**COVID-19 PREPAREDNESS PROGRAM**

Our Pandemic Safety Officer will be (enter name).

The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of this program for the protection of employees, suppliers, and other personnel at the site. They will be responsible for ensuring that all requirements in this plan are followed, all PPE required on site is stocked and available, and all cleaning products are available onsite.

**PROJECT OCCUPANCY ENCLOSED STRUCTURES AND OCCUPIED BUILDING**

**Commercial Projects**

**Enclosed Square Footage of This Project =**

**Number of Workers Allowed Inside =**

Occupancy Requirements - Enclosed projects or portions of enclosed projects, may not permit:

* more than four (4) persons on job sites of 2,000 square feet or less, and
* One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet.

These numbers are inclusive of employees of both prime and sub-contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time. There is no limit on exterior portions of projects provided that social distancing is practiced.

**Residential Projects**

All residential construction projects may not permit:

* **more than four (4) persons on the job site at any time**

These numbers are inclusive of employees of both prime and sub-contractors but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity.

**EMPLOYEE HEALTH PROTECTION – ZERO TOLERANCE**

ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!

If any employee is exhibiting any of the symptoms below, they are to report this to the supervisor immediately and head home from the job site or stay home if already there.

If anyone notices a co-worker showing signs or complaining about such symptoms, the co-worker should be directed to their supervisor and asked to leave the project site immediately.

**COVID-19 TYPICAL SYMPTOMS**

These symptoms may appear 2-14 days after exposure to the virus:

* Fever
* Cough
* Shortness of breath or difficulty breathing
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* New loss of taste or smell

**SITE TRANSPORTATION**

All employees are encouraged to drive separately to and from the site. However, if they must carpool, masks must be worn during the entire trip to and from the project.

**SELF-CERTIFICATION PRIOR TO WORK**

Jobsite screening based on CDC guidance will be used to determine if employees should work. Any employees with any symptoms of COVID-19 will be prohibited from working.

Prior to leaving for work, each employee is required to:

1. Complete the COVID-19 Daily Self-Assessment questionnaire.
2. Check their own temperature.

If they have a temperature of 100.4°F or above or if they answer yes to any of the questions on the self-assessment form, they will be instructed to STAY AT HOME and contact their supervisor.

Prior to starting a shift, each employee will self-certify to their supervisor that they:

* Have no signs or symptoms of COVID-19 or a measured temperature above 100.4 degrees or greater, within the past 24 hours.
* Have not had "close contact" with an individual diagnosed with COVID-19.
* “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
* Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until either cleared by a medical professional or have followed the PA Department of Health Guidance on Home Isolation or Quarantine and Retuning to Work After COVID-19 Exposure.

**PERIODIC SELF-CERTIFY DURING SHIFT**

Periodic check-ins will be performed mid-shift to ensure that anyone has not developed symptoms while on the project site.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the project site, seek medical attention and applicable testing by their health care provider. They are not to return to the project site until cleared by a medical professional.

The areas and tools in which they were in contact with will be sanitized. All workers that they may have had contact with will be notified and interviewed.

**PRE-ENTRY TEMPERATURE SCREENING (IF REQUIRED)**

Some projects may have mandatory temperature screening and self-assessment protocol for all employees and visitors prior to entering the site.

Upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19, daily temperature screening of all employees will be required before work begins.

Any employee or having an elevated temperature of 100.4 F or higher will be sent home.

**VISITORS AND DELIVERIES**

Visitors and essential truck deliveries will be handled as follows:

* Visitors and deliveries should be scheduled in advance.
* Drivers need to remain in their vehicles until cleared by the Pandemic Safety Officer.
* Each driver needs to be asked to answer the COVID-19 screening questions before exiting his/her truck. Any driver that has a temperature of 100.4°F or higher or answers “YES” to any one of the COVID-19 screening questions will not be allowed to enter the site.
* If a driver successfully completes the screening protocol (COVID-19 screening questions), he/she can proceed to the job to be signed in.

**SANITATION AND HYGIENE**

**HAND WASHING**

Hand wash stations will be set up and used as per government guidelines. Hand sanitizer will be available when washing (soap and water) is not accessible. Hand wash stations will be provided at appropriate locations on the site such as:

* building entrances,
* break areas
* job site egress areas
* near the temporary toilets

**Hand Washing Facilities are located:**

* Disposable towels will be available at hand washing stations.
* All restroom facilities/porta-potties will be cleaned, and handwashing stations will be checked to ensure that enough soap, hand sanitizer and paper towels are provided.
* All onsite workers must help to maintain and keep stations clean.
* If a worker notices soap or towels are running low or out, they should immediately notify supervisors.
* Garbage cans (open top or self-closing lids) will be placed next to the hand wash station for disposal of tissues/towels.
* Proper handwashing will be encouraged. Hands will be washed often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
* Laminated COVID-19 safety guidelines and handwashing instructions will be posted.
* Disposable towels will be available at hand washing stations.
* All restroom facilities/porta-potties will be cleaned, and handwashing stations will be checked to ensure that enough soap, hand sanitizer and paper towels are provided.
* All onsite workers must help to maintain and keep stations clean.
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* Laminated COVID-19 safety guidelines and handwashing instructions will be posted.

**JOB AND FACILITY CLEANING**

Cleaning or sanitizing protocols will be implemented at all construction sites and projects. Areas that are at high risk for transmission will be identify and regularly cleaned and disinfected periodically.

**Cleaning and disinfecting supplies are located:**

* All frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs will be routinely cleaned and disinfected.
* All common areas and meeting areas will be regularly cleaned and disinfected at least once a day but preferably twice a day.
* Limit tool and equipment sharing and sanitize tools or equipment if they must be shared.
  + Where possible, assign a single individual to operate specific tools or equipment.
  + Employees are discouraged from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
  + If necessary, clean and disinfect them before and after each use.
  + When entering a machine or vehicle, all employees will wipe down the interior and door handles with disinfectant prior to entry.
* Based on the surface, specific cleaning procedures should be developed to prevent damage (for instance, electronics and other easily damaged surfaces)
  + If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection if the surface permits
  + EPA-registered household disinfectants will be used. A list of products that are EPA-approved for use against the virus can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
* Disposable wipes will be provided near commonly used surfaces (for example, doorknobs, offices, work tools and equipment) so they can be wiped down by employees before and after each use.
* Where possible and safe, doors, lids, etc. should be propped open to avoid repeated contact.

**SOCIAL DISTANCING**

A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.

Ensure all gatherings are limited to no more than 10 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.

**Breaks and lunches will be staggered.**

* Workers are encouraged to eat alone and bring own lunch.
* Tables (if available) will be arranged to eliminate face-to-face contact. Lunch boxes, hardhats etc. will not be placed on tables.
* Water will be provided in individual bottles only.
* Smoking or chewing tobacco is limited to designated areas. A distance of at least 6 feet must be maintained between people. One person at a time is preferred.

**Once working**

* + Workers will keep maintain as safe of a distance as possible from one another.
  + Work will be planned so trades will not be working in proximity. Methods may include staggered or separate shifts.
  + No shared ink/pens or sign in sheets at job meetings. Supervisor will sign each crew members name after obtaining consent.
  + No handshaking will be permitted.
  + All individual work crew meetings/toolbox talks will be held outside and follow social distancing guidelines.
  + Deliveries of all supplies will be scheduled in advance. Should anyone need to pick up an order, follow all sanitation and hygiene protocols and social distancing.
* Doors, job box lids, etc. shall remain open as feasible to avoid repetitive contact. If not, Disinfectant wipes will be located next to these items and be used after each use.
* Common area doors shall remain open to avoid repetitive contact.

**PERSONAL PROTECTIVE EQUIPMENT**

All other job safety personal protective equipment requirements are still in effect. In addition:

* All workers must wear a standard dust mask or face covering at the worksite.
* If a greater degree of respiratory protection is required, this will supersede the use of the dust mask or face covering during that task.

**Personal Protective Equipment Handling**

* Never share personal protective equipment with co-workers
* Store personal protective equipment in your own workspace
* Wash hands after removing personal protective equipment

PPE will be located:

**Respirators**

The CDC is recommending that cloth face covers be worn when leaving your house in areas of significant community-based transmission and are designed so that you don’t potentially spread COVID-19 to others. The cloth face covers are not surgical masks or N95 respirators Fit testing will not be required for cloth-based face covers, N95, or other respirators if they are used to prevent you spreading COVID-19 to others.

**Fit testing will be required when**:

* Performing work tasks that require respirators

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| --- | --- |
| **Respirator Type** | **Fit Test Required?** |
| **A person wearing glasses  Description automatically generatedCloth Cover** | Fit Testing is not required |
| **N95 Respirator** | Required when:   * In contact with a person who has been diagnosed or is presumed to have COVID-19 * Performing work tasks that require a respirator   Not required when:   * Used as a means to prevent you from spreading the virus, fit testing is not required |
| 3M Half Facepiece Reusable Respirator Assembly 6191/07001(AAD ...**Half Face Respirator** | Required when:   * In contact with a person who has been diagnosed or is presumed to have COVID-19 * Performing work tasks that require a respirator * Ensure the proper cartridge is used. Select the pink filters (particulates).   Not required when:   * Used as a means to prevent you from spreading the virus, fit testing is not required |
| 3M PAPR System Kit, Universal, Belt-Mounted, Cartridges Included ...**Powered Air Purifying Respirator** | Fit Testing is not required |

**SITE INSPECTION**

The site will be inspected daily for the following:

* Areas are being cleaned and disinfected.
* PPE is readily available for employee use.
* Wash stations are cleaned and functional.
* COVID-19 guidelines are posted in an area easily accessible by all employees.
* Employees are following social distancing guidelines of maintaining at least 6 feet away from each other.

**DECONTAMINATING POST-SHIFT**

In order to prevent against unknowingly exposing family or friends to COVID-19 after working precautions must be taken to stop the spread of the virus. The following must be followed:

* Ensure used PPE is disposed of properly.
* Workers must wash hands thoroughly after removing PPE and prior to leaving job site.
* Worker should change work clothes and boots prior to arriving at home.

**TRAINING**

* Training shall be provided to supervisors, employees, and other key personnel to recognize signs and symptoms of COVID-19, as specified by the CDC.
* Toolbox talks will be completed periodically to remind workers of COVID-19 controls and updates for the jobsite

**COVID-19 Items Needed for the Jobsite**

|  |  |
| --- | --- |
| **Forms and Documents** | **Do We Have?** |
| * Site Specific COVID-19 Preparedness Plan |  |
| * COVID-19 Self-Assessment Form |  |
| * COVID-19 Daily Checklist |  |
| * COVID-19 Activity Hazard Analysis |  |
| * Employee Training and Toolbox Talks |  |
| * COVID-19 Resources Posted |  |
| **Items** |  |
| * Face Masks *(either a reusable cloth mask or disposable dust mask)* |  |
| * Disinfectant Wipes |  |
| * Disinfectant Cleaner |  |
| * Hand Sanitizer *(must be at least 60% alcohol)* |  |
| * Wash Station or Slop Sink *(including hand soap and paper towels)* |  |
| * IR Thermometer * *If a worker in your organization tests positive for COVID-19 you must take the temperature of every worker as they show up to the jobsite.* * *Many contractors are requiring this test even without a positive COVID-19 employee.* |  |
| * Trash Bags and Bins *(either no lids or foot activated lid)* |  |