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| **Activity/Work Task:** | COVID-19 JOB SITE PRACTICES |
| **Project Location:** |  |
| **Date Prepared:** |  | **Risk Assessment Code (RAC) Matrix** |
| **Safety Managers Signature:** |  |  | Probability |
| **Superintendent Signature:** |  | **Severity** | Frequent | Likely | Occasional | Seldom | Unlikely |
| **Subcontractor Foreman Name:** |  | Catastrophic | E | E | H | H | M |
| **Subcontractor Signature:** |  | Critical | E | H | H | M | L |
| Notes: (Field Notes, Review Comments, etc.) | Marginal | H | M | M | L | L |
| Negligible | M | L | L | L | L |
| **Step 1:** Review each Hazard with identified safety “controls. Determine RAC (see above) | **RAC CHART** |
| Probability: Likelihood the activity will cause a mishap (near miss, incident). Identify as Frequent, Likely, Occasional, Seldom, or Unlikely. | E = Extremely High Risk |
| Severity: The outcome if a mishap occurred. Identify as Catastrophic, Critical, Marginal, or Negligible. | H = High Risk |
| **Step 2:** Identify the RAC (probability vs. severity) as E, H, M, or L for each “Hazard” on JHA.  | M = Moderate Risk |
| L = Low Risk |

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| **Jobs Steps (Work Sequences)** | **Specific Anticipated Hazards** | **Controls** | **RAC** |
| Management Responsibilities | Lack of planning contributing to increased risk of infection | * Management shall continually check the CDC’s Interim Guidance for Business and Employers for updated recommendations and make adjustments to the JHA, as appropriate.
* Management shall designate a representative to monitor for signs of illness in the workplace, and if someone is showing signs, management shall ask them to leave.
* Management shall designate a representative to take employees’ temperature with a digital forehead thermometer that is disinfected appropriately between applications. This should be done PRIOR TO any individuals entering the job site or office. Individuals temperatures should also be taken when leaving or at the end of their shift. Management shall keep records of the fact temperatures were taken and appeared normal. Note that some people with COVID-19 may not have a fever, so this should not be the only means of detection.
* Management shall separate sick employees immediately. CDC recommends that employees who appear to have acute respiratory illness symptoms (cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Individuals that have been asked to leave should not be allowed to enter any occupied area at any time prior to leaving.
* Management shall provide disposable hand towels and no-touch trash receptacles.
* Limit the exchange/sharing of paper documents by encouraging use of electronic communication whenever possible.
* Do not allow sharing of tools or any multi-user devices and accessories such as iPads, laptops, hand-held radios, computer stations, etc.
* Provide soap, water, and hand sanitizer with alcohol content between 65% and 90% in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizers in multiple locations on the jobsite, in the office, in or around portable toilets, or in conference rooms to encourage hand hygiene.
* Provide disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
* Communicated key CDC recommendations (and post signage) to your staff and tradespeople.
	+ How to Protect Yourself
	+ If you are Sick
	+ COVID-19 FAQs
	+ Posters encourage staying home when sick, couch, and sneeze etiquette, and hand hygiene.
* Management shall communicate the company’s Human Resources practices for managing sick time related to COVID-19
 | **L** |
| Managing Sick Employees | Sick Employees Infecting Others | * Management shall actively encourage sick employees to stay home.
* Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever (100.4 F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
* Separate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
* If an employee is well but has a family member at home with COVID-19, they should notify their supervisor. Refer to CDC guidance for how to conduct a risk assessment.
* If an employee is confirmed to have COVID-19, inform fellow employees of possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Ask the affected employee to identify those other employees whom he/she came into contact with before the employee departs. Employees who worked in close proximity (3 to 6 ft) to a coworker with confirmed COVID-19 should also be sent home and referred to CDC guidance for how to conduct a risk assessment.
* Communicate you company’s Human Resources practices for managing sick time related to COVID-19
 | **L** |
| Prior to Coming to Work | Unknowingly Being InfectedInfecting Others on the Job | * It is critical that individuals NOT report to work while they are experiencing illness symptoms, such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue.
* Individuals should seek medical attention if they develop these symptoms.
* Supervisors should ask the following questions to all individuals prior to entering the jobsite or building. If “yes” to any, the individual should be asked to leave the jobsite or building immediately.
	1. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
	2. Have you, or anyone in your family travelled outside of the United States within the last two weeks?
	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, runny/stuffy nose, body aches, chills, or fatigue?
* Anyone asked to leave should not return to work until 24-hours after they are free from a fever or signs of a fever without the use of fever-reducing medications.
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| Restricting Job Site Visitors | Possible Exposure by Unvetted Visitor | * Restrict the number of visitors to the job site, including the trailer or office.
* All visitors should be screened in advane. If the visitor can anser “yes” to any of the following questions, the visitor will not be permitted to access the facility. The questions are:
	1. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
	2. Have you, or anyone in your family travelled outside of the United States within the last two weeks?
	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, runny/stuffy nose, body aches, chills, or fatigue?
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| When Entering Occupied Buildings | Exposing Others or Being Exposed to COVID-19 | Many contractors and service technicians perform construction and maintenance activities within occupied office buildings and businesses. Although these may not be large job sites, these work locations present their own unique hazards with regards to COVID-19 exposures. Plumbers, electricians, and heating, ventilation, and air conditioning (HVAC) technicians are examples of these types of workers. All such workers should evaluate the specific hazards when determining best practices related to COVID -19.* Require the customer to clean and sanitize the work area prior to the workers arrival onsite.
* Technicians should sanitize the work areas themselves upon arrival, throughout the workday, and immediately before departure. Refer to CDC guideline: Clean & Disinfect.
* Require customers to keep household pets away from work area.
* Ask occupants keep a personal distance of 10 feet at minimum
* Do not accept payments on site (no cash or check exchanged). Require electronic payments over the phone or online.
* Workers should wash hands immediately before starting and after completing the work. Refer to CDC guideline: When and How to Wash Your Hands.
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| Additional PPE Recommendations for COVID-19 | Lack of Protection from COVID-19 Exposure | * Gloves should be worn at all times while on site. If gloves are not typically required for a task, then any type of glove is acceptable, including latex gloves.
* Remember: The type of glove worn should be appropriate to the task. Eye protection should be worn at all times while on site.
* The CDC is currently not recommending that healthy people wear face masks. On March 17, 2020 the government asked all construction companies to donate N95 face masks to local hospitals and forego future orders for the time being. Contractors should continue to provide and direct employees to wear face masks if required by work.
* Do not share personal protective equipment (PPE)
* Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
* Ensure used PPE is disposed of properly
* Sanitize reusable PPE per manufacturers recommendation prior to each use.
 | **L** |
| Social Distancing on the Job Site or in the Office | Transmission of COVID-19 by Close Proximity | * Discourage hand-shaking and other contact greetings
* To limit the number of people on a jobsite, allow non-essential personnel to work from home when possible.
* Keep a minimum of a 6’ distance between individuals at all times.
* Do not host large group meetings. CDC recommends that we avoid gatherings of 10+ people. Conduct meetings online or via conference call.
* Do not stack trades on each other
* Do not share tools. Tools must be disinfected after each employee use.
* If shuttling employees, ensure proper social distancing. Encourage employees to provide their own transportation, when possible.
* Employees should NEVER share PPE.
* Do not use a common water cooler. Provide individual water bottles or instruct employees to bring their own.
* Do not congregate in lunch areas.
* Take breaks and lunch in shifts to reduce the size of the group in the break area at any one time to less than 10 people.
* No communal food shall be permitted on the job site until further notice (donuts, pizza, buffets, etc.)
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| Proper Hand Washing | COVID-19 Spreads by Improperly Washed/Unwashed HandsTouching Face with Contaminated Hands | * All job sites should have hand washing stations readily available to all workers on the project and should be well stocked and maintained.
* Hand washing stations should be cleaned and sanitized every hour.
* All workers should wash hands frequently should wash hands frequently and thoroughly using soap and water for at least 20 seconds, especially before and after eating, smoking, or drinking, and after blowing your nose, coughing, or sneezing.
* Do not touch your face, eyes, mouth nose, or ears.
* Refer to CDC handwashing guidelines.
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| Routine Environmental Cleaning of Jobsite/Office | Virus Transmitted on Contaminated Surfaces | * Routine cleaning shall be performed on all frequently touched surfaces on the jobsite. This includes, however is not limited to, workstations, countertops, handles, doorknobs, gang boxes, shared tools and equipment.
* The use of appropriate cleaning agents and directions shall be utilized to perform all cleaning. Ensure all exposed workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA Hazard Communication Standard. Employers must comply with OSHA Bloodborne Pathogen standards, including the proper disposal of regulated waste and PPE.
* Any trash from offices or job sites should be changed frequently by someone wearing gloves. After changing the trash, the employee should throw the gloves away and wash their hands.
* Portable bathrooms shall be serviced at a minimum of three times a week where we are responsible for the portable bathrooms.
* All common break areas, lunch and break rooms will be cleaned multiple times throughout the workday.
* Employees performing cleaning will be issued proper PPE, such as nitrile gloves and eye or face protection as needed.
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| Decontaminating Post-Shift | Unknowingly Exposing Family or Friends to COVID-19 after Working | * Workers must utilize the provided shoe sanitation tubs (non-bleach sanitizer solution) prior to entering/leaving job site.
* Ensure used PPE is disposed of properly.
* Workers must wash hands thoroughly after removing PPE and prior to leaving job site.
* Worker must change work clothes prior to arriving at home.
* Workers must wash clothes in hot water with laundry sanitizer.
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| **Equipment to be Used** | **Training Requirements & Competent or Qualified Personnel Names** | **Inspection Requirements** |
| Soap and Water (Any Kind/Brand) | Scrub surface diligently for at least 30 seconds. Interferes with fats in virus shell. | * Rinse off with water
* Properly discard of towels
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| Bleach (Active ingredient – sodium hypochlorite) | 1. Wipe over services.
2. Leave on surfaces for 10-15 minutes
3. Wipe with clean cloth
 | * Use as directed on bottles
* Properly discard of towels
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| Isopropyl Alcohol/Rubbing Alcohol (at least 70% denatured alcohol) | 1. Clean surfaces with soap and water.
2. Dry
3. Wipe alcohol on (do not dilute)
4. Let evaporate
 | * Use and store per manufacturers recommendations
* Flammable. Use in well ventilated areas.
* Poisonous. For topical use only. Do not ingest
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| Hydrogen Peroxide (3-6%) | 1. Wipe surfaces with towel or pour on
2. Do not wipe off
3. Let evaporate
 | * Oxidizers. Do not ingest.
* Use per manufacturer’s recommendations
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| Sanitizing Foot Mat Bath | 1. Install in front of job site entrance door
2. Place foot mat on dry floor mat for safety
3. Fill foot mat bath with disinfectant solution
 | * May use disinfectant solution, bleach, or hydrogen peroxide.
* Use chemicals per manufacturers recommendations.
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Competent Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_