



## **COVID-19 SITE-SPECIFIC SAFETY PLAN**

- I. **Site-Specific COVID-19 Safety and Health Plan**
  - a. Every contractor must develop, implement, and post at each job site a detailed plan and train their employees on its contents.
  - b. The plan must contain the following elements but may be revised as new developments occur.
  
- II. **Designation of Site-Safety Representative (SSR)**
  - a. Every contractor shall designate a Site Safety Representative to monitor and implement all recommended safety practices regarding the COVID-19 virus with all contractor staff members.
  - b. Labor supervisors must have the authority, through consultation with the SSR, to halt all activities that do not adhere to the COVID-19 safety practices. The SSR should have training commensurate with this hazard.
  - c. The SSR will be responsible for maintaining supplies of disinfectants and make sure that workers follow decontamination, hand-washing, distancing, and PPE rules.
  
- III. **Daily Screening Protocol**
  - a. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the job site. If workers leave and re-enter the job site during the work shift, re-screen individuals prior to re-entry to the job site.
  
- IV. **COVID-19 Safety Training**
  - a. A safety tailgate training shall be held each day at the beginning of each work shift which addresses the contents of UCON's "Critical Tailgate Topic: Coronavirus (COVID-19)" with emphasis on the signs and symptoms of COVID-19.
  - b. Social distancing must be observed at each tailgate training session.
  - c. Attendance will be communicated verbally, and the trainer will sign in each attendee – attendance will not be tracked through passed-around sign-in sheets or mobile devices.
  - d. COVID-19 safety requirements shall be visibly posted on each job site.
  
- V. **Social Distancing**
  - a. Social distancing of at least 6 feet of separation must be maintained by every worker on the job site at all times.



- b. Workers must stagger work and meal breaks to avoid the creation of large gatherings.
- c. Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained.
- d. Site deliveries of material and supplies will be permitted but should be properly coordinated in line with the contractor’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles when practical.
- e. For job sites where multi-employers share the same workspace, inform all employers about each site-specific plan. Where one contractor enters the space of another contractor, the most stringent guidelines will be followed.
- f. Do not share phones, tablets, etc. Use of microwaves, water coolers and other similar group equipment for breaks are suspended until further notice.
- g. Do not shake hands or make other direct contact with other people.
- h. Do not carpool with other workers unless they are family members living within your household.

VI. **Personal Protective Equipment (PPE)**

- a. Establish the level of PPE required for each task through the use of a Job Hazard Analysis (JHA) or other means.
- b. Provide PPE such as gloves, goggles, face shields, and face masks as appropriate. Contractors should provide PPE required by a specific Cal/OSHA regulation.
- c. Consistent with State of California and county Public Health Officers, masks or appropriate face coverings must be worn at all times.
- d. Eye protection is an option – some employers consider usage a best practice.
- e. Gloves should always be worn while on the job. The type of glove worn should be appropriate to the task and compatible with the materials being handled with the task. If gloves are not typically required for a task, then any type of glove is acceptable, including latex gloves. Employees should not share gloves.
- f. The Centers for Disease Control (CDC) is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19.
- g. Ensure that PPE is cleaned and maintained pursuant to procedures and that employees do not share PPE with other staff.



**VII. Sanitation and Cleanliness**

- a. Establish cleaning and decontamination protocol for entry onto the job site and when exiting the site.
- b. Establish cleaning and/or hand-washing stations within the work areas. They should be of sufficient quantity to allow workers to remain within the work areas without exiting into break areas. These stations must be maintained throughout the workday. Workers should be encouraged to wash their hands for at least 20 seconds regularly, before and after using toilets, before and after eating and after coughing, sneezing or blowing their noses.
- c. When running water is not available, portable washing stations, with soap, are required. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement.
- d. Post, in areas visible to all workers, required hygienic practices, including:
  - i. Do not touch your face with unwashed hands or with gloves
  - ii. Wash hands often with soap and water
  - iii. Use hand sanitizer with at least 60% alcohol
  - iv. Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs
  - v. Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- e. Make disinfectants available to workers throughout the job site and ensure cleaning supplies are frequently replenished.
- f. Frequently clean and disinfect high-touch surfaces on job sites and in construction trailers, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets.
- g. If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.
- h. Disposable PPE, paper towels, and similar waste must be deposited in non-touch waste bins.

**VIII. Employee Health/Symptoms**

- a. Create and implement policies which encourage workers to stay home or leave the job site when feeling sick or when they have been in close contact with a confirmed positive case. If the worker develops symptoms of acute respiratory illness, they must seek medical attention and inform their supervisor.



- b. Have workers inform their supervisors if they have a sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements established by the California Department of Public Health and/or County Public Health Officers.
- c. Screen all workers at the beginning of their shift by taking their temperature and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4 °F or higher is considered to have a fever and must be sent home.
- d. Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g. fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during non-work hours, the worker should not return to work until they have been evaluated by a health care provider.
- e. Employees who do not believe it is safe to work shall be allowed to remove themselves from the job site and employers must follow the expanded family and medical leave requirements included in the Family First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.
- f. If an employee is confirmed to have COVID-19 infection, employers should inform fellow workers of their possible exposure to COVID-19 on the job site but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>.

**IX. Job Site Visitors**

- a. A daily attendance log of all workers and visitors must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors.