

COVID-19 JOB SITE PRACTICES



All Contractors should incorporate COVID-19 transmission and prevention into all job hazard analysis and pre-task planning for all aspects of the work. This tool is provided as a guideline for contractors and is not to be relied upon to prevent the spread or transmission of COVID-19 or prevent a safety violation from being issued by a jurisdictional authority. This not legal advice. Contractors should continually evaluate the specific hazards at their job sites along with the [Centers for Disease Control and Prevention\(CDC\) recommendation](#) to determine the most appropriate job hazard analysis for the project/task as it relates to the spread and/or transmission of COVID-19.

WORKER PERSONAL RESPONSIBILITIES

- Employees need to take steps to protect themselves. Refer to CDC guideline: [How to Protect Yourself](#).
- If employees have symptoms of acute Respiratory illness (i.e., Fever, Cough, Shortness of Breath), they must stay home and not come to work until free of symptoms for at least 72 hours without the use of medicine or as recommended by the CDC. Refer to CDC Guideline: [What to do if You Are Sick](#).
- Employees must notify their supervisors and stay at home if they are sick. They must consult medical attention if they develop symptoms of acute respiratory illness. Refer to CDC Guideline: [What to do if You Are Sick](#).
- 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 NOSE, BODY ACHES, CHILLS, OR FATIGUE.
- Individuals should seek medical attention if they develop these symptoms. Call your Primary Care Doctor.
- If an employee is well but has a family member at home with COVID-19, they should notify their supervisor. Contact Human Resources and Primary Care Doctor for guidance.
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SOCIAL DISTANCING

Work in occupied areas should be limited to only those tasks that are strictly necessary.

- Limit physical contact with others. Direct employees to increase to at least 6 feet, where possible.
- When possible, limit out-of-office meetings and replace them with phone or online meetings.
- Take breaks and lunch in shifts to reduce the size of the group in the lunch areas at any one time to less than 10 people.
- Subcontractor foreman/supervisors and project managers should communicate with their general contractor about prohibiting large gatherings (currently 10 or less) on the job site, such as the all-hands meeting and all-hands lunches.
- Discourage hand-shaking and other contact greetings.

GENERAL JOBSITE / OFFICE PRACTICES

Employers should reference the CDC's [Interim Guidance for Businesses and Employers](#). Employers should check CDC recommendation frequently and update JHA's and safety plans accordingly.

- Employers should consider designating a representative to monitor for signs of illness in the workplace and if someone is showing symptoms, ask them to leave. Tell them contact their Primary Care Doctor, supervisor and office. They should NOT be allowed to enter any occupied area before leaving.

Communicate key CDC recommendation (and post signage where appropriate) to your staff and tradespeople:

- [How to Protect Yourself](#)
- [If You are Sick](#)
- [COVID-19 Frequently Asked Questions](#)

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- Place posters that encourage staying at home when Sick, cough and sneeze etiquette and hand hygiene at the entrance to your workplace and in other areas where they may be seen.

Supervisors should ask the following questions to all employees prior to entering the jobsite every day. If they answer **yes** to **any** question, they should leave the jobsite immediately. Have then contact their supervisor. 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 medication.

- ✓ Are you having any 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, chill or fatigue?
- ✓ Have you or anyone in your family, been in contact with a person that has tested positive for COVID-19?
- ✓ Have you or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- ✓ Have you been tested for COVID-19 and waiting on results?
- ✓ Have you or anyone in your family traveled outside of the U.S. within the last two weeks?
- ✓ Have you been medically directed to self-quarantine due to the possible exposure of COVID-10?

Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Gloves: Gloves should be worn at all times while on site. The type of glove should be appropriate to the task. If gloves are not typically worn for the task, chose a glove that is appropriate for protection. Nitrile gloves can be worn under most gloves for additional protection.
- Eye Protection: Eye protection should be worn at all times while on site.

SANITATION AND CLEANLINESS

Promote frequent and thorough hand washing with soap and water for at least 20 seconds. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guideline: [When and How to wash your hands.](#)

- All workers should wash hands often, especially before eating, smoking or drinking, after Blowing your nose, coughing or sneezing. Workers should refrain from touching their face.
- All sites should have hand washing stations readily available to all workers on site. If you have a large site, get a hand washing station from your portable toilet provider.
- Providing hand sanitizer is acceptable in the interim between availability of hand washing facilities.
- All workers should wash hands before entering any unit, as well as regularly and periodically throughout the day.
- Some job sites may have access to hot water for hand washing. If this is an option, please get permission from the facility owner to use their sink and disinfect frequently.
- If on a remote project, fill an igloo-type cooler with water (hot water, if available) and label “handwashing only”. Make sure that the top is taped shut. This is a good option for vehicles as well. [The CDC has posters and fact sheets available for posting.](#)
- Subcontractor foreman and project managers shall communicate with their General Contractor as to what steps the general contractor is taking to provide adequate sanitary/handwashing

Disinfect frequently touched surfaces within the workplace multiple times each day. Refer to CDC guideline: [Clean & Disinfect.](#)

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Important—Any surface that has been by a worker bare skin (hand or arm) must be disinfected.

- Portable job site toilets should be cleaned by the leasing company at least twice per week (disinfected on inside). Hand sanitizer shall be checked and refilled as needed. Frequently touched items (door pulls, and toilet seats) should be disinfected frequently, ideally after each use.
- Job site offices/trailers and break/lunchrooms must be cleaned at least twice per day or shift.
- Employees performing cleaning will be issued proper PPE, such as nitrile gloves/rubber gloves and eye and face protection. (Employee must be trained on proper procedures)
- Maintain SDS sheets on all disinfecting chemicals on site.

Employers should provide tissues and encourage employees to cover their nose and mouth with a tissue (or elbow or shoulder if a tissue is not available) when coughing or sneezing. Wash your hands after each time you cough, sneeze or blow your nose and any time before you touch your face or food. Refer to CDC guideline: [Coughing & Sneezing](#)

- Any Trash from the trailers or the job site be changed frequently by someone wearing gloves. After changing the trash, employees should throw the gloves away (unless they can be cleaned) and wash their hands.

JOB SITE VISITORS

Restrict the number of visitors to the job site, including the trailer or office.

All non-essential visits by vendors, (Salespeople, rental companies, labor companies, Third-party consultants) clients, etc. are suspended.

All visitors should be screened in advance. If the visitor can answer Yes to any of the following questions (without identifying which questions applies, the visitor will not be permitted.

- ✓ Are you having any 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, chill or fatigue?
- ✓ Have you or anyone in your family, been in contact with a person that has tested positive for COVID-19?
- ✓ Have you or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- ✓ Have you been tested for COVID-19 and waiting on results?
- ✓ Have you or anyone in your family traveled outside of the U.S. within the last two weeks?
- ✓ Have you been medically directed to self-quarantine due to the possible exposure of COVID-10?

MANAGING SICK EMPLOYEES

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° or greater), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever reducing or other symptom-altering medicines (i.e. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

Contact your Primary Care Doctor if you feel ill or think you may have COVID-10 (Coronavirus)

CAR POOLING

Limit the number of employees sharing a vehicle to commute to and from work as well transporting workers.

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AUDIT QUESTIONS

Recommended Strategies

- Sick employees absence valid without doctor's note?
- Employees allowed to stay home w/ affected family?
- Sick employees separated/sent home immediately?
- Hygiene/stay home policy posters displayed conspicuously?
- Hygiene products (tissues, soap, sanitizer) provided?
- Routine environmental cleaning performed to standard?
- Employees adequately informed prior to travel & return?
- Employees adequately assess exposure risk?

Outbreak Planning

- Employer includes flexibility in business response?
- Employer plans include required objectives?
- Response planning includes disease severity?
- Response planning includes high-risk employee impacts?
- Response planning includes planning for increased absences?
- Local managers empowered to take appropriate action?
- Employer coordinates with State and Local authorities?
- Response plan discussed/exercised?
- Response plan shared with all required parties?
- Best practices shared to improve response?
- Potential work-related exposures identified?
- Social distancing strategies explored/enacted?
- Essential business functions identified & effects controlled for?
- Plan activation details (triggers procedures etc.) identified?
- Outbreak communication process established?

Web Sites

CDC - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

AGC of America -- <https://www.agc.org/coronavirus-covid-19>

OSHA -- <https://www.osha.gov/SLTC/covid-19/>