign is available here:

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

**SYMPTOMS OF CORONAVIRUS DISEASE 2019**

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

**Symptoms\* can include**

- FEVER** (Illustration of a person with a fever holding their forehead)
- COUGH** (Illustration of a person coughing into their elbow)
- SHORTNESS OF BREATH** (Illustration of a person with a hand on their chest and dashed lines indicating breathing)

**\*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.**

**cdc.gov/COVID19-symptoms**

**CDC**

CS 311202-A March 20, 2020, 12:51PM

Sources: CDC, American Subcontractors Association (ABC), World Health Organization (WHO)

# STOP THE SPREAD OF GERMS, INCLUDING COVID-19 (CDC)

The below sign is available here:

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

**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.
- Clean and disinfect frequently touched objects and surfaces.
- Wash your hands often with soap and water for at least 20 seconds.
- Stay home when you are sick, except to get medical care.
- When in public, wear a cloth face covering over your nose and mouth.
- Avoid touching your eyes, nose, and mouth.

**cdc.gov/coronavirus**

316351-A, April 7, 2020 9:58 AM

Sources: CDC, American Subcontractors Association (ABC), World Health Organization (WHO)

# BOOKLET 1

## PANDEMIC RESPONSE FIELD TEAM



### SUMMARY

SET UP A CROSS-FUNCTIONAL PANDEMIC RESPONSE TEAM AT YOUR COMPANY TO CENTRALLY EVALUATE, SETUP AND COORDINATE PLANS, PROTOCOLS, RESOURCES AND COMMUNICATIONS (PANDEMIC FRAMEWORK).

THIS TEAM SHOULD CENTRALLY DEVELOP ONE PANDEMIC FRAMEWORK FOR OFFICE AND OFFICE EMPLOYEES AND ONE PANDEMIC FRAMEWORK FOR WORKSITE AND WORKSITE WORKERS.

### CHECKLIST

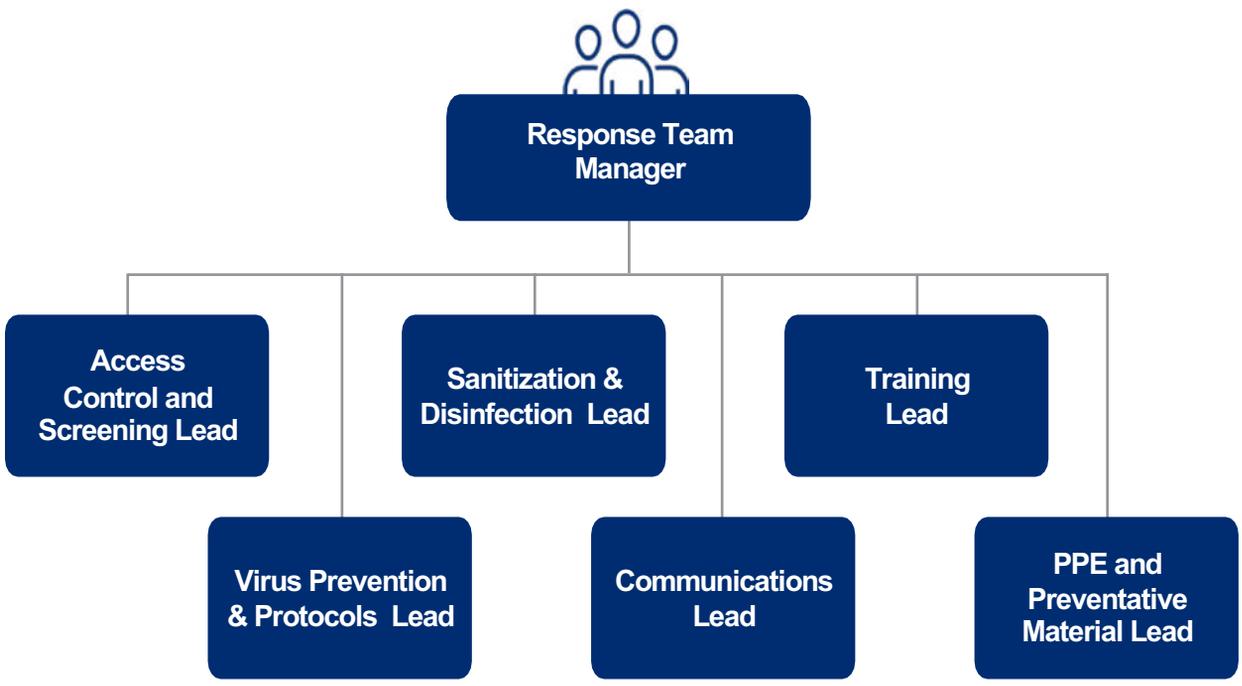
- Designate people for the Pandemic Response Field Team (PRF Team)
- The PRF Team should meet every day
- Include Union leadership as appropriate
- Like in any crisis, the PRF Team should over-communicate

### FORMS, SAMPLES, TEMPLATES

- Recommended structure of a PRF Team, including
  - Areas of responsibilities
  - Topics to be considered by the PRF Team
- Daily meeting agenda template

Sources: Lear Corporation, McKinsey, SkillSignal

# RECOMMENDED STRUCTURE OF THE PANDEMIC RESPONSE FIELD TEAM (PRFT)



## 1. RESPONSE TEAM MANAGER

RESPONSIBILITIES	ITEMS TO CONSIDER	
	OFFICE	WORKSITES
<p>Has overall responsibility for the site’s pandemic preparedness &amp; response plan, coordinating and aligning with any other corporate or crisis teams.</p> <p>Has the responsibility to meticulously keep, update, improve and archive the Pandemic Response Plan master document. This document will serve as a reusable model, should be become necessary in the future.</p>	<ul style="list-style-type: none"> <li>• Coordination with building management and security</li> <li>• Coordination with Legal Team</li> <li>• Liaison with OSHA, NYC DOB, State Authorities for new public updates and directives</li> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• Daily update calls with Project Managers and Superintendents/ Supervisors</li> <li>• ...</li> </ul>

Sources: Lear Corporation, McKinsey, SkillSignal

## 2. ACCESS CONTROL AND SCREENING LEAD

RESPONSIBILITIES	ITEMS TO CONSIDER	
	OFFICE	WORKSITES
<p>Works with project managers and superintendents to setup and coordinate protocols, logistics, hardware and technology related to:</p> <ul style="list-style-type: none"> <li>• Social distancing for arriving and departing shifts</li> <li>• Visitors and inbound suppliers</li> <li>• Security</li> <li>• Health screening of workers arriving and departing</li> </ul>	<ul style="list-style-type: none"> <li>• Building elevators</li> <li>• Cafeteria</li> <li>• Open offices</li> <li>• Meetings rooms</li> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• Gates / turnstiles</li> <li>• ...</li> </ul>

## 3. VIRUS PREVENTION & PROTOCOLS LEAD

RESPONSIBILITIES	ITEMS TO CONSIDER	
	OFFICE	WORKSITES
<p>Works to develop protocols related to:</p> <ul style="list-style-type: none"> <li>• Overall pandemic preparedness and response plan</li> <li>• Ensure the wellness of all workers and employees</li> <li>• Include COVID-19 in pre-task/JHA process in sites</li> <li>• Issue clear company-wide rules on signage and PPE (face masks, gloves, face screens...)</li> <li>• Isolation protocols and conditions</li> <li>• COVID-19 worksite binders</li> <li>• Protocols if site(s) are closed or opened again</li> <li>• Special rules should be put in place on sites that are occupied by other people.</li> </ul>	<ul style="list-style-type: none"> <li>• Opening protocols</li> <li>• Closing protocols</li> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• Opening protocols</li> <li>• Closing protocols</li> <li>• Special protocols for worksites occupied by other people: consider e.g. wristbands or another visual identification for workers who submitted to health screening</li> </ul>

## 4. TRAINING LEAD

RESPONSIBILITIES	ITEMS TO CONSIDER	
	OFFICE	WORKSITES
<p>Works to:</p> <ul style="list-style-type: none"> <li>• Create a COVID-19 training plan: audience (managers, workers, subcontractors,...) content, order and timing</li> <li>• Gather and create training materials</li> <li>• Distribute training materials, together with plan and timing</li> <li>• Consider switching from live onsite training and toolbox tools to online video that workers can watch on their device. This avoids gatherings, proximity.</li> </ul>	<p>Training ideas:</p> <ul style="list-style-type: none"> <li>• Our COVID-19 Response</li> <li>• Signs &amp; Symptoms of COVID-19</li> <li>• Daily Self-Screening for Symptoms</li> <li>• Isolation Protocol for Symptomatic Employees</li> <li>• Social Distancing Measures</li> <li>• Disinfection Measures</li> <li>• Personal Protective Equipment (PPE)</li> </ul>	

Sources: Lear Corporation, McKinsey, SkillSignal

## 5. COMMUNICATION LEAD

RESPONSIBILITIES	ITEMS TO CONSIDER	
	OFFICE	WORKSITES
<p>Works to:</p> <ul style="list-style-type: none"> <li>• Manage all pandemic related communications in coordination with Corporate Communications and HR.</li> <li>• Communicate plans and protocols with Unions if appropriate</li> <li>• Creates and distributes communication templates (e.g. emails, correspondence...) for subcontractors, unions, construction site neighborhood and habitants, owners, government agencies</li> <li>• Ensures there is only 1 (master)plan in circulation across the entire company. Avoid confusion, mistakes or mix-ups of “unofficial” guidelines!</li> <li>• Assess hardware and technology to communicate in real time on and off worksites with all workers and subcontractors</li> <li>• Setup phone hotline and dedicated email address + commits staff, resources and time to answer</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> </ul>

## 6. PPE & PREVENTATIVE MATERIALS LEAD

RESPONSIBILITIES	ITEMS TO CONSIDER	
	OFFICE	WORKSITES
<p>Works to:</p> <ul style="list-style-type: none"> <li>• Calculate the estimated quantity of preventative material and PPE necessary to supply sites and individuals in need</li> <li>• Centrally procure all necessary preventative material and PPE inventory necessary to apply all issued protocols and directives across sites (masks, sanitizer, touchless thermometers, soap, handwashing stations,...)</li> <li>• Centrally procure any medical staff or supplies (screening staff, nurse, COVID-19 tests...)</li> <li>• Coordinate timing, logistics and security of distributing preventative material, PPE and medical inventory to all sites in need</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> </ul>

**Sources:** Lear Corporation, McKinsey, SkillSignal

**COMING:  
PRF Daily Meeting Agenda Template**

# BOOKLET 2

## SITE MANAGER AND SUPERVISOR PREPARATION AND TRAINING



### SUMMARY

IF YOU'RE PLANNING TO REOPEN WORKSITES, PREPARING AND TRAINING SITE MANAGERS, SUPERVISORS (COMPETENT PEOPLE) IS CRITICAL.

1 WEEK PRIOR TO REOPENING DATE, START WEB-CONFERENCES WITH MANAGERS AND SUPERVISORS TO DISCUSS:

- NEW PROTOCOLS
- RESPONSIBILITIES AND DAILY CHECKLISTS
- PPE AND PREVENTATIVE ACTIONS
- AVAILABLE RESOURCES TO SITES, INCLUDING A COVID-19 SITE BINDER WITH ALL RELEVANT MATERIALS
- CONTACT DETAILS OF COVID-19 RESPONDERS

WHEN YOUR SITES ARE OPEN, REGULAR FORMAL COMMUNICATION WITH SITE MANAGERS AND SUPERVISORS IS ESSENTIAL.

### CHECKLIST

- Setup a recurring call with all your site managers, supervisors and other relevant competent people
- Go through all new protocols, resources and directives introduced onto sites
- Prepare and distribute a comprehensive COVID-19 Site Binder to each individual, including all relevant information, checklists, forms and contact details.
- Allow ample time and channels (phone, email,...) dedicated to questions

Sources: Lear Corporation, SkillSignal

# PREPARE AND TRAIN YOUR MANAGERS AND SUPERVISORS

TOPIC	RECOMMENDED CONTENT
<b>Overview of company's Covid-19 response protocols and resources</b>	<p>If reopening a site, review all materials in webcall(s) 1 week before date of reopening.</p> <p><b>Site (re)opening Protocols:</b></p> <ul style="list-style-type: none"> <li>• Corporate update and status in a time of crisis</li> <li>• About COVID-19</li> <li>• Basic sanitary rules to slow down spread and stay healthy (CDC)</li> <li>• Timing of reopening</li> <li>• Opening Checklist</li> <li>• <u><i>Pandemic Response Field Team (=Central resource for everything COVID-19)</i></u></li> <li>• <u><i>COVID-19 Site Binder with all resources and information</i></u></li> <li>• Disinfection and cleaning measures (premises and tools)</li> <li>• Social distancing protocol</li> <li>• Isolation protocol, self-quarantining and return to work</li> <li>• Visitors and contractors screening</li> <li>• Labor relations alignment</li> <li>• Signage</li> <li>• Technology</li> <li>• Mental health support: managers and workers</li> </ul>
<b>On-site Preventative Material and PPE</b>	<p><b>Guidelines, supply and inventory:</b></p> <ul style="list-style-type: none"> <li>• Regular PPE rules and guidelines</li> <li>• Additional COVID-19 PPE guidelines: facemasks (which model), gloves, face screens, glasses...</li> <li>• Preventative material on site: soap, sanitizer, disinfectant, bins...</li> <li>• PPE and Preventative material inventory on site</li> <li>• How and when preventative materials and PPE that will be supplied</li> </ul>
<b>On-site daily health screening and self-screening</b>	<ul style="list-style-type: none"> <li>• On-site arrival site opening hours</li> <li>• Temperature screening</li> <li>• Self-screening attestation</li> </ul>
<b>On-site training and toolbox talks</b>	<p><b>Toolbox talks and on-site training for all workers:</b></p> <ul style="list-style-type: none"> <li>• Company's COVID-19 Response</li> <li>• Signs &amp; Symptoms of COVID-19</li> <li>• Daily self-screening for symptoms</li> <li>• Isolation Protocol for symptomatic employees</li> <li>• Social distancing measures</li> <li>• Personal Hygiene</li> <li>• Disinfection measures</li> </ul>

Sources: Lear Corporation, SkillSignal

# BOOKLET 3



## (RE)OPENING THE WORKSITE: RESPONSIBILITIES, PLAN AND CHECKLISTS



### SUMMARY

**SUCCESSFULLY REOPENING (OR EXPANDING) A SITE DURING A HEALTH CRISIS REQUIRES CAREFUL AND DETAILED PLANNING FOR:**

- ON-SITE RESPONSIBILITIES
- ON-SITE RESPONSE AND PROTECTIVE PLAN
- ON-SITE CHECKLIST(S)



### FORMS, SAMPLES, TEMPLATES

- Responsibility chart for a site
- Sample COVID-19 Site Protection Plan and Protocols
- Reopening checklist for site managers and supervisors
- Daily site checklist

**In addition, AGC America/CISC has published a Sample COVID-19 Plan in English and Spanish:**

- ENGLISH:  
<https://www.agc.org/sites/default/files/Files/Safety%20%26%20Health/Sample%20Plan%20for%20COVID-19%20Exposure%20Prevention%2C%20Preparedness%2C%20and%20Response%20-%2003.31.2020.docx>
- SPANISH:  
[https://www.agc.org/sites/default/files/Files/Safety%20%26%20Health/Sample%20Plan%20for%20COVID-19%20Exposure%20Prevention%2C%20Preparedness%2C%20and%20Response\\_03.31.2020%20-%20Spanish.docx](https://www.agc.org/sites/default/files/Files/Safety%20%26%20Health/Sample%20Plan%20for%20COVID-19%20Exposure%20Prevention%2C%20Preparedness%2C%20and%20Response_03.31.2020%20-%20Spanish.docx)

**Sources:** Lear Corporation, AGC America, NYC DOB

# RESPONSIBILITY CHART FOR WORKSITE

On each site, designate Leads who are responsible for COVID-19 management.

LEAD	RESPONSIBILITIES
<b>1. Access and Screening Lead</b>	<ul style="list-style-type: none"> <li>• Closes and opens the site only during the times health screening is available</li> <li>• Knows at all times how many people are expected on site today and tomorrow</li> <li>• Estimate if you might have too many workers on site at the same time and decide if smaller crews need to be organized in shifts</li> <li>• Checks with all other leads if site can be opened safely:             <ul style="list-style-type: none"> <li>• Appropriate amounts of PPE and preventative materials are available</li> <li>• Disinfection and cleaning completed in appropriate areas</li> </ul> </li> <li>• Coordinates access and health screening</li> <li>• Manages flow of traffic and mass of workers that need to be screened by setting up appropriate number of lanes, screeners,...</li> <li>• Ensures people keep social distance in line to be screened</li> <li>• Manages immediate isolation of individuals who have or might have COVID-19 symptoms</li> <li>• Consider if large crews should be spread over several shifts to avoid too many workers on site at the same time</li> </ul>
<b>2. Disinfecting and Hygiene Lead</b>	<ul style="list-style-type: none"> <li>• Distributes and manages preventative materials on site: soap, sanitizer, bins, bleach solution, wipes, disinfectant...</li> <li>• Distributes and monitors use of sanitizer sprays, wipes, bleach solution, soap by workers cleaning and disinfecting shared tools and equipment</li> <li>• Ensures (portable) bathrooms, locker rooms, cafeteria, field office and other shared areas are clean</li> <li>• Checks that handwashing stations, sanitizer stands... are available and in working state</li> <li>• Ensures that all electronic devices are clean and disinfected</li> <li>• Checks that no excessive garbage/trash is on site</li> <li>• Keeps a log of times and procedures of cleaning and disinfection</li> <li>• Manages the cleaning and disinfection team(s)</li> </ul>
<b>3. Inventory Lead</b>	<ul style="list-style-type: none"> <li>• Checks available PPE and preventative material inventory on site</li> <li>• Monitors how much inventory is being used daily and weekly</li> <li>• Based on use rate, evaluates if inventory on site is appropriate</li> <li>• Orders more inventory on time, according to lead times</li> </ul>
<b>4. Training Lead</b>	<ul style="list-style-type: none"> <li>• Prepare and distribute on-site training plan and calendar</li> <li>• Prepare training materials, <del>printouts</del></li> <li>• Take attendance at training sessions</li> <li>• During training, make sure 2ft/2m distance (social distance) is maintained between each attendant</li> </ul>
<b>5. Signage and Protocol Lead</b>	<ul style="list-style-type: none"> <li>• Ensures appropriate signage is placed on site, in languages representative of the workers' population</li> <li>• Includes COVID-19 risks and protocols in daily pre-task plans/JHA</li> <li>• Communicates with Subcontractors and Unions (as appropriate) about protocols and COVID-19 policies on site and ask them for strict cooperation</li> <li>• Incorporates COVID-19 transmission and prevention in JHA's and pre-task plans</li> <li>• Monitors, addresses questions and enforces safety &amp; health protocols, especially:             <ul style="list-style-type: none"> <li>• Social distancing</li> <li>• PPE</li> <li>• Handwashing</li> <li>• Stay at home...</li> </ul> </li> </ul>

# SAMPLE COVID-19 SITE PROTECTION PLAN AND PROTOCOLS

Each site must put in place a detailed plan explaining the guidelines and protective measures. Supervisors on site should be familiar with the details of the plan. Supervisors will be responsible to apply protective measures, protocols and guidelines to all individuals working or visiting the site: managers, workers, visitors or suppliers.

Your plan may include all or some of the below measures recommended by AGC America.

Consider communicating or posting these measures and guidelines in advance to everyone you expect working or visiting the site: workers, subcontractors, suppliers, visitors.

## I. FOLLOW THESE HEALTH GUIDELINES ON THIS SITE AT ALL TIMES:

1. Social/physical distancing works: maintain at least 6 feet distance between co-workers.
2. Individuals showing COVID-19 symptoms should be promptly removed from the workplace. They should be sent home to self-quarantine for 14 days before returning.
3. Wash hands regularly for at least 20 seconds with water & soap or alcohol-based sanitizer (min. 60% alcohol content).
4. Avoid touching your face. Exercise good personal hygiene.
5. Cover your cough or sneeze with a tissue, then throw the tissue away.
6. Gloves, safety glasses and face screens create extra protection.
7. CDC recommends to wear surgery masks or self-made cloth masks (bandana, scarf) to cover mouth. N95 facemasks (national shortage) should be prioritized for health workers.
8. Avoid sharing devices, pens, paper forms and other equipment.
9. Clean and disinfect frequently touched objects, surfaces, devices, equipment and tools with wipes, cleaning spray, soap or diluted bleach.



Extra measures may need to be considered for worksites located in occupied buildings. Daily health screening of all workers may help (health questionnaire, body temperature) alleviate occupiers' anxieties and stress. Consider using a recognizable/visual aid to confirm that workers were screened and free from COVID-19 symptoms: a handstamp or a wristband may be acceptable.



These additional measures are indispensable for worksites where occupiers may be vulnerable groups, including sick, hospitalized, or elderly individuals.

Sources: Lear Corporation, AGC America, NYC DOB



# SAMPLE COVID-19 SITE PROTECTION PLAN AND PROTOCOLS (CONT'D)

## II. GENERAL SAFETY POLICIES AND RULES

- **ILLNESS:** Any worker/employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home + self-quarantine for minimum 14 days before returning.
- **MEETINGS:** Meetings will be by telephone, if possible. If meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than [5 to 10] people and participants must remain at least six (6) feet apart.
- **PHYSICAL DISTANCING:** Workers must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- **GATHERINGS:** All in-person gatherings and meetings will be limited. Workers will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- **HYGIENE ON SITE:** The Company is doing its best to provide handwashing stations on site to allow individuals on site to wash hands regularly. However, the Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- **TOOLS:** Workers should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- **FACEMASKS:** On site, workers should work surgical masks or self-made cloth masks (bandana, scarf) on site.
- **SHIFTS:** The Company may:
  - Divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
  - Divide workers into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for a worker to change shifts, the Company will have sole discretion in making that alteration.
- **TRANSPORTATION:** Workers are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- **EQUIPMENT:** If practicable, each employee should use/drive the same truck or piece of equipment every shift.
- **WATER:** In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- **HEALTH SCREENING:** To safeguard health and safety on site for everyone, the Company may introduce access control and health screening measures on the site. These measures may include questionnaires, body temperature checking, attestation of good health. Workers who do not submit to the screening will not be allowed on site.

Sources: Lear Corporation, AGC America, NYC DOB

# SAMPLE COVID-19 SITE PROTECTION PLAN AND PROTOCOLS (CONT'D)

## III. SITES IN OCCUPIED BUILDINGS

On sites where you expect external people to be present or on sites with vulnerable groups, there might be anxiety about construction workers sharing space and possibly introducing illness in a community.

- Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, Workers must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based wipes for this purpose.
- Workers should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.
- Consider using a recognizable/visual aid to confirm that workers were screened and free from COVID-19 symptoms: a handstamp or a wristband may be acceptable.

## IV. WORKSITE CLEANING AND DISINFECTING PROCEDURES

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- The Company will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).

**Sources:** Lear Corporation, AGC America, NYC DOB

# SAMPLE COVID-19 SITE PROTECTION PLAN AND PROTOCOLS (CONT'D)

## V. JOB SITE VISITORS & DELIVERIES

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

**Sources:** Lear Corporation, AGC America, NYC DOB

# REOPENING CHECKLIST FOR SITE MANAGERS & SUPERVISORS

TOPIC	TASKS
<b>Resources, reporting and technology</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Know the contact details of who at your company provides COVID-19 support: problems, questions and clarifications</li> <li><input type="checkbox"/> Know who at your office is responsible for preventative material and PPE supply</li> <li><input type="checkbox"/> Know what forms are needed and how to fill them in</li> <li><input type="checkbox"/> Know what paperwork and reporting needs to be submitted</li> <li><input type="checkbox"/> Check access and familiarity with (new) technologies</li> </ul>
<b>Preventative Material Inventory</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues</li> <li><input type="checkbox"/> Confirm stock of face masks, face shields, gloves, and glasses on-site and on order with lead time</li> <li><input type="checkbox"/> Have “non-touch” thermometers on-site for employee screening</li> <li><input type="checkbox"/> Review and setup on-site bathroom policies</li> <li><input type="checkbox"/> Confirm need for handwashing stations</li> </ul>
<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and understand protocol</li> </ul>
<b>Disinfection Measures</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Disinfect plant prior to anyone returning to work</li> <li><input type="checkbox"/> Implement the General Disinfection Procedures</li> </ul>
<b>Deep-Cleaning and Disinfection Protocol</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol</li> </ul>
<b>Isolation Protocol &amp; Coordinator Training</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and understand protocol</li> <li><input type="checkbox"/> Isolation Coordinator (volunteer) identified and trained</li> <li><input type="checkbox"/> Protocol in place to isolate employees if symptomatic on site</li> <li><input type="checkbox"/> Print out forms and protocol to be available as needed</li> </ul>
<b>Social Distancing Protocol</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and understand protocol</li> <li><input type="checkbox"/> Complete and continue to adhere to the Social Distancing</li> </ul>
<b>Daily On-Site Health Screening and self-screening protocols</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure protocol for pre-shift screening prior to plant entry</li> <li><input type="checkbox"/> Daily Self-Screening questionnaire is ready and distributed to all employees for self-screening</li> </ul>
<b>Visitors &amp; Contractors Self-Screening</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan in place for screening Visitors and Contractors</li> <li><input type="checkbox"/> Visitors &amp; Contractor Self-Screening Checklist printed and available as needed</li> </ul>
<b>Subcontractor and Labor Relations Alignment</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact all subcontractor to inform about plans, protocols and new requirements and ask for their cooperation</li> <li><input type="checkbox"/> Communicate pandemic response plan and return to work protocols to local unions and ask for cooperation, including on health screening</li> </ul>
<b>On-site Training</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review training plan</li> <li><input type="checkbox"/> Host on-site training and toolbox talks</li> </ul>
<b>Signage</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Facility Signage</li> </ul>

Sources: Lear Corporation, AGC America, NYC DOB

# DAILY SITE CHECKLIST

DAILY TASKS	RESPONSIBLE LEAD	COMPLETED
<b>COVID-19 signage on site. Consider:</b> <ul style="list-style-type: none"> <li>Prevent virus spread (CDC)</li> <li>COVID-19 symptoms</li> <li>Tools/equipment cleaning &amp; disinfection</li> <li>Properly wear surgical mask or self-made bandana or scarf</li> </ul>	Signage & Protocols Lead	<input type="checkbox"/>
<b>Social distancing is reminded and practiced</b>	Signage & Protocols Lead	<input type="checkbox"/>
<b>PPE directives are followed: facemasks, gloves, face screens, glasses...</b>	Signage & Protocols Lead	<input type="checkbox"/>
<b>No handshaking or exchange of devices, pens, forms, tools or equipment</b>	Signage & Protocols Lead	<input type="checkbox"/>
<b>Shared tools and equipment are properly cleaned and disinfected by workers throughout the day</b>	Signage & Protocols Lead	<input type="checkbox"/>
<b>No meetings, gatherings of more than 5 people + make sure of social distancing during meetings</b>	Signage & Protocols Lead	<input type="checkbox"/>
<b>Determine how many workers you're expecting tomorrow and if you need to spread shifts of smaller teams.</b>	Signage & Protocols Lead	<input type="checkbox"/>
<b>Incorporates COVID-19 transmission and prevention in JHA's and pre-task plans</b>	Signage & Protocols Lead	<input type="checkbox"/>
<b>Site, equipment, tools, and everything else are properly cleaned and disinfected</b>	Disinfecting and Hygiene Lead	<input type="checkbox"/>
<b>Shared areas on site (bathrooms, handwashing station, field office, break rooms, shared tables, electronic devices...) are properly cleaned and disinfected 2x per day</b>	Disinfecting and Hygiene Lead	<input type="checkbox"/>
<b>Handwashing stations are available, 6ft/2m apart from each other and filled with soap, sanitizer</b>	Disinfecting and Hygiene Lead	<input type="checkbox"/>
<b>Sanitizer stands are available and full</b>	Disinfecting and Hygiene Lead	<input type="checkbox"/>
<b>Soap, bleach solution, disinfection sprays are available and available to workers in appropriate amounts to treat their tools and equipment</b>	Disinfecting and Hygiene Lead	<input type="checkbox"/>
<b>Required PPE is available and distributed to all workers + site inventory is appropriate</b>	Inventory Lead	<input type="checkbox"/>
<b>Before opening the site, check with all leads to ensure site is ready, clean, disinfected and well-provided with PPE and preventative materials to operate safely</b>	Access and Screening Lead	<input type="checkbox"/>
<b>Setup health screening with staff, forms, equipment to safely welcome traffic of workers entering the site</b>	Access and Screening Lead	<input type="checkbox"/>

Sources: Lear Corporation, AGC America, NYC DOB

# BOOKLET 4



## PREVENTATIVE AND PROTECTIVE EQUIPMENT (PPE) INVENTORY

### SUMMARY

FORTUNATELY, THE CONSTRUCTION INDUSTRY ALREADY FOLLOWS STRICT PERSONAL PROTECTION EQUIPMENT (PPE) RULES. WE WON'T INCLUDE TRADITIONAL PPE (HARD HAT, RESPIRATORS...) DURING THIS CRISIS, THERE MIGHT BE EXTRA PRECAUTIONS NECESSARY. THE CDC RECOMMENDS WEARING FACEMASKS (SURGICAL MASKS OR SELFMADE MASKS) IN PUBLIC SETTINGS. YOU SHOULD ALSO MAKE SURE YOU HAVE ENOUGH INVENTORY OF PPE AND PREVENTATIVE MATERIALS AVAILABLE ON-SITE AT ALL TIMES.

### CHECKLIST

#### PPE



- Find out which new PPE rules your company has decided to introduce and enforce on worksites. Include rules for:
  - Disposable respirators/facemasks?
  - Face Screens?
  - Safety Glasses?
  - Disposable nitrile gloves?
- Find out who at your company is responsible to provide you with PPE inventory
- Prepare PPE inventory for your project. Consider:
  - How many workers need PPE?
  - How long your inventory needs to last
  - How long is the lead time to get new inventory
- Order or distribute PPE to worksites
- If you have medial employees, screeners, security guards or cleaning crews on your site: they should wear gloves, N95 masks, and glasses**

Sources: CDC, WHO, Lear Corporation, Forbes



## CHECKLIST

### PREVENTATIVE MATERIALS

## PREVENTATIVE MATERIALS

- Find out which new rules your company has decided to introduce and enforce on worksites. Include rules for:
  - Washing hands
  - Cleaning equipment and tools and facilities (field office, lockers, (portable) restrooms...
- Find out who at your company is responsible to provide you with preventative materials inventory:
  - Soap, disinfection, hand sanitizer, paper towels, paper tissues, labeled garbage bags
  - Touchless thermometers
- Prepare preventative material inventory for your project. Consider:
  - How many workers on site every day
  - How long your inventory needs to last
  - How long is the lead time to get new inventory
- Order or distribute PPE to worksites



## FORMS, SAMPLES, TEMPLATES

- Recommended PPE and preventative material inventory guidelines
- Difference between surgical mask, self-made mask and N95 respirator mask
- Use of Cloth Face Coverings (self-made mask) to Help Slow the Spread of COVID-19
- Touchless infrared thermometers

Sources: CDC, WHO, Lear Corporation, Forbes

## RECOMMENDED PREVENTATIVE MATERIAL AND PPE INVENTORY

Item	Specs	Recommended Quantity
<b>Mask (surgical)</b>	Disposable surgical masks (1 mask per worker per day)	Min. 30-day supply
<b>Nitrile gloves</b>	Touchflex/ Surgical Nitrile Gloves	Min. 30-day supply
<b>Infrared thermometer</b>	Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)	1 per 100 employee s/shift
<b>Disinfectant spray or wipes</b>	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant	Min. 30-day supply
<b>Spray bottles</b>	1-liter plastic spray containers	Min. 5 bottles
<b>Sanitization floor stand</b>	Hand sanitizer dispenser floor stand	1 available in work area per 50 employees
<b>Hand sanitizer (refills)</b>	Sanitizer with minimum Alcohol 60%	Min. 30-day supply
<b>Hand soap</b>	Hand soap	Min. 30-day supply
<b>Handwashing station</b>	Portable handwashing stations, installed at 6ft / 2m distance	1 per 20 workers
<b>Paper towels</b>	Paper Towel "Tork"	Min. 30-day supply
<b>Glasses/face shields</b>	Safety glasses / Polycarbonate	Min. 30-day supply
<b>Biohazard trash bags or container</b>	Bags that can be sealed and tagged as contaminated material (Please see 'refuse' section of the COVID-19 Policy and Guidelines Directive)	Min. 30-day supply
<b>Optional : Clorox Total 360</b>	<a href="https://www.cloroxpro.com/products/clorox/total-360/">https://www.cloroxpro.com/products/clorox/total-360/</a>	

Sources: CDC, WHO, Lear Corporation, Forbes

# DIFFERENCE BETWEEN SURGICAL MASK / SELFMADE MASK AND N95 RESPIRATORS AND RECOMMENDATIONS

## Recommendations:

- 

The CDC has recommended that everyone wears a surgical mask or a self-made facemask (e.g. bandana, scarf) in public setting.
- 

There is currently an ongoing shortage of N95 masks. These masks are provided in priority to healthcare providers and other workers who are working in close proximity of other people (security guards, cleaning staff, etc.).
- 

If you have medial employees, isolation team members, health screeners, security guards, cafeteria workers or cleaning crews on your site: we recommend them wear gloves, N95 masks, and glasses.
- 

Surgical masks and self-made masks from cloth offer less protection for the wearer than N95 masks. However, they are considered effective to spread airborne pathogens from the wearer to other people.

**Protects people around. Does not fully protect wearer.**  
Wearing by all workers is recommended by CDC on worksite.

### Understanding the Difference

	 <b>Surgical Mask</b> or self-made Masks (cloth)	 <b>N95 Respirator</b>
<b>Intending and approval</b>		Evaluated, tested, and approved by NIOSH as per the requirements in 42 CFR Part 84
<b>Intended Use and Purpose</b>	Fluid resistant and provides the wearer protection against large droplets, splashes, or sprays of bodily or other hazardous fluids. Protects the patient from the wearer's respiratory emissions.	Reduces wearer's exposure to particles including small particle aerosols and large droplets (only non-oil aerosols).
<b>Face Seal Fit</b>	Loose-fitting	Tight-fitting
<b>Fit Testing Requirement</b>	No	Yes
<b>User Seal Check Requirement</b>	No	Yes. Required each time the respirator is donned (put on)
<b>Filtration</b>	Does NOT provide the wearer with a reliable level of protection from inhaling smaller airborne particles and is not considered respiratory protection	Filters out at least 95% of airborne particles including large and small particles
<b>Leakage</b>	Leakage occurs around the edge of the mask when user inhales	When properly fitted and donned, minimal leakage occurs around edges of the respirator when user inhales
<b>Use Limitations</b>	Disposable. Discard after each patient encounter.	Ideally should be discarded after each patient encounter and after aerosol-generating procedures. It should also be discarded when it becomes damaged or deformed; no longer forms an effective seal to the face; becomes wet or visibly dirty; breathing becomes difficult; or if it becomes contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.

**Protects wearer from ill people.**  
Worn mostly by healthcare staff, workers who are exposed to more risk.



Sources: CDC, WHO, Lear Corporation, Forbes

# USE OF CLOTH FACE COVERINGS (SELFMADE MASK) TO HELP SLOW THE SPREAD OF COVID-19

Learn to make a bandana mask: <https://youtu.be/1r2C1zGUHbU>

## Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

### How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

### CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

### Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

### How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

### How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



CS3143338 04/10/2020, 8:57 PM

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

**More info:** <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

**Sources:** CDC, WHO, Lear Corporation, Forbes

## TOUCHLESS INFRARED FOREHEAD THERMOMETERS:



Avoid using thermometer guns designed to take objects and surfaces' temperature. These devices usually have a laser pointer that can be dangerous for human eyes.

**Consider the following Medical/Health thermometer models manufactured by UNI-T.**

1. UNI-T UT30R - model tested on 4/19/2020 by SkillSignal to satisfaction
2. UNI-T UT300 H or R (Medical)
3. UNI-T UT305 H or R (Medical)



**Infrared Thermometer**  
UT30R/UT300R/UT305R

- Range: 32°C~45°C; Accuracy: ±0.3°C
- High temperature alarm
- Tripod mounting hole (UT305R)
- °C/°F selection Data hold
- 5~10cm Optimal measuring distance

CE

Sources: Amazon

# BOOKLET 5



## CLEANING AND DISINFECTION MEASURES AND PROTOCOLS

### SUMMARY

CURRENT EVIDENCE SUGGESTS THAT SARS-COV-2 MAY REMAIN VIABLE FOR HOURS TO DAYS ON SURFACES MADE FROM A VARIETY OF MATERIALS. CLEANING OF COMMON AND GENERAL SURFACES FOLLOWED BY DISINFECTION IS A BEST PRACTICE MEASURE FOR PREVENTION OF COVID-19 AND OTHER VIRAL RESPIRATORY ILLNESSES IN SHARED SETTINGS.

### CHECKLIST

- Common Spaces: offices, break rooms, desk space, tables, chairs, bathrooms
- Common Surfaces: tools, monitors, special equipment, leavers/buttons, trays, containers,
- General Surfaces: windows, doors, doorknobs, handles, faucets, hand washing stations, floors, walls
- Equipment: forklifts, cranes, ladders, machines, ramps, cords, grinders, saws, impact guns

### FORMS, SAMPLES, TEMPLATES

- Step-by step guide on cleansing and disinfecting your facility provided by CDC
- Audit checklist on protocols for disinfecting and cleaning areas, surfaces, and equipment
- EPA's Criteria on disinfectants for SARS-CoV-2 with product information

Sources: CDC, EPA, Lear Corporation

# STEP-BY-STEP GUIDE ON CLEANING AND DISINFECTING YOUR FACILITY

## Cleaning And Disinfecting Your Facility

### Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

#### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

#### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

Sources: CDC

# CLEANING & DISINFECTING AUDIT CHECKLIST

## CLEANING AND DISINFECTING AUDIT CHECKLIST

Shift:	Card #
Inspection Area:	
<p>General Disinfection Measures</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Did the cleaning crew / employees receive training about the disinfection method and frequency?</li> <li><input type="checkbox"/> 2. Was hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate?</li> <li><input type="checkbox"/> 3. Did the team conduct a comprehensive cleaning in all work cell common surfaces (control buttons, tools conveyors, trays, containers, forklifts, machines)?</li> <li><input type="checkbox"/> 4. Did the team conduct a comprehensive cleaning in all offices, desk and conference rooms (cabinets, desk, table and chair surface)?</li> <li><input type="checkbox"/> 5. Did the team conduct a comprehensive cleaning in all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms)?</li> <li><input type="checkbox"/> 6. Did the team conduct a comprehensive cleaning in cafeteria/canteen (tables, chair surfaces, dispensers, vending machines, etc.)?</li> <li><input type="checkbox"/> 7. Did the team conduct a comprehensive cleaning in all common surfaces of personnel buses (Seat surfaces, rails, belts, door, windows, floor)?</li> <li><input type="checkbox"/> 8. Did the team conduct a comprehensive cleaning in floors, walls and multiuse areas (tables, chair surfaces, dispensers, vending machines, etc.)?</li> </ul>	
<p>2nd Layer Audit: (Audit of the above performed by a higher-level manager)</p> <p>9. Were non-conformities raised? Y/N</p> <p>10. If yes, were they actioned?</p> <p>11. If no, please provide reasons:</p>	<p>3rd Layer Audit: (Audit of Layer 2 by EHS or a higher-level manager)</p> <p>13. Were all non-conformities closed? Y/N</p> <p>14. If no, please provide reasons:</p>

Sources: Lear Corporation

# EPA'S CRITERIA FOR DISINFECTANTS AGAINST SARS-COV-2 (COVID-19)

Product Name	Company	Contact Time (min)	Surface Type	Use Site	Active Ingredient
Phato 1:64 Disinfectant Cleaner	Diversey Inc	5	Hard Nonporous	HlthC. Instit.	Hydrogen peroxide
Lysol Brand Disinfectant Cleaner	Reckitt Benckiser	10	Hard Nonporous	Instit. Resid.	Quaternary ammonium
65 Disinfecting Heavy Duty Acid Bathroom Cleaner	Ecolab Inc	2	Hard Nonporous	HlthC. Instit.	Octanoic acid
CleanCide	Wexford Labs Inc	5	Hard Nonporous	HlthC. Instit.	Citric Acid
Sodium Hypochlorite 8.25%	Hasa Inc	5	Hard Nonporous	HlthC. Instit. Resid.	Sodium Hypochlorite
PURELL Professional Surface Disinfectant	GOJO Industries Inc	5	Hard Nonporous	HlthC. Instit. Resid.	Ethanol
Discide Ultra Disinfecting Spray	Palermo Healthcare LLC	0.5	Hard Nonporous	HlthC. Instit. Resid.	Quaternary ammonium; Isopropanol

[Full List](#)

Sources: CDC, EPA

# BOOKLET 6

## TOOLS CLEANING



### SUMMARY

**KEEPING TOOLS AND EQUIPMENT CLEAN AND DESINFECTED IS IMPORTANT ON ANY WORKSITE TO PREVENT VIRUS SPREAD.**

### CHECKLIST

- Train workers to wear gloves at all times. Using any tool with gloves is an efficient way to prevent transferring the virus on them.
- Train workers to wash or sanitize hands properly before and after using tools.
- Clean tools with a damp cloth and mild soap + let tool rest for 72 hours, or
- Clean with mild soap and disinfect tools with a bleach solution to avoid the 72 hours rest period.

### FORMS, SAMPLES, TEMPLATES

- CLEANING OF TOOLS TO HELP PREVENT SPREAD OF COVID-19 (ENG, Milwaukee Electric Tool Corporation)
- LIMPIEZA DE HERRAMIENTAS PARA AYUDAR A PREVENIR LA PROPAGACIÓN DEL COVID-19 (SPA, Milwaukee Electric Tool Corporation)

**Sources:** Milwaukee Electric Tool Corporation, Lear Corporation's Safe Work Playbook (4/6/2020), OSHA



## **CLEANING OF TOOLS TO HELP PREVENT SPREAD OF COVID-19**

Should a tool need to be cleaned that does not have blood or visible bodily fluids on it, Milwaukee® recommends the following protocol. This protocol is subject to the recommendations of the Centers for Disease Control (“CDC”), OSHA, and those of State and Local health departments. Please follow applicable guidelines of these agencies.

- People handling tools should wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.
- People handling tools should be properly trained and protected using necessary Personal Protective Equipment (PPE).
- Clean tools with mild soap, a clean damp cloth, and, as needed, an approved diluted bleach solution only. Certain cleaning agents and solvents are harmful to plastics and other insulated parts and shouldn't be used.
- Milwaukee® does not recommend cleaners that have conductive or corrosive materials, especially those with ammonia. Some of these include gasoline, turpentine, lacquer thinner, paint thinner, chlorinated cleaning solvents, ammonia and household detergents containing ammonia.
- Never use flammable or combustible solvents around tools.

### **CLEANING OPTIONS:**

#### **1. MILD SOAP & REST**

- If no blood was present on the product, it can be **cleaned with mild soap and a damp cloth to remove the fluids and then left to rest for 3 days**. This is based on CDC advisement that the virus may live on plastic surfaces for up to 72 hours, which suggest that the virus would no longer be harmful after the resting period. After this, the tool can be cleaned again.  
\*Recommended for batteries

#### **2. MILD SOAP & DILUTED BLEACH SOLUTION**

- If no blood was present on the product, it can be **cleaned with a mild soap and damp cloth to remove dirt and grease and then decontaminated with a diluted bleach solution**, which is consistent with CDC advise. The full diluted bleach cleaning procedure can be found below.  
\*Not recommended for batteries

#### **PROCEDURE**

1. Clean the product surface with mild soap and water to remove dirt and grease.
2. Dip a clean cloth into the dilute bleach solution.
3. Wring out the cloth so it is not dripping wet.
4. Gently wipe each handle, grasping surfaces, or outer surfaces with the cloth, using care to ensure liquids do not flow into tool.
5. No other cleaning material should be used as the diluted bleach solution should never be mixed with ammonia or any other cleanser.
6. Allow the surface to dry naturally.
7. The cleaner should avoid touching their face with unwashed hands and should immediately wash their hands after this process.

A properly diluted bleach solution can be made by mixing:

- 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water; or
- 4 teaspoons bleach per quart/liter of water

**NOTE:** If blood was on the product, advance cleaning is needed. Follow established Bloodborne Pathogen protocols for your business. Under OSHA requirements, anyone required to perform this type cleaning should be trained in Bloodborne Pathogens and the use of the necessary PPE for this work.

**Sources:** Cleaning procedures recommended by Milwaukee Electric Tool Corporation



## **LIMPIEZA DE HERRAMIENTAS PARA AYUDAR A PREVENIR LA PROPAGACIÓN DEL COVID-19**

En caso de que se necesite limpiar una herramienta que no tenga sangre o fluidos corporales visibles en ella, Milwaukee® recomienda el siguiente protocolo. Este protocolo está sujeto a las recomendaciones de los Centros de Control de Enfermedades (“CDC”), OSHA y de los departamentos sanitarios estatales y locales. Siga las directrices correspondientes de estas agencias.

- Las personas que manejen las herramientas deben lavarse las manos o usar un desinfectante de manos adecuado antes y después de usarlas para ayudar a prevenir la contaminación.
- Las personas que manejen las herramientas deben estar capacitadas correctamente y protegidas usando el equipo protector personal (PPE) necesario.
- Limpie todas las herramientas únicamente con jabón suave, un trapo húmedo limpio y, de ser necesario, una solución de blanqueador diluido aprobado.  
Ciertos agentes y solventes de limpieza pueden dañar el plástico y otras partes aisladas, por lo que no deben usarse.
- Milwaukee® no recomienda limpiadores que sean conductores o materiales corrosivos, especialmente los que tienen amoníaco. Algunos de estos incluyen la gasolina, trementina, adelgazador de barniz, adelgazador de pintura, solventes de limpieza con blanqueador, amoníaco y detergentes caseros que contienen amoníaco.
- Nunca use solventes inflamables o combustibles alrededor de las herramientas.

### **OPCIONES DE LIMPIEZA:**

#### **1. JABÓN SUAVE Y ASENTARSE**

- Si no hay sangre presente en el producto, puede **limpiarse con jabón suave y un trapo húmedo para retirar los fluidos y luego dejarlo asentarse durante 3 días**. Esto es en consideración con los CDC de que el virus puede vivir en superficies de plástico por hasta 72 horas, lo que sugiere que el virus ya no sería dañino después de este periodo de asentamiento. Después de esto, la herramienta puede limpiarse de nuevo.  
\*Se recomienda para las baterías.

#### **2. JABÓN SUAVE Y SOLUCIÓN DE BLANQUEADOR DILUIDO**

- Si no hay sangre presente en el producto, puede **limpiarse con jabón suave y un trapo húmedo para retirar polvo y grasa, y luego descontaminarse con una solución de blanqueador diluido**, en consideración con los CDC. El procedimiento completo de limpieza con blanqueador diluido puede encontrarse a continuación.  
\*No se recomienda para las baterías.

#### **PROCEDIMIENTO**

1. Limpie la superficie del producto con jabón suave y agua para retirar polvo y grasa.
2. Sumerja un trapo limpio en la solución de blanqueador diluido.
3. Exprima el trapo para que no esté goteando.
4. Limpie suavemente cada empuñadura, superficie de agarre o superficie exterior con el trapo, con mucho cuidado de que los líquidos no fluyan dentro de la herramienta.
5. No debe utilizarse ningún otro material de limpieza, ya que la solución de blanqueador diluido nunca debe mezclarse con amoníaco ni con ningún otro limpiador.
6. Permita que la superficie seque naturalmente.
7. El personal de limpieza no debe tocarse el rostro con las manos sin lavar y debe lavarse inmediatamente las manos después de este proceso.

Una solución de blanqueador diluido puede hacerse al mezclar:

- 5 cucharadas (1/3 de taza) de blanqueador por 3.79 litros (un galón) de agua; o
- 4 cucharaditas de blanqueador por un 0.94 litros (un cuarto) de agua

**NOTA:** Si había sangre en el producto, es necesario realizar una limpieza avanzada. Siga los protocolos establecidos para su negocio sobre los agentes patógenos transmitidos por la sangre. Bajo los requisitos de la OSHA, cualquier persona que deba realizar este tipo de limpieza debe estar capacitado en agentes patógenos transmitidos por la sangre y el uso del PPE necesario para esta labor.

**Sources:** Cleaning procedures recommended by Milwaukee Electric Tool Corporation

# BOOKLET 7

## SITE SIGNAGE AND OSHA 300 REPORTING



### SUMMARY

SIGNAGE ON SITE IN DIFFERENT LANGUAGES HELPS SPREAD INFORMATION ABOUT HOW TO AVOID COVID-19 SPREAD.

OSHA DOES NOT REQUIRE COVID-19 SIGNAGE ON WORKPLACES AT THIS TIME.

OSHA DOES REQUIRE CONFIRMED WORK-RELATED COVID-19 CASES TO BE REPORTED ON OSHA 300.

OSHA ADVISES THAT COVID-19 SHOULD BE CODED AS A RESPIRATORY ILLNESS ON THE OSHA FORM 300

### CHECKLIST

- Determine if COVID-19 signage is useful for your site
- If yes, print out the official signage issued by the CDC (available in many languages) - <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>
- If you need larger or specialized signs, contact and order at local manufacturer. Signage manufacturers are considered essential workers so they will be able to assist.

Examples of signage businesses taking orders:

- <https://www.safetysign.com/medical-safety-signs> (NJ)
- <https://www.mysafetysign.com/coronavirus-signs> (several locations)
- <https://healthandwellnessposters.myprintdesk.net/> (several locations)

### FORMS, SAMPLES, TEMPLATES

- CDC recommended signage
- OSHA recommended signage
- Other signage
- OSHA 300 reporting obligations of COVID-19 cases

Sources: OSHA, CDC, ENR

# CDC RECOMMENDED SIGNAGE

The below signs are available here:

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



Sources: OSHA, CDC, ENR

# OSHA RECOMMENDED SIGNAGE

The below signs are available here:

<https://www.osha.gov/pls/publications/publication.searchresults?pSearch=CORONAVIRUS>

**Diez Medidas que Todos los Lugares de Trabajo Pueden Tomar para Prevenir la Exposición al Coronavirus**

Todos los lugares de trabajo pueden tomar las siguientes medidas para la prevención de infecciones y proteger a los trabajadores:

- 1 Alentar que los trabajadores permanezcan en sus hogares si están enfermos.
- 2 Alentar buenos hábitos respiratorios, incluyendo cubrirse la boca al toser y estornudar.
- 3 Proveer un lugar para lavarse las manos o toallitas de mano que contengan al menos un 60% de alcohol.
- 4 Limitar el acceso al lugar de trabajo sólo al personal esencial, de ser posible.
- 5 Establecer la flexibilidad para el lugar de trabajo (e.g., trabajos desde la casa) y el horario de trabajo (e.g., turnos de trabajo escalonados), en cuanto sea posible.
- 6 Desalentar que los trabajadores utilicen los teléfonos, escritorios, u otras herramientas y equipo de trabajo de sus compañeros de labores.
- 7 Limpiar y desinfectar con frecuencia las superficies, equipo y otros elementos del ambiente de trabajo.
- 8 Usar químicos de limpieza con etiquetas de desinfectantes aprobados por la Agencia de Protección Ambiental (EPA, por sus siglas en inglés).
- 9 Seguir las instrucciones del fabricante para el uso de todo producto de limpieza y desinfección.
- 10 Alentar que los trabajadores denuncien cualquier preocupación acerca de la seguridad y la salud en el trabajo.

Para más información, visite [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) o llame al 1-800-321-OSHA (6742).

**OSHA** Administración de Seguridad y Salud Ocupacional  
www.osha.gov

1-800-321-OSHA (6742)  
TTY 1-877-889-5627

**Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus**

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) or call 1-800-321-OSHA (6742).

**OSHA** Occupational Safety and Health Administration  
www.osha.gov

1-800-321-OSHA (6742)  
TTY 1-877-889-5627

Sources: OSHA, CDC, ENR

# OTHER SIGNAGE



## Printing Guidelines

### Option 1: Poster Size

- Poster size should be 30" x 40" / 76 cm x 100 cm
- Orientation portrait (vertical)
- Material: Foam core

### Option 2: Letter Size

- Poster size should be 8.5" x 11" / A4
- Orientation portrait (vertical)
- Material: regular paper

Sources: OSHA, CDC, ENR

# OSHA 300 REPORTING OBLIGATIONS OF COVID-19 CASES

On 4/10/2020, OSHA wrote that employers need not record instances of infected employees **unless**:

1. the case is confirmed as COVID-19, as defined by Centers for Disease Control and Prevention,
2. and the case is work-related.

A number of cases among employees who work together is one indication to an employer that the case is work-related. If workers or employees give employers evidence that the case was work-related, employers must record the case.

Full OSHA directive regarding COVID-19 reporting in OSHA 300:

<https://www.osha.gov/memos/2020-04-10/enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19>

**Sources:** OSHA, CDC, ENR



# BOOKLET 8

## TECHNOLOGY



### SUMMARY

TECHNOLOGY CAN SIMPLIFY, ACCELATE AND SCALE THE ENFORCEMENT OR MONITORING OF NEW PROCESSES AND PROTOCOLS.

TECHNOLOGY WILL ALSO BE CRITICALLY USEFUL TO SUPERINTENDENTS AND FOREMEN ON SITE AS THEIR WORKLOAD WILL INCREASE DRAMATICALLY.

### CHECKLIST

- Identify and assess construction technology that can be useful to implement, improve or monitor health conditions on site.
- Make sure the contemplated technology does promote health directives from organizations such as the CDC.
- Avoid technology that requires sharing of devices on site. Promote the use of technology using personal devices instead.
- Make sure technology does not infringe on personal or health data that might fall under HIPAA regulation.

### FORMS, SAMPLES, TEMPLATES

- Sample table to gather and assess technologies

Sources: SkillSignal

# LIST OF TECHNOLOGY PROVIDERS

NAME OF COMPANY	CONTACT DETAILS	VALUE PROPOSITION (HEALTH AND/OR SAFETY)	TECHNOLOGY COMPLIES WITH PROTOCOLS	NOTES AND NEXT STEPS
1 SkillSignal	<a href="mailto:info@skillsignal.com">info@skillsignal.com</a> 917-745-6877			
2				
3				
4				
5				
6				
7				

# BOOKLET 9

## COVID-19 WORKSITE BINDER MATERIALS (MAKE 1 PER WORKSITE)



### **SUMMARY**

PROVIDE A BINDER TO ALL MANAGERS AND SUPERVISORS WITH ALL THE INFORMATION THEY'LL NEED TO RUN OPERATIONS.

### **FORMS, SAMPLES, TEMPLATES**

- Table of contents

#### Sources:

**COMING: Forms, templates, models,  
checklists, documents**

# BOOKLET 10

## LABOR AND UNION RELATIONS



### SUMMARY

FOR UNIONIZED LABOR, COMMUNICATION, PARTNERSHIP AND ALIGNMENT WITH BUSINESS REPRESENTATIVES WILL HELP ENSURE THAT PROTOCOLS WILL BE FOLLOWED, AND EMPLOYEES STAY HEALTHY AND SAFE.

### CHECKLIST

- List Unions that you want to include in your plan and communication.
- For listed Unions, identify the Business Representatives + individual contact details.
- Call or send an email to each Business Representatives, informing them of your company's pandemic response plan and return-to-work protocols. Ask for prompt and strict cooperation and compliance to preserve healthy conditions on site.
- If possible and appropriate, you can decide to involve Union Leadership or Representatives in your Pandemic Response Field Team.
- Determine the frequency you want to communicate with the Business Representative. Setup a fitting recurring phone call in your schedule.

### FORMS, SAMPLES, TEMPLATES

- Sample Email to Union to:
  - Inform of your company's pandemic response plan and return-to-work protocols
  - Ask for prompt and strict cooperation and compliance to preserve healthy conditions on site
  - To request reaching out proactively if there are questions

Sources: Lear Corporation's Safe Work Playbook (4/6/2020)

**COMING:  
Email template for Unions**

# BOOKLET 11

## SUBCONTRACTOR COMMUNICATIONS AND PROTOCOLS



### SUMMARY

CONSIDER SENDING ADVANCED NOTICES TO SUBCONTRACTORS AND SUPPLIERS TO INFORM THEM ABOUT THE DETAILED HEALTH PROTOCOLS AND DIRECTIVES YOU ARE INTRODUCING ONTO YOUR SITE.

REQUEST SUBCONTRACTORS TO COOPERATE AND TO RELAY YOUR DIRECTIVES TO THEIR EMPLOYEES BEFORE THEY GET BACK TO YOUR SITE

EMPHASIZE THAT THESE PROTOCOLS WILL BE APPLIED AT ALL TIMES AND TO ALL INDIVIDUALS ON SITE + DETERMINE PENALTIES FOR LAPSES.

CONSIDER SETTING UP REGULAR CONFERENCE CALLS WITH SUBCONTRACTORS TO DISCUSS BUSINESS TOPICS AS WELL AS THE HEALTH SITUATION ON SITE.

### CHECKLIST

- Consider sending advanced notices to Subcontractors as appropriate:
  - Notice of potential delay (see Templates)
  - Updates and overview of new safety and screening protocols on site + asking for their strict cooperation when sending workers to your site
- Update and overview to Subcontractors may include the following topics and updates, as appropriate:
  - What was done during shutdown
  - Work schedule changes (staggered shifts, job rotation, meetings, etc.)
  - Facility management changes
  - Daily health screening. Workers who do not want to submit to screening will be denied entry on site
  - What is everyone's role when returning to work (social distancing, cleaning, personal hygiene)
  - All workers with COVID-19 symptoms need to stay home. Workers with symptoms will be required to leave the site and stay away for 14 days
- Consider regular formal communications with Subcontractors' management: web conference, emails, calls

Sources: AGC



# FORMS, SAMPLES, TEMPLATES

- Notice of potential delay and reservation of rights (AGC)
- Sample COVID-19 Site Protection Plan and Protocols

# NOTICE OF POTENTIAL DELAY AND RESERVATION OF RIGHTS (AGC)

## THIS IS A SAMPLE LETTER ONLY

INSERT COMPANY LOGO

### NOTICE OF POTENTIAL DELAY AND RESERVATION OF RIGHTS

(Check Contract for person(s) to send letter and manner required to send i.e. fax, email, certified or registered mail)

Insert Date

**Re: COVID-19 Pandemic**

To Whom It May Concern:

We are all aware of the ongoing outbreak of the Coronavirus 2019 (COVID-19), which was recently declared a pandemic by the World Health Organization and the President and Governor have declared a national and state emergency, respectively. Although the situation continues to evolve rapidly, (Insert Company Name) remains fully committed to pursuing the completion of our work in a safe, diligent and reasonable manner under the current circumstances. We must recognize, however, there is a strong likelihood that we will encounter certain delays as a result of this pandemic.

We anticipate our work will be delayed and our productivity will be negatively impacted by the cumulative effect of this outbreak. Potential impacts may include, but are not limited to, labor shortages due to infection or quarantine as well as material shortages and significant delays in lead times as a result of factory closings across the globe. In addition, we are monitoring whether there will be a mandatory shut down. At this time, it is not possible to quantify the delay or compute the impact costs.

While this notice may seem premature, our contract requires that we furnish you written notice of any delays in a timely fashion. Accordingly, pursuant to the terms of our contract, please consider this correspondence to be our formal notice of potential delays to our performance through no fault of our own and that are beyond our control, including, but not limited to, changed conditions, constructive suspension of work, constructive change, force majeure/act of God, etc. (Insert Company Name) hereby reserves all rights it may have under our contract and applicable law to protect its legal and commercial interests, including without limitation the right to seek an extension of time and an increase in our contract price. Please keep records as you deem appropriate to confirm any extensions or increased or unabsorbed costs if we do, in fact, submit same. I can assure you that we are evaluating all options to minimize and mitigate the impact to your Project. As more information becomes available, we would like to discuss our options for successfully completing this Project.

We will continue to keep your project representatives informed of these delays and their effect on overall job completion. We will diligently seek to minimize to the best of our ability, the effects of these delays on our work. Your cooperation in minimizing these impacts are appreciated as work our way through this unprecedented event.

Sources: AGC

# SAMPLE COVID-19 SITE PROTECTION PLAN AND PROTOCOLS

Each site must put in place a detailed plan explaining the guidelines and protective measures. Supervisors on site should be familiar with the details of the plan. Supervisors will be responsible to apply protective measures, protocols and guidelines to all individuals working or visiting the site: managers, workers, visitors or suppliers.

Your plan may include all or some of the below measures recommended by AGC America.

Consider communicating or posting these measures and guidelines in advance to everyone you expect working or visiting the site: workers, subcontractors, suppliers, visitors.

## I. FOLLOW THESE HEALTH GUIDELINES ON THIS SITE AT ALL TIMES:

1. Social/physical distancing works: maintain at least 6 feet distance between co-workers.
2. Individuals showing COVID-19 symptoms should be promptly removed from the workplace. They should be sent home to self-quarantine for 14 days before returning.
3. Wash hands regularly for at least 20 seconds with water & soap or alcohol-based sanitizer (min. 60% alcohol content).
4. Avoid touching your face. Exercise good personal hygiene.
5. Cover your cough or sneeze with a tissue, then throw the tissue away.
6. Gloves, safety glasses and face screens create extra protection.
7. CDC recommends to wear surgery masks or self-made cloth masks (bandana, scarf) to cover mouth. N95 facemasks (national shortage) should be prioritized for health workers.
8. Avoid sharing devices, pens, paper forms and other equipment.
9. Clean and disinfect frequently touched objects, surfaces, devices, equipment and tools with wipes, cleaning spray, soap or diluted bleach.

Sources: Lear Corporation, AGC America, NYC DOB

# SAMPLE COVID-19 SITE PROTECTION PLAN AND PROTOCOLS (CONT'D)

## II. GENERAL SAFETY POLICIES AND RULES

- **ILLNESS:** Any worker/employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home + self-quarantine for minimum 14 days before returning.
- **MEETINGS:** Meetings will be by telephone, if possible. If meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than [5 to 10] people and participants must remain at least six (6) feet apart.
- **PHYSICAL DISTANCING:** Workers must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- **GATHERINGS:** All in-person gatherings and meetings will be limited. Workers will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- **HYGIENE ON SITE:** The Company is doing its best to provide handwashing stations on site to allow individuals on site to wash hands regularly. However, the Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- **TOOLS:** Workers should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- **FACEMASKS:** On site, workers should work surgical masks or self-made cloth masks (bandana, scarf) on site.
- **SHIFTS:** The Company may:
  - Divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
  - Divide workers into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for a worker to change shifts, the Company will have sole discretion in making that alteration.
- **TRANSPORTATION:** Workers are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- **EQUIPMENT:** If practicable, each employee should use/drive the same truck or piece of equipment every shift.
- **WATER:** In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- **HEALTH SCREENING:** To safeguard health and safety on site for everyone, the Company may introduce access control and health screening measures on the site. These measures may include questionnaires, body temperature checking, attestation of good health. Workers who do not submit to the screening will not be allowed on site.

Sources: Lear Corporation, AGC America, NYC DOB



# SAMPLE COVID-19 SITE PROTECTION PLAN AND PROTOCOLS (CONT'D)

## III. SITES IN OCCUPIED BUILDINGS

On sites where you expect external people to be present or on sites with vulnerable groups, there might be anxiety about construction workers sharing space and possibly introducing illness in a community.

- Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, Workers must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based wipes for this purpose.
- Workers should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.
- Consider using a recognizable/visual aid to confirm that workers were screened and free from COVID-19 symptoms: a handstamp or a wristband may be acceptable.

## IV. WORKSITE CLEANING AND DISINFECTING PROCEDURES

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- The Company will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).

**Sources:** Lear Corporation, AGC America, NYC DOB

# SAMPLE COVID-19 SITE PROTECTION PLAN AND PROTOCOLS (CONT'D)

## V. JOB SITE VISITORS & DELIVERIES

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

**Sources:** Lear Corporation, AGC America, NYC DOB

# BOOKLET 12

## DAILY ON-SITE HEALTH SCREENING



### SUMMARY

ACCESS TO RELEVANT INDIVIDUAL HEALTH DATA IS IMPORTANT TO MONITOR WHETHER WORKERS EXPERIENCE ANY COVID-19 SYMPTOMS.

A WORKER WITH COVID-19 SYMPTOMS COULD POTENTIALLY INFECT MORE PEOPLE ON SITE.

SCREENING MAY INCLUDE:

- TEMPERATURE READING
- OBSERVATION FOR OVERT SYMPTOMS
- CONFIRMATION OF DAILY SELF-SCREENING
- COVID-19 TESTING (WHEN AVAILABLE)

WORKERS WITH SYMPTOMS SHOULD BE EVALUATED AND POTENTIALLY SENT HOME

### CHECKLIST

- Setup screening protocols and directives for each site
- Identify screened workers with a handstamp or a wristband
- Procure screening equipment or medical staff:
  - Touchless infrared thermometers
  - COVID-19 tests (when available)
- Screening staff should be protected with gloves, glasses and N95 masks
- Use a self-screening form (~~paper~~, online or mobile)
- Inform workers/subcontractors of screening early to avoid alarm
- Do not allow anyone on site before screening starts
- Do not allow anyone on site without a screening

### FORMS, SAMPLES, TEMPLATES

- Self-screening questionnaire templates
- Touchless infrared thermometers
- Wristbands

Sources: Lear Corporation, AGC America, CDC

## SELF-SCREENING QUESTIONNAIRE:



- This or a similar questionnaire should be taken by each worker on site, every day. Questions can be submitted on paper, online or on mobile phone.



- Make sure people going through daily pre-screening cannot be isolated or discriminated against for their answers.



- It focuses on the known COVID-19 symptoms as recommended by the CDC.



- Consider HIPAA regulation when you collect this data: do not keep the data beyond necessity.



- If a worker does not accept screening, consider removing them from the site to obtain a valid medical clearance certification before returning.



**AGC**  
THE CONSTRUCTION  
ASSOCIATION

### Proactive Measures for Addressing COVID-19

March 26, 2020

#### Pre-screening Questionnaire

Every construction project is unique and what is feasible and appropriate for any one project will depend on its unique characteristics. That said, the questions that construction contractors may want to ask of all employees, visitors and vendors, prior to allowing them to enter any one jobsite, include the following.

1. Have you traveled to an area with known local or international spread of COVID-19 in the past 14 days?  
Yes No
2. Have you, or anyone in your residence, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID – 19 diagnosis in the past 14 days either at home or on a jobsite, etc.?  
Yes No
3. Have you had a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days? Yes No
4. Are you currently experiencing a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing? Yes No

**\*NOTE:** If an employee, visitor or vendor answer 'Yes' to any of the above questions, ask them to leave the workplace or jobsite immediately and seek medical evaluation. In addition, you should strongly consider following the tips below.

Sources: Lear Corporation, AGC America, CDC

# SELF-SCREENING QUESTIONNAIRE

## COVID-19 Health Screening Attestation

**To help ensure everyone's safety, please complete this health screening attestation.**

**If you answer "yes" to any of the following questions, do not proceed on site. Cover your mouth with a surgical mask or with a selfmade mask and talk to a supervisor immediately. Keep a safe distance (6 ft or 2 m) from the supervisor.**

**Individual Name:** \_\_\_\_\_

1. Have you been asked to self-quarantine within the last 14 days?  
 YES       NO
2. Have you returned from international travel within the last 14 days?  
 YES       NO
3. Have you knowingly had close contact with a person diagnosed with COVID-19 or a person who is being evaluated for COVID-19?  
 YES       NO
4. Do you currently have fever or other symptoms of respiratory illness (e.g. cough, shortness of breath, sore throat, chills) or have you had those symptoms in the last 14 days?  
 YES       NO

I attest that the above responses are true. I understand that if any of the above responses change during my time visiting any HRCG jobsite or field office, I will immediately notify the HRCG superintendent whom I am reporting to.

**Individual Signature:** \_\_\_\_\_

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

**Subcontractor Company Name:** \_\_\_\_\_

**\*Please note: COVID-19 is on-going and evolving situation. Screening items may change as our policies are updated. Should policies related to this screening attestation change, you will be required to complete a new attestation.**

**Reviewed by:**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

# TOUCHLESS INFRARED FOREHEAD THERMOMETERS



Avoid using thermometer guns designed to take objects and surfaces' temperature. These devices usually have a laser pointer that can be dangerous for human eyes.

**Consider the following Medical/Health thermometer models manufactured by UNI-T.**

1. UNI-T UT30R (we will post a detailed review for this model)
2. UNI-T HT20 Pro (Medical) (we will post a detailed review for this model)
3. UNI-T UT30H (Medical)
4. UNI-T UT300H (Medical)
5. UNI-T UT305H (Medical)

## PRODUCT DETAILS



Sources: Amazon

## IDENTIFY WORKERS WHO WENT THROUGH SCREENING

- On sites where you expect external people to be present or on sites with vulnerable groups, there might be anxiety about construction workers sharing space and possibly introducing illness in a community.
- Consider using a recognizable/visual aid to confirm that workers were screened and free from COVID-19 symptoms: a handstamp or a wristband may be acceptable.

WristCo Rainbow 2000 Count Variety Pack 3/4 Inch Tyvek Wristbands for Events - Neon Red Orange Yellow Green Blue  
by Wristco



Price: **\$48.99** + \$4.00 shipping

Get \$50 off instantly: Pay \$0.00 upon approval for the Amazon Rewards Visa Card. No annual fee.

- 2000 RAINBOW VARIETY PACK 3/4 INCH TYVEK WRISTBANDS FROM WRISTCO - The 2000 wristbands are packaged in sheets of ten. Includes 400 wristbands each of Neon Red, Neon Orange, Neon Yellow, Neon Green, and Neon Blue (40 sheets each). Each wristband measures 3/4 inches wide by 10 inches long and will fit most wrists. Each armband is numbered for security and identification.
- TRUSTED MANUFACTURER - Why buy from a reseller that doesn't manufacture their own product and inflates prices? WristCo is a trusted brand that has been making wristbands and bracelets for over 20 years.
- PREMIUM TYVEK QUALITY - Tyvek is a paper like substance made by DuPont. All bracelets are manufactured in the USA using premium grade Tyvek, which will not rip or tear when worn.
- SECURITY YOU CAN TRUST - Each WristCo Tyvek Wristband uses a waterproof, tamper-resistant adhesive closure that prevents transfer of the wristband. If a visitor attempts to transfer the wristband, the adhesive will tear in a way that prevents re-use.
- PERFECT FOR EVENT ADMISSION - WristCo Tyvek armbands are perfect for places that require identification of customers like nightclubs, bars, waterparks, arcades, trampoline parks, hotels, breweries, etc. They're also used in event type settings like fairs, festivals, sporting events, carnivals, concerts, etc.

Sources: Lear Corporation, AGC America, CDC

# BOOKLET 13

## SOCIAL DISTANCING PROTOCOLS



### SUMMARY

KEEP YOUR DISTANCE TO SLOW THE SPREAD. LIMITING FACE-TO-FACE CONTACT WITH OTHERS IS THE BEST WAY TO REDUCE THE SPREAD OF CORONAVIRUS DISEASE (COVID-19). WHERE A MINIMUM DISTANCE CANNOT BE MAINTAINED DUE TO WORKPLACE DESIGN, ONE OR MORE MITIGATION STRATEGIES NEED TO BE IMPLEMENTED INCLUDING ENGINEERING, PPE AND/OR ADMINISTRATIVE CONTROLS AS APPROPRIATE

### CHECKLIST

- Employees are to enter and exit at the designated entrances and exits- locations should be identified and posted
- Employees and contractors should be staggered over the course of the day to avoid influxes
- Avoid non-essential gatherings
- Maintain at least 6' distancing, this includes elevators and hoists
- No more than 10 employees at any meeting. Times for meetings should be staggered and larger groups should be divided to meet 10 employee maximum
- Office work should be organized to ensure social distancing to keep separation of employees between 1 to 2 meters (3-6 ft) as minimum
- Avoid face to face desk layouts

### FORMS, SAMPLES, TEMPLATES

- List of exceptions where multi-person tasks that cannot be performed maintaining 6' social distancing

Sources: CDC, Lear Corporation, OSHA

# MULTI-PERSON TASKS THAT CANNOT BE COMPLETED FOLLOWING 6FT SOCIAL DISTANCING GUIDELINES

**NOTE: SOME EXCEPTIONS APPLY WHEN IT COMES TO UPHOLDING SOCIAL DISTANCING STANDARDS. WE UNDERSTAND THAT THE BUDDY SYSTEM IS PARAMOUNT WHEN WORKING UNDER SPECIFIC CIRCUMSTANCES AND WE HAVE OUTLINED THOSE SITUATIONS BELOW.**

## Exceptions:

- Working in an exclusion zone
- Working in lifts or on scaffolding
- Drywallers working in scissor lifts
- Setting glass or windows
- Working in a boom lift
- Placing/finishing concrete
- Installing kitchen hoods
- Unloading of heavy equipment
- Setting block/stone
- Manhole or vault work
- Excavation/trench work
- Landscaping to set granite curbside
- Installing, removing, or repairing lines >600V
- Assigning an experienced worker with new hire



**For all these activities where distancing is impossible, make sure to strictly follow PPE recommendations:**

- Usual Construction PPE applies: hardhat, vest, boots, safety glasses, gloves...
- Facemask: surgical mask, selfmade mask (e.g. bandana, scarf)
- Nitrile gloves

# BOOKLET 14

## ISOLATION AND SELF-QUARANTINING PROTOCOLS



### SUMMARY

ANY INDIVIDUAL WHO FEELS SICK OR SHOWS COVID-19 SYMPTOMS SHOULD BE REMOVED FROM THE WORKSITE.

DAILY HEALTH SCREENING ON SITE (BODY TEMPERATURE READINGS, SELF-SCREENING, HEALTH QUESTIONNAIRE) WILL HELP IDENTIFY POTENTIAL SYMPTOMS OF COVID-19 IN INDIVIDUALS.

IF AN INDIVIDUAL SHOWS SYMPTOMS, HE/SHE SHOULD BE ISOLATED. WHEN SAFE AND RESPONSIBLE, REQUEST THE INDIVIDUAL TO LEAVE THE WORKSITE AND SELF-QUARANTINE AT HOME FOR MINIMUM 14 DAYS BEFORE RETURNING TO WORK.

### CHECKLIST

- If possible, setup a dedicated space to temporarily isolate workers who feel sick or show any COVID-19 symptoms.
- Determine which procedures and paperwork your company recommends to be completed with sick/symptomatic individuals before they are sent home for self-quarantine.
- Provide clear guidelines to isolated individuals on how to manage their self-quarantine and what will be required from them upon getting back to work (test, clean bill of health, attestation...)
- Keep a clear record of the date when the individual will be allowed back to the worksite.

### FORMS, SAMPLES, TEMPLATES

- CDC quarantine and back-to-work recommendations

Sources: CDC, Lear Corporation

# CDC QUARANTINE AND BACK-TO-WORK RECOMMENDATIONS



## I. SELF-QUARANTINE

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place.

People who are in self-quarantine should:

- Check temperature twice a day and watch for symptoms
- Stay home for 14 days and self-monitor
- If possible, stay away from people who are high-risk for getting very sick from COVID-19.

## II. BACK TO WORK / RETURN TO WORK AFTER SELF-QUARANTINE

People with COVID-19 themselves, presumed or tested, or have been directly exposed to others with COVID-19 who have been under quarantine can return to work under the following conditions, consistent with WHO/CDC guidelines.

**1. NOT TESTED:** 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

**2. TESTED:** 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 local health authority or CDC guidelines.

Sources: CDC, Lear Corporation

# BOOKLET 15

## SITE VISITORS AND INBOUND SUPPLIERS PROTOCOLS



### SUMMARY

**NON-ESSENTIAL SITE VISITS ARE NOT PERMITTED UNTIL FURTHER NOTICE. MEETINGS ARE RECOMMENDED TO OCCUR VIRTUALLY TO ENSURE PROTECTION OF BOTH EMPLOYEES AND VISITORS. CRITICAL VISITATIONS THAT DO OCCUR SHOULD BE IN ACCORDANCE WITH THE PANDEMIC PREPAREDNESS AND RESPONSE PLAN.**

### CHECKLIST

- Critical visitors are to fill out self-screening questionnaire provided by site safety supervisor or superintendent
- Ensure critical visitors take a direct route to meeting or work areas and avoid unnecessary interaction with employees
- Critical visitors should practice social distancing at all times
- A level of hygiene is expected to be upheld by the critical visitor, this includes washing hands, cover coughs/sneezes, wearing proper PPE
- Ensure that all critical visitors have checked in with their host
- Manage inbound supplies in ordinance with companys protocols

### FORMS, SAMPLES, TEMPLATES

- Critical visitor self-screening questionnaire
- Inbound supplier delivery protocols
- Transportation sanitization checklist

Sources: CDC, Lear Corporation

### COVID-19 Visitor Questionnaire

The safety of our employees, supplier partners, customers, families and visitors remain top priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, our team of safety experts and site managers are monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control (CDC) and Prevention and the World Health Organization (WHO). Only critical visitors are permitted on any site during this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's Name:	Personal Phone Number (mobile/home)
Visitor's Company/Organization:	Name of Host:
Site Name/Location:	

Self-Declaration by Visitor	
1	Have you returned from any countries outside of the <u>U.S. within the last 14 days</u> ? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have you worked in any facility or location with recognized COVID-19 cases? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes <input type="checkbox"/> No <input type="checkbox"/>

**If the answer is "yes" to any of the questions, access to the site may be denied.**

Signature (visitor): \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If you plan to be onsite for consecutive days, please immediately advise your host if any of your responses change. The information collected on this form will be used to determine your site access.**

Access to site (circle one):    APPROVED                      DENIED

Source: Ford Corp.

# INBOUND SUPPLIER DELIVERY PROTOCOLS

**NOTE: THE LIKELIHOOD OF AN INFECTED PERSON CONTAMINATING COMMERCIAL GOODS IS LOW, AND THE RISK OF CATCHING THE VIRUS THAT CAUSES COVID-19 FROM A DELIVERY THAT HAS BEEN MOVED, TRAVELED AND EXPOSED TO DIFFERENT CONDITIONS AND TEMPERATURES IS ALSO LOW AS ENVIRONMENTAL FACTORS SHOULD INACTIVATE THE VIRUS.**

## PROTOCOLS WHEN RECEIVING DELIVERIES:

- WASH YOUR HANDS FREQUENTLY WITH SOAP AND WATER
- USE HAND SANITIZER WHEN SOAP AND WATER ARE NOT AVAILABLE
- AVOID TOUCHING YOUR FACE, EYES, NOSE, OR MOUTH
- PERSONAL PROTECTIVE EQUIPMENT USAGE MAY BE USED TO TRANSPORT SUPPLIES. THIS INCLUDES DISPOSABLE NITRILE GLOVES AND DISPOSABLE SURGICAL MASKS
- DISINFECTION OF SURFACES WITH A 10% BLEACH (SODIUM HYPOCHLORITE) SOLUTION MADE FRESH DAILY, OR A HOSPITAL GRADE DISINFECTANT

Source: CDC, Lear Corp.

# Transportation Sanitization Checklist

## Transportation Sanitation Checklist

Supplier Name:

Site Location:

Date:

	Task		Action (in case it applies)	Date	Responsible
	Yes	No			
<b>Before Starting Pick Up</b>					
Is there antibacterial gel?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					

### After Arriving to Site

Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					

### After Drop-Off

Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					

### Auditor Name / Signature of Driver Responsible

Name	Name
Signature	Signature

Sources: Lear Corporation

# BOOKLET 16

## ON-SITE TRAINING- TOOLBOX TALKS



### SUMMARY

ON-SITE TRAINING AND TOOLBOX TALKS ARE AN ESSENTIAL WAY FOR FOREMEN AND SUPERVISORS TO KEEP SAFETY FRONT IN CENTER. IN THIS NEW SITUATION, NEW PROTOCOLS, RISKS AND HOW TO AVOID THEM SHOULD BE CAREFULLY ADDRESSED. COVID-19 TOOLBOX TALKS SHOULD NOT REPLACE WEEKLY TALKS BUT SHOULD BE HELD IN ADDITION.

### CHECKLIST

- The Training Lead is a member of The Pandemic Response Team. His/her responsibilities include creating and distributing a COVID-19 training plan, content, timeline and materials.
- Create your site training / toolbox talk plan, timeline and content.
- Determine how many sessions you'll need. Remember that people need to keep 6ft / 2m distance between each other, so you may need to reduce attendants/session.
- Create content and prepare materials for distribution as needed.
- Content may include:
  - What is Coronavirus Disease 2019 or COVID-19?
  - What are the symptoms of COVID-19?
  - How do you know if it's COVID-19, a cold, or influenza?
  - How does this new strain of coronavirus spread?
  - What is community spread?
  - How quickly is COVID-19 spreading?
  - How do I prevent the spread of COVID-19?
  - What is the treatment for COVID-19?
  - What is the outlook for people with COVID-19?
  - Who is susceptible?
  - What to do if you think you have COVID-19?
- Consider switching from live onsite training and toolbox tools to online video that workers can watch on their device. This avoids gatherings, proximity.

Sources: AGC America, ABC

## **FORMS, SAMPLES, TEMPLATES**

- AGC COVID-19 Toolbox Talk 1: Stop the Spread – Protecting Yourself and Others (ENG)
- AGC COVID-19 Toolbox Talk 2: Keeping Construction Jobsites Safe During the COVID-19 Pandemic (ENG)
- AGC COVID-19 Toolbox Talk 3: Stress & Coping with COVID-19 (ENG)
- SPA Coronavirus Safety Training, published by Safety Meeting Outlines (ENG)
- SPA Coronavirus Safety Training, published by Safety Meeting Outlines (SPA)
- Online Training Videos and Links

# AGC COVID-19 TOOLBOX TALK 1

## COVID-19 TOOLBOX TALK #1

Stop the Spread – Protecting Yourself and Others



### What is COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. It is a newly discovered coronavirus and it is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

### How does COVID-19 spread?

COVID-19 is thought to spread mainly from person to person. This can happen between people who are in close contact with one another (within about 6 feet). Droplets that are produced when an infected person coughs, sneezes, or talks may land in the mouths or noses of people who are nearby, or possibly be inhaled into their lungs. COVID-19 can also spread from contact with infected surfaces or objects when a person touches a surface or object that has the virus on it and then touches their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of fever, cough, and/or shortness of breath. Symptoms usually appear 2-14 days after exposure.

### Who is at higher risk for severe illness from COVID-19?

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low. Older adults<sup>1</sup> and people of any age who have serious underlying medical conditions<sup>2</sup> might be at higher risk for severe illness from COVID-19.

### How can I protect myself and others?

There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to this virus.

- Stay home when you are sick.
- Practice proper social distancing. Limit in-person gatherings to 10 or less people and keep a minimum of 6 feet distance between persons.
- Wear cloth face coverings in settings where other social distancing measures are difficult to maintain. Cloth face coverings should be made according to CDC guidelines.<sup>3</sup> **Cloth face coverings are NOT a substitute for social distancing.**
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
- In the absence of soap and water, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover coughs and sneezes with a tissue or elbow; throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces, including tools, PPE and other equipment.

<sup>1</sup> People 65 years and older, and people who live in a nursing home or long-term care facility

<sup>2</sup> For example, people with chronic lung disease or moderate to severe asthma; people who have serious heart conditions; people who are immunocompromised; people with severe obesity; people with diabetes; people with chronic kidney disease undergoing dialysis; and people with liver disease.

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Content Source: [Centers for Disease Control and Prevention \(CDC\)](#)

04/06/2020

Sources: AGC America, ABC

# AGC COVID-19 TOOLBOX TALK 2

## COVID-19 TOOLBOX TALK #2

Keeping Construction Jobsites Safe During the COVID-19 Pandemic



Protecting yourself from the spread of COVID-19 is just as important on the jobsite as it is at home. Due to the highly contagious nature of the virus, it's important that everyone on the jobsite does their/our part to ensure that we are protecting ourselves, our co-workers and in turn, our families and the general public. Preventing the spread of COVID-19 starts before we all reach the jobsite and throughout our time on the jobsite.

### How can we work together to keep our jobsite safe?

- Stay home if you are sick. If you are experiencing any of the following symptoms – fever, coughing or shortness of breath – seek medical attention and notify your supervisor or manager.
- If you experience any of the following symptoms – fever, coughing or shortness of breath – while on the jobsite, notify your supervisor or manager. You will be asked to leave the jobsite and seek medical attention.
- Cover sneezes and coughs with a tissue or your elbow; throw tissue in trash after use.
- Frequently wash your hands with soap and water for twenty (20) seconds. If running water is unavailable, use an alcohol-based hand sanitizer and/or wipes with at least 60% alcohol content.
- Clean and disinfect break/lunch areas, shared hand and power tools and machinery and equipment controls after use.
- Frequently clean and disinfect jobsite trailers and any other high touch surfaces (i.e. doorknobs and handles, push plates, keyboards, etc.).
- Practice social distancing. Avoid standing or working within 6 feet of anyone on the jobsite, if possible.
- Wear cloth face coverings in settings where other social distancing measures are difficult to maintain, such as tasks that require close contact with others. Cloth face coverings should be made according to CDC guidelines.<sup>1</sup> **Cloth face coverings are NOT a substitute for social distancing.**
- Conduct meetings in small groups, ten (10) people or less, and outdoors, if possible.
- Stagger breaks and lunches, if possible or necessary, to limit the size of any group at any one time to ten (10) people or less.
- Don't use common sources of drinking water or share cups or bottles.
- Minimize ridesharing. But, if you do have to share a vehicle, ensure adequate ventilation and properly clean and disinfect high touch surfaces on the interior after transport.
- Let us know if our COVID-19 policies are not being implemented and/or enforced. But, also let us know if, and how, the policy can be improved.

By following these tips, we ALL can help prevent the spread of COVID-19 and continue to work safely which will benefit you, your co-workers, family and the general public.

<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

04/05/2020

Sources: AGC America, ABC

# AGC COVID-19 TOOLBOX TALK 3

## COVID-19 TOOLBOX TALK #3

### Stress & Coping with COVID-19



The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. Coping with stress will make you, the people you care about, and your community stronger.

Everyone reacts differently to stressful situations. How you respond to the outbreak can depend on your background, the things that make you different from other people, and the community you live in.

#### Stress during an infectious disease outbreak can include

- Fear and worry about your own health and the health of your loved ones
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Increased use of alcohol, tobacco, or other drugs

#### Things you can do to support yourself

- **Avoid too much exposure to news.** Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- **Take care of your body.** Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
- **Make time to unwind.** Try to do some other activities you enjoy.
- **Connect with others.** Talk with people you trust about your concerns and how you are feeling.

#### Things you can do to support your child

- **Talk and answer questions.** Take time to talk with your child or teen about the COVID-19 outbreak. Answer questions and share facts about COVID-19 in a way that your child or teen can understand.
- **Reassure your child or teen.** Let them know it is ok if they feel upset. Share with them how you deal with your own stress so that they can learn how to cope from you.
- **Limit exposure to news coverage of the event, including social media.** Children may misinterpret what they hear and can be frightened about something they do not understand.
- **Try to keep up with regular routines.** If schools are closed, create a schedule for learning activities and relaxing or fun activities.
- **Be a role model.** Take breaks, get plenty of sleep, exercise, and eat well. Connect with your friends and family members.

#### Do you need help or know someone who does?

If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others call:

- 911
- Disaster Distress Helpline: 1-800-985-5990, TTY 1-800-846-8517, Or text TalkWithUs to 66746
- National Domestic Violence Hotline: 1-800-799-7233, TTY 1-800-787-3224

Content Source: [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/)

04/05/2020

Sources: AGC America, ABC



# SPA CORONAVIRUS SAFETY TRAINING (PUBL. BY SAFETY MEETING OUTLINES)



## Weekly Safety Meetings

Safety Training for the Construction Industry  
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## Standard Subscription

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

Special Supplement 1 March 17, 2020

## Coronavirus o virus COVID-19

*(Coronavirus or COVID-19)*

Coronavirus (o más precisamente, virus COVID-19) nos está afectando a todos, ya sea directa o indirectamente. Aunque no existe una vacuna disponible aún, hay pasos que usted puede tomar que reducirán su posibilidad de contraer el virus. Sus acciones también pueden tener un impacto en la salud de sus compañeros de trabajo, de su familia, así como de su comunidad.

De la misma manera en que usted necesita entender los peligros típicos de la obra de construcción, como de las herramientas de potencia o el equipo pesado, usted necesita entender cómo el virus COVID-19 crea un peligro para usted. Las investigaciones recientes indican que el virus COVID-19 se propaga de dos principales maneras:

- cuando está cerca de una persona infectada (dentro de una distancia de más o menos seis pies), y
- cuando pequeñas gotitas de la tos o estornudo de una persona infectada entran a su boca, nariz, u ojos. Tome en cuenta que estas gotitas son muy pequeñas, con frecuencia invisibles y no las puede usted sentir.

¿Cómo puede protegerse? Aquí les damos tres acciones que puede tomar para reducir la posibilidad de infectarse:

- 1) Mantenga su distancia.** Trate de quedar a más o menos a seis pies de distancia de cualquier persona enferma. Si hay casos del virus COVID-19 que se estén propagando en su comunidad, trate de mantenerse a por lo menos seis pies de distancia de la mayoría de la gente. Cuando pueda, quédese en casa; de esta manera usted quedará alejado de las personas que pueden estar infectadas incluso si ellos no tienen ningún síntoma aún.
- 2) Limpie sus manos con frecuencia.** La mejor manera de limpiar sus manos es lavarlas con agua y jabón por espacio de 20 segundos. Si no puede lavarlas, frote un

desinfectante para las manos que contenga por lo menos 60% de alcohol por todas las superficies de sus manos hasta que estén secas.

- 3) Evite tocar sus ojos, nariz, y boca con manos sin lavar.** Sea consciente en cuanto a mantener sus manos lejos de su cara. ¡Es más difícil de lo que piensa!

¿Cómo puede usted proteger a otras personas? Incluso si usted no ha quedado expuesto al virus, las acciones que tome para reducir su propagación pueden ayudar a proteger a su familia, compañeros de trabajo, amigos, y a las personas mayores o vulnerables en su comunidad. Al reducir la propagación, menos personas se enfermarán en un momento dado. Esta demora hace posible que nuestro sistema del sector salud pueda atender a todos. Esto es lo que usted puede hacer:

- 1) Cubra la tos o estornudos con un pañuelo desechable.** Luego tire el pañuelo desechable y lávese las manos. Si no tiene un pañuelo desechable, tosa en la parte interior de su codo; asegúrese que su boca y nariz estén cerca de su codo.
- 2) Limpie y desinfecte.** Use una toallita desechable o aerosol desinfectante para limpiar las manijas de puertas, manijas de fregaderos y escusados, herramientas compartidas, teléfonos, etc.
- 3) Quédese en casa si está enfermo.** Si piensa que ha estado expuesto al virus COVID-19, o si tiene síntomas del virus, hable con su proveedor del sector salud. Él o ella podrá darle información específica y actualizada sobre lo que debe hacer en su comunidad.

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**SAFETY REMINDER**  
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**El distanciamiento social es una buena manera de mantenerse saludable.**

**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:

\_\_\_\_\_

**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.*

SAFETY MEETING OUTLINES, INC.

PO Box 700  
Frankfort, IL 60423

815-464-0200  
www.safetymeetingoutlines.com

Sources: Safety Meeting Outlines, Inc

## ONLINE TRAINING VIDEOS AND LINKS

<https://safetymeetingoutlines.com/construction-products/construction-weekly-safety-meetings#topics>

**COMING:  
More Videos**

# BOOKLET 17

## GOOD SOURCES AND LINKS



### **CDC/EPA/US.GOV:**

- [Social Distancing Guidelines \(CDC\)](#)
- [EPA Full List of Disinfectants against SARS-CoV-2](#)
- [CDC Self-checker \(If you are sick\)](#)
- [New York State Health-What You Need to Know](#)

### **OSHA:**

- [Guidance on Preparing the Workplace](#)
- [OSHA Guidance on Respirator Fitting](#)

### **NYC DOB:**

- [COVID-19 Operations Information](#)
- [Industry Best Practices Form](#)

### **AGC America/ABC:**

- [Guidance on Construction Terms\(link is external\)](#)
- [Essential Worker Certification Card](#)
- [Recommended Best Practices \(COVID-19\)](#)

### **Additional Resources:**

- [Empire State Development FAQ](#)
- [Sample Notice of Delay Letter](#)
- [Stay At Home/Work Restrictions in the U.S.\(link is external\)](#)
- [E-Book on Best Practices for COVID-19 Construction Claims](#)
- [ASSP COVID and Safety 2020](#)
- [WHO Live Updates COVID-19](#)

### **Recursos en Español:**

- [Respuesta del Gobierno ante el coronavirus](#)
- [Guía sobre la Preparación de los Lugares de Trabajo pas el virus COVID-19\(OSHA\)](#)
- [WHO COVID-19 Actualizaciones](#)
- [Lo que necesitan saber ahora sobre COVID-19 \(DOB\)](#)
- [Cómo lidiar con el estrés y la distancia social durante el brote de coronavirus](#)