# Coronavirus Response Plan Operations
## Guidance for Project Sites and Offices

**DEFINTIONS**

**Symptoms compatible with COVID-19,** for the purpose of these recommendations, include subjective or measured fever, cough, or difficulty breathing.

**Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. However, by removing the germs, it decreases their number and therefore any risk of spreading infection.

**Close contact** is defined as:
a. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case, OR
b. Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

**Disinfecting** works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. However, killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

**High-Touch Surfaces** are those surfaces that have frequent contact with hands. This can include but is not limited to doorknobs, keyboards, handrails, locks, handles, etc.

**Isolation** means the separation of a person or group of people known or reasonably believed to be *infected with a communicable disease and potentially infectious* from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

**Quarantine** in general means the separation of a person or group of people reasonably believed to have been *exposed to a communicable disease but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**Self-monitoring** means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

**Self-observation** means people should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should take their temperature, self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

**Social distancing** means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

**LEADERSHIP & MANAGEMENT**

- Identify the person responsible for auditing implementation on each project. That will be the **site safety champion** (e.g. safety person, supervisor).

- Onsite teams should form and attend daily huddles and make these action plans a topic of huddle conversation. Similar to safety, ask the question – "How will we or what can we do to keep ourselves healthy today." (REMEMBER: Social Distancing.)

- **INCIDENT COMMANDERS**: Need to be identified by the company. Reference *Appendix A – Incident Commanders by Office.* If an infected (tested Positive) person is identified, the respective Incident Commander is to be notified. Respect and maintain each persons' dignity and privacy. Reference *Appendix B – Incident Control Plan*.

- Implementation is a team responsibility, led by the Project Manager or Supervisor.

- The Project Manager is to communicate the plan and updates to all Suppliers, Subcontractors, Vendors, Service Providers and to Customer Contacts.

- If possible, at your site or office create an isolation area for those individuals that show/have symptoms of COVID-19. Send home immediately if possible but have contact information.

- Be aware of worker's concern about pay, leave, safety, health, and other issues related to the crisis. Make sure all employees are aware of contact for Human Resources at your business.

- Stay informed. This is an evolving issue read email notices and use resources provided.

  - CDC Coronavirus Situation Summary Link: https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsummary.html

  - MIOSHA Coronavirus: https://www.michigan.gov/coronavirus

  - Department of Labor (DOL): https://www.michigan.gov/leo/0,5863,7-336-78421_78424---,00.html

  - ABC National has Information specific to the construction industry: https://abc.org/coronavirus

**SITE ACCESS CONTROL**

- Employees must **stay home when sick** and are to notify supervisors of illness.

- Develop a company plan for employees who have been exposed or infected with COVID-19, must immediately notify their Manager and Human Resources office.

- Included are several variations of site access and control of the site. Each project needs to utilize *Appendix C - Guidance for Site Entry* to determine site control and how the questionnaire process will operate.

- Each person should fill out the **COVID-19 Self-Reporting Survey for Jobsites.** Each site will determine if this is done at gate entry, the pre-shift huddle, project office, or otherwise. This includes material delivery persons, water/coffee delivery persons, etc. A designated individual(s) at each site will be responsible to verify completions of the survey. Many customers have implemented these already but if our customer has not then we ask that you use these forms. The form should be filled out upon initial entry. The questions from the form should be asked at the start of shift meeting each day thereafter.

**PERSONAL HYGIENE ON THE PROJECT**

- Encourage people to take their temperature each day before they leave for work. Employees are to **stay home when sick or when directly exposed to someone that may have COVID-19** and to notify supervisors of illness or potential exposure. Please contact your Supervisor prior to arrival on site if you are unsure.

- Ensure you have enough cleaning supplies and PPE at your site. Keep these items under lock and key at all times and only distribute as necessary so that supplies do not disappear. **These are for work use only.** Unfortunately, people may try to replenish personal supplies at home from them which will leave the site in need.

- Clean offices, office trailers and tool trailers regularly, at a minimum of twice per week for regularly used surfaces. Document cleanings with a Date/Time and Initials of the person inspecting/cleaning with a sign in sheet posted on entry door.

- Discourage workers from using other worker's desks, tools, phones, PPE, etc.

- Regularly clean and disinfect frequently touched surfaces at least daily. High traffic areas may need multiple times a day. Discuss as a team at your site. Consider shared tools, shared equipment, doorknobs, keyboards, cell phones, refrigerators, microwaves, coffee pots, light switches, etc. Also, make wipe-down access easy. e.g., direct all subcontractor employers to tie wipes to the handrail of common lifts and gang boxes. This includes work vehicles and mobile equipment steering wheels, door handles, etc.

- Make sure people have cleaned up around themselves each-and-every day. Include field lunch areas, meeting areas, etc.

- Provide trashcans for worker use. Ensure they are emptied regularly and that employees performing these duties take proper precautions.

- Provide hand washing stations on site at entry/exits and smart points throughout the project site
  - Key times to clean hands include:
    - After blowing one's nose, coughing, or sneezing
    - After using the restroom
    - Before eating or preparing food

- Ensure **hand hygiene** supplies are readily accessible throughout the workplace and promote **wearing proper gloves** for work activities. Nitrile or Vinyl gloves may be required to be worn under work gloves. Ensure to ask workers for any known allergies prior to providing.

- Eliminate common shared-snacks. Remove them from sites, offices, work areas, etc. Bring your food and snacks from home for individual consumption.


- Consider making mandatory posting signage on the site and at job trailers, Safety Boards, port-a-johns, break areas, etc.: Site Safety Champion/Supervisor should be responsible for printing and posting.

STAY SAFE!

NO HANDSHAKE ZONE



**COVID 19**

Fever
Cough
Shortness of Breath
Symptoms appear 2-14 days after exposure

**FLU**

Fever                    Body or muscle ache
Cough                    Runny or stuffy nose
Sore throat              Fatigue
Headaches

**ALLERGIES**

Sneezing or coughing
Runny nose and scratchy throat
Itchy, red or watery eyes

# What are the symptoms?

Fever

Cough

Fatigue

Sore throat

Shortness of breath

- Make sure there are enough temporary/portable toilets on site, per contract requirements. Increase cleaning of toilets to three (3) times per week and make sure they are properly stocked with supplies. Work with your project vendor. OSHA count guidance is:

| Minimum number of toilets. | |
| --- | --- |
| Number of employees of each sex | Minimum number of toilets per sex |
| 1 to 15 | 1 |
| 16 to 35 | 2 |
| 36 to 55 | 3 |
| 56 to 80 | 4 |
| 81 to 110 | 5 |
| 111 to 150 | 6 |
| Over 150 | 1 additional toilet for each additional 40 employees. |

Note to Table F-2 of § 1915.88: When toilets will only be used by men, urinals may be provided instead of toilets, except that the number of toilets in such cases shall not be reduced to less than two-thirds of the minimum specified.

- Obtain cleaning station and sanitizing materials noted above. Note that resources are LIMITED and that these are NOT for personal or home use. Keep supplies under lock and key so that supplies are monitored. Cleaning station and sanitation material requests should be well thought out and support the logistics of the jobsite (size of trailer(s), entry points, break areas, etc.). Subcontractors should be required to procure their own supplies for their respective areas. Assist as necessary.

**SMART SOCIAL DISTANCING**

- Promote "no-handshake" guidance. A simple nod to acknowledge each other is sufficient.

- Encourage people to maintain the CDC-recommended 6' distancing from each other at meetings and other field interactions.

- Any Safety Lunches or Celebrations should be cancelled during this time. No buffet style lunches for groups to minimize potential exposure.

- Keep in-person meetings to less than 10 people when in a conference room or in an enclosed area. Consider using ZOOM and SKYPE for Business as tools to limit face-to-face meetings.

- If areas have tight working areas where multiple people need to work, consider spacing out the timing of trade work, if possible.

- Rotate and stagger Breaks and Lunch Times.

- Consider flexible hours and staggering work shifts (staggered days, hours, etc.).

- Limit non-essential work travel. Conferences should be cancelled until further notice.

- For office-workers or non-essential onsite labor, evaluate work-from-home smartly. For example:
    - Refer to your Manager for Telecommuting guidelines.
    - Managers should ensure they have a way to contact their employees in the event they don't have a company-issued cell phone. Keep in contact Daily with worker.
    - Utilize certain days as office days and rotate and coordinate those days, as needed.

## Appendix A - Incident Commanders by Office

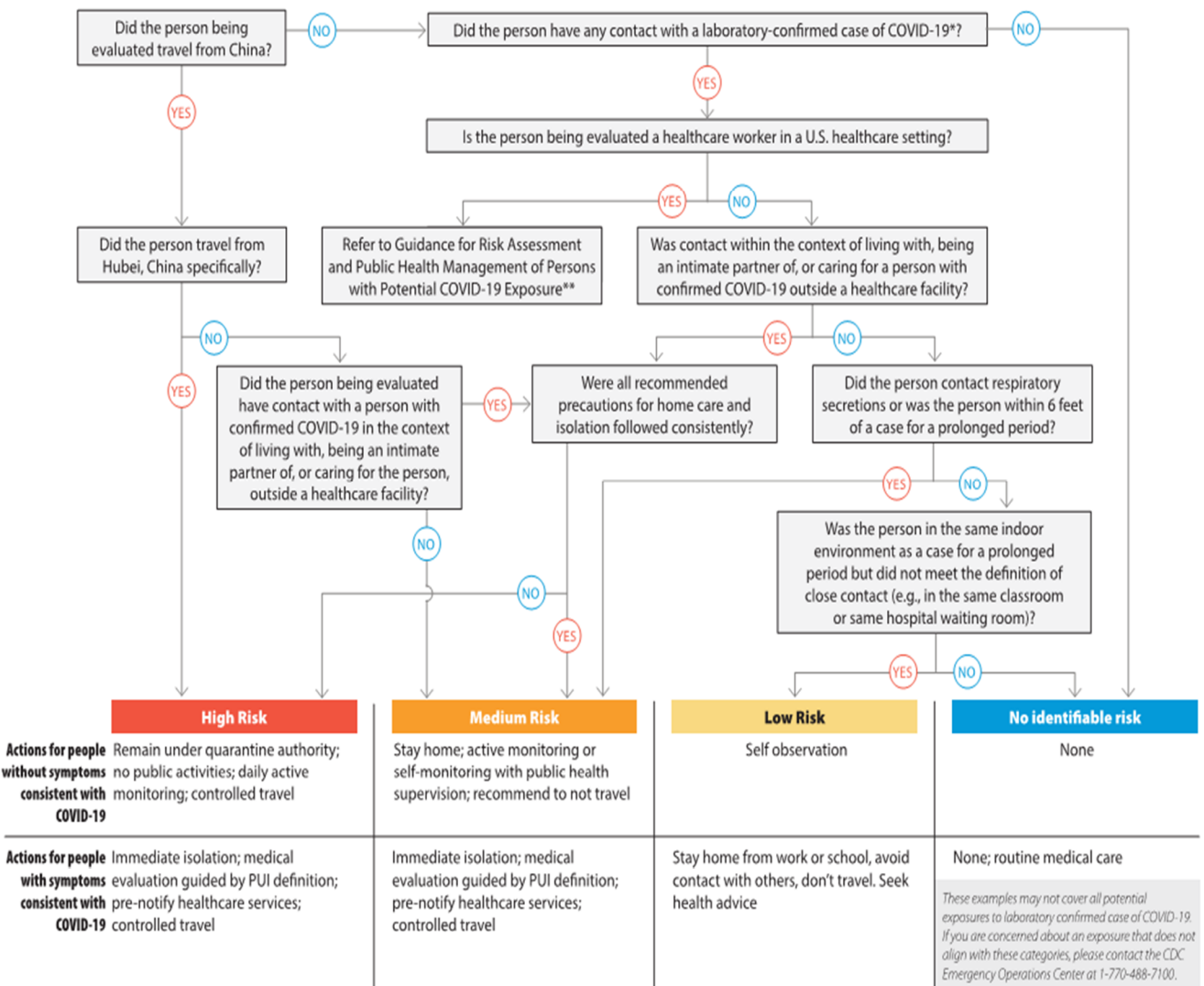| Office | Incident Commander (IC) | Phone Mobile | E-mail |
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# Appendix B - Incident Action Plan

**ONSITE INCIDENT ACTION PLAN:**
This portion of the plan defines the proper procedure for assessing the risk of exposure to COVID-19 if there has been a confirmed case on the jobsite. Decisions regarding the possible personal and location/material exposure can be made using the CDC's Guidance of Public Health Management and Decision Making and Environmental Cleaning Guidance.

Person(s) possibly exposed to COVID-19
- Immediately notify onsite designated safety representative/supervisor
- Discuss proper next steps with the safety champion/supervisor and Incident Commander using the CDC flowchart:

Medical Evaluation Resources

- Make sure your safety champion/supervisors know who the current medical provider for work-related injuries is equipped to provide support for evaluation of the Coronavirus. Should they need further resources, have them contact the appropriate Incident Commander.

Person(s) verified with symptoms of COVID-19

- Move potentially infectious people to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
  - A temporary toilet facility (i.e., port-a-john) is NOT considered an isolation room.
- Provide a facemask, if feasible and available, and ask the person to wear it, if tolerated.
  - Note: A Facemask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Restrict the number of personnel entering isolation areas.
- Once person is removed from the isolation room, perform cleaning and disinfection of the room.
- Identify who the worker has had direct contact with and turn over to the Incident Commander.

Location/Materials possibly exposed to COVID-19

- Contact professional cleaners for heavily contaminated, enclosed areas such as office trailers
- If professional cleaners are not available or there is a low risk of material contamination:
  - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
  - **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons**, focusing especially on frequently touched surfaces**.**

Personal Protective Equipment and Hand Hygiene during cleaning and disinfecting of surfaces

- **Cleaning staff should wear disposable gloves and Coveralls(TYVEK Suit) for all tasks in the cleaning process, including handling trash**.
  - Gloves and Coveralls should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

# Appendix C - Guidance for Site Entry

Included below are descriptions of typical construction site-access requirements for the Project Manager to use as implementation guidance. If your site access differs, consult with your Incident Commander to discuss appropriate protocol**.**

1. **Owner Controlled Security Checkpoint**, operated with security guard enforcing a plan for access to site via screening.
   a. If Owner required entrance document is required, follow Owner protocol. No further questionnaire required if all people are going through the checkpoint and being asked the questions.

2. **Owner Controlled Security Guard Checkpoint** without screening plan for access to site.
   i. Subcontractors report to respective meeting areas and review the daily questionnaire. If anyone answers yes to any question, then they get removed from site. Contact your Incident Commander for guidance.
   ii. Deliveries for General Contractors and Subcontractors – All delivery drivers should check into General Contractor Trailer and complete questionnaire prior to accessing site.

3. **Open Site Access** – (No Security checkpoint prior to entering site parking area & jobsite).
   i. Anyone accessing the site is required to complete the questionnaire.
   ii. Subcontractors report to respective meeting areas and review the daily questionnaire. If anyone answers yes to any question, then they get removed from site.
   iii. Deliveries for General Contractors and Subcontractors – All delivery drivers should check into General Contractor Trailer and complete questionnaire prior to accessing site.

# Appendix D – COVID-19 Self-Reporting Survey for Jobsites

## VISITOR SELF-DECLARATION FORM

The safety of our employees, customers, families and visitors remains [Company Name] overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spread globally, [Company Name] is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Center for Disease Control and the World Health Organization.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

| | |
|---|---|
| Visitor's Name: | Personal Phone Number: |
| Visitor's Company/Organization: | Name of Ideal Host: |
| Facility Name: | |

| **Self-Declaration by Visitor** |
|---|
| Have you returned from any travel outside of the US within the last 14 days?<br><br>☐ No   ☐ Yes   If yes, where? |
| Have you had close contact with or care for someone diagnosed with COVID-19 within the last 14 days?<br><br>☐ No   ☐ Yes |
| Have you been in close contact with anyone with has traveled within the last 14 days outside of the US?<br><br>☐ No   ☐ Yes |
| Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?<br><br>☐ No   ☐ Yes |

_____          _____

Signature                                                                                    Date

Access to facility (circle one):        Approved          Denied