



Site Pandemic Officer Training

Updated May 1, 2020

Let's Go Back to Work!

Dale Construction Guidance for Supervisors

- The guidelines and instructions presented here are intended to assist your role as a site supervisor and the dedicated Site Pandemic Officer.
- You must continue to follow all current local, state or federal rules and regulations.
- Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.



Resources For You

The OSHA COVID-19 webpage offers information specifically for workers and employers:

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

The Occupational Safety and Health Administration (OSHA) developed this COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices.

The CDC Website offers a more complete list of Guidelines

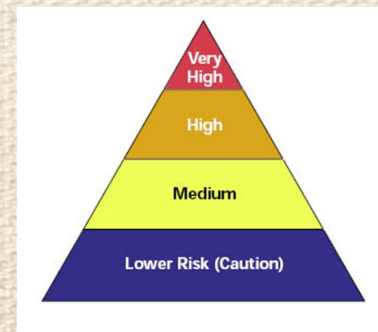
<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html>

Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.



STOP THE SPREAD OF GERMS

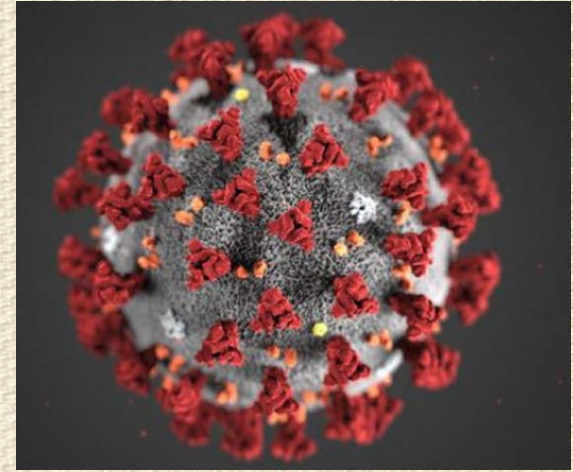
- Follow the Rules
- Follow the Protocols
- Workers must communicate to supervisor if protocols are not being followed or maintained
- Treat every encounter as if the other person is contagious
- Wear a Face Covering! Your mask protects others, their mask protects you
- By following the protocols and practicing good personal hygiene, Everyone has Lower potential for exposure



COVID-19

The Coronavirus Pandemic

- COVID-19 is a respiratory disease.
- Primary presenting symptoms
 - Fever, cough, and trouble breathing.
- There are people who get COVID-19, but do not require hospitalization.
- Persons may become infected with COVID-19, yet not feel sick at all.
 - Pre-symptomatic or asymptomatic.



How it spreads

- The virus is thought to spread mainly from person to-person.
 - Possibly from contaminated surfaces
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes and becomes aerosolized. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.



It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath).

Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

FAST FACT

Spreading the Disease Without Symptoms

Asymptomatic means showing no symptoms of disease. A person is considered asymptomatic if they have recovered and no longer have symptoms OR have an illness but do not have symptoms. It's possible for people to have COVID-19, show no symptoms, and spread the disease to others.



Jobsite Protocols

- There should be a dedicated representative from the Construction Manager responsible for adherence to the project protocols
- Promoting Personal Distancing while working when Possible
- Promoting Frequent Handwashing
- Disinfecting Frequently Commonly Touched Surface
- Maintaining (SDS) of all Disinfectants/Sanitizers on Site
- Increasing Housekeeping Measures
- Have workers communicate to their immediate supervisor if protocols are not being followed or maintained



Job Site Protocols for COVID-19 Updated April 17, 2020

During this challenging time in our industry, Dale remains committed and focused on protecting and supporting our employees, clients and operations. By sharing knowledge and information, we can help reduce the potential of spreading the Coronavirus by developing protocols to follow while performing our work. These Job Site Protocols are based on the recommended best practices guidelines produced by the General Building Contracts 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 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. **Social distancing, regular hand washing, and no large group meetings** are required at all sites.

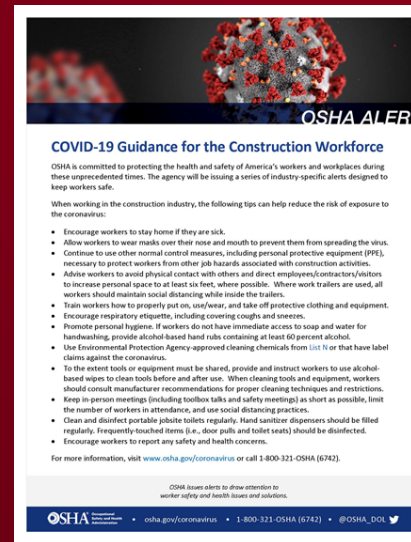
These Protocols will be updated as we learn more about how to prevent the spread or transmission of COVID-19, and also will be updated with information about treatment of COVID-19. These Protocols should be reviewed daily for any updates.

Background

COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. Symptoms typically include high fever, dry cough and shortness of breath. These symptoms are somewhat complicated by the fact we are still in flu season, and now, allergy season. Regardless, the rules remain the same. If you have any of those symptoms, contact your healthcare professional immediately. We ask in the good fellowship and morality during this time, that if you are sick, please stay home.

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 Coronavirus can stay on wood or cardboard for 24 hours and can stay 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 is for everyone to practice 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 mouth, nose, and eyes.



OSHA ALERT

COVID-19 Guidance for the Construction Workforce


OSHA is committed to protecting the health and safety of America's workers and workplaces during these unprecedented times. The agency will be issuing a series of industry-specific alerts designed to keep workers safe.

When working in the construction industry, the following tips can help reduce the risk of exposure to the coronavirus:

- Encourage workers to stay home if they are sick.
- Allow workers to wear masks over their nose and mouth to prevent them from spreading the virus.
- Continue to use other normal control measures, including personal protective equipment (PPE), necessary to protect workers from other job hazards associated with construction activities.
- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet, where possible. Where work trailers are used, all workers should maintain social distancing while inside the trailers.
- Train workers how to properly put on, use/wear, and take off protective clothing and equipment.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Promote personal hygiene. If workers do not have immediate access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol.
- Use Environmental Protection Agency-approved cleaning chemicals from list 1) or that have label claims against the coronavirus.
- To the extent tools or equipment must be shared, provide and instruct workers to use alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.
- Clean and disinfect portable jobite toilets regularly. Hand sanitizer dispensers should be filled regularly. Frequently touched items (i.e., door pulls and toilet seats) should be disinfected.
- Encourage workers to report any safety and health concerns.

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

OSHA issues alerts to draw attention to worker safety and health issues and solutions.

OSHA  • osha.gov/coronavirus • 1-800-321-OSHA (6742) • @OSHA_DOL



Stressing Worker Responsibilities

CDC guidelines on HOW to PROTECT YOURSELF

All workers should wash hands often, especially before eating, smoking, or drinking, and after blowing your nose, coughing, or sneezing. Workers should refrain from touching their face.

Employees need to take steps to protect themselves.

Refer to CDC guidelines on [How to Protect Yourself](#).




Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.


Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH
CLEAN HANDS

www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CS31027-A





Worker Responsibilities

- Frequently and thoroughly wash your hands with soap and water.
- Hand sanitizer, with at least 60% alcohol content, is a secondary option.
- Remind everyone to keep noses and mouths covered when coughing or sneezing.
- Avoid touching your face, especially near your eyes, ears, nose, and mouth, with unwashed hands.
- Do not congregate in lunch areas and wipe all common areas with appropriate disinfectant.
- Do not share tools. When sharing is necessary, wipe down with proper disinfectant first.
- Do not crowd into hoists/elevators. Use stairs for travel of one to two levels.

HEALTH FIRST

CDC HAND WASHING RECOMMENDATIONS

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.





Worker Responsibilities

PERSONAL PROTECTIVE EQUIPMENT (PPE)

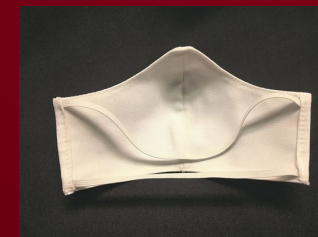
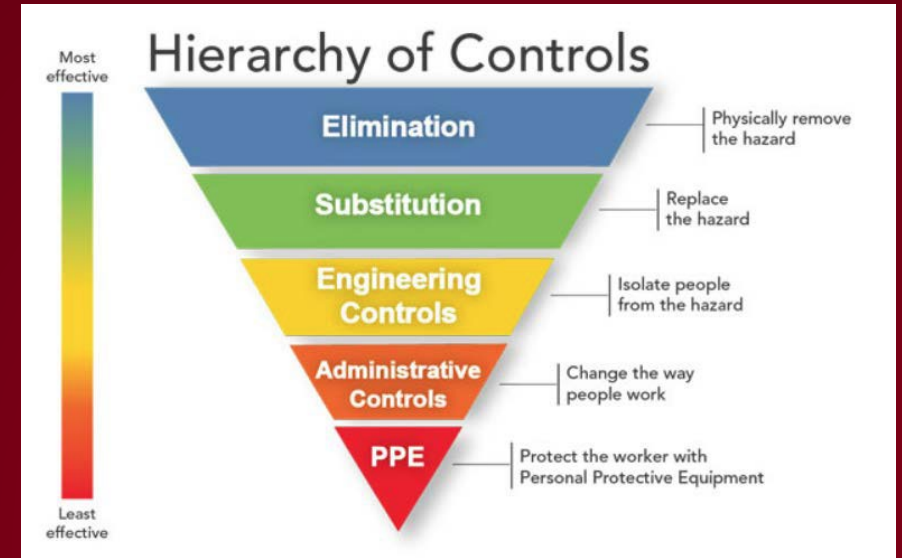
GLOVES are recognized as a means of possibly preventing contact spread. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable. Disinfect and sanitize gloves appropriately.

EYE PROTECTION may be a means of preventing exposure and should be worn at all times.

FACE COVERINGS may be a means of preventing exposure and should be worn at all times.

Sanitize reusable PPE per manufacturer's recommendation prior to each use.

Do not share personal protection equipment (PPE).



Additional PPE in Construction for the Coronavirus

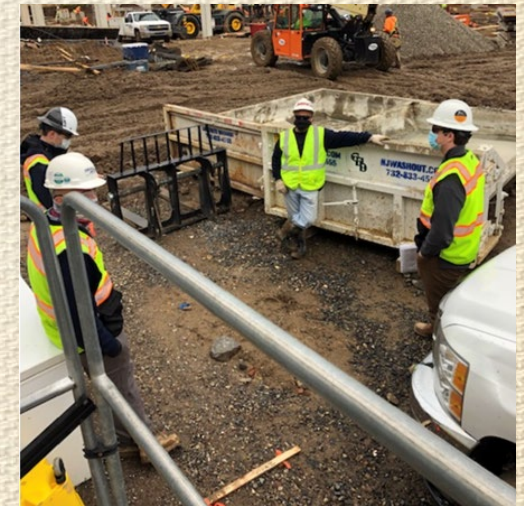
In Addition to the standard Personal Protective Equipment required on your project, the following is required until further notice.

- Face Masks-A type of facial covering to prevent personal respiratory droplets to become airborne
 - Disposable 3-ply mask, dust mask, bandana-type, cloth, home-made cloth, some washable and reusable
 - Does not need to be a NIOSH rated Respirator
- Gloves are recognized as a means of possibly preventing contact spread. The type of glove worn should be appropriate to the task.
- Eye protection may be a means of preventing exposure and should be worn at all times.
- Sanitize reusable PPE per manufacturer's recommendations.



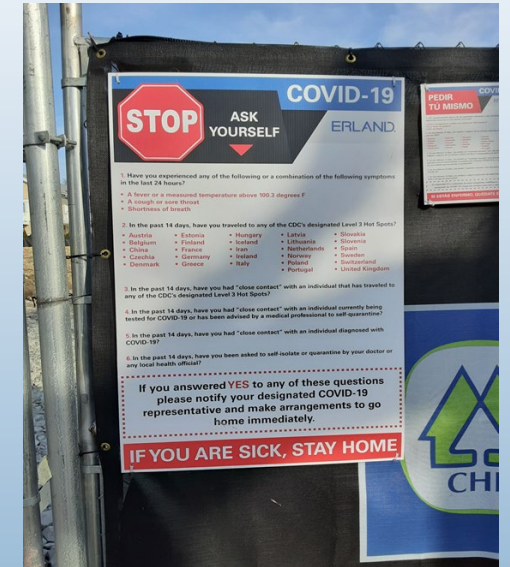
Supervisor Responsibilities

- As the Supervisor and Site Pandemic Officer, you must lead by example
- Convey, Implement and Enforce worker buy-in and accountability
- Zero tolerance for non-compliance, remove workers not following the protocols
- Report any incidents regarding the pandemic to the appropriate people



PRE-SHIFT Questionnaire

- Screen every employee, everyday before starting work
- Ask workers to self-identify symptoms of having trouble breathing or have flu-like symptoms within the past 48 hours, including: fever ≥ 100.4 , cough, shortness of breath, sore throat, body aches, chills, or fatigue
 - Those exhibiting symptoms should be sent home.
- Ask workers if they have had known close contact with a COVID-19 positive, person sick with COVID-19 or someone currently being tested.
- Ask workers if they have been asked to self-isolate by their doctor.
- A project's protocols may also take temperature scans and have additional screening questions.



IS IT COVID-19 OR SOMETHING ELSE?*

COVID-19	FLU	COLD	ALLERGIES
Body aches and pains	Body aches and pains	Body aches and pains	Cough
Dry cough	Cough	Cough	Fatigue
Diarrhea	Diarrhea	Headache	Headache
Fatigue	Fatigue	Runny nose	Runny nose
Fever	Fever	Sneezing	Sneezing
Headache	Headache	Sore throat	Stuffy nose
Shortness of breath	Runny nose	Stuffy nose	Watery eyes
	Sore throat		
	Stuffy nose		

*Note: This is not intended to be a medical diagnosis; please call your healthcare provider with questions and concerns.



CDC guidelines on WHAT to DO if YOU are SICK

Refer to CDC guidelines on

[What To Do If You Are Sick.](#)

Utilize the CDC Literature attached as
Tool-Box Talks or Training Aids



- It is critical that you **NOT** report to work if:
 - You have a fever of 100.4 or higher
 - Have a dry cough, shortness of breath
 - Difficulty breathing, body aches, chills, or fatigue
 - Loss of sense of smell and/or taste
- Workers should **NOT** return to work until:
 - At least **3 DAYS** (72 hours) have passed since recovery
 - Defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath);
 - **AND, At least 7 DAYS** have passed since symptoms first appeared
 - You may be required to produce a doctor's note or a negative COVID-19 test result, in order to return to work
 - If you feel sick, uncomfortable, or have a health-compromised family member, please stay home!



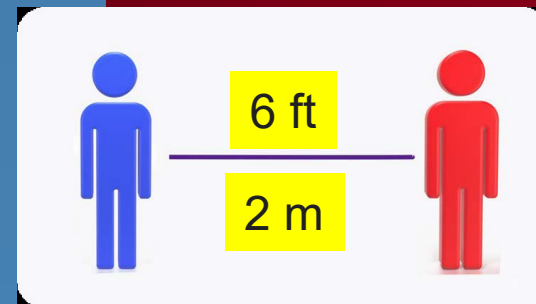
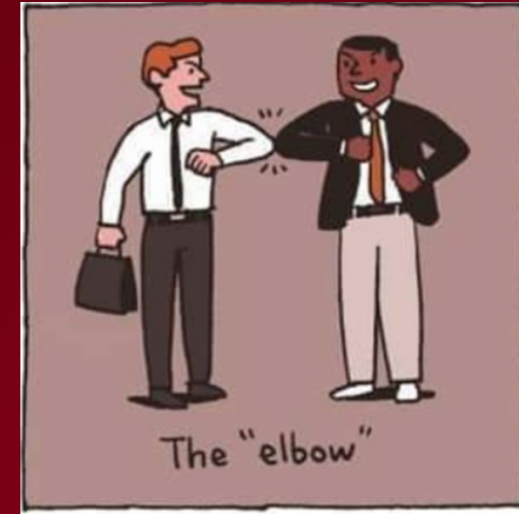
Jobsite Requirements

- Provide employees with access to soap, clean running water, and materials for drying their hands, and provide alcohol-based hand sanitizers at stations for use by workers and customers.
 - Where applicable, place hand sanitizers in multiple locations to encourage hand hygiene.
- A project's protocol and program should develop cleaning, decontamination/sanitizing procedures covering common areas of concern such as trailers, gates, equipment, door handles, handrails, access ladders, porta-potty stations at least twice a day or more often if feasible.
- Direction from the Controlling Contractor for site specific procedures should be distributed and enforced.



Promote Social Distancing

- By wearing Face Coverings at all times, the risk of exposure while working in close proximity is minimized.
- Work in occupied areas should be limited to only those tasks that are strictly necessary.
- Limit physical contact with others.
- Replace in-person meetings with phone or online options.
- Direct employees to increase personal space, where possible.
- Stagger start, break and lunch times.
- Stand-downs only held when personal space can be maintained.
- Take attendance at safety meetings verbally and sign everyone in.
- Identify jobsite chokepoints and eliminate them; ingress/egress, hoists/elevators, break areas.





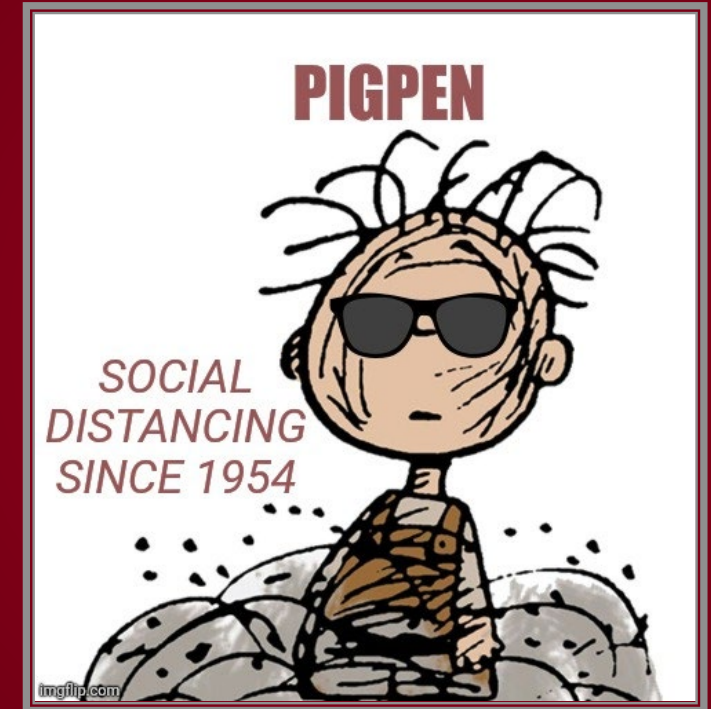
Sanitizing and Disinfecting

- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.
- Disinfect frequently touched surfaces within the workplace multiple times each day. Refer to CDC guideline for Clean & Disinfect procedures.
- Employees performing cleaning will be issue proper PPE, such as nitrile gloves and eye or face protection as needed.
- Maintain Safety Data Sheets (SDS) of all disinfectants on site.
- Follow the CDC guidelines on use and types of approved disinfectants.
- Refrain from sharing tools and equipment. When not possible, sanitize before exchanging.



Key Points to Communicate to Workers

- If you are sick, stay home
- Wear a face covering, and remember your mask protects others and their mask protects you
- Don't shake hands when greeting others
- Maintain worker 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
- Avoid common touched surfaces, such as door handles, turnstiles, faucets, etc.
- Practice good personal hygiene, good etiquette when coughing or sneezing
- Wash or sanitize your hands frequently, especially **before and after** using restrooms
- Clean your hands and face **before and after** eating, drinking or smoking
- Keep food and drinks out of the work area. Cleanup after yourself.
- Do not bring any personal protective equipment into the jobsite trailers, other non-designated areas, or into your personal vehicle



For more information

Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov>

Occupational Safety and Health Administration (OSHA)

<http://www.osha.gov>

World Health Organization

<http://www.who.int/en/>

National Institute for Occupational Safety and Health (NIOSH)

<http://www.cdc.gov/NIOSH/>



Acronyms

- CDC Centers for Disease Control and Prevention
- WHO World Health Organization
- OSHA Occupational Safety and Health Administration
- OSH Act Occupational Safety and Health Act of 1970
- NIOSH National Institute for Occupational Safety and Health
- EPA U.S. Environmental Protection Agency
- HHS U.S. Department of Health and Human Services
- JCAHO Joint Commission on Accreditation of Healthcare Organizations
- HEPA High-efficiency particulate air
- PAPR Powered air-purifying respirator
- PPE Personal protective equipment



Competent Person

You are the ultimate competent person representing Dale on your project. You are the dedicated Site Pandemic Officer.

1. Convey, Implement and Enforce the Protocols
2. Utilize the Resources on Dale website
3. Zero Tolerance

If you need assistance or a formal certificate for this training, contact:

Andy Scutti

Director of Safety, Health & Environment.



“One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.”

www.DALE1959.com

