

As of 5/15/2020 at 11am



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**

As of 5/15/2020 at 11am

**Department of Labor and Economic Opportunity**  
*Employer guidance on best practices: Construction*

PRELIMINARY AND PRE-DECISIONAL | MAY 15<sup>TH</sup>, 2020



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**

# Eight steps for employers to keep their workers safe, within the hierarchy of controls



**1 Administrative controls**



**2 Access control**



**3 Distancing**



**4 Sanitation**



**5 Hygiene**



**6 PPE**



**7 Positive case protocols**



**8 Facility closure**

## Create an exposure control plan

- Document and share written exposure control plan to mitigate employee exposure
- This plan should include an exposure risk determination for all employees, and detail measures employer will take to prevent exposure, including:
  - Administrative controls, including access
  - Engineering controls, including any steps taken to physically reconfigure the workspace and workflows
  - Policies governing social distancing
  - Policies governing personal hygiene
  - Policies governing cleaning and disinfection
  - Policies governing personal protective equipment
  - Policies governing
- The exposure control plan should incorporate the latest guidance for COVID-19 from the Center for Disease Control and Prevention (CDC), and any federal requirements issued by: federal, state, county, and municipal authorities; employers; and project owners
- The exposure control plan may differentiate between workers commensurate with their exposure risk, with more stringent measures for higher risk categories



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## Administrative controls



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## Administrative controls

### Establish response owners

- Team members with individual accountability should be identified, tasked with management and direct verification of implementation of all elements of the exposure control plan
- At minimum, one COVID-19 response manager should be identified for every individual worksite and project
- If feasible and depending on size of worksite, consider dedicating staff to virus response (sole or primary responsibility)

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### Define the scope of the response team, including:

- Design, implement, and report out to management on workplace risk mitigation program
- Create and complete a “health checklist” or daily symptom tracking survey
- Establish points of contact and appropriate communications cadence with relevant labor union and state and local public health agencies
- Work with the relevant labor union to improve safety protocols and to ensure robust enforcement and reporting of workplace health / safety events
- If feasible, leverage a digital tool or dashboard to track implementation of protocols and opportunities to tighten or improve

## Train employees

- All employers should conduct a safety stand-down toolbox talk or tailgate training, on all jobsites, before resumption of work
- The curriculum of this training should:
  - Explain all elements of the exposure control plan, with specific guidance on access control, distancing, sanitation, hygiene, and use of personal protective equipment
  - Include demonstration of proper use of personal protective equipment, including donning and doffing
  - Explain worker's rights and protections, including access to leave, and specify the steps that the employee can take if they feel unsafe in the workplace
- Training should be jointly led by the ranking manager on the jobsite, a labor union representative, and designated members of the COVID-19 response team



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## Administrative controls

Illustrative

## Establish team or roles

### LEADERSHIP & MANAGEMENT

- Identify the person responsible for auditing implementation on each project. That will be the **site safety representative** (e.g. safety person, superintendent). **The COVID Safety Rep Checklist should be used daily to ensure proper implementation. Reference Appendix G – COVID-19 Safety Representative Checklist**
- Project teams to attend the daily huddles and make these action plans a topic of huddle conversation. Similar to safety ask the question – “How will or what can we do to keep ourselves healthy today.” (REMEMBER: SMART Social Distancing.)
- INCIDENT COMMANDERS:** Have been identified by the company. Reference **Appendix A – Incident Commanders by Region**. If an infected person is identified, the respective Incident Commander is to be notified. Respect and maintain each persons’ dignity and privacy. Reference **Appendix B – Incident Control Plan**.
- Implementation is a team responsibility, led by the Project Manager or Superintendent.
- The Project Manager is to communicate the plan and updates to all Suppliers, Subcontractors, Vendors, and Service Providers.
- The Project Executive is to communicate the plan and updates to the Customer.
- If a project is being re-started or is a new project reference Appendix F – COVID-19 New Project and Restart Guidance**
- If a person notifies us that they were infected, report the incident to the INCIDENT COMMANDER immediately.
- If possible, at your site or campus create an isolation area for those individuals that show/have symptoms of COVID-19. Also, consider on-site nursing stations where applicable.
- Be aware of worker’s concern about pay, leave, safety, health, and other issues related to the crisis.



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## Administrative controls

## Define scope of team (e.g., manage implementation of practices and protocols)

**Appendix G – COVID-19 Safety Representative Checklist**  
Version 7, April 2, 2020

The following checklist outlines the responsibilities of the designated COVID-19 Site Safety Representative during any of the phases of the COVID-19 Response Plan. All tasks should be carried out in accordance with the COVID-19 Operations Guide. Please initial each box upon full completion of the individual task and maintain a file for these inspections at the project site. This is subject to change as more information is available.

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_ Date: \_\_\_\_\_

#	Daily Check	COVID-19 Virus Prevention
<b>PHASE 1 AND 2 IMPLEMENTATION</b>		
1	Identify the Incident Commander for your project	The COVID-19 virus has spread quickly across the United States. Every state has had at least one person infected with the virus.
2	Subcontractors need to ensure that the questionnaire (huddle etc.)	
3	Identify and communicate location of isolation area COVID-19 or who have had a high-risk exposure	This virus is highly contagious. A contaminated person can spread the infection when they cough or sneeze, and the infected droplets get transmitted to someone else.
4	Establish if the project's medical provider has COVID-19 protocol: <ul style="list-style-type: none"> <li>If yes, this can be used as a resource for an incident. <b>DO NOT GIVE OUT AUTHORIZATION</b> someone out.</li> <li>If not, attempt to locate one in the general area.</li> <li>If the employee has a personal medical provider and follow their instructions for isolation.</li> </ul>	<b>To prevent the transmission of this virus, we must first understand how it is spread – from person to person.</b>
5	Identify professional cleaning service to be called if needed <ul style="list-style-type: none"> <li>If a local company is not available reach out to a national company.</li> </ul>	<b>Toolbox Talking Points</b>
6	Establish site entry protocols via COVID-19 Operations Guide	No one wants to spread an infection unknowingly. Initially, a person may be infected without showing symptoms of the disease. Therefore at this critical time, we must all consider ourselves potential sources of infection and act responsibly to control the spread. <b>Act as if you are infected!</b>
7	Project workers are practicing Social Distancing with others	The best known practices to reduce person to person transmission are as follows: <ol style="list-style-type: none"> <li>If you have any signs of infection, isolate yourself from others and stay home from work.                             <ol style="list-style-type: none"> <li>A best practice is taking your temperature each day before leaving your house. The medical professionals consider 100.4 F or greater as feverish.</li> </ol> </li> <li>Practice social distancing – make an effort to stay a minimum distance of 6 feet from others.</li> <li>Cover your mouth and nose with the inside of your elbow when coughing or sneezing. Throw away tissues, rewash your hands and face and sanitize the surfaces you may have contaminated.</li> <li>Carry your own hand sanitizer. Practice good hygiene by using hand sanitizer, soap and water to wash hands and face frequently. Wash hands and face thoroughly (washing with soap and water should take minimum of 20 seconds).</li> <li>Avoid touching your face.</li> </ol>
8	Ensure the following COVID-19 prevention signs are posted	Other considerations: <ol style="list-style-type: none"> <li>Sharing cars with others or sitting close together on a bus or other public transportation could put you and others at risk of transmitting the infection.</li> <li>Avoid grouping in elevators, take the stairs if feasible.</li> <li>Commonly touched surfaces need to be disinfected regularly. Any type of handles, handrails, steering wheels, phones, PPE (e.g. hard hat), eyeglasses, computers, etc. need to be cleaned.</li> </ol>
9	Maintain the daily questionnaire records complete <ul style="list-style-type: none"> <li>Both paper and electronic copies need to be maintained.</li> <li>Notify Incident Commander of person(s) with symptoms.</li> </ul>	

## Reduce congestion at start times and entry points

- Employers should assign dedicated entry point(s) for all employees or groups to reduce congestion at main entrance, help with screening needs, and help with tracing
- Employers should label queue spots with X's outside building in case of congestion
- If feasible, employers should consider staggering start times for locations to ensure social distancing and effectiveness of screening protocols (50/50 rotational schedules)
- If feasible, employers should create one-way flow corridors onto the site, wherever possible

## Screen employee health / exposure:

- Employers should conduct daily entry self-screening protocol for all employees i.e., symptom tracking and exposure questionnaire
- Employers should take worker temperatures as a condition for daily site entry
- Workers should be barred entry if they have a fever (100.4°F based on temperature checks); or otherwise if the employee identifies coughing, or shortness of breath each day before leaving for work, before the shift, mid-shift, and at end of shift



## 2 Access control

## Control site access for non-employees

- Employers should bar all non-essential visitors and contractors from the worksite
- Employers should require that essential visitors and contractors should schedule their visits ahead of time and attain explicit approval before arrival (e.g., conduct visitor questionnaire virtually and deny visitors who do not meet requirements)
- Employers should control site access (e.g., restrict visitors, contractors, deliveries – implement screening practices similar to employees), or in the alternative issue stickers or other indicators to workers to show that they received a screening before entering the worksite that day

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## Consolidate entry points

- Employer should put physical barriers (e.g., caution tape, plastic netting, gates) in place to prevent anyone from bypassing screening (if not possible, ensure there is some indication of employees having gone through screening – e.g., sticker)



## 2 Access control

## Restrict business and personal travel

- Employers should only permit business critical travel
- Employers should reduce risk from contractors by restricting unnecessary movement between project sites and establishing minimal handoff deliveries
- Employers should require 14-day quarantine after returning from any necessary personal travel (confirm with site leader upon return)

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## If possible, modify transportation practices

- If transportation is employer owned / managed, employer should consider utilizing assigned seating to simplify contact tracing should an employee be diagnosed as COVID-19 positive
- Employers should work with transportation provider(s) to review health screening (reducing shift changeover time) and disinfection protocols for seats and other common surfaces



## 2 Access control

Illustrative



## 2 Access control

### Screen employee health/exposure (home, entrance)

**Appendix C – COVID-19 Guidance for Site Entry**  
Version 7, April 2, 2020

Included below are descriptions of typical construction site-access requirements for the Project Executive and Project Manager to use as implementation guidance. If your site access differs, consult with your Incident Commander to discuss appropriate protocol.

- Owner Controlled Security Checkpoint, operated with security guard enforcing a plan** for access to site via screening.
  - If Owner required entrance document is required, follow Owner protocol. No further questionnaire required if all people are going through the checkpoint and being asked the questions.
- Owner Controlled Security Guard Checkpoint without developed screening plan** for access to site.
  - Subcontractors report to respective pre-shift meeting areas and complete the required daily questionnaire and show verification of site acceptance to their respective supervisor via smartphone screen or paper-copy. Any paper-copy documentation must be provided

**Temperature Scanning**  
**Non-Contact Infrared Thermometer (i.e. Temperature Gun)**

**\*\* Please read the Infrared Temp-Gun Operator's Manual before using \*\***

- Operation of the Temperature Gun shall be done by a Project Team Member (Project Safety, Operations, direct labor, or project nurse) whom has the understanding of the operating procedures based on the Operator's Manual.
- Scanning Temperature:
  - Hold the Temperature Gun approximately three (3) feet from the person's forehead.
    - This distance should allow the six (6) foot Social Distancing requirement.
  - Instruct the person to close their eyes prior to scanning.
    - Keep them closed until the scanning is complete.
  - Squeeze the trigger and place the red dot on the worker's forehead.
  - Hold the trigger for at least two (2) seconds to get a reading.
- Workers with readings below 97.7 degrees Fahrenheit:
  - May enter the project.
  - Thank the worker for their cooperation.

**SYMPTOM CHECKER**

How COVID-19 Compares With Other Illnesses

What does being sick with COVID-19 look like compared with a cold or the flu? Check what types of symptoms show up for each illness and how often in the chart below.

NOTE: If you have not been to a country or area with an outbreak of COVID-19 or have not had contact with someone who has, the Centers for Disease Control and Prevention says the risk of getting the disease is low.

	COVID-19		COLD/UPPER RESPIRATORY INFECTION		ALLERGIES/HAY FEVER		INFLUENZA	
	Is it a Symptom?	How Common?	Is it a Symptom?	How Common?	Is it a Symptom?	How Common?	Is it a Symptom?	How Common?
Fever	✓	Common	✓	Rare			✓	Common
Fatigue (Tiredness)	✓	Common	✓	Sometimes	✓	Sometimes	✓	Common
Dry Cough	✓	Common			✓	Sometimes	✓	Common
Difficulty Breathing	✓	Severe			✓	Sometimes		
Aches and Pains	✓	Sometimes	✓	Rare			✓	Common
Sneezing			✓	Common	✓	Common	✓	Sometimes
Runny Nose	✓	Sometimes			✓	Common	✓	Sometimes
Stuffy Nose			✓	Common	✓	Common		Sometimes
Watery Eyes					✓	Common		
Sore Throat	✓	Sometimes	✓	Common			✓	Sometimes
Diarrhea	✓	Sometimes					✓	Rare

Information compiled from Florida Department of Health, CDC, World Health Organization  
Infographic by Christie Zabo/Spectrum News

### Example signage

**NO TOWNSHIP PERMITS** **KNOW YOUR SYMPTOMS** **NO TOWNSHIP PERMITS**

CORONAVIRUS	FLU	ALLERGIES
<ul style="list-style-type: none"> <li>FEVER</li> <li>COUGH</li> <li>SHORTNESS OF BREATH, OR DIFFICULTY BREATHING</li> <li>SYMPTOMS APPEAR 2-14 DAYS AFTER EXPOSURE</li> </ul>	<ul style="list-style-type: none"> <li>FEVER</li> <li>COUGH</li> <li>MUSCLE ACHES</li> <li>FATIGUE &amp; WEAKNESS</li> <li>CHILLS &amp; SWEATS</li> <li>CONGESTION</li> <li>SORE THROAT</li> </ul>	<ul style="list-style-type: none"> <li>SNEEZING</li> <li>ITCHY NOSE, EYES OR ROOF OF MOUTH</li> <li>RUNNY, STUFFY NOSE</li> <li>WATERY, RED OR SWOLLEN EYES</li> </ul>

(Post at the GATE)  
(Being sent to jobsites by Safety)

## Increase distance between people

- Employers should establish sitewide requirement for social distancing in accord with CDC guidelines (6 ft) [When 6 ft distancing is not feasible, workers are at higher risk; see PPE section for additional guidance]
- Employers should eliminate occasion for interactions with visitors or the general public

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## Limit use of common spaces

- Employers should identify (with signage) and consider closure / occupancy limits for common choke points where workers are forced to stand together, such as hallways, hoists and elevators, break/lunch areas, buses (see “provide reinforcements” section for details)
- Employer should require physical distancing in lunch and break areas and provide physical markers (e.g., tape on the ground to assist)
- If feasible close break/lunch areas if possible and encourage employees to eliminate eating in groups (eat in personal vehicles)
- Employers should consider increasing distancing for portable restrooms on site: e.g., increase number of restrooms, timing between use (e.g., employee to monitor)
- Employers should install touchless waste bins; turn off shared water fountains



### 3 Social distancing

## Stagger shifts and timing to reduce congestion

- Employers should consider staging / staggering crews and modifying work schedules to limit number of workers on site
- Employers should consider Stagger start times and meal times (e.g., by 15 mins)
- Employers should minimize interactions when picking up or delivering equipment or materials (e.g., PPE, surface disinfection), and organize the placement of materials to minimize movement on the work site

## Provide visual cue to reinforce distancing expectations

- Employers should employ visual cues to enforce distancing wherever possible (e.g., tape, ground markings, walking traffic patterns marked, physical barriers, elevator guidelines, signs with social distancing requirements)
- Employers should post signage and train people not to congregate at break areas, toolboxes & tool cribs, lunch areas, etc.



### 3 Social distancing

Illustrative



## 3 Social distancing

### Limit common space use and operations

- Make sure there are enough temporary/portable toilets on site, per contract requirements. Increase cleaning of toilets to three (3) times per week and make sure they are properly stocked with supplies. Work with your project vendor. OSHA count guidance is:

Minimum number of toilets	
Number of employees of each sex	Minimum number of toilets per sex
1 to 15	1
16 to 35	2
36 to 55	3
56 to 80	4
81 to 110	5
111 to 150	6
Over 150	1 additional toilet for each additional 40 employees.

Note to Table F-2 of § 1915.08: When toilets will only be used by men, urinals may be provided instead of toilets, except that the number of toilets in such cases shall not be reduced to less than two-thirds of the minimum specified.

### Provide reinforcements (e.g., X's) for distancing expectations



(Post at various entry locations & Safety boards)

(Print these on jobsites. Graphics on SharePoint.)

## Provide handwashing / sanitation options

- Employers should provide soap and running water wherever possible on job sites to permit frequent handwashing
- Alcohol-based sanitizers (greater than 60% ethanol or 70% isopropanol) should be provided as a backup, only in the event that providing supply of running water is impossible
- Employers should provide individual hand sanitizer bottles to workers, and position extra hand sanitizer in areas next to shared tools, equipment, and materials
- Employers should develop policies specifying that handwashing is required for all workers at the start of the shift, breaks, bathroom trips, lunch, team huddles, at the end of the shift, and after any close contact with someone displaying cough or cold symptoms
- Employers should post signage for hygiene (wash hands, cover cough, don't touch face)



## 4 Hygiene

## Conduct more frequent cleaning

- Employers should fully disinfect work site areas and common surfaces prior to site reopen
- Employers should identify responsible party for cleaning / sanitation by project site (e.g., one person/shift or every worker), and clearly communicate this to employees
- Employers should frequently clean and disinfect high touch surfaces on job sites
  - “High touch surfaces” will include shared tools, machines, vehicles and other equipment, handrails, doorknobs, etc. frequently, per CDC guidelines; for shared items like tools, wipe with disinfectant before being transferred
  - Employers should more frequently clean toilets and portable restrooms
- If feasible, employers should ensure optimal turnover of fresh/clean air on site if enclosed (e.g. bay and other doors/windows opened where feasible)

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## Provide cleaning materials and establish protocols

- Employers should provide disinfecting materials, EPA-approved for emerging viral pathogens
- Employers should create policies governing cleaning shared tools, vehicles, and inventory, among other items, and require disinfection at the beginning and end of individual usage
- Employers should provide time for employees to clean at the start and end of shifts



## 5 Hygiene

Illustrative



## 5 Hygiene

### Appendix E – COVID-19 Cleaning Guidance Procedure

Version 7, April 2, 2020

Pandemic Cleaning Protocols	Method			Days	Party
	Sprayer with Bleach/Water or Disinfectant	Dampened cloth with Bleach/Water or Disinfectant	Frequency		
<b>Wash-down with bleach/ water combination</b>					
<b>FIELD AREAS</b>					
Turnstiles Including frames (If Applicable)	x		Min. 2x Daily	Every	Laborer
Entrance/Exit doors, top to bottom	x	x	Min. 2x Daily	Every	Laborer
Separation barrier between Screener and personnel entering the jobsite	x	x	Daily	Every	Laborer
Interior Restrooms including sinks, counters, toilets, urinals, stalls/walls, dispensers, doors, dryers, etc.	x		Min. 2x Daily	Every	Laborer
Restroom mirrors			Daily	Every	Laborer
Porto Johns Including handles, walls, dispensers, etc.	x		Min. 2x Daily	Every	Laborer
Door Hardware including fence latches	x	x	Min. 2x Daily	Every	Laborer
Hoist Controls (if Applicable)		x	Min. 2x Daily	Every	Laborer
Hoist Gates (if Applicable)	x		Min. 2x Daily	Every	Laborer
Construction Elevator (if Applicable)	x		Min. 2x Daily	Every	Laborer
Tables, Benches and Chairs	x		Min. 2x Daily	Every	Laborer
Fire Extinguishers		x	Daily	Every	Laborer
Medical Equipment otherwise not cleaned by medical		x	Min. 2x Daily	Every	Laborer
Temporary Power Panels/Outlets		x	Weekly	F	Electrician
Generator controls		x	Weekly	F	Electrician
Sign in/Log books		x	Min. 2x Daily	Every	Laborer
Drinking Fountains/Water Coolers		x	Min. 2x Daily	Every	Laborer
Security Booth (if Applicable)		x	Min. 2x Daily	Every	Security
Closed Trash Receptacles	x	x	Min. 2x Daily	Every	Laborer
Gang Boxes Including outside of box	x	x	Min. 2x Daily	Every	Laborer
Field Offices/Break Areas including tables, chairs, benches, appliances, cabinets, etc.	x		Min. 2x Daily	Every	Subs

<b>OFFICE AREAS-SUB AND WA</b>					
Offices/Break Areas/Trailers	x	x	Min. 2x Daily	Every	Office Staff
Doors and Hardware		x	Min. 2x Daily	Every	Office Staff
Desks and Chairs		x	Min. 2x Daily	Every	Office Staff
Computers/Keyboards/Mice		x	Min. 2x Daily	Every	Office Staff
TVs/Remotes		x	Daily	Every	Office Staff
Coffee makers		x	Min. 2x Daily	Every	Office Staff
Telephones/Conference Phones		x	Min. 2x Daily	Every	Office Staff
Copy Machines		x	Min. 2x Daily	Every	Office Staff
Drinking Fountains/Water Coolers		x	Min. 2x Daily	Every	Office Staff
Tables and Chairs		x	Min. 2x Daily	Every	Office Staff
File Cabinets and Hardware		x	Min. 2x Daily	Every	Office Staff
Stairways	x		Daily	Every	Office Staff
Railings	x		Min. 2x Daily	Every	Office Staff
Microwaves and other appliances	x		Min. 2x Daily	Every	Office Staff

### Enforce PPE use

- Employers should analyze and understand requirements (consistent with guidance and requirements issued by: Federal, state, county / municipal authorities, employers, owners)
- Employers should require face coverings for all employees on the site when indoors (provided by employer), with potential for a more stringent standard (e.g., N-95 masks for high risk exposure workers – be attentive to evolving public health guidance)
- Employers should require that employees use facial coverings before employees approach the facility entrance check point
- Employers should require that facial coverings be worn by all employees who cannot consistently maintain 6 ft of separation from other employees (provided by employer), as appropriate and dictated by activity

### Distribute PPE

- Employers should consider establishing a mask pick-up location on site for those who need replacement (provide reason)
- Employers should record and track who has received their masks (e.g., weekly allotment for employees)



## 6 PPE

### Ensure stocking

- Employers should confirm stock of facial coverings, face shields, gloves, and glasses on site and on order with lead time
- Employers should confirm that the operation has an adequate supply of additional health supplies (e.g., soap, disinfectant, hand sanitizer, paper towels and tissues)
- Employers should target no more than 30-day stock of critical supplies exists (e.g., sanitizer, masks) on site or on order with sufficient lead time, and avoid stockpiling

### Provide guidance on PPE

- Employers should communicate guidance on PPE use while on the worksite, which may vary by employee
- Employers should train employees on the use of PPE (including storage, doffing and re-donning facial covering), in addition to the protective triad of personal hygiene, social distancing and frequent disinfection
- Employers should permit voluntary individual use of masks in excess of guidelines
- In case of any conflict between any of foregoing guidance, the strictest measure should apply



Illustrative



**6** PPE



## Define protocols for symptomatic employees

- Employers should ensure that employees with symptoms (based on self assessment, screening etc.) are sent home
- Employers should instruct that sick employees stay home in accordance with most recent Executive Orders
- Employers should ensure protocols are visible in the facility (e.g., post signage to stay at home if specified symptoms occur)
- Employers should ensure isolation protocol and areas established to isolate symptomatic employees prior to sending to medical care or home to self-quarantine
- Employers should identify and train Isolation Coordinator(s) for on-site assistance
- Employers may also provide guidance where appropriate and support for employees (e.g. virtual training, etc.)
- Employers should check in periodically with employee on symptoms and work ability
- Employer should report confirmed cases and outbreaks to state and local public health authorities, including any relevant information on circumstances of transmission and contacts of the infected worker



## 7 Case monitoring

## Provide guidance to exposed employees

- Employers should follow CDC response guidelines for exposure cases
- Employers should inform team members and relevant managers of their potential exposure when employee is sent home
- Employers should enact policies to encourage workers to stay home / leave worksite (e.g., temp paid sick leave) when feeling sick, or after close contact with a confirmed positive case
- Employers should trace close contacts of the infected worker within the workplace, for 3-7 days prior to onset of symptoms (based on where employee was and whether PPE was worn). See details on how to qualify “contact” on following page
- Communicate procedures with employees

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## Mark off and clean spaces identified in workplace tracing

- Employer should clean appropriate areas based on tracing procedures and CDC recommendations whenever a person has been sent home for symptoms
- Employer should perform a site area deep cleaning/disinfection (e.g., misting) as well as physical disinfection of common tools and surfaces whenever a COVID-19 person has been confirmed at the site
- If feasible, employer should consider leveraging a third-party cleaning service



## 7 Case monitoring

## Define protocol for symptomatic employees

## Mark off and clean spaces identified in tracing



## 7 Case monitoring

### Appendix B – Potential or Confirmed Case Action Plan

Version 7, April 2, 2020

#### ONSITE INCIDENT ACTION PLAN:

This portion of the plan defines the proper procedure for dealing with potential or confirmed cases of COVID-19 on the jobsite. Decisions regarding the possible personal and location/material exposure can be made using the [CDC's Guidance of Public Health Management and Decision Making and Environmental Cleaning Guidance](#).

#### 1) Isolation of a person presently on site is symptomatic:

- Move potentially infectious people to an isolation area.
  - Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
  - A temporary toilet facility (i.e., port-a-john) is NOT considered an isolation room.
- Provide a facemask and gloves, if feasible and available, and instruct the person to wear it.
  - A facemask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Restrict the number of personnel entering isolation area.
- Personnel who interacted with the ill person(s) must wash their hands.
- Direct the ill employee to leave work and go home or to the health center as advised by the local authority.
  - Public transportation must not be used.

**If there is a case of COVID-19 on the jobsite, it is essential to Stay Calm and follow the steps outlined below**

**\*\*Situation Assessment (2) and Notification Guidelines (3) should be done concurrently \*\***

#### 2) Situation Assessment: If a COVID-19 case is confirmed or deemed a Person Under Investigation (PUI) by a medical professional within the past 14 days for someone NOT currently on site.

- Verify Date, Time, and Location of Incident
  - a. Is the positive case of COVID-19 confirmed to belong to someone from THIS site?
- Assess risk of Person(s) and Area(s) possibly exposed to COVID-19
  - a. What company did the person work for?
  - b. What day and time was the employee last on site?
  - c. How many employees does that contractor have on site?
  - d. Who else was working with the positive employee?
  - e. Where on the jobsite was the work being performed?
  - f. What materials/equipment were being used by the employee?

- Stop Work and Evacuate the office/space occupied by the person(s) who was confirmed positive with COVID-19.
    - The size of the area to be evacuated will depend on the circumstances and judgement of the incident commander in coordination with the VP of HSE and Project Executive.
    - Common areas, including meeting rooms, shared equipment (e.g. copiers/printers), restrooms, kitchenette, should be evaluated.
    - Maintain social distancing during evacuation procedure.
  - Restrict access to the identified affected areas.
    - Smaller areas or rooms: cordon off for cleaning and disinfecting. See cleaning guidelines below.
    - Larger areas: cordon off/isolate the areas the person occupied and any high-touch surfaces the person may have come into contact with (and anything within 6 feet of those item)
    - Increase ventilation in larger areas by opening windows/doors and improving airflow if possible. If there is little to no airflow, treat it as a smaller area or room, as described above.
- g. Does the subcontractor have an office space and/or break area?
  - h. How many other subcontractors performed work in the area occupied by the positive employee?
    - Discuss proper next steps with the safety representative and Incident Commander using the CDC flowchart (attached).

## Enforce appropriate shutdown / cleaning protocols

- Employers should establish site specific response plan for confirmed cases (e.g., investigate, formulate response and cleaning procedures); if a worker goes home from the site with symptoms disinfect the area, supplies, and tools that person worked with immediately.
- Employers should shut down appropriate locations on the site down for deep cleaning (enforce appropriate amount of shutdown time) if there was a confirmed positive case

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## Communicate exposure to employees

- Employers should conduct workplace contact tracing investigation for confirmed cases and notify those contacted or suspected of being in contact (e.g., notify contractual upstream entity: if subcontractor, notify Contractor; if Contractor, notify Owner)
- Employers should ensure appropriate documentation of positive cases for necessary parties (labor union, health services, health insurance), and record confirmed cases
- Employers should ensure employees who were potentially exposed to a positive case on site to monitor symptoms closely and stay home if there was a high risk of exposure or symptoms occur (while maintaining employee privacy)



## 8 Facility closure