



JOB SITE SAFETY PROTOCOL

(Adopted by Executive Team 03.23.2020)

This tool is provided solely as a guideline for contractors and is not to be relied upon to prevent the spread or transmission of COVID-19, or prevent a safety violation from being issued by a jurisdictional authority. This is not legal advice.

INFECTIOUS DISEASE SPREAD PREVENTION

The health and well-being of our employees, subcontractors, and suppliers come first, and we do not want to put them at risk of any type of exposure. Our most important line of defense requires all employees, subcontractors, and suppliers who may be sick, not feeling well, or may have been exposed to an individual who is sick to stay home.

The following guidelines should be followed by all staff, subcontractors, and suppliers.

No toolbox talks or gatherings in the Jobsite trailers.

All meetings with ten or more people shall be held outside.

Discontinue the use of community water, coffee, or food.

Employees and subcontractors will be required to leave the Jobsite if they are displaying COVID-19 symptoms.

Refrain from sharing cups, pens, pencils, plan-sets, tablets, laptops, tools or any items that may carry germs.

Frequently wash hands. CDC recommends washing hands with soap and water for at least 20 seconds. If facilities are not available, use dissolving disinfectant liquid (hand sanitizer). Allow liquid to dry and do not wipe off excess.

Avoid touching your eyes, mouth, and face.

Avoid handshakes and close contact with co-workers, and always wash and sanitize your hands following any contact. Maintain 6 feet of separation as much as possible.

Keep surface areas clean and disinfect regularly. (See Disinfection of Jobsite section below.)

Every time you place personal protective equipment (PPE) on your face, wash hands (as directed above) and disinfect PPE.

Wash Clothing and other Reflective Gear regularly.

No Food Delivery Service or other similar services allowed to service job sites.

Before Eating or Drinking on the job site, disinfect hands, bottles, and surrounding surfaces.

While we do want to ensure the safety of our employees and jobsite workers, we always have to keep in mind the laws and regulations under the Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disabilities Act (ADA). If it comes to your attention that an employee or Jobsite worker at your project has become infected with a disease that is being monitored by the Center for Disease Control and Prevention (CDC), please reach out to the appropriate county health department.

SUBCONTRACTOR RESPONSIBILITY

Subcontractors must agree not to enter the jobsite if they have knowingly come into contact with anyone who has exhibited virus symptoms or has tested positive for the virus in the previous 2 weeks. General contractors (GC) have the right to ask any person to leave the jobsite should GC feel the worker has an illness being monitored by CDC.

Symptoms include:

Fever Cough Shortness of breath Body Aches Sore throat

Each working day, the Jobsite supervisor is to contact owner if they are aware of subcontractors that they oversee are exhibiting symptoms of the virus.

FIELD STAFF DAILY LOG

Field staff must collect emails from any Subcontractor onsite daily confirming workers they oversee are not exhibiting symptoms of the virus, receipt of this message must be logged in the Daily Report for the project.

MEETINGS

Meetings of 10 or more people must be held outdoors. Distancing of at least 6 feet between individuals should be maintained. Should meetings become ineffective due to distancing, meetings may be modified to communicate with smaller groups or individuals or be held as conference calls.

JOBSITE CLEANING SUPPLIES

Make sure to keep the following items stocked at all times in your job office.

Hand Soap (if facilities are available on site)

Hand Sanitizer

Paper towels

Disinfectant Spray (i.e., Lysol, Clorox, etc.)

DISINFECTION OF JOBSITE

High-touch surfaces, such as countertops, doorknobs, cellphones and toilet flush handles should be disinfected regularly since some pathogens can live on surfaces for several hours or days. Use products with “disinfectant” on the label and include an EPA registration number. These are required to meet government specifications for safety and effectiveness. First remove dust and grime before using disinfectant. Second disinfectant needs to remain on the surface until it dries or is wiped off. Check the label for wait times to make sure the virus kill is effective.

All contractors should incorporate COVID-19 transmission and prevention into safety planning and procedures for all aspects of their work. Contractors should continually evaluate the specific hazards at their job sites along with recommendations from sources such as the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov) to determine the most appropriate job hazard analysis for the project/task as it relates to the spread and/or transmission of COVID-19 and other safety issues.

Adopted by HBA of Portage & Summit County Executive Team on March 23, 2020.