



# **Infectious Disease Preparedness and Response Policy COVID-19**

This policy has been implemented to minimize exposure for team members as well as clients to infectious diseases such as Covid19. This policy **MUST** be followed on ALL job sites until further notice or until a modified policy has been issued as a replacement.

## **Jobsite Protocols and Preparedness Outline**

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# Jobsite Protocols and Preparedness for COVID-19

## Entering a jobsite

All persons entering a job site are required to first contact the superintendent or job leader. Communication by phone prior to entry is required whenever possible. Do not wonder a jobsite looking for personnel. Wait at job site entry point for job leader to meet with you. If you are the job leader post your contact information at the entry point. Be clear that no entry is permitted without prior screening.

## Screening

All workers, including sub trades, will be required to answer questions related to their personal health before entry. If required and available on site, personnel may also be required to be scanned for temperatures exceeding 100.4. The Job or Safety leader shall make the following statement and ask the following questions. If any question prompts an answer of “yes” they should be asked to leave the job site immediately. The answers to these questions as well as the name and contact information for the person shall be recorded on the provided form and filed on site in accordance with HIPAA regulations.

**STATEMENT:** *As a precaution and in an effort to help prevent the spread of COVID-19 we are conducting a pre-entry screening.*

### **QUESTIONS:**

- 1. Have you, or anyone in your household, been in contact with a person that has tested positive for COVID-19?*
- 2. Have you, or anyone in your household, been in close contact with a person that is in the process of being tested for COVID-19?*
- 3. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?*
- 4. Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, body aches, chills, or fatigue?*

## Fever/ Elevated Temperature

ANY person with a temperature exceeding 100.4 CANNOT enter the jobsite. Anyone asked to leave due to elevated temperature may not return to work until at least 72 hours have past since the resolution of fever without the use of fever reducing medications. If respiratory symptoms exist a person should not return to work until at least 7 days have passed since symptoms FIRST appeared. A doctor’s note or negative COVID-19 test result may be required to return to work.

## Sub Trade Requirements

ALL sub trade personnel and deliveries are required to follow all of the same guidelines as outlined in this document. Failure to adhere to this policy can result in the loss of contract and/or fines. Sub trades are encouraged to have there own infectious disease preparedness policy in place and should submit said policy to our office upon being awarded a project. Subcontractor foreman should communicate with the general contractor via electronic communication whenever possible. Jobsite gatherings and meetings should be held to a minimum.

## **Worker Personal Responsibilities**

All individuals must take steps to protect themselves. These are general recommendations and individuals are encouraged to refer to State and Federal guidelines for a full list of personal protection.

1. If you feel sick, unsafe, or uncomfortable, please stay at home
2. Do not report to work if you are experiencing symptoms such as fever, cough, shortness of breath, difficulty breathing, dry cough, body aches, chills, fatigue, loss of sense of smell and/or taste.
3. Do not return to work until 72 hours have past without the use of fever reducing medications if fever is present.
4. Do not return to work until at least 7 days have past since the start of flu-like symptoms.
5. Seek medical attention if flu-like symptoms develop.
6. Proper P.P.E. shall be worn at all times. Refer to the Personal Protective Equipment segment of this document.
7. Do not congregate in lunch areas, restrooms or common areas.
8. Wipe down work areas with proper disinfectants.
9. Do not share tools. Wipe down 'Jobsite equipment' with proper disinfectant.

## **Social Distancing**

Social distancing guidelines are to be followed by all employees, sub trades and delivery drivers on all job sites. All physical contact with others should be limited.

1. Work in occupied areas should be limited to only those tasks which are strictly necessary.
2. Maintain 6 feet of personal space whenever possible.
3. Limit in-person meetings and replace them with video or phone conversations.
4. Take breaks and lunch in shifts in groups of less than 10 people. Maintain 6 feet of separation between individuals
5. Limit the number of people on a jobsite to necessary levels.
6. Discourage hand-shaking and other contact greetings.
7. Avoid carpooling to jobsites.
8. If more than 1 person is required to be in a company vehicle, proper PPE MUST be worn at all times inside the vehicle. Wipe down individual areas with proper disinfectant when exiting the vehicle.
9. If possible, mark and post a direction of travel through the jobsite to minimize crossing pathways.
10. Avoid trade stacking whenever possible. Evaluate the work schedule and determine a trade sequence which minimizes personal contact.
11. Use social distancing in elevators/on hoists, man lifts, etc.
12. Attendance at safety meetings should comply with social distancing guidelines. The foreman will sign in each attendee to avoid passing around sign in sheets.
13. Do not share pencils, pens, tape measures, lighters, cigarettes or any personal items.

## **Sanitation**

There are both personal and job site specific considerations when properly sanitizing for your safety. The most effective way to control the spread of most infectious disease virus's is proper hand washing. How and when to properly wash your hands is listed on the following page.

## Proper Hand Washing

\***Wet** your hands with clean water, hot or cold. Turn off tap and apply soap.

\***Lather** your hands by rubbing them together. Lather front, back, between your fingers and under your nails.

\***Scrub** your hand for at least 20 seconds.

\***Rinse** your hands well under clean running water.

\***Dry** your hands with a clean towel or allow them to air dry before returning to work.

## Personal Sanitation

Wash hands often, especially before eating, smoking, or drinking. You should also wash your hands after using the bathroom, sneezing, coughing or blowing your nose.

Avoid touching your face.

Wear all proper PPE as required.

Wear an N95 or equivalent mask. Do not frequently remove the mask. Keep it in place for the duration of the shift if possible.

Use hand sanitizers throughout the day if possible.

Cough/sneeze into your sleeve and not into the open air

Use gloves when possible and safe to do so.

Avoid licking your fingers when shuffling through paperwork and/or prints.

Change out of your work clothes before entering your home.

Wash gloves, hats and work gear frequently in warm soapy water.

## Job Site

Portable jobsite toilets should be cleaned by the leasing company at least twice per week.

Follow manufacturer's guidelines on the proper types of disinfectants.

Maintain current Safety Data Sheets for all disinfectants on site.

Use disinfectant wipes regularly on door knobs, gang box handles, ladder rungs, control boxes, power tools and any other commonly touched surfaces.

Disinfect frequently touched surfaces within the workplace multiple times per day.

In occupied facilities designate one restroom for use by the crews. Keep this restroom clean and stocked with proper soaps and sanitizers.

Avoid walking through or storing materials in areas the working crews do not need to be.

Break areas should be cleaned twice per day.

Avoid cleaning techniques such as pressurized air or water that may cause bioaerosols.

Avoid the use of a common water cooler.

## Deliveries

Delivery drivers should stay with their vehicle. They shall not wonder the job site.

Drivers should contact the superintendent by phone and will be met by a designated person. Drivers should unload to the back of their vehicles for job site personnel to accept them. Practice social distancing during the transfer of goods.

When possible deliveries should be wiped down with disinfectant wipes.

Wash your hands properly after handling any delivery and/or related paperwork.

Keep deliveries to a minimum. Plan ahead and combine orders to minimize frequency.

## Personal Protective Equipment (P.P.E.)

Personal protective equipment is and always has been an essential part of job safety. These guidelines do not substitute for any other proper use of PPE but instead are added levels of protection to avoid the spread of COVID19 and other infectious diseases.

- Safety glasses or goggles at all times.
- Face shields when appropriate
- Nitrile gloves when appropriate to the task at hand.
- Work gloves when nitrile gloves are insufficient.
- Launder all work gloves regularly
- N95 or equivalent face mask on all medical or clinical job sites.
- N95 mask or cloth face covering on ALL job sites.
- Long sleeves are highly recommended.
- High visibility work gear

## Job Site Visitors

All visitors, project managers delivery personnel are subject to the guidelines laid out in this document to protect them and the personnel on the jobsite. This includes social distancing, temperature scanning, hand washing, and answering health related questions. Restrict the number of visitors to only those who are necessary for progress of the job.

## Response for presence of infected personnel

It is not only important to prevent risks on the jobsite but to recognize when someone on site is a potential hazard to themselves and/or others. Follow these guidelines in response to people as a potential hazard.

\*If a person on site is well but a person in their immediate household is diagnosed with COVID19, they should notify their supervisor. Assess the risk and act appropriately.

\*If a person on site is confirmed to have COVID19, inform fellow employees of the possible exposure in the workplace. Maintain HIPAA confidentiality.

\*Ask the affected person to identify other persons on site they have encountered before they leave. Asking them to leave before anyone else violates confidentiality.

\*Any person who worked in proximity of less than 6 feet of said person should also be sent home.

\*Report the exposure to the home office.

\*If necessary for safety reasons shut the jobsite down.

## Resources

Additional resources for prevention and safety measure regarding infectious disease control can be found in these locations.

The U.S. Department of Health and Human services- Center for Disease Control (CDC)  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The OSHA COVID-19 web page: <https://www.osha.gov/SLTC/covid-19/>

Michigan government web page: <https://www.michigan.gov/coronavirus/>