



# Job Site Protocols for COVID-19

Updated November 24, 2020

During this challenging time in our industry, Dale remains committed and focused on protecting and supporting the health and safety of our employees, clients and operations. By sharing knowledge and information, we can help reduce the potential of spreading the Coronavirus ("COVID-19") by following the protocols in place while performing our work. These Job Site Protocols are based on the recommended best practices and guidelines produced by the General Building Contractors Association, the Building and Construction Trades Council of Philadelphia & Vicinity, and the Eastern Atlantic States Regional Council of Carpenters.

Everyone should regularly review the [Centers for Disease Control and Prevention \(CDC\) recommendations](#) to evaluate and determine the appropriate job hazard analysis and safety procedures for specific projects/tasks as it relates to the spread and/or transmission of COVID-19. Every supervisor, site pandemic officer, and worker should incorporate COVID-19 transmission and prevention measures into all job hazard analyses (JHAs) and pre-task safety planning for all aspects of their work. Appropriate face coverings, social distancing, regular hand washing, and no large group meetings are required at all sites.

These Protocols have been developed and updated with current information about COVID-19, and will continue to be updated as we learn more about how to prevent the spread or transmission of the virus. These Protocols should be reviewed daily for any updates.

## BACKGROUND

COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. Symptoms typically include high fever, dry cough, sore throat, body aches, chills, loss of smell and/or taste, fatigue, and shortness of breath. These symptoms are somewhat complicated by the fact that we are in Flu season, and still in allergy season as well. Regardless, the rules remain the same. If you have any of those symptoms, contact your healthcare professional immediately. We ask in good fellowship and morality, that if you are sick, please stay home and notify your supervisor.

COVID-19 is thought to spread mainly from person to person but may also be transmitted by touching a contaminated surface and then touching your mouth, nose or eyes. Recent information indicates the Coronavirus can stay on wood for up to 4 days, cardboard for 24 hours, and on plastic or steel for up to 72 hours. Officials are currently unsure about how long the virus remains viable on cloth or other porous surfaces.

Most important for everyone is to continue practicing good personal hygiene. Wash hands regularly with soap and water. If no water is available, a hand sanitizer with at least 60% alcohol or approved equivalent should be used. Cover your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available). Keep your hands away from your face, especially your mouth, nose, and eyes.



## GENERAL JOBSITE PRACTICES

1. Follow the Owner and General Contractor/Construction Manager's Policies. They should at minimal, refer to the CDC and OSHA recommendations. Follow the Dale Safety protocols.
2. Appropriate cloth face coverings are required to be worn correctly at all times while on construction sites, unless while eating or drinking. Appropriate face coverings should be made with two or more layers of breathable fabric, completely cover your nose and mouth, secured under your chin, and fit snugly against the sides of your face. [Refer to CDC guidelines for more information on appropriate cloth face masks.](#)
3. Sanitizing of general common use items and areas of concern will be conducted, including portapotty's, wash stations, handrails, and other high contact surfaces or areas.
4. If protocols are not being followed or maintained, notify your Foreman and Dale's site pandemic officer. In addition to those designated by Dale, there should be a dedicated representative from the General Contractor/Construction Manager, a site pandemic officer, responsible for adherence to the protocols.
5. Attendance at safety meetings should be communicated verbally and the foreman or superintendent will verify and record each attendee's presence. Contractors and General Contractor/Construction Managers should not pass around a sign-in sheet or mobile device (iPad, tablet, or mobile phone) to confirm attendance.
6. iPad and mobile device use should be limited to a single user.
7. **Do not** congregate in lunch areas and wipe all common areas with appropriate disinfectant.
8. **Do not** share tools. When sharing is necessary, wipe down with proper disinfectant first.
9. Read and follow the recommendations and signage posted on the jobsite.
  - a. [How to Protect Yourself](#)
  - b. [If You are Sick](#)
  - c. [COVID-19 Frequently Asked Questions](#)
  - d. Posters encouraging [staying home when sick, cough and sneeze etiquette](#), and [hand hygiene](#) throughout the workplace.
10. Workers will be required to answer questions related to personal health conditions. Additionally, personnel may be temperature scanned daily prior to accessing a project by a qualified professional trained in the safe use and interpretation of thermometers.
  - a. **Screening Question Process** – Supervisors, or other delegated responsible persons, should greet the person and state: "As a precaution and in an effort to help prevent the spread of COVID-19 we are conducting a pre-entry screening." Prior to entering the jobsite, the following questions should be asked and if the answer is "yes" to any, the worker should be asked to leave immediately and not allowed access to the jobsite.
    - i. Are you having difficulty breathing or have you been experiencing any flu like symptoms within the past 72 hours including: fever, dry cough, shortness of breath, sore throat, body aches, chills, loss of taste/smell, or fatigue?
    - ii. Have you been in Close Contact (less than 6 feet for more than a combined 15 minutes over a 24-hour period) with a person who was diagnosed with COVID-19 or was instructed to quarantine with symptoms of COVID-19, in the past 14 days?
    - iii. Have you, or anyone in your household, been instructed to quarantine or self-isolate due to possible exposure to COVID-19 in the past 14 days?

- iv. Other questions may be asked or updated, without prior notice, as new information becomes known or Government Orders are issued.
  - b. **Temperature Scanning** - If required by site, and if answered “no” to all questions, the worker may expect a scenario similar to the following:
    - i. Worker may be asked to step forward and extend arm to get a temperature reading, then step away to show the results. If over 100.4, the employee cannot enter the site. Refer the employee to the site contact. (NOTE: Follow host/owner rules. Follow thermometer instructions and recognize precision of reading range.)
11. Anyone asked to leave should **NOT** return to work until at least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**, at least 10 days have passed since symptoms first appeared.
  12. An Owner or General Contractor/Construction Manager may require personnel to produce a doctor’s note or a negative COVID-19 test result in order to return to work after experiencing any of these symptoms.

## WORKER PERSONAL RESPONSIBILITIES

1. Employees need to take steps to protect themselves. Refer to CDC guidelines on [How to Protect Yourself](#).
2. It is critical that individuals **NOT** report to work while they are experiencing illness symptoms such as fever of 100.4 or higher (or the requirements of their local jurisdiction), cough, shortness of breath or difficulty breathing, dry cough, body aches, chills, fatigue, or loss of sense of smell and/or taste. Refer to CDC guidelines on [What To Do If You Are Sick](#).
  - a. Workers should **NOT** return to work until at least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms; **and**,
  - b. At least 10 days have passed since symptoms first appeared.
3. Individuals should seek medical attention if they develop the listed symptoms for COVID-19. Refer to CDC guidelines on [What To Do If You Are Sick](#).
4. Any worker who experiences these symptoms and seeks medical attention should report their illness to their supervisor and site pandemic officer, and may be eligible for paid sick time in accordance with [Families First Coronavirus Response Act](#).
5. Individuals who seek medical attention may be required to produce a doctor’s note or a negative COVID-19 test result in order to return to work after experiencing any of these symptoms.
6. If you are well but someone in your immediate household is diagnosed with COVID-19, you should notify your supervisor and site pandemic officer. Refer to CDC guidance for [How To Conduct a Risk Assessment](#).
7. If you are confirmed to have COVID-19, in good fellowship inform your supervisor, site pandemic officer, and fellow employees of possible exposure to coworkers who you worked in close proximity with (within 6- feet of a coworker for more than 15 minutes within 24 hours, including the 2 days prior to onset of symptoms or positive test). Refer to the CDC guidance for [CDC Contact Tracing Guidelines](#)

8. If you feel sick, uncomfortable, or unsafe, please stay home and notify your supervisor, site pandemic officer, and the payroll department.
9. Any person coming to work showing these symptoms will be required to leave the jobsite immediately and return home, with proper notification given to your supervisor and the site pandemic officer.

## SOCIAL DISTANCING

1. Work in occupied areas should be limited to only those tasks that are strictly necessary.
2. Wear a face covering or mask at all times, unless while eating or drinking.
3. Limit physical contact with others. Increase and maintain personal space of at least 6 feet, where possible.
4. Limit in-person meetings to the greatest extent possible, including general gatherings or socializing. Where possible, conduct meetings over the phone or online.
5. Lunch and breaks should be taken in shifts to reduce the size of any group to fewer than 10 people maintaining 6 feet distance between individuals.
6. Meetings, informal safety trainings, and stand-downs should be done in smaller groups or with the ability of maintaining the 6 feet distance.
7. Avoid trade stacking. Notify your Foreman to evaluate work schedule and resequencing.
8. Discourage hand-shaking and other contact greetings.
9. Maintain distancing in hoists and elevators. Limit occupants to 5 people or less. You are encouraged to use stairs when possible.

## SANITATION AND CLEANLINESS

1. Promote frequent and thorough hand washing with soap and running water for at least 20 seconds. Hand washing stations are recommended to help prevent the spread of COVID-19. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guidelines for [When and How to Wash Your Hands](#). Hand washing stations or hand sanitizer should be provided at all access points, hoists, elevators, restrooms, and other high traffic areas.
  - a. All workers should wash hands often, especially before eating, smoking, or drinking, and after blowing your nose, coughing, or sneezing.
  - b. Workers should refrain from touching their face.
  - c. All sites should have hand washing stations readily available to all workers on site.
  - d. Providing hand sanitizer is acceptable in the interim between availability of hand washing facilities.
2. Disinfect frequently touched surfaces within the workplace multiple times each day.
  - a. Refer to CDC guidelines for [Clean & Disinfect](#).
  - b. Disinfectant wipes should be available and used to wipe down any surfaces (doorknobs, keyboards, remote controls, desks) that are commonly touched consistently each day.
  - c. Portable job site toilets should be properly cleaned by a leasing company at least twice per week, if possible. Double check that hand sanitizer dispensers are filled. Frequently touched items (i.e., door pulls and toilet seats) should be cleaned frequently.

- d. Job site offices/trailers and break/lunchrooms should be cleaned at least twice per day.
- e. Employees performing cleaning will be issued proper PPE, such as nitrile gloves and eye or face protection as needed.
  - i. Maintain Safety Data Sheets (SDS) of all disinfectants on site.
  - ii. Follow the CDC guidelines on use and types of disinfectants.
3. Employers should encourage employees to cover their noses and mouths with a tissue (or elbow or shoulder if a tissue is not available) when coughing or sneezing. Wash your hands after each time you cough, sneeze, or blow your nose, and any time before touching your face or food. Refer to CDC guidelines for [Coughing & Sneezing](#).
4. Do not use a common water cooler and do not share food. Provide individual water bottles or instruct workers to bring their own.
5. Sanitize commonly used equipment before and after each use by employee.
6. Instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with soap.
7. Utilize disposable hand towels and no-touch trash receptacles.
8. Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Approved cloth face coverings are required at all times while on construction sites, unless while eating or drinking. Cloth face coverings are not PPE. They are not appropriate substitutes for PPE such as respirators (like N95 respirators) or medical facemasks (like surgical masks) in workplaces where respirators or facemasks are recommended or required to protect the wearer. Contractors should continue to provide and direct employees to wear appropriate PPE for specific tasks performed, or when working within 6 feet of another person and consider additional protections.
2. Eye protection may be a means of preventing exposure and should be worn at all times.
3. Gloves are recognized as a means of possibly preventing contact spread. The type of glove worn should be appropriate to the task. Same personal hygiene rules apply. [OSHA Construction PPE](#)
4. Do not share personal protective equipment (PPE).
5. Wash/Sanitize reusable PPE per manufacturer's recommendation prior to each use.

## OTHER RESOURCES

- CDC – [Coronavirus \(COVID-19\)](#)
- WHO – [Coronavirus disease \(COVID-19\) pandemic](#)
- OSHA – [COVID-19 Control and Prevention](#)
- GBCA – [COVID-19 GBCA Updates](#)
- AGC of America – [General Guidance](#) and links to information on COVID-19

## KEY POINTS TO REMEMBER

- Consider yourself and every person you encounter to be contagious with COVID-19 and always take the necessary precautions.
- If you are sick, stay home!
- Appropriate face coverings are required to be worn at all times, unless while eating or drinking!
- Maintain distancing when possible, especially from gathering or socializing, including lunch areas or other areas of assembly.
- Do not share other workers' phones, PPE or other work tools and equipment.
- Minimize ride-sharing and public transportation, if possible.
- Upon receiving deliveries, minimize the contact exchange with others.
- Wash or sanitize your hands before and after using restrooms.
- Avoid commonly touched surfaces, such as door handles, turnstiles, faucets, etc.
- Keep food and drinks out of the work area.
- Clean your hands and face before eating, drinking or smoking.
- Do not bring any personal protective equipment into the jobsite trailers, other non-designated areas, or into your personal vehicle.