



## 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.



## 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, or 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 7 days have passed since symptoms first appeared.
3. Individuals should seek medical attention if they develop these symptoms. 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 may be eligible for paid sick time in accordance with [Families First Coronavirus Response Act](#).
5. Individuals who seek medical attention are 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. 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 and fellow employees of possible exposure to coworkers who you worked in close proximity with (3- to 6-feet) of a coworker.
8. If you feel sick, uncomfortable, or unsafe, please stay home and notify your supervisor or the payroll department.
9. Any person coming to work showing these symptoms will be asked to leave the jobsite and return home.

## Social Distancing

1. **Work in occupied areas should be limited to only those tasks that are strictly necessary.**
2. Limit physical contact with others. Increase and maintain personal space of at least 6 feet, where possible.
3. Limit in-person meetings to the greatest extent possible, including general gatherings or socializing. Where possible, conduct meetings over the phone or online.
4. Lunch and breaks should be taken in shifts to reduce the size of any group to less than 10 people ultimately maintaining 6 feet distance between individuals.
5. Meetings, informal safety trainings, and stand-downs should be done in smaller groups or with the ability of maintaining the 6 feet distance.
6. Avoid trade stacking. Notify your Foreman to evaluate work schedule and resequencing.
7. Discourage hand-shaking and other contact greetings.



8. Maintain distancing in hoists and elevators. Limit occupants to 5 people or less. You are encouraged to use stairs when possible.

## General Jobsite Practices

1. Follow the Owner and Construction Managers Policies. They should at minimal, refer to the CDC and OSHA recommendations. Follow the Dale Safety protocols.
2. Sanitizing of general common use items and areas of concern will be conducted, such as porta-potty's, wash stations, handrails, etc...
3. If protocols are not being followed or maintained, notify your Foreman. There should be a dedicated representative from the Construction Manager responsible for adherence to the protocols.
4. Attendance at safety meetings should be communicated verbally and the foreman/superintendent will sign in each attendee. Contractors should not pass around a sign-in sheet or mobile device (iPad, tablet, or mobile phone) to confirm attendance.
  - a. iPad and mobile device use should be limited to a single user.
5. 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 encourage [staying home when sick, cough and sneeze etiquette](#), and [hand hygiene](#) throughout the workplace.
6. 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 trained and qualified professional in the safe use and interpretation of thermometers (i.e. EMTs, nurses, paramedics, etc.). Temperature scanning may continue for the foreseeable future.
  - a. **Screening Question Process** - Greet the person and state: "As a precaution and in an effort to help prevent the spread of COVID-19 we are conducting a pre-entry screening." Supervisors should ask the following questions to all employees prior to entering the jobsite. If they answer "yes" to any, the employee should be asked to leave the jobsite immediately.
    - i. Have you been in close contact with a person that has shown signs/symptoms, or been diagnosed with COVID-19?
    - ii. Has anyone in your household, been in close contact with a person that is in the process of being tested, has shown signs/symptoms, or been diagnosed with COVID-19?
    - iii. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
    - iv. Are you having trouble breathing or have you had flu-like symptoms within the past 72 hours, including: fever, dry cough, shortness of breath, sore throat, body aches, chills, loss of taste or smell, or fatigue?



- b. **Temperature Scanning** – If required by site and if “no” to all questions, the employee may expect the following scenario: be asked to step in and extend arm to get 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.)
  - c. 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 7 days have passed since symptoms first appeared.
  - d. An owner or 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.
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.

## Sanitation and Cleanliness

1. Promote frequent and thorough hand washing with soap and running water for at least 20 seconds. Hand washing stations are recommended to help prevent the spread of COVID-19. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guideline for [When and How to Wash Your Hands](#). Hand washing stations or hand sanitizer should be provided at all access points, hoists, elevators, restrooms, etc.
  - a. 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.
  - b. All sites should have hand washing stations readily available to all workers on site.
  - c. 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 (door knobs, keyboards, remote controls, desks) that are commonly touched periodically each day.
  - c. **Portable job site toilets** should be properly cleaned by a leasing company at least twice per week, when possible. Double check that hand sanitizer dispensers are filled. Frequently touched items (i.e., door pulls and toilet seats) should be cleaned frequently.
  - 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.
  - f. Maintain Safety Data Sheets (SDS) of all disinfectants on site.
  - g. Follow the CDC guidelines on use and types of disinfectants.

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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. 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. The CDC recommends wearing cloth face coverings in public settings where social distancing measures are difficult to maintain.  
Contractors should continue to provide and direct employees to wear face masks if required by the work. For tasks performed within 6 feet of another person, 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.
4. Do not share personal protection equipment (PPE).
5. Wash/Sanitize reusable PPE per manufacturer's recommendation prior to each use.

## Other Resources

- CDC – [Coronavirus \(COVID-19\)](#)
- WHO – [Rolling Updates on Coronavirus disease \(COVID-19\)](#)
- OSHA – [Guidance on Preparing Workplaces for COVID-19](#)
- GBCA – [COVID-19 GBCA Updates](#)
- AGC of America – [General Guidance](#) and links to information on COVID-19



## Key Points to Remember

- If you are sick, stay home
- Wear a type of face mask, and remember your mask protects others and their mask protects you
- 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
- Wash or sanitize your hands before and after using restrooms
- Avoid common 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.