



# COVID-19 Pandemic Response/Control Plan

## Construction Industry

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

**Job Site Name/Location:** \_\_\_\_\_

**Person in charge of the COVID-19 Pandemic Response/Control Plan:**

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*The designated COVID-19 Supervisor shall be present on the construction site at all times during construction activities.*

The following protocols are our response to the COVID-19 pandemic. These focus on mitigating risk to the organization and its resources. Our main priority is the safety, health and well-being of our staff, contractors and our community.

All federal, state, local regulations, directives and recommendations must be followed. These also include your local Department of Building and Safety which should be monitored frequently for new requirements.

### Prevention Protocol During a Pandemic:

#### Communication

It is important to talk to all your employees and contractors on site, as a lack of communication can create fear and confusion.

Be aware of workers' concerns about pay, leave, safety, health and other issues that may arise during infectious disease outbreaks.

#### Controlling Job Site Entry

- Set-up a designated job-site entry area for all management, employees, contractors, delivery personnel, visitors, etc.
- Establish a hand wash station with soap, paper towels and lined trash can or a hand sanitizer station. Each person should be asked to wash their hands or to use hand sanitizer before entering the job site.
- Every person is to be wearing a cloth face covering prior to entering the job.



- Post COVID-19 signage (English and Spanish) in a clear and visible area for employees to review:
    - OSHA Alert: Prevent Worker Exposure to COVID-19
    - CDC: Symptoms of Coronavirus Disease 2019
    - CDC: COVID-19 Facts Sheet
    - CDC: Steps to Help Prevent the Spread of COVID-19 if You Are Sick
    - CDC: Stop the Spread of Germs
    - CDC: Stop Germs, Wash Your Hands
    - (<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>)
  - Remind employees to maintain social distancing by remaining at least 6 feet apart while standing in line.
  - Supervisor(s) should be provided with proper personal protection equipment to greet employees. Proper personal protection includes: rubber gloves, face shield, and a N95 respirator. Please note prior to using a respirator, all employees must be medically evaluated and fit tested.
  - Ask each employee before entering the work area these essential questions:
    1. Do you have any symptoms of the pandemic disease? Supervisor should review pandemic symptoms with each employee.
    2. Ask employees if they have been around anyone showing symptoms of the pandemic disease.
- \*Trained supervisors are allowed to take temperatures of all employees entering the building/site. If this is implemented, a supervisor would need to be trained on how to safely take the temperature of the employees as well as need to be aware at what level employees will not be permitted to enter the site/building/location. (Note: if your company does business in the State of California and your business is subject to the California Consumer Privacy Act (CCPA), then you must provide employees a CCPA-Compliant notice prior to or at the same time as your collection of this information.)
- If any employee has answered yes to any of the previous questions or presents themselves at work with a fever or difficulty breathing, this indicates that they should seek medical evaluation.
  - The Company is permitted to ask any employee who exhibits symptoms of COVID-19 or the Flu to leave the premises and to seek medical attention.
  - Communicate this plan and strategy on the jobsite to all management, employees, contractors, delivery personnel, visitors, etc.
  - Encourage handwashing at various times during the day.



- Employees must stay home if they are sick. (This includes a cough and/or a low-grade fever.)
- If an employee becomes ill, this needs to be reported to all management immediately.

### **Construction Jobsite Health and Reporting**

1. If someone becomes sick or begins to exhibit signs of illness, notify their supervisor and have them leave work immediately.
2. Any employees who have been exposed to someone who is sick must go home.
3. Report any areas on the job site where social distancing of at least 6 feet is not being maintained and if cloth face coverings are not being worn.

### **Attendance**

- All contractors should monitor daily attendance of workers and visitors. It is imperative to know if there is an issue with loss of workforce due to illness. The attendance fluctuation should be reviewed and reported daily. If there is a trend of absenteeism, the construction jobsite may need to be closed.
- Maintain a daily attendance log of all workers and visitors.

### **Good Practices in Construction Office/Trailer Type Workspace**

- If possible, have staff work from home.
- Limit access to construction trailer to all unnecessary foot traffic.
- Post “Job Site Trailer is Closed-No One is Allowed”.
- Superintendent(s) should post contact number(s) on the exterior of the door or railing in a large and legible format.
- Job site or foremen’s meetings should transpire outside, with at least 6 feet of social distancing and in groups of no more than 10 people.
- If possible, foremen’s or other meetings should transpire through webinars or teleconferencing.
- If someone becomes sick or is showing signs of illness, they need to go home. If they are unable to go home, they will be placed in a designated area, away from all others, until they can be picked up. The sick person will need to contact their Primary Care Physician for care and guidance.



## Construction Office Hygiene Practices

- If multiple employees are working in the job trailer, consider altering the design of the desk/workstation set-up to ensure there is at minimum 6 feet of space between employees.
- Do not share pens, computers, tablets, phones, cell phones, desks, keyboards, monitors, workstations/desks, two-way radios.
- While wearing a cloth face covering, plastic disposable gloves and safety glasses, wipe everything down with disinfectant, including, but not limited to common areas, cold water dispensers and handles, door handles, common room chairs and tables.
- Do not share any PPE, including, but not limited to hardhats, vests, safety glasses, gloves, respirators/masks.

## Construction Job Site Hygiene and Sanitation Practices

A periodic inspection should be done, based on the following:

- If possible, provide more hand-wash stations. Regularly inspect and monitor to ensure the hand-wash stations have soap, paper towels, and that a lined trashcan is nearby for waste.
- Have the portable toilet companies come out more often to clean and stock the restrooms. Encourage the toilet companies to thoroughly spray down and clean all restrooms and wash stations.
- Periodically disinfect the handles to all restrooms and toilet paper dispensers.
- All stand-alone sinks and soap dispensers should be regularly sprayed down with disinfectant and cleaned.
- Hand sanitizer stations should be regularly sprayed down with disinfectant and cleaned.
- It is highly likely that some supplies may be stolen such as toilet paper, disinfectant and paper towels. If an employee is caught, this can be grounds for immediate termination. To prevent this, try to keep essential supplies locked up in a safe location.
- Disinfect frequently touched objects and surfaces such as elevator/construction manlift hoist buttons, railings, doorknobs.

## General Contractors and Sub Contractors Construction Site Inspection

- Regularly walk the job site to pay attention to employees' overall health and safety. It is encouraged to talk to your employees and see how they're doing and to see if anyone is ill. If an employee is sick, they will be asked to leave the job site.



- Schedule employees to work in different areas so there is a minimum of 6 feet distance between workers.
- Ensure cloth face coverings are being worn.
- If there are a large number of employees on site and social distancing of at least 6 feet cannot be maintained, a swing shift will be implemented to limit the total number of employees on the jobsite.
- During breaks and lunch, regularly check to ensure that employees are maintaining at least 6 feet of distance. If there is not enough seating room, stagger breaks so there is plenty of space.
- Identify “choke points” and “high-risk areas” where workers are forced to stand together, such as hallways, hoists and elevators, break areas, and buses, and control them so social distancing is maintained.

### **Good Hygiene and Basic Infection Control Practices**

- Post COVID-19 signage (English and Spanish) in various and visible areas for employees to review.
- A cloth facial covering must be worn at all times, 100%. This should cover their noses and mouths while performing their work.
- When coughing or sneezing, COVER UP!!!
- Cough and sneeze into your facial covering and not into your hands.
- Immediately after coughing or sneezing, go wash your hands.
- Do NOT touch your face, eyes, mouth or nose.
- Promote frequent and thorough hand washing. It is more effective to use soap and wash hands well for at least 20 seconds than to use hand sanitizer.
- Only if no running water and soap are available, use hand sanitizer but it should be at least 60% alcohol based. NOTE: hand washing well and often is more effective than the hand sanitizer.
- Employees must stay home if they are sick.
- Encourage workers to stay at home if they’re caring for a person with a compromised immune system.
- Encourage workers to stay home if they’re caring for an older adult or those who have serious underlying medical conditions, regardless if they are currently sick or not.
- Encourage workers to stay home if they’re caring for children out of school.



- Be flexible for those employees who need to take care of sick family members.
- Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).
- When using paper towels to dry hands or tissues, please throw them in lined trash cans. Do not leave them on the ground or on counters, desks, etc.
- Try not to share tools or equipment if possible. If shared, make sure to clean and disinfect the equipment prior to use and after.
- Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot social distancing separation. Use electronic signing.
- This is a list of approved Novel Coronavirus Fighting Products – There is NOTHING that is fool proof. Read and follow manufacturer’s instructions and have SDS information for reference.

[https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf?mod=article\\_inline](https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf?mod=article_inline)

- If an employee is sick or is showing signs of sickness, it does not necessarily mean they have the COVID-19 Virus. However, during a Pandemic, it is best to err on the side of caution. This person should leave the jobsite and contact a medical care provider.
- If an employee has a fever, they are very contagious and should not be on the job.
- If the fever has broken, they are still contagious, and this could be for an extensive amount of time with the COVID-19 virus and/or other infectious diseases. Employees must contact their health care provider before returning to work.

### **What to Do if an Employee Tests Positive for COVID-19:**

Notify your Human Resources Department. The local department of health will also need to be notified. Follow their direction which may include:

- Identify all individuals who worked in close proximity (three to 6 feet) with them in the previous 14-days and send them home.
- When sending home sick employees make sure not to disclose the names of the sick individuals to all other employees.
- The CDC recommends closing off areas used by the ill person and wait as long as possibly practical before cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open all doors and windows to increase air circulation in the area. (If possible, wait up to 24 hours before cleaning and disinfection.)



### **Pandemic Protocol Review:**

- Establish a person in charge of the COVID-19 Pandemic Response/Control Plan. The designated COVID-19 Supervisor shall be present on the construction site at all times during construction activities. Establish secondary person in charge if primary is unavailable.
- Make sure the Company communicates information and reviews the COVID-19 Pandemic Response/Control Plan.
- Control job site entry by monitoring the health and safety of all who come on the job site.
- Ensure all sick employees are sent home and do not come to work if they are sick or have been exposed.
- Ensure all personnel are wearing cloth facial covering.
- Make sure all workers maintain social distancing of at least 6 feet while on the job site.
- Regularly clean and disinfect all frequently touched surfaces on the job site and in any trailers/office spaces.

#### Reference(s):

Centers for Disease Control and Prevention (CDC)  
Equal Employment Opportunity Commission (EEOC)  
Division of Occupational Safety and Health (OSHA)  
World Health Organization (WHO)  
California Consumer Privacy Act (CCPA)

***For any other questions regarding this program, training or any other assistance, please contact your Safety Compliance Company Consultant.***

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This interim guide is based on what is currently known about the coronavirus disease 2019 (COVID-19). The Centers for Disease Control and Prevention (CDC), along with Federal, State and Local authorities are routinely and consistently updating information. This guide is based on available information at the time of its publication. This guide does not supplant or replace the guidelines and/or recommendations set forth by the CDC and/or Federal, State and Local guidelines, laws, ordinances or directives. This guide does not constitute medical advice. For advice on your specific situation, it is recommended that you engage a qualified professional directly.

This material is for informational purposes only and does not contain legal or business advice. Safety Compliance Company neither represents nor warrants that the information contained herein is appropriate or suitable for any specific business or legal purpose. Readers seeking resolution of specific questions related to COVID-19 should consult the guidelines, directives and/or recommendations set forth by the CDC and/or Federal, State and Local guidelines.

There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Updates are available on CDC's web page and provided by Federal, State and Local authorities.