

COVID-19 Construction Safety & Health Guidelines

This document is an amendment to the Safety Health & Environmental Policy regarding the requirements and procedures related to construction during the COVID-19 pandemic. This document outlines the minimum requirements and is based on Atlantic Restoration's interpretation of the information provided by the Center for Disease Control, the Commonwealth of Massachusetts COVID-19 guidance letter dated March 25, 2020 and the Commonwealth of Massachusetts COVID-19 GUIDELINES AND PRODEDURES FOR ALL CONSTRUCTION SITES AND WORKERS AT ALL PUBLIC WORK

A. Purpose:

The purpose of the amendment is to outline the minimum guidelines and procedures that must be followed at all times on our construction sites. Our goal is to prevent exposure and to limit the transmission of the COVID-19 virus to ensure the safety and wellbeing of all who work on site or visit the site. This is to protect all persons who enter our worksite, those that they come in contact with when they leave the site, and the public at large.

B. Administrative Requirements:

1. Every project site is to have the COVID-19 Construction Safety & Health Guidelines Posted on the job site and distributed to each and every subcontractor.
2. Subcontractors are requested to acknowledge receipt and confirm that they will comply with these requirements. A log of all who have confirmed is to be kept. Confirmation is to be via Email.
3. Each site is to designate a site-specific COVID-19 officer who will be responsible for implementing, monitoring and documenting these procedures. (This person will most likely be the onsite supervisor)
4. A written daily report / inspection are to be completed by the designated COVID-19 officer.
5. Prior to starting a shift, each employee will self-certify to their supervisor that they:
 - a. Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
 - b. 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.
 - c. Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
 - d. Each contractor is required to initial the **Daily Subcontractor COVID-19 Health Verification Compliance Form** every day.

6. Any worker that has exhibited signs of COVID-19 or known to have contracted or exposed to COVID-19 are to provide clearance by a medical professional prior to returning to the site. This clearance is to be provided to the COVID-19 officer and site-supervisor.

C. COVID-19 Symptoms & Actions to be taken:

1. COVID-19 Symptoms
 - a. Fever
 - b. Cough
 - c. Shortness of Breath
 - d. Sore Throat
2. If you are sick or exhibiting any symptoms of COVID-19 prior to work, notify your supervisor and **DO NOT GO TO WORK!**
3. If you have reported to work and are feeling any and are exhibiting any symptoms of COVID-19 you are to avoid contact with everyone and **LEAVE THE SITE.**
4. If you notice a co-worker showing signs or complaining of any symptoms of COVID-19, you are to notify your supervisor and the employee is to be directed to **LEAVE THE SITE.**
5. 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 cleared by a medical professional.

D. On the Job Guidelines:

1. Do not shake hands with anyone
2. Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
3. Business Interiors and OPM field office trailers will be locked down to all but authorized personnel.
4. Each jobsite should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover all areas including trailers, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site.
5. A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
6. Avoid face to face meetings - critical situations requiring in-person discussion must follow social distancing
7. Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
8. All individual work crew meetings/tailgate talks should be held outside and follow social distancing
9. Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination
10. At each job briefing/tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
11. Each jobsite is to have COVID-19 safety guidelines and handwashing instructions
12. All restroom facilities/porta-potties should be cleaned and handwashing stations must be provided with soap or hand sanitizer and paper towels
13. Restroom facilities / porta-potties cleaning by the supplier is to be increased to twice per week
14. All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.

15. All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
16. No water bottles or drinks or food of any kind are to be shared. All employees are recommended to bring their own food and drinks from home
17. Avoid congregating during breaks and lunch and maintain Social Distancing separation, Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
18. Avoid touching eyes, nose, and mouth with your hands
19. All workers are to clean up after themselves. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
20. If you or a family member is feeling ill, stay home!

E. Work Site Risk Prevention Practices:

1. At the start of each shift, confirm with all employees or crews that they are healthy.
2. All construction workers will be required to wear cut-resistant gloves or the equivalent.
3. Use of eye protection (safety goggles/face shields) is strongly recommended.
4. In work conditions where required social distancing is impossible to achieve affected employees shall be supplied PPE including as appropriate a standard face mask, gloves, and eye protection. Each employer is responsible to provide PPE for their direct employees.

5. All employees shall drive to work site/parking area in a single occupant vehicle. Contractors / State staff shall not ride together in the same vehicle.
6. When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry.
7. In instances where it is possible, workers should maintain separation of 6' from each other per CDC guidelines.
8. Multi person activities will be limited where feasible such as two person lifting activities.
9. Large gathering places on the site such as shacks and break areas will be eliminated and instead small break areas will be used with seating limited to ensure social distancing.
10. Cleaning of the office trailer or office space is to be done with proper COVID-19 sanitation processes and is to be done daily.

F. Wash Stations:

1. All sites MUST install Wash Stations.
2. Install hand wash stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees.
3. All onsite workers must help to maintain and keep stations clean.
4. Wash stations are to have soap and towels and if a worker notices soap or towels are running low or out, immediately notify supervisors.
5. Place a Garbage barrel next to each hand wash station for disposal of tissues/towels.