

Company Name/Logo

Job Site COVID-19 Safety Policy/Procedures

Job Site Name:	Superintendent:
Emergency Staging Area:	Phone number:

Responsibilities of Managers and Supervisors: All managers and supervisors must be familiar with this Policy and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Policy at all times. This involves practicing good personal hygiene and worksite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Responsibilities of Employees: (Company Name) is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our worksites, everyone must play their part. As set forth below, (Company Name) has instituted various housekeeping, social distancing, and other best practices at all of our worksites. All employees, contractors and subcontractors must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Policy or COVID19, please ask your manager or supervisor. If they cannot answer the question, please contact (His/Her Name & Phone number) our designated safety officer.

Follow OSHA and CDC Guidance: For all workers.

- Upon reporting to work and frequently throughout the day, wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Guard your mouth and nose with a tissue when you sneeze or cough, if you must use your elbow or shoulder.
- Practice social distancing. Maintain a distance of at least 6 feet from others where possible. Avoid physical contact, like handshakes, hugs, etc. Limit/avoid areas where people congregate.

Disinfect and clean your office or site trailer regularly: Have disinfectant wipes or spray readily available. Pay special attention to the following areas: light switches, door knobs and handles, conference tables, desks, chairs, and furniture, Restrooms including dispensers, flush handles, door locks, faucets and handles. Kitchen and break areas including utensils and wipe down and sanitize countertops & tables and chairs. Regularly wipe down copiers, computers and other office equipment. Don't share scales (measuring devices), paper plans, tape measures, pens, pencils or PPE

Safely work onsite:

- Conduct onsite orientations for everyone. All attendees shall maintain social distancing guidelines and have proper PPE during the orientation.
- If you are in project management or in a support role talk with your supervisor to determine the most appropriate way to sustain operations. Limit job site visits and use electronic communications when possible.
- Limit nonessential visitors by appointment only, provide them with PPE and an escort while onsite.
- To the extent tools or equipment must be shared, provide and instruct workers to use alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions..
- When a quarantine room is not available designate an emergency staging area and communicate that location to all employees, contractors, subcontractors, visitors and officials.
- Ask trade contractors to supply the superintendent onsite a document to include employees name, age, emergency contact and special medical conditions in the event of an emergency.

Relevant Questions:

When and where will job site orientations be conducted?

On an as needed basis whenever a new contractor or subcontractor is introduced to the job site.

How will you will handle COVID-19 awareness communications?

During orientation each contractor, subcontractor and all employees working on site will be asked to read a toolbox talk like the one attached and asked to sign it acknowledging it as part of their orientation. They will also be given a copy of OSHA's Publication 4000 & 4001-04-2020 titled "COVID-19 Guidance for the Construction Workforce" (copies attached in English and Spanish) and a copy of this document. Also as part of orientation they will be shown the location(s) of poster(s) place around and throughout the site. The posters include OSHA and CDC recommendations on how to deal with COVID-19. Including but not limited to how to recognize symptoms, prevent infections and what to do if someone is diagnosed with the disease. All orientations and when possible meetings, should be held in groups of 10 or less an outside environment utilizing social distancing and or utilizing electronic methods like conference calls when possible.

How will your project team handle receiving deliveries?

All material deliveries need to be scheduled in advance so we can have a designated person available to escort the delivery to its proper onsite location. Smaller deliveries like mail, UPS and FedEx will utilize curbside pickup technique to avoid human contact.

How will you limit site and jobsite trailer access?

Visitors will not be allowed on site unless they are scheduled and escorted or required as a matter of law.

How will you ensure that proper sanitation necessities are provided including plumbed sinks, hand wash stations and/or hand sanitizer?

Hand washing stations will be installed where and when possible. Portable toilet facilities will be equipped with hand sanitizer and be serviced weekly.

The sharing of PPE is NOT permitted what is your plan to communicate this with workers and supervisors?

This will be covered as part of orientation. All trades people on site need to provide their own PPE. PPE sharing is not permitted. Anyone showing up without the proper PPE will not be permitted to enter the jobsite. Anyone caught not using the proper PPE onsite will be asked to leave as well.

Distractions in the workplace create an increased risk for incidents and injuries how are you engaging employees and supervision to minimize distractions?

Trades are only authorized to work in assigned areas. For instance, the flooring contractor works in two units while the painting contractor works in two different units.

Can you stagger breaks and lunches to prevent gatherings?

Yes, to the extent possible lunches and break times will be staggered between employees, contractors and subcontractors. During orientation it will be suggested that people spread out during breaks and lunches or perhaps eat in their vehicles. If eating onsite each trade will be told to take breaks/lunches in different areas and practice safe social distancing of at least 6 feet.

Who will be the designated employee to retrieve first aid supplies?

The jobsite Superintendent.

What will be the frequency of chemical toilet cleanings and maintenance of hand wash areas/stations?

They will be serviced weekly.

In the event of an injury, how will the worker be transported to the nearest preferred medical provider?

It will depend on the severity and whether or not, the injured can be moved. If the injured person can be moved he will be taken to the emergency staging area and the superintendent will transport him. If he or she cannot be moved or by first responders will be called.

Additional guidance and reminders:

- Refillable community water coolers with paper cups are not permitted. Utilize water bottles instead.
- No outside food is to be brought onsite. (doughnuts from vendors, etc.).
- Limit ride-sharing for lunch and supply runs.
- The guidance we shared during this rapidly evolving situation is available on the internet at <https://coronavirus.health.ny.gov/>
- You can reach out to **(Company Name or Designated Person)** with any questions or concerns related to COVID-19.
- If you require guidance in developing this plan, please reach out to your local Safety Representative.

We acknowledge that this is a difficult issue because our field teams are mission critical, and they cannot work from home. We are in the business of building buildings, and we cannot do that remotely. Unless otherwise directed by a governmental agency or client, our jobsites will remain open and active as long as safely possible. Our office operations must be able to support the needs in the field.

This Policy is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. **(Company Name)** may also amend this Policy, from time to time, based on operational needs or special job site conditions.



BEST SAFETY ADVISOR

Coronavirus Control and Prevention in the Workplace

OSHA has developed *Guidance on Preparing Workplaces for COVID-19* to help prevent worker exposure to SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). "Protecting the health and safety of America's workforce is a key component of this Administration's comprehensive approach to combating the coronavirus," said Principal Deputy Assistant Secretary for Occupational Safety and Health Loren Sweatt. "This guidance outlines practical ways that employers and workers can address potential health risks from the Coronavirus in their workplaces."

Measures for protecting workers from exposure to, and infection with SARS-CoV-2, depend on the type of work being performed and exposure risk, including potential for interaction with people with suspected or confirmed COVID-19 and contamination of the work environment. Employers should adapt infection control strategies based on a thorough hazard assessment using appropriate combinations of engineering and administrative controls, safe work practices, and personal protective equipment based on the risk level of exposure. Some OSHA standards that apply to preventing occupation exposure to SARS-CoV-2 also require employers to train workers on elements of infection prevention, including PPE.

Steps for Employers to Reduce Workers' Risk of Exposure to SARS-CoV-2

- Develop an infectious disease preparedness and response plan
- Implement basic infection prevention measures
- Develop policies and procedures for prompt identification and isolation of employees who have signs and/or symptoms of COVID-19.
- Develop, implement, and communicate about workplace flexibilities and protections.
- Implement workplace controls: engineering controls, administrative controls, and PPE.

To help employers determine appropriate precautions, OSHA has divided job tasks into four risk

exposure levels: very high, high, medium, and lower risk.

Most construction operations would be considered to be lower exposure risk (caution) jobs; those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Protecting Workers with Lower Exposure Risk

For workers who do not have frequent contact with the general public, employers should implement basic infection prevention measures, including:

- Promoting frequent and thorough hand washing, including providing all on your worksites with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand sanitizers containing at least 60% alcohol.
- Actively encourage any workers who are sick to stay home.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Explore whether you can establish policies and practices, such as working from home and staggered shifts to increase the physical distance between employees.
- Discouraging workers from using other workers' phones, plan tables, hand tools, desks, etc.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and tools.
- Replacing face-to-face meetings with virtual communications
- Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors.

For More Information:

- www.osha.gov
- www.cdc.gov
- www.cdc.gov/niosh



BEST Monthly Toolbox Talk

Importance of Washing Your Hands

With the latest headlines on the coronavirus spreading throughout the world it is probably worth spending some time on protecting you from infection, not just injury, for both can have debilitating consequences. The single most important action we can take to keep from getting sick and spreading illness to others is to wash our hands.

When we do not wash our hands properly, we spread germs to other people, or give them to ourselves by touching our eyes, mouths, and noses. We can also pick up germs from objects and surfaces, such as door handles, hand tools, and stair railings touched by other people who are not properly washing their hands. Think about all the things you touch each day and how many people may have touched them before you.

When should you wash your hands?

The more often you wash your hands the better, particularly after any potential contamination, such as:

- Before, during, and after handling or preparing food
- Before and after eating or drinking
- Before and after smoking, vaping, or chewing
- Before and after treating a cut or wound
- After using the bathroom
- After blowing your nose, coughing, or sneezing
- After handling any type of waste materials
- After removing gloves or protective equipment

How long should it take to effectively wash your hands?

Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

What is the proper hand-washing technique?

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, your fingertips, between your fingers, and under your nails for at least 20 seconds.
3. Rinse your hands well under clean, running water. Do not use a basin of water to rinse your hands.
4. Dry your hands using a clean towel or air dry them.

What other actions can you take to prevent the spread of germs on your work site?

1. If water is not immediately accessible, keep hands clean using an alcohol-based sanitizer.
2. Keep cuts and scrapes clean and covered with a bandage until fully healed.
3. Avoid contact with other people's wounds or bandages.
4. Avoid sharing personal items, such as towels, hand tools, cleaning rags, etc.
5. Avoid touching your face

Safety Reminder

- **Wash your hands frequently**
- **Use 6' physical distancing practices**

Employee Recommendations:

HOW THIS TOPIC APPLIES TO THIS JOB:

ATTENDEES: Print Name / Signature (use back if necessary)

DATE: _____

SUPERVISOR SIGNATURE:

JOBSITE / PROJECT:



COVID-19 Guidance for the Construction Workforce

OSHA is committed to protecting the health and safety of America's workers and workplaces during these unprecedented times. The agency will be issuing a series of industry-specific alerts designed to keep workers safe.

When working in the construction industry, the following tips can help reduce the risk of exposure to the coronavirus:

- Encourage workers to stay home if they are sick.
- Allow workers to wear masks over their nose and mouth to prevent them from spreading the virus.
- Continue to use other normal control measures, including personal protective equipment (PPE), necessary to protect workers from other job hazards associated with construction activities.
- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet, where possible. Where work trailers are used, all workers should maintain social distancing while inside the trailers.
- Train workers how to properly put on, use/wear, and take off protective clothing and equipment.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Promote personal hygiene. If workers do not have immediate access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol.
- Use Environmental Protection Agency-approved cleaning chemicals from [List N](#) or that have label claims against the coronavirus.
- To the extent tools or equipment must be shared, provide and instruct workers to use alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.
- Clean and disinfect portable jobsite toilets regularly. Hand sanitizer dispensers should be filled regularly. Frequently-touched items (i.e., door pulls and toilet seats) should be disinfected.
- Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).

*OSHA issues alerts to draw attention to
worker safety and health issues and solutions.*

Guía sobre la Preparación del Personal de la Industria de Construcción para el Virus COVID-19

OSHA se compromete a garantizar la salud y la seguridad de los trabajadores y lugares de trabajo en los Estados Unidos durante esta época sin precedentes. La agencia emitirá una serie de alertas específicas para varias industrias con el fin de mantener seguros a los trabajadores.

Si usted trabaja en la industria de construcción los siguientes consejos de seguridad le pueden ayudar a reducir el riesgo de exposición al coronavirus:

- Alentar que los trabajadores permanezcan en sus hogares si están enfermos.
- Permitir que los trabajadores utilicen mascarillas que cubran la nariz y la boca para prevenir la propagación del virus.
- Seguir tomando otras medidas de control, incluyendo usar equipos de protección personal (EPP), necesarias para proteger a los trabajadores de los otros riesgos asociados con las actividades de construcción.
- Aconsejar a los trabajadores evitar el contacto directo con otras personas y dirigir a los trabajadores/contratistas/visitantes a aumentar el espacio personal para mantener al menos 6 pies de distancia, en cuanto sea posible. Si usa remolques, todo trabajador debe mantener el distanciamiento social adentro del remolque.
- Capacitar a los trabajadores en el uso adecuado de ropa y equipo de protección, por ejemplo, cómo ponérselo, llevarlo puesto y quitárselo de forma segura.
- Alentar buenos hábitos respiratorios, incluyendo cubrirse la boca al toser y estornudar.
- Promover la higiene personal. Si los trabajadores no tienen acceso a jabón y agua para lavarse las manos, proporcione desinfectantes que contengan al menos 60% de alcohol.
- Usar químicos de limpieza de la [Lista N](#) con etiquetas de desinfectantes aprobados la Agencia de Protección Ambiental (EPA, por sus siglas en inglés), o calificados para usarse contra el coronavirus.
- Si las herramientas o equipos tienen que compartirse, proporcione e instruye a los trabajadores usar toallas desinfectantes a base de alcohol para limpiar las herramientas antes y después de usarlas. Al limpiar herramientas y equipos, los trabajadores deben seguir las instrucciones del fabricante para técnicas adecuadas de limpieza y restricciones.
- Mantener las reuniones en personas (incluyendo las charlas informativas y las reuniones sobre la seguridad en el trabajo) lo más cortas posible, limitar el número de trabajadores presentes, y practicar el distanciamiento social.
- Limpiar y desinfectar con frecuencia los inodoros portátiles en el lugar de trabajo. Los dispensadores de desinfectante para manos deben rellenarse siempre. Los artículos que se tocan con frecuencia (por ej. las agarraderas de puertas y los asientos de inodoros) deben ser desinfectados con frecuencia.
- Alentar que los trabajadores denuncien cualquiera preocupación acerca de la seguridad y la salud en el trabajo.

Para más información, visite www.osha.gov/coronavirus o llame al 1-800-321-OSHA (6742).

Los avisos de OSHA se emiten en ocasiones para llamar la atención a asuntos y medidas de seguridad y salud de los trabajadores.

Actual size is 2' x 3'

Covid-19 Guidelines



NYS Covid-19 Hotline

1-888-364-3065

Syracuse Builders Exchange

What you should know about COVID-19 to protect yourself and others

- 1. Know the signs and symptoms of COVID-19
- 2. Stay home if you are sick
- 3. Wear a mask when you are around others
- 4. Wash your hands often with soap and water
- 5. Avoid close contact with people who are sick
- 6. Avoid touching your face
- 7. Clean and disinfect frequently touched objects and surfaces
- 8. Stay home if you are sick
- 9. Avoid close contact with people who are sick
- 10. Avoid touching your face
- 11. Clean and disinfect frequently touched objects and surfaces
- 12. Stay home if you are sick

Symptoms of Coronavirus (COVID-19)

Common symptoms include the following:

- Fever
- Cough
- Shortness of breath

Other symptoms may include:

- Loss of taste or smell
- Sore throat
- Headache
- Muscle aches
- Diarrhea
- Red, swollen, or itchy eyes
- Swollen lymph nodes
- Stomach pain or discomfort
- Itchy skin
- Joint pain
- Chills
- Exhaustion
- Loss of interest in food
- Unexplained weight loss
- Dark, foamy urine
- Dark, sticky stool
- Dark, bloody urine
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COVID-19 Guidance for the Construction Workforce

COVID-19 is a new disease caused by a novel coronavirus. It is spread from person to person through respiratory droplets that are released when an infected person coughs or sneezes. It can also be spread by touching a surface that has been contaminated by the virus and then touching your face.

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10 things you can do to manage your COVID-19 symptoms at home

1. Stay home and isolate yourself from others.
2. Wear a mask when you are around others.
3. Wash your hands often with soap and water.
4. Avoid close contact with people who are sick.
5. Avoid touching your face.
6. Clean and disinfect frequently touched objects and surfaces.
7. Stay home if you are sick.
8. Avoid close contact with people who are sick.
9. Avoid touching your face.
10. Clean and disinfect frequently touched objects and surfaces.

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Stop the Spread of Germs

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EMPLOYEE RIGHTS

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COVID-19 PAID SICK LEAVE

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Share Facts About COVID-19

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COVID-19 Facility Visitor Guidance

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Feeling Sick?

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Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

1. Encourage workers to stay home if they are sick.
2. Encourage respiratory hygiene, including covering coughs and sneezes.
3. Provide a place to wash hands or install hand sanitizer stations.
4. Limit visitors access to only essential workers.
5. Establish flexible work schedules, teleworking, and flexible work hours.
6. Encourage workers to use proper cleaning and disinfection practices.
7. Regularly clean and disinfect surfaces, equipment, and other items in the workplace.
8. Use Environmental Protection Agency (EPA) approved cleaning products with label claims against the coronavirus.
9. Follow the manufacturer's instructions for use of all cleaning and disinfection products.
10. Encourage workers to report any safety and health concerns.