The protocols described in this document are intended to serve as a supplement to ***insert Company Name Here]*** Accident Prevention Program and any related COVID 19 Safety Polices.

This document shall be posted on the jobsite safety board.

As information regarding the Coronavirus (COVID-19) evolves, Leadership will continue to update this document based on health conditions and regional health organization guidelines. Unless otherwise stated, these protocols apply to all employees—salaried, craft and contract.

**COVID-19 Site Supervisor**

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| A site-specific COVID-19 Supervisor shall be designated by the contractor at every job site to monitor the health of employees and enforce the COVID-19 job site safety plan. A designated COVID-19 Supervisor must be present at all times during construction activities. |
| COVID-19 Supervisor Name |
| Supervisor Name here. |

**COVID-19 Safety Training**

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| All workers on active ***insert Company Name Here]*** work sites will participate in a safety talk during their first day on site as part of the new hire orientation, on the first day returning to work as applicable, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings. The talk will include a review the COVID safety protocols being administered on site.Attendance will be communicated verbally, and the trainer (site Supervisor) will sign in each attendee. This safety talk will be documented by the Supervisor and filed with the project records. COVID-19 safety requirements shall be visibly posted on each jobsite.  |
| Site Specific Plans/Requirements |
| Participation in the safety talk will be documented with:* Safety Orientation employee participation acknowledgement
* Weekly safety huddle attendee log

Click or tap here to enter text. |

**Social Distancing**

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| All tasks must be performed in a manner that maintains 6’ of separation. Each work site is to establish social distancing protocols to ensure **six (6) feet working distance between employees**, per CDC and state health authority guidelines. The below serves as a guideline for social distancing practices, which should be adapted and customized to the unique conditions of each work site and in adherence to applicable local jurisdictional requirements and/or government orders.General* Meetings shall be held via teleconferencing, if possible. Necessary site meetings are to be in accordance with our social distancing requirements.
* Signage directing visitors to a specific location shall be posted at each entry. In addition, social distancing signage shall also be posted at all entries and gathering areas.
* Foreman and/or other site designated employee will address social distancing issues in their daily pre-task plans and communicate them each day with their crews.
* Daily task plans will be filed and stored in the normal manner on site.

Job Site Visitors* Each site shall limit non-essential visitors to the jobsite. Site tours, large gatherings, and the like shall be temporarily suspended. Any visitor shall be briefed on proper social distancing procedures applicable to the person.

Safety Meetings* Limit daily morning gathering to site foremen for the day’s outline. Ensure adequate space to allow for required social distancing.
* Consider small crew toolbox meetings to align with start, break and lunch. Keep the meeting quick and to the point. Address information they need from start to break, break to lunch, and lunch to the end of the day.

Choke Points, Corridors and Stairs * Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained.
* Minimize conversations to ensure guidelines for social distancing; move to a unit or preferably outdoors to talk.

Activity Work Task* Utilize a “Site Monitor” to ensure social distancing is strictly enforced.
* Prepare activity pre-task plans, specifically addressing social distancing and personal hygiene.

Staggered breaks, lunch and beginning/end of the day* Ensure that we eliminate larger congregation of individuals.
* Breaks and lunch should be considerate of our CBA agreements, meaning lunches must fall within the required time frame.
* Consider how we manage groups at the beginning / end of the day and crafts time in the break room.

Miscellaneous* Avoid sharing tools, if necessary clean the handles prior to sharing.

For projects deemed essential by Gubernatorial Proclamation 20-25*Essential* projects that cannot be accomplished with six feet working distance between individuals can work within 6 feet. This is ONLY permitted where a task specific hazard assessment/ JHA has been developed and mitigations have been employed.  |
| Site Specific Plans/Requirements |
| *(Examples; to be determined by the project team and input below.)*Click or tap here to enter text. |

**PPE Utilization**

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| In accordance with ***insert Company Name Here]*** safety plan, workers must wear gloves and eye protection while on site at all times. Additional PPE may be required depending on tasks. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Masks, in accordance with Washington Department of Health guidelines (https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf), or as required by Washington Department of Labor and Industries (L&I) safety rules, **must be worn at all times by every employee on the worksite.** Cloth face coverings are used to help prevent the transmission of droplets from individuals who are carrying the virus to others. Wearing cloth face coverings helps prevents *others* from getting sick. Social distancing and good hygiene are still the best way to protect yourself from getting sick. Cloth face coverings should be washed regularly, ideally using a washing machine. When removing a cloth face covering individuals should be careful not to touch their eyes, nose and mouth and wash hands immediately after removing.If appropriate PPE cannot be provided, the worksite must be shut down.  |
| Site Specific Plans/Requirements |
| Click or tap here to enter text. |

**Hygiene**

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| To limit your own risk and the potential spread of the virus, please that the following precautions:* Good hygiene habits: Wash your hands frequently with soap and water for 20 seconds or utilize alcohol-based hand sanitizer with at least 60 percent alcohol. Be sure to wash your hands after coughing, sneezing or blowing your nose and avoid touching your eyes, nose and mouth.
* Coughing and sneezing etiquette: Cover your mouth and nose with a tissue when you cough or sneeze, or cough into elbow.
* Practice social distancing when possible: Limit travel, large meetings or physical contact, like handshakes, hugs, etc. All large meetings should be canceled or rescheduled if non-urgent. If needed, consider video conferencing or find a large area so people can maintain a safe distance.
* Wipe down surfaces regularly: Pay special attention to shared surfaces like doorknobs, keyboards, etc.
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| Site Specific Plans/Requirements |
| Click or tap here to enter text. |

**Sanitation, Cleanliness and Hygiene**

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| Sanitation and CleanlinessSoap and running water shall be abundantly provided on all job sites for frequent handwashing. Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement. Post, in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC). Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished. Frequently clean and disinfect high-touch surfaces on job sites and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the jobsite shall be shut down until such measures can be achieved and maintained. If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected. HygieneTo limit your own risk and the potential spread of the virus, please that the following precautions:* Good hygiene habits: Wash your hands frequently with soap and water for 20 seconds or utilize alcohol-based hand sanitizer with at least 60 percent alcohol. Be sure to wash your hands after coughing, sneezing or blowing your nose and avoid touching your eyes, nose and mouth.
* Coughing and sneezing etiquette: Cover your mouth and nose with a tissue when you cough or sneeze, or cough into elbow.
* Practice social distancing when possible: Limit travel, large meetings or physical contact, like handshakes, hugs, etc. All large meetings should be canceled or rescheduled if non-urgent. If needed, consider video conferencing or find a large area so people can maintain a safe distance.
* Wipe down surfaces regularly: Pay special attention to shared surfaces like doorknobs, keyboards, etc.
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| Site Specific Plans/Requirements |
| Click or tap here to enter text. |

**Employee Health and Symptom Monitoring**

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| COVID-19 symptoms include fever, cough, shortness of breath, fatigue, chills, muscle aches, sore throat, headache or new loss of taste or smell. * Employees with these symptoms should immediately notify their supervisor and leave the work site. Quarantine procedures will be applied following CDC and local health authority requirements.
* Employees who have had close contact with an individual with a suspected or confirmed COVID-19 infection, immediately notify your supervisor, leave the work site and self-quarantine per the requirements established by the CDC and local health authority.
* Remember to keep your distance from others to protect them from getting sick. If you are showing symptoms consistent with COVID-19, call your healthcare provider first, as they will help take the appropriate next steps. Managers, please encourage employees who are exhibiting symptoms to stay home.

Screening and MonitoringAll work sites will screen and monitor employees according to the following:* Screen all workers at the beginning of their shift by taking their temperature and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
	+ Thermometers used shall be ‘no touch’ or ‘no contact’ to the greatest extent possible. If a ‘no touch’ or ‘no contact’ thermometer is not available, the thermometer must be properly sanitized between each use.
	+ Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
	+ If a worker refuses the screening process, they are to be sent home per the gubernatorial order. No workers shall be permitted to enter the site until they have passed the temperature screen.
* Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
* Any worker coming to work on a construction site in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work on a job site in Washington.
* Employees who do not believe it is safe to work shall be allowed to remove themselves from the worksite and employers must follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.
* If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.
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| Site Specific Plans/Requirements |
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**Job Site Visitors and Worker Attendance Logs**

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| A daily attendance log of all workers and visitors must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors.  |
| Site Specific Plans/Requirements |
| * File daily subcontractor reports with record of worker attendance with jobsite records.
* File visitor log with jobsite records.
* Click or tap here to enter text.
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